



# 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, 15<sup>th</sup> July 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, 15 July 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 15 July 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

10<sup>th</sup> July 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 the [minutes of the meeting held on 17 June 2024](#).
- 6) **Finance payments – for decision**  
Councillors are asked to approve the payments detailed, vouchers 47-55, in the Appendix.
- 7) **8th May 2025 celebration of 80 years since VE (Victory in Europe), Councillor Halford – for decision**  
The full report is detailed in the Appendix.  
  
**Proposal:**  
Are Council wishing to recognise and celebrate the event? What do we as a council want to do?
- 8) **Flag Flying Policy review, Clerk – for decision**  
The Clerk has reviewed the [circulated Flag policy](#) in consultation with Councillor Allan.  
Council are asked to approve the recommended updates to the policy.

Whilst the Council is in the process of appointing a Lengthsman, the Clerk is advising that Councillors Allan, Pearson and Keyes assist the Clerk, for the flying of the flags.

Each Councillor to have a set of keys for the flag poles at the War Memorial and Kepple Lane Park.

9) **Park bench, Kepple Lane Park, Councillor Allard – for decision**

The Full report is detailed in the Appendix.

**Proposal:** I would like to suggest 2 benches be purchased; 1 to be sited opposite the flag pole and 1 further down the path nearer to the car park.

10) **Greater Garstang Partnership Board, Councillor Pearson/Allan – for discussion**

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

11) **Town Council Surgeries, Councillors Halford – for decision**

Does the Town Council wish to diarise Council surgeries for the current Civic Year?

The duration would be 10 till 12 at Garstang Library (subject to approval from the library.

- 7th September 2024
- 16th November 2024
- 11th January 2024
- 8th March 2025
- 10th May 2025

Suggesting 3 Councillors per surgery session. Councillors are asked to volunteer for which sessions they will attend (please bring your diaries). Wyre and County Councillors are also welcome to attend.

12) **Name Badges, Councillor Halford – for decision**

The full report is detailed in the Appendix.

The proposal to Council is that we purchase name badges for Councillor's.

13) **Rescheduling of Personnel Committee meeting - for decision**

[Draft minute 015\(2024-25\)](#) The Personnel Committee are recommending to Full Council that the Personnel Committee, due to be held on Wednesday 5 February 2025, is rescheduled to 29 January 2025.

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 **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.

For Information Only

15)

**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

16)

**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.

17)

**Outside body representatives**

None received

18)

**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

<b>Date</b>	<b>Event</b>
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

## 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
							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'		
47 & 48	15.07.2024	£2,464.94	£0.00	£2,464.94				Employees	Unity Trust Bank

**2) Item 7: 8th May 2025 celebration of 80 years since VE (Victory in Europe), Councillor Halford**

On 8 May 2025, the UK nation will celebrate 80 years since VE (Victory in Europe) 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, I propose a team of councillors would be required to come together to arrange the event, hopefully with support from the Armed Forces Veterans Breakfast Club and other organisations in the Garstang area.

At this stage no funding is being requested and we can look towards 2025 precept for funds. Also consider bring in neighbouring parishes to join us in the organising to make it a truly local community event.

Background Information:

Villages, towns and cities across Britain are arranging celebration events for the 80th Years since VE Day.

<b>Implications to be completed by the Clerk:</b>		
Staffing Implications	To be defined once the event scope has been agreed.	
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
	Provision of funding can be included as part of the 2025 precept as event in May 2025	Y
		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, Kepple Lane Park, Moss Lane Playing Field.	



3) **Item 9: Park bench, Kepple Lane Park, Councillor Allard – for decision**

After helping out tidying at the Sensory Garden at Kepple Lane Park recently, with other councillors, I was struck by the lack of seating (other than the seats further into the park by the play area).

There is 1 seat facing the opposite way to the flag pole which is in need of repair, by the sensory garden.

For veterans of a certain age and members of the public, I feel they would benefit being able to sit on a bench during the ceremony. As Councillors will have seen in the Armed Forces photos on Garstang Facebook page, there was a lot of elderly members there.

A variety of benches can be found here:

[Black country metalworks benches](#)

[Metal Garden Benches](#)

[Cast iron benches](#)

The Clerk has sought the following advice from Wyre Council.

We generally buy seating for parks from either [Glasdon](#) or [Broxap](#) as they offer public space standard street furniture. Most of this seating is either recycled plastic or steel in construction although they do offer some timber as well if that's what you are after.

The Clerk is advising that the cost of the benches could be met from the Kepple Lane EMR 15,989.50 or Amenities EMR 1,609.22. The price of a recycled plastic bench on Glasdon ranges between £477 net of VAT and £815 net of VAT plus the additional expenses of fixings etc.

**4) Item 12: Name badges, Councillor Halford – for decision**

When Councillors are on duty at event, it has become increasingly difficult to distinguish Councillor’s from the general public/ electorate This would be improved by the purchase of name badges for Councillor’s. The proposal to Council is that we purchase name badges for Councillor’s.

