



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk)

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 20<sup>th</sup> May 2024 Agenda

### **Councillors and members of the press & public**

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,  
Windsor Road, Garstang, PR3 1EX  
on Monday, 20 May 2024 at 7.30pm.

### **Members of the public and press are invited to attend the meeting**

Please contact the Clerk by 13.00, Monday, 20 May 2024, to express your interest in attending the meeting.

### **Recording of Public Council Meetings**

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

*E Parry*

Town Clerk

15<sup>th</sup> May 2024

# Agenda

## 1) Apologies for absence

To receive apologies for absence.

For information, Clerk

Apologies are a sign of courtesy, especially if apologies are high and the Clerk is examining if there will be a quorum for the Full Council/Committee meeting. They are a matter of convention and a sign of courtesy to the rest of the meeting but there's no requirement to offer them nor for the Council to receive them. There is no mention of apologies in the 1972 Local Government Act.

The 2018 Good Councillors guide states:

'What if you cannot attend? Remember, you have a duty to attend but sometimes things crop up and you are unable to make it. You must contact the clerk with an apology and explanation. A darts match is not an adequate excuse whereas illness or work commitments are acceptable reasons.'

## 2) Declaration of Interests and Dispensations

To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.

For information - Annual reminder from the Clerk – Councillors are asked to check that their register of interests forms are up to date. Forms can either be checked on the website or the hard copy register, that the Clerk will bring to the meeting.

## 3) Public participation

The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.

The Clerk is reminding Councillors of standing orders applying to public question time:

3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

## 4) Announcements – for information

## 5) Minutes of the last meetings – for decision

Councillors are asked to approve, as a correct record:

- i) the [minutes of the meeting held on 15 April 2024](#) and
- ii) the [extraordinary meeting held on 7 May 2024](#) (circulated on Teams).

- 6) **Finance payments – for decision**  
Councillors are asked to approve the payments detailed in the Appendix.
- 7) **Appointment of Councillors Forshaw and Keyes, Clerk – for decision**
- i) **Committees**  
Further to the induction training of Councillors Forshaw and Keyes, both have indicated that they would like to be appointed onto the Personnel and Planning Committees.
- Does the Council approve that Councillors Forshaw and Keyes are appointed onto the Town Council’s Personnel and Planning Committees? (The table in the Appendix details the provisional appointments). These appointments will also be ratified at the Annual Town Council meeting (23 May 2024).
- ii) **Councillor seniority list**  
Further to the appointment of Councillors Forshaw and Keyes, and [standing orders point 5j](#), Councillors are asked to approve the seniority list detailed in the Appendix.
- 8) **Grant Policy, RFO - for decision**  
The Finance Committee met on 23 April 2024.
- Recommendation to the Council:**  
The Committee reviewed and approved the changes to the Grant policy made by the RFO and recommended that Full Council adopt the [revised policy](#) at the next meeting on 20/05/2024.
- For information - Since April’s Town Council meeting grant applications have been received from:
- a) the Community Sport Club project  
b) Garstang Subscription Bowling Club  
making a total of 3 applications (Garstang Arts Centre submitted in March 2024) on file.
- 9) **Finance Committee recommendations to Full Council, RFO – for decision**  
The Finance Committee met on 23 April 2024. For Full report, please see the Appendix.
- a) That the remaining funds in Emergency Plan and Youth Council Funds EMRs be transferred to the Community Engagement EMR.
- b) That the [Full Council risk register](#) be approved.
- c) Since the Finance Committee meeting, the RFO has reviewed and updated the [Risk Management Policy](#). Council are asked to review and approve the policy.

