



Garstang Town Council

Town Clerk: Mrs E Parry
Tel: 07592 792 801
Email: clerk@garstangtowncouncil.gov.uk
Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide
Headquarters
Kepple Lane
Garstang
PR3 1PB

Full Council Meeting, 19th August 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 19 August 2024, 7.30pm.

Present

Chairman; Councillor Webster

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

Also present: Town Clerk, Edwina Parry, County Councillor Turner, Wyre Councillor Alice Collinson, PCSO Kirkpatrick and 1 member of the public.

045(2024-25) Apologies for absence

Councillor Halford

Sgt Jones, PCSO Atkinson and Wyre Councillor Robert Atkins.

046(2024-25) Declaration of Interests and Dispensations

058(2024-25) Councillor Forshaw declared an 'other interest.' She is Chair of St Thomas' Garstang Food bank who have a contract with the company providing the quotation. She did not take part in the discussion or voting.

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

047(2024-25) Public participation

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

PCSO Kirkpatrick reported that one of the main offenders who was shoplifting in the Garstang area, had been arrested and reprimanded. The police had enacted new 'Section 60' powers which could be used on the unauthorised encampments, in the area, if required.

County Councillor Turner commended Lancashire police for the new Section 60 powers. He provided an update on the footway works outside the Arts Centre.

Points raised by Councillors included parking on footways, the presence of traffic wardens in the town.

Councillor Perkins asked what could be done about the number of Barbers setting up business in the town? A number of residents had contacted her raising the following points; were the businesses bona fide, that business was

not being conducted on the premises and only cash payments were being taken. PCSO Kirkpatrick advised that any concerns should be reported on '101'. Councillor Collinson said she would raise the issues with Wyre Council.

Councillor Brooks arrived partway through this item.

048(2024-25) Announcements

Councillor Atkinson announced that a training session had been held earlier that evening at 6.45pm, for Councillors who needed help accessing Town Council emails and Teams documentation from their mobile devices. All previous queries had now been resolved.

Councillor Brooks reported that the next Flood forum would take place on 5 September 2024 and that the Town Council had been created in 1974 (50 year anniversary).

049(2024-25) Minutes of the last meetings

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 15 July 2024.

Resolved: The minutes of the meeting held on 15 July 2024 were confirmed and signed as a true record.

The Council resolved to bring item 13 forward, for the benefit of the member of the public attending the meeting.

050(2024-25) Garstang Christmas Lights – Councillor Atkinson and Webster

Councillor Atkinson and Webster reported on the options for the Christmas Lights switch on event on 25th November 2024. Councillors discussed the benefits and drawbacks of holding the switch on event on the High Street or at Cherestanc Square. The meeting was adjourned and then reconvened to allow the member of the public to speak.

Resolved:

- a) Councillors thanked Councillor Atkinson and the Clerk for managing to seek a reduction on last year's lights, due to the supplier's performance, and accepted the reduction of £5,600 for last year's (2023) lights.
- b) That the lights switch on event should be held on Cherestanc Square for 2024 and that the change in location, be reviewed after the event.
- c) The Council approved that the Polar Bear figure for Cherestanc Square should be replaced with a light up tree, with suitable fencing provided by the contractor at no additional cost to the council.

051(2024-25) Finance payments

Resolved: Councillors approved the payment voucher numbers 62 to 71 as detailed in the Appendix.

052(2024-25) Financial Regulations 2024 NALC Model for review before adoption, Clerk/RFO

Resolved: The Clerk/RFO was asked to complete points 4.11 & 5.6 The Town Council then approved the new Financial Regulations.

053(2024-25) Committee Terms of Reference and Scheme of Delegation, Clerk/RFO.

Resolved: The Town Council approved the amendment at point 3, and approved the updated Committee Terms of Reference and Scheme of Delegation policy.

054(2024-25) Internal Audit, Clerk/RFO.

Resolved: The Council accepted and endorsed the recommendation from the Finance Committee and approved the comments of the Internal auditor:

- i) the legislation which is laid out in the "Yellow" Arnold Clark book that states allotments must have a minimum payment term of 40 days. There are other regulations that may also need to be reviewed in this section relating to allotments.
- ii) It is recommended in the JPAG 2024 the Council implements a 3 year plan.
- iii) This Council's Accounts and Governance are extremely well maintained. It has been a joy to Audit. The Committee congratulated the Clerk for her work on the Town Council's accounts.

