



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 17<sup>th</sup> June 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 17 June 2024, 7.30pm.

### Present

Chairman; Councillor Halford

Councillors present: Allan, Brooks, Forshaw, Halford, Keyes, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillors Dulcie Atkins, Robert Atkins, Alice Collinson and PCSO's Atkinson and Kirkpatrick.

### **009(2024-25) Apologies for absence**

Councillors Allard, Atkinson and Pearson.

County Councillor Turner and PC Sanderson.

### **010(2024-25) Declaration of Interests and Dispensations**

There were no Declarations of Interest declared or requests for dispensations.

### **011(2024-25) Public participation**

The meeting was adjourned to allow members of the public to speak.

PCSO Atkinson introduced PCSO Kirkpatrick to the Council.

There were no specific areas of concern relating to Garstang.

The traffic problems along Devonshire Drive were discussed with the PCSO's.

The parking problem was at its worst during the day. The PCSO's agreed to

take a look and report back to the Council with their findings.

Wyre Councillor Dulcie Atkins reported that the Wyre Local Plan Issues and Options consultation had been delayed due to the forthcoming general election and that the new Mayor of Wyre was Councillor Jane Preston.

Wyre Councillor Robert Atkins reported that a Wyre Council task group were meeting to understand the current provisions for public electric vehicle charging within the borough.

The meeting was reconvened.

### **012(2024-25) Announcements**

Councillor Halford announced:

- i) That the 80th Anniversary of D Day, 6th June 2024 Remembrance event had been well received by the town. He thanked the Councillors and the Clerk for their help on putting on the event.
- ii) Thanked Councillor Pearson (in his absence) for his year in office as Mayor.
- iii) The raising of the Armed Forces flag would be held on Thursday 27<sup>th</sup> June at 10.00am at Kepple Lane Park. All were welcome to attend.
- iv) He would be unveiling the Memory tree in the Memory Cafe Community Garden on the land adjacent to Garstang Library, this Saturday 22 June 2024 at 11.00am.

**013(2024-25) Minutes of the last meetings**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 May 2024 and the Annual Town Council meeting held on 23 May 2024.

**Resolved:** The minutes of the meeting held on 20 May 2024 and the Annual Town Council meeting held on 23 May 2024 were confirmed and signed as a true record.

**014(2024-25) Finance payments**

The Mayor declared that he has a pecuniary interest for payment voucher 37 – Mayor’s allowance. He left the room and did not vote on this payment. Councillor Webster took the chair for this payment.

**Resolved:** Councillors approved the payment voucher numbers 31 to 37 as detailed in the Appendix.

**015(2024-25) Year-end accounts and Annual Governance and Accountability Return 2023/24 Part 3, 1 April 2023 – 31 March 2024, Clerk/RF0**

Councillors resolved and noted the following:

**a) Internal Audit, Annual Governance and Accountability Return Statement**

The Council received and noted the Annual Governance and Accountability Return Statement and Annual Internal Audit Report 2023/24.

**b) Statutory receipts and payments 31/03/2024**

**Resolved:** The Council approved the statutory receipts and payments 31/03/2024.

**c) Section 1, Annual Governance and Accountability Return Statement.**

**Resolved:** The Council completed and approved Section 1, Annual Governance Statement.

**d) Section 2, Annual Governance and Accountability Return Statement.**

**Resolved:** The Council approved Section 2, Accounting Statement.

**e) Commencement of the period for the exercise of public rights**

The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Monday

24 June 2024 - Friday 2 August 2024 Any person interested has the right to inspect and make copies of the accounting records for the financial year ending, 31 March 2024, between these dates.

**016(2024-25) Public rights of Way - Local delivery/biodiversity scheme 2024/25, Lancashire County Council (LCC), Clerk**

The 'opting in' document for the Public Rights of Way – Local Delivery/Biodiversity scheme 2024/25 had been circulated.

**Resolved:**

That the Town Council opts in to the Local Delivery/Biodiversity scheme 2024/25.

