



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st October 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 21 October 2024, 7.30pm.

Present

Chairman; Councillor Webster

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

Also present: Town Clerk, Edwina Parry, County Councillor Turner, Wyre Councillor Robert Atkins, Wyre Councillor Dulcie Atkins and Wyre Councillor Alice Collinson.

090(2024-25) Apologies for absence

Councillors Halford and Perkins

PCSO's Atkinson, Creighton and Kirkpatrick

091(2024-25) Declaration of Interests and Dispensations

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

092(2024-25) Public participation

The meeting was adjourned to allow members of the public to speak. A summary is provided below.

County Councillor Turner was seeking a timeline for the new crossing between the 2 mini roundabouts on Park Hill Road. There was about £2 million worth of improvements forthcoming on the A6 corridor. He thought the speed limit should be reduced to 40mph by the Nateby Crossing Lane junction with A6.

19.36 Councillor Brooks arrived.

Wyre Councillor Dulcie Atkins reported her concerns that flooding was still taking place at the dip on Lancaster Road. She was concerned about the proposed junction layout and the potential traffic flow movements onto the A6, at the new development at Nateby Crossing Lane

Wyre Councillor Robert Atkins spoke about Turkish barbers and recycling in the Borough.

The meeting was reconvened.

093(2024-25) Announcements

Councillor Webster announced that she was pleased to see that building work had started at the new Garstang Community Sports Hub. She congratulated everyone involved in the project, in particular Councillor Atkinson.

094(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 16 September 2024.

Resolved: The minutes of the meeting held on 16 September 2024 were confirmed and signed as a true record.

095(2024-25) Finance payments, RFO

Councillors were asked to approve the payments, vouchers 100 - 108, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 100 - 108, as detailed in the Appendix.

096(2024-25) Income stream; Finance Committee recommendation, RFO & Councillor Atkinson

Resolved: Full Council accepted the recommendation of the Finance Committee and approved the following:

i. Allotments rent

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.

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

No changes to the current rent of £60 and that the rent be reviewed in May 2025, as per the lease agreement.

097(2024-25) Reserves Policy, RFO & Councillor Atkinson

Resolved: Full Council accepted the recommendation of the Finance Committee and approved 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. The Council **further resolved** to approve the updated Reserves Policy.

098(2024-25) Precept/Budget 2025/2026, Councillor Atkinson and RFO

Councillor Atkinson reported that he Finance Committee had met on 8 October 2024 to discuss the budget for 2025/2026.

Councillors were asked to consider the draft minutes of the meeting, consider the Draft budget V0.2, 2025/26 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 Council noted that the 2024 Autumn Budget will take place on 30/10/24.

Resolved: Full Council accepted the recommendations of the Finance Committee as detailed in the Appendix and approved the draft budget V0.2. The Council made no further recommendations for the Finance Committee to consider at their meeting on 29/10/2024.

099(2024-25) Moss Lane/Longmoor Lane/A6 junction by the Bellflower, Councillor Webster

Resolved: 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 Councillors to ensure improvements to this junction are made as part of the 106 monies obtained from the developers.

100(2024-25) Section 106 monies, Councillors Atkinson, Keyes and Webster

Councillor Keyes provided an update on the meeting held on 15/10/2024 with Fiona Riley, Planning Policy Manager (the Teams recording will be placed on the meeting file). The working group had also engaged with neighbouring parish councils to seek their interest in collectively, addressing the Town Council's concerns to Wyre Council. 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.

Resolved: Councillors approved that a consultation of Garstang residents is undertaken on community facilities. Councillors noted that they would be asked separately for their views.

101(2024-25) Email and Teams Protocol for Councillors & Officers, Clerk

The Clerk had 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'. The protocol update also included that any emails received from a Councillors personal email account should not be responded to and be deleted.

Resolved: Council approved the updated Email and Teams Protocol for Councillors & Officers. The update included that any emails received from a Councillors personal email account should not be responded to and be deleted.

102(2024-25) Lancashire Parish and Town Council Conference Saturday 2/11/2024

The Lancashire Parish and Town Council Conference will take place on 2/11/2024 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.

Resolved: Councillors Keyes and Pearson to attend remotely on Teams.

103(2024-25) Greater Garstang Partnership Board, Councillors Pearson/Allan

The next meeting is on Tuesday, 5 November 2024. An update report is detailed in the Appendix. Councillors Allan and Pearson provided an update and drew attention to the update provided in the Appendix of the agenda paper.

104(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 **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.

The meeting finished at: 8.38pm

For Information Only

105(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) 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.

106(2024-25) 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.

107(2024-25) Outside body representatives

None received

108(2024-25) 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