



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st October 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, 21 October 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 21 October 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

15th October 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 meeting – for decision**
Councillors are asked to approve, as a correct record the minutes of the meeting held on [16 September 2024](#).
- 6) **Finance payments, RFO – for decision**
Councillors are asked to approve the payments detailed, vouchers 100 - 108, in the Appendix.
- 7) **Income stream; Finance Committee recommendation, RFO & Councillor Atkinson - for decision**
The Finance Committee met on 8 October 2024 ([draft minutes of the meeting held on 8 October 2024](#)).
Recommendation to Council: To accept the recommendation of the Finance Committee [020(2024-25) Review of income streams as per financial regulations].

Allotments rent
Resolved: Setting of the rent for the allotments (after the plot has been cleared and the new plots marked out) was delegated to the RFO in consultation with the Chair, Councillor Atkinson and Councillor Pearson, who is the lead Councillor on the allotment project.

Plot of land off Kepple Lane, Garstang forming the site of the building used as a Scout & Guide HQ

Resolved: The Committee recommended no changes to the current rent of £60 and that the rent be reviewed in May 2025, as per the lease agreement.

8) **Reserves Policy, RFO & Councillor Atkinson – for decision**

The Finance Committee met on 8 October 2024 ([draft minutes of the meeting held on 8 October 2024](#)).

022(2024-25) Resolved: The Committee recommended that ‘the current levels of reserves to be held by the Council be changed from ‘3 to 5 months’ to ‘3 to 12 months’ in line with JPAG guidance. This recommendation would be taken to Full Council for approval on 21/10/2024. The JPAG reference in the policy to be updated by the RFO.

Recommendation to Council: To approve the [updated Reserves Policy](#).

9) **Precept/Budget 2025/2026, Councillor Atkinson and RFO – for decision**

The Finance Committee met on 8 October 2024 to discuss the budget for 2025/2026.

025(2024-25) Resolved: The Committee recommended the following changes to the tabled budget (V0.1). Full Council would be asked to review the tabled budget (V0.2) on 21 October 2024.

Councillors are asked to consider the [draft minutes of the meeting](#), consider and respond to the points raised by the Finance Committee (detailed in the Appendix for ease) and make recommendations for the Finance Committee meeting on Tuesday 29 October 2024. The final precept figure will be reviewed at the Full Council meeting on 16 December 2024.

The RFO has circulated the following reports:

- i. [Forecast summary report 2024/25](#)
- ii. [Draft budget V0.2, 2025/26](#)
- iii. [Budget notes](#)
- iv. [Current Earmarked Reserves balances](#)

10) **Moss Lane/Longmoor Lane/A6 junction by the Bellflower, Councillor Webster - for decision.**

The full report is detailed in the Appendix.

Proposal: That the Town Council raise their concerns regarding the safety of this junction to County Councillor Shaun Turner and County Councillor Rupert Swarbrick; the Cabinet Member for Highways and Transport. Furthermore, that the Town Council’s concerns be raised with Wyre officers and Councillor’s to ensure improvements to this junction are made as part of the 106 monies obtained from the developers.

11) **Section 106 monies, Councillors Atkinson, Keyes and Webster – for decision**

Following the council’s resolution [(059(2024-25), 19 August 2024] to further engage with Wyre Council on the potential capital funding required for Garstang, as a result of the potential additional development, the working group has been working to move this forward.

Councillors have been provided with a response from the CEO of Wyre Council to our queries. From the response it is clear that the Town Council must actively engage in all consultation, and seek detailed discussions with the planning department. Councillor Keyes and the Clerk attended a meeting on Tuesday 15/10/2024 with Fiona Riley, Planning Policy Manager (the Teams recording will be placed on the meeting file).

The working group has also engaged with neighbouring parish councils so that we can ensure that we are consistently approaching this issue.

Furthermore the working group is developing a list of potential projects the council/other layers of local government would wish to pursue if additional extensive development is undertaken.

Proposal to Councillors:

Councillors are asked to approve that a consultation of Garstang residents is undertaken on community facilities. Councillors will be asked separately for their views.