**017(2024-25) Annual Town Council Meetings venue, Councillor Halford**

**Resolved:** That the Annual Town Council Meetings going forward are held in Booths café.

**018(2024-25) Remembrance Sunday Event 2024, Councillor Allan**

**Resolved:**

- a) That Full Council approves the organisation of the 2024 Remembrance Sunday event and that Councillor Allan leads the Project with a team of three, Councillors Allard, Pearson and the Clerk. The wider project team will include representatives from the Armed Forces and Military Veterans Breakfast Club, St Thomas's Church and the Garstang Lions.
- b) The Council approved the Clerk's delegated authority to:
  - i) request a cost from Pilling Band and provisionally book them for the 2024 event to secure their services.
  - ii) prepare and submit the required road closure application. The documentation from Remembrance Sunday 2023 will be used in the preparation of the November 2024 Road Closure Applications
  - iii) Obtain costs and place orders for programmes for use in St Thomas's Church and at the War Memorial.
  - iv) Obtain costs and place orders for refreshments at the Arts Centre after the Remembrance service at the War Memorial.
  - v) Invite dignitaries and community groups to attend the Parade and Services.

**019(2024-25) Kepple Lane Park North West In Bloom entry, Councillors Allan, Halford, Pearson and Webster**

**Resolved:** That the Council should cancel /withdraw the Kepple Lane Park entry in the North West In Bloom competition. The reason for the withdrawn entry is due to the Park not being as well maintained this year.

**020(2024-25) Greater Garstang Partnership Board, Councillor Allan**

The minutes of the meeting held 14 May and a dashboard summarising UKSPF projects(not for wider circulation) had been circulated. The next meeting is 9 July 2024 at 4pm.

**021(2024-25) Traffic problems along Devonshire Drive experienced by a local resident, Councillor Halford**

This item had been discussed earlier in the evening with the PCSO's.

**Resolved:** Councillors thanked the PCSO's for agreeing to investigate the parking issues on Devonshire Drive. The Town Council **further resolved** to endorse the concerns of the local resident, listed below, and write to Lancashire County Council, asking them to investigate the concerns.

- i) Vehicle parking on both sides of Devonshire Drive - and on the pavements reducing the road width. Obstructing both the road and the pavement.
- ii) Vehicles parking too close to the junctions with Dorchester Road and Croston Road - this forces vehicles into the middle of Devonshire Drive at the junctions which is dangerous.
- iii) All day parking on Devonshire Drive by non-residents, reducing the view for residents coming out of their drives and making it difficult for them to exit. Obstructing the road and pavement.

**022(2024-25) Items for next Council monthly agenda**

Councillors were 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 **15 July 2024** by notifying the Clerk by **7 July 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.

**The Meeting Finished at: 8.21pm**

**023(2024-25) Clerk's Report**

**a) Wyre Local Plan Issues and Options – Parish/Town Council clerk/planning ambassador briefing**

Wyre Council is in the process of reviewing and updating the current Wyre Local Plan 2011-2031. The new Local Plan will look ahead to 2040. As with the current Local Plan, the new Plan will allocate land for development, designate land for protection and include detailed policies to be used in determining planning applications. As part of the review process, the Council is publishing an Issues and Options document. This will be presented to the Cabinet on 5 June. As the name suggests, the document considers the social, economic and environmental issues that Wyre will face over the next 15 years and the alternative strategies and policies we may adopt to tackle them.

The Issues and Options document will be made available for public consultation over June and July. Ahead of the formal consultation, a briefing to Parish and Town Councils on the Issues and Options will be held at 6pm on Tuesday 4 June at Wyre Civic Centre, Poulton-le-Fylde. There will be a short presentation and an opportunity to ask any questions. At the meeting, we will also be providing each Parish/Town Council with a copy of the Issues and Options document and other consultation information to take away.

I have also attached a [briefing note](#) and [FAQs](#) documents which provides you with some further background information ahead of the briefing on 4 June. Until the Issues and Options is considered at the meeting of Cabinet on 5 June, Parish and Town councils should refrain from promoting the consultation in their community, which is expected to formally commence on Monday 17 June with public exhibitions starting from 24 June.