- 10) **Cherestanc Square, Councillor Perkins – for decision**  
Having observed Cherestanc Square from Booths café, I have noticed that some of the flowers boxes have been moved; exposing the original colours of the block setts. The Square is uncared for.
- Proposal:** That the Town Council write to Wyre Council and ask them to power wash the whole of Cherestanc Square.
- 11) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**  
An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.
- 12) **Celebration 80 years since D-Day, Councillor Halford - for decision**  
The Full report is detailed in the Appendix.  
Are Council wishing to recognise and celebrate the event? What do we as a council want to do?
- 13) **Items for next Council monthly agenda**  
Councillors are asked to raise matters to be included on the agenda and 'Report of other representatives and projects' for the meeting of the Town Council on **17 June 2024** by notifying the Clerk by **9 June 2024**. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.
- The Clerk has produced an [agenda item template](#) to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

For Information Only

14)

**Clerk's Report**

**a) Letter to Wyre Area Committee Members**

Dear Members,

Please find [attached letter from Cllr Jan Finch, Chair of Wyre Area Committee](#), outlining the role of the Wyre Area Committee, arrangements for meeting and nomination of representatives.

Best wishes, Emma Millington, Area Secretary, Wyre Area Committee

**b) Wyre Council Walkabout Responses from the Chief Executive**

Please find attached [responses from Wyre's Chief Executive to the questions raised by Garstang Town Council](#) at the Ward walkaround with the Wyre Councillors on 26/09/2023. Please accept sincere apologies from Rebecca for taking so long to respond and thank you for your patience

**c) Outstanding/In Progress Minutes Log**

The Clerk has collated an [outstanding/in progress minutes log](#) for information for Councillors reference. The log will be circulated monthly by the Clerk.

**d) Lancashire Fire and Rescue Service's Hot Topics**

The next edition of [Hot Topics, Lancashire Fire and Rescue Service's](#) external newsletter for stakeholders contains news about our new Annual Service Plan, the Chief Fire Officer's plans to retire at the end of the year and the latest prevention and protection updates.

**e) Parish Summer Newsletter - request for articles**

We are putting together the next Parish and Town Council newsletter which will go out early July. We would like to showcase examples of some of the great and innovative projects and work that are being done across Parish and Town Councils in Lancashire.

This is about learning from each other and to share good practice. If you have any projects which you would like to share, then please send us brief details of these by Friday 24<sup>th</sup> May.

Then we can work together with you to put together an article for inclusion in this newsletter.

**f) Road surfaces, Garstang**

Please find a signed reply from County Councillor Rupert Swarbrick, Cabinet Member for Highways & Transport (detailed in the Appendix).

15)

**Councillor Report**

**a) LALC meeting held on Wednesday 24th April 2024, Councillor Perkins**

Full report in the Appendix.

**b) Town Council Surgeries**

Councillors Atkinson and Webster attended the Town Council surgery on 11/05/2024; no issues were raised.

16) **Outside body representatives**

None received

17) **Mayor's engagements**

<b>Date</b>	<b>Event</b>
23/04/2024	St Georges Day Flag raising
24/04/2024	Attending LALC [ report on agenda by Cllr Perkins ]
25/04/2024	Town Awards Evening Presentation
06/05/2024	Garstang Walking Festival - coronation walk
06/05/2024	Plant Sale for Mayoral Charities
09/05/2024	Helped place the Kings Stone and Memorial Plaque in situ
10/05/2024	Attend funeral of Alderman Dave Sharples
	Presentation of Awards at Garstang Camera Club
	Presentation at Garstang Heritage Society

# Appendix

## 1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	P
27	20.05.2024	£6,508.00	£1,301.60	£7,809.60		19.04.2024	Playground inspections and general maintenance	Wyre (Wyre Council)	Unity Trust Bank	
26	20.05.2024	£120.00	£24.00	£144.00		27.02.2024	Posters	Colin Cross Printers	Unity Trust Bank	
25	20.05.2024	£38.00	£0.00	£38.00		12.04.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank	
24	14.05.2024	£227.50	£45.50	£273.00		24.05.2024	Trophies and Engraving	S Carr & Son Limited	Unity Trust Bank	
23	20.05.2024	£50.00	£0.00	£50.00		16.04.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank	
22	20.05.2024	£191.00	£38.20	£229.20		16.04.2024	Preparation of payroll	Towers+Gornall	Unity Trust Bank	
21	20.05.2024	£8.66	£1.73	£10.39		12.05.2024	Mobile wi-fi	3 Three	Unity Trust Bank	
19	20.05.2024	£11.94	£2.39	£14.33		29.04.2024	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank	
18 & 20	20.05.2024			£2,464.94			Staff costs "Salary to be paid electronically on 26/05/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'	Employees	Unity Trust Bank & Royal Bank Scotland	