12) Email and Teams Protocol for Councillors & Officers, Clerk – for decision

The Clerk has reviewed and updated the [Email and Teams Protocol for Councillors & Officers](#) in light of the updated JPAG 2024 guidance 'The importance of using .gov.uk domains for websites and emails'.

Recommendation to Council: That the updated policy is approved.

13) Lancashire Parish and Town Council Conference Saturday 2 November, Clerk – for decision.

The Lancashire Parish and Town Council Conference takes place on 2nd November 2024 at The Exchange at County Hall, Preston. There are 2 places available to meet in person. Lancashire Association of Local Councils (LALC) will hold their AGM in the afternoon, following the conference in the morning. Lunch will be available for everyone in between the two events.

Are there any Councillors wishing to attend the [meeting](#)?

14) Greater Garstang Partnership Board, Councillors Pearson/Allan – for discussion

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

The next meeting is on Tuesday, 5 November 2024. An update report is detailed in the Appendix.

15) 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 **18 November 2024** by notifying the Clerk by **10 November 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

16)

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) Lancashire Fire and Rescue Service's next edition of Hot Topics

[Lancashire Fire and Rescue Service's next edition of Hot Topics, our newsletter for stakeholders](#). This month's edition contains news about the recruitment of a new Chief Fire Officer, our Annual Service Report, and our campaigns for winter safety, business safety and on-call recruitment.

c) New Town Council website

The [new website](#) has gone live.

d) Lengthsman recruitment

The new Lengthsman's starting date is Monday, 28th October 2024.

17)

Councillor reports

a) Fairtrade Fortnight 2024 In Garstang, Councillor Allan, GTC Fairtrade Rep., Helen Forshaw, dual hatted Chair of Garstang Fairtrade Group and Councillor of GTC

Garstang Fairtrade Group marked Fairtrade Fortnight 2024 as follows:

- The fortnight began early on 6th September with a talk to the 3Ls group in the URC Hall about Fairtrade and its Garstang origins
- This was followed by a Fairtrade tea themed quiz run from the charity stall on 14th September. Approximately 30 people entered the quiz which was won by a couple from Bonds who were the only people to answer 8 out of 10 questions correctly.
- Also on 14th September, the Group had a display at the Heritage Open Day in St Thomas' Parish Hall which marked 30 years of Fairtrade and Garstang's contribution to the movement.
- Finally on 21st September, there was a Fairtrade Coffee Morning in the URC Hall, at the invitation of the Minister, Elders and congregation. At the event John Allen, one of the founders of the Mustard Seed 'One World Shop', exhibited his Fairtrade archive from the 1990s onwards. Our MP, Cat Smith attended the event, along with the Mayor and Mayoress.

Alongside the Coffee Morning, there was a Family Fairtrade Trail which saw a number of families take part. This was run with the co-operation of 10 shops on the High Street and Church Street.

In the past year we have made valuable connections with Wyre's Coastal and Countryside Department and we will lead a Fairtrade walk during the Open Heritage weekend in 2025. We are also exploring the possibility of a reunion of Mustard Seed volunteers with a view to having a 'pop up' Fairtrade shop during Fairtrade Fortnight 2025.

b) Remembrance Sunday Update, Councillor Allan

To date we have held three team meetings and tasks are progressing to plan. Our next meeting is on Tuesday 22nd October, 7.30pm at the Garstang Club.

Key Points to date;

1. Road Closure Application and approvals submitted to Wyre by the Clerk on 19th August
2. Pilling Band Booked by the Clerk and confirmed 23rd September
3. First Aiders, Event Management & Training Booked by the Clerk in August
4. Arts Centre booked for after event refreshments 30th September
5. Standard Bearers confirmed and we will have RBL, Cadets, Scouts and possibly Guides. All have been invited to attend a rehearsal booked in the Church on Thursday 7th November.
6. Church and War Memorial Speakers have been contacted and agreed there roles.
7. Civil representatives have been invited.
8. Community Groups have been invited by the Clerk.
9. We will again have around 30 wreaths being laid.