Footnote from the Clerk – the above event was cancelled. The Local Plan Issues & Options consultation now being delayed to avoid the upcoming pre-election period (Purdah). The Issues and Options consultation will be rearranged for after the general election, this is now expected to commence in late July. The Parish/Town council meeting will also be rearranged, this will occur ahead of the consultation officially commencing. I will update you once the dates are known.

**b) 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.

Additional information for this meeting.

A new Civic year minutes log will be created for the Civic year 2024/2025.

The Clerk is advising that this item will be placed 'for decision' quarterly so that the Council can review the outstanding matters log and determine the status of any long outstanding actions.

**c) LANPAC Annual Report 2023/24**

Please find the [LANPAC Annual Report 2023/24](#).

In the last 12 months LANPAC have supported over 100 Community Safety Projects across the County that aim to reduce crime, tackle disorder, and make our communities safer. I would like to take this opportunity to thank you for all your support to LANPAC.

**d) Wyre Council - Wyre Planning Policy - Accommodation for Travelling Showpeople and Transit Provision for Gypsies and Travellers Call for Sites**

The Council is undertaking a call for sites exercise for Accommodation for Travelling Showpeople and Transit Provision for Gypsies and Travellers. This 'Call for Sites' exercise will sit alongside our previous Call for Sites for housing, economic uses, on-shore wind energy projects and other uses.

This consultation will take place between Wednesday 22 May to Friday 21 June 2024 (5pm deadline).

The recent Fylde Coast Gypsy, Traveller and Travelling Showperson Accommodation Needs Assessment 2023/24 (GTAA) considered the accommodation needs of Gypsies and Travellers and Travelling Showpeople across the Fylde Coast for Blackpool, Fylde and Wyre. For Wyre it identifies a need for 13 Travelling Showpersons plots within the borough up to 2040. It also recommends the Council should consider finding Transit Provision for Gypsies and Travellers.

The Council is seeking sites in the borough that could have potential for future development, redevelopment, or designations for:

- Accommodation for Travelling Showpeople
- Transit provision for Gypsies and Travellers

Please refer to the guidance note for additional information.

You do not need to submit sites that are identified in the adopted Wyre Local Plan (2011-2031) (incorporating partial update of 2022), that have planning permission or are currently under construction, as these sites are already accounted for in the plan making process, unless you have an alternative proposed use for the site or updated site information.

**024(2024-25) Councillor Report**

None received.

**025(2024-25) Outside body representatives**

None received

**026(2024-25) Mayor's engagements**

Date	Event
23/05/2024	Annual Town Council Meeting

<b>Date</b>	<b>Event</b>
25/05/2024	Cabus WI Coffee Morning
25/05/2024	Garstang Ukulele Band
25/05/2024	Soroptimist International
25/05/2024	Churchtown Children's Festival
27/05/2024	Garstang Children's Festival
01/06/2024	Catterall Gala
06/06/2024	D-Day 80th Anniversary
08/06/2024	Meadow Croft Care Home Summer Market
08/06/2024	Millennium Green Bric-a-brac Stall

# Appendix

## 1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
37	17.06.2024	£582.72	£0.00	£582.72			Mayor's allowance	Clr Halford	Unity Trust Bank		207(2023-24)
36	17.06.2024	£300.00	£0.00	£300.00		05.06.2024	Internal Audit Report	Rachel Pearson (Account-ant (Yorkshire) Limited)	Unity Trust Bank		
35	17.06.2024	£660.00	£132.00	£792.00		25.03.2024	Annual subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank		
34	17.06.2024	£110.00	£22.00	£132.00		03.06.2024	.gov.uk Domain (garstangtowncouncil.gov.uk)	Cloud Next Limited	Unity Trust Bank		
32	17.06.2024	£10.05	£2.01	£12.06			Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
31 & 33	17.06.2024	£1,769.38	£0.00	£2,464.94			Staff costs "Salary to be paid electronically on	Employees	Unity Trust Bank &		