



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

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Full Council Meeting, 15th July 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 15 July 2024, 7.30pm.

Present

Chairman; Councillor Halford

Councillors present: Allan, Allard, Atkinson, Brooks, Forshaw, Halford, Keyes, Pearson and Perkins.

Also present: Town Clerk, Edwina Parry, Cat Smith MP and her office assistant, County Councillor Turner and Wyre Councillor Dulcie Atkins.

The Mayor opened up the meeting by welcoming and congratulating Cat Smith MP on her recent success at the general election, on becoming the MP for the Lancaster and Wyre constituency.

027(2024-25) Apologies for absence

Councillor Webster.

Sgt Jones, PCSO's Atkinson and Creighton

Wyre Councillor Dulcie Atkins gave Wyre Councillor's Robert Atkins and Alice Collinson's apologies.

028(2024-25) Declaration of Interests and Dispensations

029(2024-25) Councillor Atkinson declared an 'other interest.' He is a member of the Garstang Community Sports Club.

029(2024-25) Public participation

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

Cat Smith MP introduced herself, explaining that she had been a MP for 10 days in the new government. She hoped to work together with the Town Council and the community of Garstang. She hoped to be a supportive MP and extended a hand of friendship to all in her constituency.

The following questions/points were put to Smith MP

Councillor Brooks - the voting turnout at the recent election.

Councillor Atkinson - raised questions on behalf of the Garstang Community Sports Club, relating to an extension to spend monies from the UK Shared Prosperity fund and also would the Community ownership fund reopen or not?

Smith MP agreed to respond to these points and took the contact details for Councillor Atkinson.

Councillor Forshaw introduced herself as the Chair of the St Thomas' Garstang Food Bank (STGFB).

Councillor Pearson raised questions of County Councillor Turner relating to the kerb work outside the Arts Centre and other outstanding LCC works. County Councillor Turner responded that the outstanding works were being addressed.

Wyre Councillor Dulcie Atkins spoke about the Wyre Local Plan Issues and Options consultation. The toilets, by the zebra crossing on Park Hill Road, were to be repaired.

030(2024-25) Announcements

Councillor Halford announced:

- i) He thanked Councillors for attending the recent 'tidy up' at the Sensory garden at Kepple Lane Park.
- ii) He thanked Councillors for attending the Civic Sunday Service yesterday.
- iii) Talkin' Tables Garstang meet every Tuesday in Booths cafe, 10.30-11.30am.

031(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 17 June 2024.

Resolved: The minutes of the meeting held on 17 June 2024 were confirmed and signed as a true record.

032(2024-25) Finance payments

Resolved: Councillors approved the payment voucher numbers 47 to 55 as detailed in the Appendix.

033(2024-25) 8th May 2025 celebration of 80 years since VE (Victory in Europe), Councillor Halford

Resolved: The Council wished to recognise and celebrate the event. A working group, consisting of Councillors Allard, Allan, Brooks, Perkins, Pearson and Halford was formed for this specific event.

It was hoped that there would be support from the Armed Forces Veterans Breakfast Club and other organisations in the Garstang area. Funding would be considered as part of the 2025 – 2026 precept. The working group would consider bringing in neighbouring parishes to join the Town Council in the organising to make it a truly local community event.

034(2024-25) Flag Flying Policy review, Clerk

The Clerk reported that the Flag policy, in consultation with Councillor Allan, had been reviewed.

Resolved: The Council approved the recommended updates to the policy. Furthermore, it was agreed that whilst the Council is in the process of

appointing a Lengthsman, Councillors Allan, Pearson and Keyes assist the Clerk, for the flying of the flags.

035(2024-25) Park bench, Kepple Lane Park, Councillor Allard

The Council considered Councillor Allard's proposal for the purchase of 2 benches in the Sensory Garden at Kepple Lane Park.

Resolved: That the Town Council purchase 2 benches for the Sensory Garden at Kepple Lane Park. The purchase was delegated to the Clerk, in consultation with Councillors Allard and Atkinson. The cost of the benches to be met from the Kepple Lane or Amenities EMR.

036(2024-25) Greater Garstang Partnership Board, Councillor Pearson/Allan

Councillor Pearson gave an update.