We have a new Community Group attending, the Red Rose Chapter of The Harley Owners Group, they have been actively supporting the AFVBC for the last two years. They have members based in Garstang and all in attendance will be ex Armed Forces personnel. They will be at the back of the parade. They have been in attendance at the Armistice Day parade with the Garstang AFVBC at Claughton Memorial. They have an annual trip to the National Memorial Arboretum.

Their Safety Officer is to produce a formal Risk Assessment which will be submitted to TC on 22/10/2024.

18) Outside body representatives

None received

19) Mayor's engagements

Date	Event
14/09/2024	The Garstang and District Heritage Society's Heritage Day - St Thomas's Church Hall
14/09/2024	Garstang Community Fun Day - Garstang Community Academy
18/09/2024	Girl Guiding Garstang Rural District Family BBQ - Garstang Scout & Guide HQ
21/09/2024	Fair Trade - Coffee Morning - United Reformed Church Hall
21/09/2024	Bettys bench unveiling at the Art Centre
21/09/2024	St Luke's Church Winmarleigh - Harvest Festival
22/09/2024	Garstang Scout & Guide Table Top Sale - Garstang Scout & Guide HQ
22/09/2024	St Johns Church Calder Vale - Harvest Song of Praise
25/09/2024	Garstang Community Sport Club - Redevelopment launch - Garstang Sports & Social Club

Date	Event
25/09/2024	St Luke's Church Winmarleigh - Harvest Supper - Winmarleigh Village Hall
27/09/2024	Macmillan's Lunch & Brunch - Churchtown Bloomers & Friends - St Helen's Parish Hall
28/09/2024	Jorge Pollard Malawi Expedition - Table Top Sale - Kirkland Village Hall
28/09/2024	Macmillan's Coffee Morning - Garstang Free Methodist Church
01/10/2024	Catterall Parish Council - Catterall Village Hall
03/10/2024	Memory Café Coffee Morning - United Reformed Church Hall
05/10/2024	Armed Forces & Veterans Breakfast Club - The Crown Hotel
09/10/2024	Garstang Millennium Green Talk - Lost and Found Hill Fort of Amounderness - United Reformed Church Hall
11/10/2024	Garstang Musical Productions - Little Shop of Horrors - Garstang Academy
12/10/2024	Garstang Soroptomists International Festive Stall - Garstang Market Hall
13/10.2024	Garstang Show - Autumn Harvest Lunch - Barnacre Village Hall
16/10/2024	Memory Café Party - Garstang Free Methodist Church
17/10/2024	Bingo Night Mayors Charity - Th'Owd Tithe Barn

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
108	21.10.2024	£25.30	£5.06	£30.36			Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank		058(2024-25)
107	21.10.2024	£40.00	£0.00	£40.00		13.09.2024	Annual data protection fee	Information Commissioner's Office	Lloyds Bank		
106	21.10.2024	£120.00	£0.00	£120.00		30.09.2024	Training	LALC (Lancashire Association of Local Councils)	Unity Trust Bank		
105	21.10.2024	£61.25	£0.00	£61.25		08.10.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank		
104	21.10.2024	£8.66	£1.73	£10.39		12.10.2024	Mobile wi-fi	3 Three	Unity Trust Bank		
102	21.10.2024	£11.94	£2.39	£14.33			Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
101	21.10.2024	£1,463.61	£0.00	£1,463.61			P30	HMRC (HM Revenue & Customs)	Unity Trust Bank		
100 & 103	21.10.2024	£1,769.38	£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	Unity Trust Bank & Royal Bank of Scotland		

Payment made between meetings.

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
99	15.10.2024	£1,390.00	£278.00	£1,668.00		09.10.2024	Tree works	HMA Tree Care	Unity Trust Bank		056(2024-25)

2) **Item 9: Precept/Budget 2025/2026, Councillor Atkinson and RFO**

Resolved: The Committee recommended the following changes to the tabled budget (V0.1). Full Council would be asked to review the tabled budget (V0.2) on 21 October 2024.