055(2024-25) Recommendation from Finance Committee, RFO/Clerk

Resolved: The Town Council accepted the RFO's recommendation that £2,000 be transferred from code 7 Lengthsman's staff cost to code 68 staff contingency.

056(2024-25) Tree quotations, Clerk/RFO

The Clerk reported that the 2 contractors had quoted differently for Kepple Lane Tree 11 which showed ash dieback symptoms. She updated the Council on information obtained from the tree surveyor who had carried out the last tree surveys.

Resolved: The Town Council approved that Tree11 is fully cut back. It was delegated to the Clerk to seek a quote for this work from Supplier A and then appoint a contractor. The Council **further resolved** that the removed tree is replaced with another tree.

057(2024-25) Wyre Council - Issues and Options Consultation, Councillor Keyes and Clerk

The Council noted that Wyre Council has prepared a document designed to identify the key issues facing the borough over the next 15 years and the options for addressing them. Concern was raised about the plans not been up to date. Wyre Councillor Collinson reported that she was following up this concern with Wyre Council. The Council noted that with the recent change of government, the figures quoted in the plans were likely to change.

Resolved: The Town Council approved that the completion of the Council's response is delegated to the Clerk, in consultation with Councillor Keyes. Councillors may forward any comments they wish to be included in the Council's response, by completing and sending the response form to the Clerk by 27th August 2024. The deadline for responses to Wyre Council is 10 September 2024.

058(2024-25) Town Council Website, Councillor Atkinson

Resolved: The Town Council suspended the financial regulations requirement for 3 quotes, due to the experience of this supplier supplying websites to Parish and Town Councils. The Council **further approved** the quotation to complete a website transfer and then manage the website thereafter. The one off payment of £650 and monthly payments of £25.30 + VAT to be allocated to Earmarked Reserves IT maintenance and Reserves.

059(2024-25) Section 106 and CIL monies, Councillor Atkinson

The meeting was adjourned and then reconvened before a vote was taken, to allow Wyre Councillor Collinson to speak on this item.

Councillor Atkinson introduced the item and spoke of his concerns of the site allocations in Garstang and surrounding parishes and the S106 agreement associated with them. No provision had been made for adequate contributions to doctors surgeries and green spaces and nothing was mentioned about community facilities. All of the developments listed (SA1/14 to SA1/22) had contributed nothing to the town. Why had Wyre not adopted the CIL levy that local authorities can choose to charge on new developments in their area? How had the agreements been allowed to be signed off? Going forwards he said that the neighbouring parishes needed to come together to address the services required in Garstang.

Wyre Councillor Collinson said that she found the situation very frustrating too and had raised it for many years.

Councillor Atkinson said there was an opportunity for Wyre Councillors to ask about Application 14. The section 106 agreement hasn't been approved and was this an opportunity to review and seek funding for green spaces and community facilities? How do we get the best result for the residents of Garstang?

Wyre Councillor Collinson said that she would take these points back to Wyre Council.

Resolved: The Town Council agreed that it must act swiftly to ensure that the Town Council obtains suitable financial support from local development for community infrastructure within Garstang from Section 106/CIL as a result of increased development in the local area. This requires both consideration to development in the parish of Garstang, and in neighbouring areas where Garstang will be the key service centre.

To facilitate this the Council approved there should be:

- i) Engagement with Wyre Councillors to agree to ensure suitable funding through S106/CIL.
- ii) Engagement with neighbouring parish councils to ensure a consistent approach where possible.
- iii) Generation of a list of projects requiring funding via Section 106
- iv) Engagement with Wyre Council on entering into a deed of covenant
- v) Engagement with Wyre Council on the local assets and amenities they have/will discharge and where this will be.
- vi) Engage with Great Eccleston and Forton on the funding they have achieved and any learning from experience.

vii) a list of projects for the town, which required funding from developers.

The Town Council **further resolved** a working party, of Councillors Atkinson, Keyes and Webster, to move this resolution forward. Monthly updates would be brought back to Council along with any decisions requiring approval.