- i. Jan Finch would be retiring from the GGPB, so a new Chair would be required.
- ii. He intended to address the fine details about the governance of the board and the responsibilities of the Town Council, so that there was clarity for the Clerk.
- iii. Briefly spoke about the Waves project planned for early 2025. An agenda item would be submitted for August's meeting, following advice from the Clerk.

037(2024-25) Town Council Surgeries, Councillors Halford

Resolved: The Town Council diarised the following Council surgeries for the current Civic Year. The duration would be 10 till 12 at Garstang Library (subject to approval from the library).

- i. 7th September 2024 – Councillors Allard, Forshaw and Pearson
- ii. 16th November 2024 – Councillors Atkinson, Halford and Perkins
- iii. 11th January 2024 – Councillors Allan, Allard and Perkins
- iv. 8th March 2025 – Councillors Atkinson, Allard and Keyes
- v. 10th May 2025 - Councillors Brooks, Halford and Perkins

Wyre and County Councillors are also welcome to attend.

038(2024-25) Name Badges, Councillor Halford

Resolved: That the Council purchase name badges for Councillors. The name badge to detail 'Garstang Town Council, Councillor.' Permission would be required from the Town Trust to use the Town's logo. An example of the badge would be brought back to the next meeting.

039(2024-25) Rescheduling of Personnel Committee meeting

Resolved: That the Personnel Committee, due to be held on 5 February 2025, is rescheduled to 29 January 2025.

040(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 **19 August 2024** by notifying the Clerk by **11 August 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.

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For Information Only

041(2024-25) Clerk's Report

a) Lancashire County Council Devonshire Drive correspondence

Further to minute 021(2024-25), the Clerk has received correspondence from Lancashire County Council, about parking along Devonshire Drive (detailed in the Appendix).

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.

c) Personnel Committee minutes (draft) 26 June 2024

Updates:

The Clerk is progressing the recruitment of a Lengthsman.

The Clerk has placed an order for J Rob's Ground Maintenance Ltd to carry out 2 further grass verge cuts in mid-July and mid-August 2024.

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

Please see the [15/7/2024 Planning Committee agenda](#) and email from Wyre Council

042(2024-25) Councillors Reports

a) Unleashing The Power Of Local Councils To Tackle The Climate Emergency, Cllr Keyes

I attended the NALC training webinar on 26 June 2024; Unleashing the Power of Local Councils to Tackle the Climate Emergency. I have provided a report of the training as summarised in the Appendix.

The Clerk has [also detailed the webinar on Teams](#).

3 different councils are promoting trees, signage, particular items. Not convince people; listen and answer questions lead from the front – Environmental group to plant trees etc. practicalities.

If you wish to carry this any further, please contact myself informally, from which we could determine a level of interest to take this initiative forward.

043(2024-25) Outside body representatives

None received

044(2024-25) Mayor's engagements

Date	Event
22/06/2024	Memory Tree Unveiling - Memory Cafe Community Garden
23/06/2024	Monopoly Game around Garstang - Scouts & Guides
26/06/2024	Garstang & Over Wyre Rotary Club - 200+ draw
27/06/2024	Armed Forces Day - Kepple Lane Park

Date	Event
30/06/2004	All Saints Church Exhibition at Barnacre
04/07/2024	Millenium Green Coffee morning – United Reformed Church
05/07/2024	Local Veterans - D Day 80th Birthday scarecrow - The Crown Hotel
06/07/2024	Garstang Scarecrow Festival - Judging in Garstang
08/07/2024	Britain in Bloom Judging of Garstang
09/07/2024	Britain in Bloom Judging of Churchtown
13/07/2024	Armed Forces & Veterans Breakfast Club

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Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank
55	15.07.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank
54	15.07.2024	£8.66	£1.73	£10.39			Mobile wi-fi	3 Three	Unity Trust Bank
53	15.07.2024	£11.94	£2.39	£14.33			Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
52	15.07.2024	£30.00	£6.00	£36.00		29.08.2023	Training	SLCC Enterprises Ltd	Unity Trust Bank
51	08.07.2024	£800.00	£160.00	£960.00		24.06.2024	Grass cutting cover	J Rob's Ground Maintenance Ltd	Unity Trust Bank
50	15.07.2024	£1,463.61	£0.00	£1,463.61			P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
49	15.07.2024	£75.00	£0.00	£75.00		14.06.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank
47 & 48	15.07.2024	£2,464.94	£0.00	£2,464.94			26/07/2024, 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