2) **Item 7: Committee appointments (2024 – 25) and Seniority List**

	<b>The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Atkinson
3.	Pearson
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

	<b>The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allard
2.	Brooks
3.	Forshaw
4.	Keyes
5.	Perkins
6.	
ex-officio	Halford
ex-officio	Webster

	<b>The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Allard
3.	Forshaw
4.	Keyes
5.	Perkins
6.	
ex-officio	Halford
ex-officio	Webster

Office of the Town Mayor and Deputy Mayor		
Councillor	Joined	Mayor
Halford	11 April 2007	2008-09 Deputy Mayor 2023-2023
Webster	15 February 2016	2019 - 2021
Brooks	20 February 2017	Declined Deputy Mayor 18/5/2020 and 15/2/2021
Allan	16 October 2017	2021- 2022
Pearson	16 September 2019	2023 – 2024



Atkinson	27 July 2020	Declined deputy Mayor 19/6/2023 and 19/2/2024
Allard	11 May 2023	
Perkins	11 May 2023	2012-2013
Forshaw	7 May 2024	
Keyes	7 May 2024	

3) **Item 9: Finance & Amenities Committee meeting, 23/04/2024, Clerk - for decision**

**a) 051(2023-24) Changes to EMR, Councillor Atkinson**

The Chair of Finance proposed that the following changes be put forward to Full Council for approval (Financial Regulations 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process). That the remaining funds in Emergency Plan and Youth Council Funds EMRs be transferred to the Community Engagement EMR.

**Resolved:** The Committee recommended to Full Council that the remaining funds in Emergency Plan and Youth Council Funds EMRs be transferred to the Community Engagement EMR.

**b) 053(2023-24) Risk Register, quarterly review, RFO**

The Committee noted the outstanding Minute 09(2023-24) Risk Register. The Committee reviewed the Full Council risk register that the RFO had tabled.

**Resolved:** The Committee included an additional point at number 5 and then approved the register. The Committee further resolved to recommend to Full Council that the Full Council risk register be approved.

4) **Item 12: Celebration 80 years since D-Day**

On the 6th June we celebrate 80 years since D-Day. Are Council wishing to recognise and celebrate the event? What do we as a council want to do?

If we do want to celebrate, a team of councillors will be required to arrange the event, hopefully with support from the Armed Forces Veterans Breakfast Club.

Note: Hilary the Town Cryer will be perform a cry for 80th Years since D-Day on the 6th June

**Background Information:**

Villages, towns and cities across Britain are celebrating the 80th Years since D-Day. Some of the events arranged vary from beacon lighting taking place at 21:15, Town crying, Bell ringing to name a few. Details of types of events taking place are detailed in the attached.

**Background documents:**

The 6th June 2024 marks the [80th anniversary of D-Day](#)

<b>Implications to be completed by the Clerk:</b>		
Staffing Implications	Up to 4 hours in administration	
Council objectives:	Community engagement	
Equalities & Human Rights	N/A	N
Crime and Disorder	Crime and disorder have been considered	Y
Biodiversity	There are no bio-diversity implications	N
Financial	There are no financial implications at this stage	N
	There will be financial implications	Y
	There is provision within the budget EMR – GDPR	Y
	Decisions may give rise to additional expenditure – dependent upon the Council decision on the event e.g., Gas for beacon, entertainment up to £450	Y
	Decisions may have potential for income generation not directly but hopefully increase footfall and pride in our Town	N
Legal	Power under which the spend can be actioned	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management	Use of Public Space Cherestanc Square	

**5) Item 14f): LCC - Highways response**

Garstang Children's Festival 2024

Thank you for your email dated 25 April 2024, raising concerns about road surfaces in Garstang. As you have recently written to County Councillor Turner on this same issue, we have copied him into our reply.

You have raised concerns about the carriageway condition on Lancaster Road, Croston Road and Park Hill Road. This includes the roundabouts on the latter roads.