- a) Any underspend from staff salaries for 2024/25 to be transferred and split between; EMR Kepple Lane Park (70%) and EMR Moss Lane Park 30%.
- b) Any underspend line 48 NW stages rally for 2024/25, to be transferred into the EMR Community Engagement.
- c) Staff costs budget line to be increased by 4% for 2024/25 (RFO to amend Lengthsman figure to 4%).
- d) Line 32 - Lengthsman Assets replacement - Forecast figure to be increased to £1,250 to enable purchase of a new mower.
- e) Line 40 and 42 to be merged.
- f) Line 47 Grants budget figure to be rounded up to £2,600.
- g) Line 52 Reserves – reduce figure from £19,656 to £3,656. £16,000 to be reallocated to EMR New Community Investment which would involve a new code being entered on the budget. An explanation of what projects came under this EMR to be detailed so there is transparency for the residents of the town.
- h) Line 64 Community Hall remove budget figure of £520.04.
- i) Line 67 Drainage Moss Lane playing field reduce from £5,200.04 to £5,000.
- j) Line 56 Community engagement updated to include any VJ Day 80 event.
- k) All budget payment figures for 2025-26, on the budget report, to be rounded up or down to nearest £.

The above recommendations brings the updated precept figure for 2025-26 as detailed in the table below.

Receipts	£	13,939.00
Payments	£	151,090.00
Precept Value 2025-26	£	137,151.00
Tax Base (2024)		1955.04
Band D Equivalent	£	70.15
Last Years Precept	£	139,325.00
Last Years Band D	£	71.26
Change in Precept	-£	2,173.75
Change in Band D	-£	1.11

3) **Item 10: Moss Lane/Longmoor Lane/A6 junction by the Bellflower, Councillor Webster**

Background Information:

Details of the various crashes can be seen on ThinkMap or CrashMap although the records only seem to list the accidents up to 2022 and not the last 2 years.



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	Clerk's input	
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	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Asset management		
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 14: Greater Garstang Partnership Board, Councillors Pearson/Allan –**

The GGPB was developed following the establishment the Market Town Working Group which tried to support the High Street during Covid. It represents the Greater Garstang area and liaises with Wyre to seek funding. partnership Boards are also present in several other Towns/areas in the Borough.

The purpose of the Board is to seek funding for projects within the Community agreed following public consultation.

Currently the Board has an interest in projects such as

The Sports Club

Town Centre renewal - Cherestanc Square and the Weinds

High Street parking

The funding pot was awarded and is held by Wyre and was valid for 3 years .

The monies must be spent by the end of March 2025

Going forward the group will search for further funding pots

Councillor Alan Pearson is the current Chair and is supported by Councillor Allen

There are a number of **UK Shared prosperity Fund** projects within the Greater Garstang Partnership Board remit, namely;

The High Street Improvements Study, which is quite wide ranging and includes High Street, Parkhill Road, Cherestanc Square, Thomas's Weind, Stoops Weind, Nickson's Weind and the Weind at the One Stop. It also Includes the Riverside Path which covers from the High Street car park to the River and South along the river to come back out at Bridge Street. Phase 1 funding has been focussed on improvements to the High Street and Cherestanc Square, Thomas's Weind and Stoops Weind.

A Car Parking Study,

The creation of a Carer's Group which is now operating out of the former Methodist Church on Parkhill Road.

Future Aspiration programme aimed at Primary School aged children. 15 out of 20 Schools have been approached and are being actively involved in the programme.

Rural England Prosperity Fund

Major refurbishments to Claughton Memorial Village Hall have been approved and completed. Improvements at Hambleton Village Hall are being priced.

Business Grants have been given to two local businesses. One has been given a grant to purchase equipment to double production capacity and the other to convert unused stables to units to let. Both of these have been completed.

Improvements to the canal towpath between Barton Grange and Garstang are being phased. The first phase should see improvements from Barton Grange to Claughton.