The GTC logo and a choice of

- 1) Stating Garstang Town Council, Councillor
- 2) Stating Garstang Town Council with also the Councillor’s name

Also, I propose a name badge for the Clerk is procured.

If Council are in agreement the proposed name badges would be brought back to Council for approval.

Note : Garstang Town Trust would need to be contacted to seek permission of the logo as they hold the copyright

Background Information:

I have seen recently Barnacre and Bonds Councillor’s wearing badges at the Armed Forces Day. There are multiple sources for badges on-line

Implications to be completed by the Clerk:		
Ordering of the badges, writing to the Town Trust		
Staffing Implications	None	N
Council objectives:	Improved visibility of Councillor’s to the electorate, at events	Y
Equalities & Human Rights	N/A	N
Crime and Disorder	N/A	N
Biodiversity	N/A	N
Financial	£60 to £80 for 12 badges	Y
Legal	Approval by Garstang Town Trust to use the logo.	Y
Risk Management	N/A	



**5) Item 15a: Lancashire County Council Devonshire Drive Obstructive Parking**

Thank you for your regarding dangerous or obstructive parking on Devonshire Drive and at its junctions with Croston Road and Dorchester Road.

The photographs provided were most helpful, and I am sorry to hear about the difficulties the residents of Devonshire Drive are experiencing. We will carry out site visits at both junctions in the next couple of weeks. If we find evidence of parked vehicles that are causing safety issues, we will consider whether further measures are needed. Our district lead team will update you once we completed our investigations.

Although we cannot prevent drivers parking in areas with no parking restrictions, the police can still issue penalties if a vehicle is parked dangerously or is causing an obstruction. You can find details of how they deal with certain parking issues and how to contact them on their website at: '[Do It Online](#)', or by telephoning 101. We do provide H Bars for driveways and accesses to property entrances, at a current cost of £215, which would be funded by the applying resident or organisation. These act as a deterrent to parking, and vehicles that would cause an obstruction, and the police can enforce them under the Road Traffic Act. If residents would like to apply for an H Bar, they can contact our Customer Access Team by telephone on: 0300 123 6780, or via email at: [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk).

In relation to the suggestion of a residents parking permit scheme, we have qualifying criteria that must be met before we would assess a location for a scheme. This includes:

- • Within the area to be included in the scheme, not more than 50% should have off street parking or the potential to form off street parking within the curtilage of the property
- • The number of addresses in the proposal needs to exceed 20
- • There needs to be sufficient available parking space to implement a workable scheme
- • There must be significant evidenced support provided for the implementation of the scheme.
- 

Unfortunately, Devonshire Drive does not meet the criteria outlined above, especially as the road has fewer than twenty properties, and already has off-street parking facilities.

I hope this information is helpful.

Yours sincerely  
County Councillor Rupert Swarbrick  
Cabinet Member for Highways & Transport  
County Councillor for Longridge with Bowland

**6) Item 16a): Climate Emergency Roll Out, Councillor Keyes  
**Actions for Councils Examples of what other Councils have done.**  
**Introducing the Woodland Trust.****

Over 1,000 sites UK wide - 500,000 members

There to help.

Positive input to Neighbourhood Plans

Free trees for Community Groups and Town and Parish Councils

Two deliveries a year - March and November. Applications for November end of August

Available in packs of 30 - 420 trees for a range of purposes, from hedges and orchards to year-round colour and wildlife-friendly.

Easy online application - landowner permission essential

~14.5 million free trees since 2017 - Only 2.5% to local councils

Finding Tree Planting Sites...

Conduct a desk study to identify possible planting sites

Check your tree equity score at <https://uk.treeequityscore.org/> to focus planting for people

Check your Landscape Character with local planning authority

Seek landowner permission and check for ecologically sensitive sites and underground services

Look at sites in the round and think about how they fit together in an overall landscape vision.

Educate and engage your local community

TPO's add an extra layer of protection. (Clerk has forwarded a list of TPO's for Lancashire)

Developers happy to cut trees down and pay the fine

**Corsham Environmental Task Group:**

Bus Action Group - Electric bus stop signs, use public transport ,

Active Travel Group - walking groups, bikes routes, bike stands at work and in town centre - work with County Council to encourage environmental routes e.g. cycle lanes.

Plastic Waste Community Group, Plastic free creditation, plastic recycling hubs, Plastic/Waste bins, litter pickers.

Biodiversity Project Group - Allotments, seed planting, plant distribution (Alan Pearson?)

**Shropshire Council:**

Leading by example

Statutory and regulatory responsibilities/powers

Local and Neighbourhood Planning

Action Plans around the Country

Carbon Literacy Course. "An awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions, on an individual, community and organisational basis." sharing examples of good practice

Lobbying for policy changes and funding

Enabling practical action by local people

Town and Parish Councils are the heart of UK Communities.

Pathway of engagement Council put a motion forward to mandate this. Look at what other Councils have got as an Action Plan

**Listen and answer questions- Don't try to convince people with dialogue - lead by example.**  
**We cannot solve our problems with the same thinking we used when we created them. "Einstein"**