We inspect all of these roads four times a year as part of our routine highway safety inspections. These help us identify any defects which meet our minimum investigatory level for repair. For carriageways, this means any defect of 40mm deep or greater. Our risk-based approach also means that we will consider repairing shallower defects if they present a high risk to road users.

In April 2024, we identified a number of investigatory level defects on Lancaster Road. We have raised orders to repair all of these, and we aim to complete this work within 20 working days. We also identified and repaired some investigatory level defects on Croston Road and Park Hill Road in March 2024 and early April 2024. This included three on the roundabout where the two roads meet.

We have since identified three new investigatory level defects on these roads. Two on Croston Road, and one on Park Hill Road. We aim to repair these within 20 working days. We cannot say exactly when we will be on site to repair the above defects, as we also need to organise appropriate traffic management measures.

We note your request that we resurface Park Hill Road, between Sainsburys and The Wheatsheaf. It may help if I first explain how we decide which roads to resurface. We assess all of the county's roads regularly to help prepare our capital resurfacing programme for the following year. We use data to inform our actions. This helps ensure we make accountable, transparent, and fully justifiable decisions.

We use geographic information software when deciding which assets to prioritise. We consider their strategic importance and proximity to major utilities, such as hospitals. We also consider the number of accepted safety defects, the number of properties served and the volume and speed of traffic.

Regrettably, Park Hill Road did not rank high enough for inclusion in our 2024-2025 capital resurfacing programme. We will look to include it in a future programme, in line with the above criteria, when its relative priority warrants. In the meantime, we will continue our routine safety inspections to help ensure this road remains safe and serviceable.

We will also look to include the above roads in a future Local Deterioration Fund (LDF) scheme. These LDF schemes help tackle small areas of localised deterioration. We prioritise which roads to include on a countywide basis, considering the route's strategic importance, condition, and the number of defects. We also consider the number of repeat visits, damage claims, and complaints.

We do plan to carry out some resurfacing works in the Garstang area as part of our 2024-2025 capital resurfacing programme. These works will take place along the A6, and at its junction with Croston Road.

Finally, and as County Councillor Turner has already indicated, we plan to repair any defects on this year's Children's Festival route ahead of the scheduled start date.

I hope this information is helpful.

**6) Item 16 a): LALC report**

The meeting started with silence in Memory of David Sharples who had been secretary of the group for nearly thirty years.

1. Rebecca Huddleston sent her apologies and sent Clare James to give an update. £420,000 Household Support funding would be aimed at fuel and food poverty. Working with police on high quality video cameras. Community groups to be encouraged to apply for grants. Highlighting of voting procedures. Postal votes must be posted and not delivered to council offices in Poulton. Proof of identity must be provided if voting in person.

2. Guest speaker was Kristian Marsh Route manager for National Highways

After an interesting insight into his role he summarised it as

- a) Improving safety
  - b) Priority on renewing services, structures and technology
  - c) Looking at air quality
  - d) More charging points at Motorway and A road service areas
  - e) Aiming for net zero emissions by 2030
  - f) Improve diversion routes for incidents and emergencies.
  - g) Lane closures are preferable for planned works rather than diversion
- A leaflet is available 'Diversion routes a Customer View'.  
Mr.Marsh gave his contact details as Kristian.marsh @nationalhighways.co.uk

There were many questions summarised below

The sequence of lights and lane markings at Windy Harbour were criticised. Mr. Marsh agreed to take up the matter.

Could large trucks be excluded being diverted up the A6

It was asked why the A6 was not managed better when vehicles are diverted from the motorway. Mr. Marsh said he didn't see the A6 as a problem and it, to quote him, was low in the pecking order! Funding would never be available for an extra motorway junction

Driver behaviour seems to be an issue but National Highways have no enforcement powers.

3. Sgt. Elliot Jones introduced himself. He is at the moment familiarising himself with the area prior to his imminent move. There will be two new PC's. Sgt Jones says he will be a response and targeting officer and will be visible.

AOB

Details of David Sharples funeral arrangements had been circulated  
LAMPAC need a volunteer and there is a vacancy on the Bowland Executive Committee.

The Chair reflected on the fact that despite there being many Councils they consistently failed to send representatives to the meetings