060(2024-25) Greater Garstang Partnership Board, Councillors Pearson/Allan

The minutes and attachments from the July meeting had been circulated.

Councillor Pearson gave an update: Work on Cherestanc Square was ongoing and there were grants available for improvements to the Weinds.

061(2024-25) Police and Crime Plan Public Consultation, Clerk

Resolved: That the survey is delegated to the Clerk to respond to in consultation with the Mayor.

062(2024-25) Lengthsman recruitment Personnel Committee meeting, Councillor Perkins and Clerk

Resolved: The Town Council approved that Councillors Perkins, Allard (Chair & Deputy Chair of Personnel committee), Councillor Pearson (as a point of contact with the Lengthsman) and Clerk carry out the interview's for the Lengthsman on the evening of Wednesday 11 September 2024 in the library. The Town Council **further resolved** that the appointment of the Lengthsman is delegated to the Clerk in consultation with the above panel.

063(2024-25) Remembrance Sunday additional resource, Councillor Allan

Resolved: The Town Council approved the addition of Councillor Forshaw onto the project team.

064(2024-25) Parish and Town Council Survey 2024, Clerk

Resolved: The Town Council approved that the survey is delegated to the Clerk to respond to in consultation with the Councillors Pearson and Perkins (LALC representative).

065(2024-25) LALC Conference Programme and booking information, Clerk

Resolved: The Town Council noted that no other Councillor wished to attend the Conference.

066(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 **16 September 2024** by notifying the Clerk by **8 September 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: 8.54pm

For Information Only

067(2024-25) Clerk's Report

a) Outstanding/In Progress Minutes Log

The Clerk has collated an outstanding/in progress minutes log for Civic year's [2023-24](#) and [2024-25](#) for Councillors reference. The log will be circulated monthly by the Clerk.

b) LALC - Planning for Parish & Town councils training

Councillors Keyes, Perkins and Webster are attending the online training on Tuesday 17 September, 7:00pm - 9:30pm at a cost of £120.00 from code 21 Training budget.

c) Betty's bench

Mr Ryder would like to thank the Town Council and in particular Cllrs. Pearson and Halford for sorting out the new location for the bench. We now have confirmation following a meeting today with the Arts Centre that it can be positioned outside of the centre.

We will arrange for the bench to be transported and dropped off where it will be placed in an appropriate position as agreed with them.

Once in place we are planning to hold an official unveiling and when we have a date would like to invite both the Councillors concerned.

068(2024-25) Councillor reports

Allotments update, Councillor Pearson

An allotment site meeting took place on Tuesday 13 August 2024, between the [CP Placement Coordinators for the Probation Service](#) (Blackpool and Lancaster), myself and the Clerk.

Negotiations are in process with the team and it is looking favourable that the team will be able to assist the Council in clearing the allotment site; starting work on site in November/December. Unapproved [meeting notes](#) have been circulated.

069(2024-25) Outside body representatives

None received

070(2024-25) Mayor's engagements

Date	Event
16/07/2024	Talking Tables - Booths
22-24/07/2024	Garstang Memory Cafe Canal Trip
28/07/2024	Garstang and Catterall Jumble Trail
03/08/2024	Armed Forces & Veterans Breakfast Club
03/08/2024	Garstang Show

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier
71	19.08.2024	£5,214.60	£1,042.92	£6,257.52		03.01.2024	Supply Christmas Lights	LITE
70	19.08.2024	£30.00	£0.00	£30.00			Annual membership	The Ancient & Honourable Guild of Town Criers (AHGTC)
69	19.08.2024	£99.99	£19.99	£119.98		27.07.2024	Premium Hosting	Cloud Next Limited
68	19.08.2024	£78.50	£0.00	£78.50		18.07.2024	room hire	LCC (Lancashire County Council)
67	19.08.2024	£110.00	£22.00	£132.00		03.07.2024	Preparation of payroll	Towers+Gornall
66	19.08.2024	£8.66	£1.73	£10.39			Mobile wi-fi	3 Three
65	19.08.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)
63	19.08.2024	£11.94	£2.39	£14.33		29.07.2024	Mobile phone	Vodafone (Vodafone)
62 & 64	19.08.2024	£2,464.94	£0.00	£2,464.94			Staff costs "Salary to be paid electronically on 23/08/2024,Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'	Employees