



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th June 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, 17 June 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 17 June 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

12th June 2024

Agenda

- 1) **Apologies for absence**
To receive apologies for absence.
- 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.
- 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 20 May 2024](#) and
 - ii) the [Annual Town Council meeting held on 23 May 2024](#) (circulated on Teams).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed in the Appendix.

The Clerk has advised the Mayor that he has a pecuniary interest for payment voucher 37 – Mayor’s allowance. He will be advised to leave the room, whilst the Council consider to approve a sum of £582.72, to be paid to the Mayor, for the Civic Year 2024/25.
- 7) **Year-end accounts and Annual Governance and Accountability Return 2023/24 Part 3, 1 April 2023 – 31 March 2024, Clerk/RF0 – for decision**
Councillors are asked to consider the following:
 - a) **Internal Audit, Annual Governance and Accountability Return Statement**
The Council are asked to receive and note the [Annual Governance and Accountability Return Statement](#) and [Annual Internal Audit Report 2023/24](#).

b) Statutory receipts and payments 31/03/2024

The Council are asked to approve [the statutory receipts and payments 31/03/2024](#).

Background:

The Finance Committee, met on 23/04/2024, and resolved the following, minute 050(2023-24):

The RFO had circulated:

- i) draft section 2, for comment
- ii) 20240331 Receipts and Payments account
- iii) Reserves balance (RFO note minute 167(2023-24) - transfers of end of year underspends not yet complete).

Resolved: The Committee noted the circulated reports; no questions were raised.

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

The Council are asked to complete and approve [Section 1, Annual Governance Statement](#).

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

The RFO has completed, signed and dated Section 2. The Council are asked to approve [Section 2, Accounting Statement](#). See Finance Committee, 23/04/2024 background information above (at point b).

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

The Council are asked to note [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.

8) Public rights of Way - Local delivery/biodiversity scheme 2024/25, Lancashire County Council (LCC), Clerk– for decision

The [‘opting in’ document for the Public Rights of Way – Local Delivery/Biodiversity scheme 2024/25](#) has been circulated.

Recommendation to Council:

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

9) Annual Town Council Meetings venue, Councillor Halford – for decision

This year the above meeting was held in Booths café as an alternative to the previously used, St Thomas’ Hall.

I am proposing that this arrangement is continued annually, for the reasons cited in the Appendix.

10) Remembrance Sunday Event 2024, Councillor Allan – for decision

The recommendation to Council is:

- a) That Full Council approves the organisation of the 2024 Remembrance Sunday event and the project team.
- b) That Full Council approves the Clerk's delegated authority as set out in the Appendix.

11) **Kepple Lane Park North West In Bloom entry, Councillors Allan, Halford, Pearson and Webster – for decision**

The full report is detailed in the Appendix.

Proposal: That the Council should cancel /withdraw the Kepple Lane Park entry in the North West In Bloom competition.

12) **Greater Garstang Partnership Board, Councillor Allan – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

The [minutes of the meeting held 14 May](#) and a [dashboard summarising UKSPF projects](#) – please note that the dashboard is not for wider circulation, have been circulated. The next meeting is 9 July 2024 at 4pm.

13) **Traffic problems along Devonshire Drive experienced by a local resident, Councillor Halford - for decision**

The Full report is detailed in the Appendix.

Proposal to Council:

That the Town Council endorses the concerns of the local resident and writes to Lancashire County Council, asking them to investigate the concerns detailed by the resident.

14) **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 **15 July 2024** by notifying the Clerk by **10 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.

15)

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.

16) Councillor Report

None received.

17) Outside body representatives

None received

18) Mayor's engagements

Date	Event
23/05/2024	Annual Town Council Meeting

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	Vodaphone (Vodaphone)	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 &		

2) Item 9: Annual Town Council Meetings venue, Councillor Halford

By holding the meeting at Booths this year, the Council were able to:

- a) Start the meeting at 7.30pm (instead of 7.45pm)
- b) Access the venue from 6.00pm onwards (instead of 7.15pm)
- c) Parking was readily available to all attendees (instead of limited parking at St Thomas' Community Hall)
- d) The refreshments were all on site (did not need to be transported, along with glass hire) from Booths to the hall in the afternoon, saving the Clerk's & Councillor's time).
- e) Booths staff were on hand to facilitate the evening .Clearing up after the event was easier.
- f) There was no washing of glasses by the Clerk and Councillor 's on the following Friday morning and return of the glasses to Booths.

3) Item 10: Remembrance Sunday Event 2024, Councillor Allan

In 2024 Remembrance Sunday falls on 10th November 2024.

For 2024 the Remembrance Sunday proposal is in several parts;

- a) To undertake the Organisation of the Garstang Remembrance Sunday event in 2024 and that Councillor Allan leads the Project with a team of three, Councillors Allard, Pearson and the Clerk. The 2024 Project will use the 2023 Plans and Action Lists enhanced by the feedback received at the 2023 event "wash up" review. 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) That Council delegates authority to the Clerk to;
 1. request a cost from The Pilling Band and provisionally book them for the 2024 event to secure their services.
 2. preparation and submission of the required Road Closure applications to the Clerk. The documentation from Remembrance Sunday 2023 will be used in the preparation of the November 2024 Road Closure Applications
 3. Obtain costs and place orders for programmes for use in St Thomas's Church and at the War Memorial.
 4. Obtain costs and place orders for refreshments at the Arts Centre after the Remembrance service at the War Memorial.
 5. Invite dignitaries and community groups to attend the Parade and Services.

Background:

At the Full Council meeting in January 2022 the following resolution was passed, 2021/22 207 a) Full Council agreed to undertake the organisation of the Garstang Remembrance Sunday event in 2022 and thereafter. The core Council Team for November 2022 was Councillor Allan, Councillor Atkinson

and Councillor Pearson. The Core Councillor team in 2023 was Councillor Allan, Councillor Allard and Councillor Pearson with Councillor Brooks as the Timekeeper on the day of the event.

Implications to be completed by the Councillor and Clerk:		
If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.		
Staffing Implications	The proposal will require staff involvement: Yes If yes , the proposal may require approx. 2 - 3 days of the Clerk over 6 months from June to December 2024	
Council objectives:	Not applicable	
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
Financial	Financial implications	
	There will be financial implications	Y
	There is provision within the budget	Y
	Decisions may give rise to additional expenditure	Y
	Decisions may have potential for income generation	N
Asset management		N
Legal	Power under which the spend can be actioned – not required 'General Power of Competence'	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management (including health and safety)		

4) Item 11: Kepple Lane Park North West In Bloom entry, Councillors Allan, Halford, Pearson and Webster – for decision

After accompanying Councillor Allan on a site visit, Councillor Pearson has concluded that the Council should cancel /withdraw the Kepple Lane Park entry.

This may incur a cost of entry, if it is not refunded. The reason for the withdrawn entry is due to the Park not being as well maintained this year. Councillor Pearson has circulated a report detailing the issues.

Adhering to standing orders 7. Previous Resolutions, this written motion is being supported by Councillors Allan, Halford, Pearson and Webster.

Background

Minute 238(2023-24), 19 February 2024 Resolved: The Council approved to enter Kepple Lane Park into the Local Authority Parks Small category at a cost of £110.00 from budget code 33 Amenities EMR.

Standing orders 7. Previous Resolutions states

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

5) Item 13: Devonshire Drive, Councillor Halford

The following correspondence has been received from the Clerk, from a local resident, with regard to traffic issues along Devonshire Drive. The resident has asked that the issue is brought to the attention of the Town Council. The resident has also contacted County Councillor Shaun Turner.

Devonshire Drive is a small residential road leading from Croston Road to Dorchester Road in Garstang. It is well used by residents of the Dorchester Road estate.

Using Devonshire Drive is problematic at best, and dangerous at worst due to vehicles being parked on both sides of the road, half on and half off the pavement, but reducing the width of the road considerably. The vehicles don't belong to residents but are left all day by people who work in the town centre.

Travelling along Dorchester Road and turning left into Devonshire Drive is a problem - you can't see into the junction until you've turned in. Once into Devonshire Drive there will be cars parked on the nearside immediately as you turn in, forcing you to move out to the centre of the road to pass them. Many times there will be a vehicle coming in the other direction, also in the centre of the road, avoiding vehicles parked on the other side.

The situation is the same at the junction with Croston Road. As you turn left into Devonshire Drive you have to immediately move to the middle of the road to avoid parked cars on the nearside.

Residents of Devonshire Drive have their view from their drives obstructed by parked cars when trying to exit their properties, plus they have to negotiate parked vehicles which reduce the road width.

Can something be done to alleviate the situation? The main issues are:

1. Vehicle parking on both sides of Devonshire Drive - and on the pavements reducing the road width. Obstructing both the road and the pavement.

2. 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.

3. 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.

Double yellow lines would solve the problem, or a residents only parking restriction might help, but something needs to be done before there is an accident.

These photos have been taken which show the problem. Sometimes there are more parked vehicles!

