



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 18th November 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, 18 November 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 18 November 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

13th November 2024

Agenda

The Town Mayor will note the death of former Town Councillor and Mayor Eddie Livesey. The council will hold a minute's silence in his memory.

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 21 October 2024](#).

6) **Finance payments, RFO – for decision**

Councillors are asked to approve the payments detailed vouchers 110, 115 - 128, in the Appendix.

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

The Finance Committee met on 29/10/2024 to discuss the latest budget for 2025/2026. The RFO has detailed the resolution in the Appendix.

Councillors are asked to consider the [draft minutes of the Finance Committee 29/10/2024 meeting](#), and consider the updated budget.

Changes that have been made since the 29/10/2024 Committee meeting include:

- a) Staff salaries for 2025/26 have been revised, in light of the change of National Insurance contributions announced at the budget on 30 October 2024, the National Insurance contributions have been amended using calculations from LALC and Towers & Gornall (an increase of £1,613).
- b) Line 15 Office Expenses – Phone – An increase in budget to include the monthly mobile phone contract of the Lengthsman.

The RFO has circulated the following reports:

- i. [Forecast summary report 2024/25](#) & [Forecast monthly report 2024/25](#)
- ii. [Draft budget V0.4, 2025/26](#)
- iii. [Budget notes](#)
- iv. [Current Earmarked Reserves balances](#) and [Earmarked Reserves notes](#)

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

Receipts	£13,939.00
Payments	£152,858.60
Precept Value 2025-26	£138,919.60
Tax Base (2024)	1955.04
Band D Equivalent	£71.06
Last Years Precept	£139,325.00
Last Years Band D	£71.26
Change in Precept	-£405.40
Change in Band D	-£0.20

The final precept figure will be reviewed at the Full Council meeting on 16 December 2024, when the Tax Base will have been received from Wyre Council.

8) **Transfer of earmarked reserve monies, RFO – for decision**

Financial regulations state at 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Finance committee.

Recommendation to Council:

That £400 is transferred from Reserves to Earmarked Reserves IT maintenance to cover the new website costs [(minute ref 058(2024-25))] and Lengthsman mobile phone.

9) **Wyre Council, Draft Statement of Gambling Policy 2025-2028, Clerk – for decision.**

The Clerk has received correspondence about The Gambling Act 2005 that requires all Licensing Authorities to publish a Statement of Policy which set out the ways in which it will regulate the gambling and gaming sectors that it is responsible for.

The Licensing Service has prepared an updated draft statement in accordance with the latest edition of the Gambling Commission's Guidance to Licensing Authorities. The draft policy can be viewed or downloaded from the Council's website at [Gambling licence downloads – Wyre Council](#).

Question for the Council:

The Clerk is asking if the Council, wishes to comment and put forward any views about the draft Policy, which sets out how Wyre Council will undertake their duties under the Gambling Act 2005?

10) **Wyre Council, Polling district and polling place review 2024-25, Clerk – for decision**

In accordance with The Representation of the People Act 1983, each local authority is required to carry out a compulsory review of their polling districts, polling places and polling stations for UK parliamentary constituencies at least once every 5 years. The current review period ends on 31 January 2025.

There are some legal requirements that affect how polling districts are made up and where voting can take place – for example each parish should be a separate polling district and each polling district should ideally have its own polling station, which residents can easily recognise and travel to. However, councils are also required to take resident views into account and where possible, adapt their arrangements accordingly within the basic framework to make it easier for people to exercise their right to vote.

The council are keen to hear about the location of polling stations – whether these are in the right place and how convenient these are to access, along with suggestions for other locations that could be used. Comments from anyone with a disability are particularly welcomed.

Please find attached a copy of the [Notice of Review](#) and a [Polling letter detailing the review](#). If you wish to make any representations the deadline is Friday 29 November 2024.

Question for the Council:

Does the Council wish to submit comments as part of this consultation?

11) **Wyre Council - issues of fly tipping within Wyre Borough, Clerk – for decision**

Wyre Council has commissioned a task group to investigate the issues of fly tipping within Wyre Borough. Members of the task group wanted to ask local parish and town councils questions about fly tipping within their local area.

The questions are listed below:

- a) Are you aware of any specific hotspots for fly-tipping within your area?
- b) Are you aware of any measures that have previously been taken to reduce incidents of fly tipping?
- c) Have you taken any steps as a council to reduce fly-tipping?
- d) Are there any volunteer groups that regularly tackle littering?

Question for the Council:

How does the Council wish to respond?

- 12) **4 lockable notice-boards, Councillor Forshaw – for decision**
Garstang Fairtrade Group would like to request permission from Garstang Town Council to place printed posters promoting Garstang's unique Fairtrade status in the 4 lockable notice-boards around the town. The Group would appreciate it if the posters could be in place for a lengthy period of time. [A draft design is attached](#) and the posters would be formatted to (at least) A2 size.

A Councillor previously included the Clerk in a similar request to use the notice boards. The Clerk responded that possibly a policy is required to encompass the different views of Councillors and requests from the community. The Clerk is asking how these requests are to be managed.

- 13) **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 last meeting was on Tuesday, 5 November 2024. [Minutes of the meeting held on 10/09/2024](#) have been circulated.

- 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 **16 December 2024** by notifying the Clerk by **8 December 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) Parking issues – Kepple Lane

The Clerk received correspondence relating to:

Double yellow lines are now on Kepple Lane which has turned getting out of Parlick Road a nightmare. Cars are parked on Parlick road on the left, east side. Cars are parked on the north side of Kepple Lane some on the footpath making the site line impossible to see safely when turning right for the A6. The problem could be easily solved if the doctors car park was made bigger as these cars are all picking up prescriptions. The alternative is more double yellow lines
Please will the council sort this problem out before there is a bad accident

The Clerk sought a response from County Councillor Shaun Turner, which is detailed below.

Thank you for your email dated 16 October 2024, regarding parked cars causing limited visibility when accessing Kepple Lane from Parlick Road.

According to our records, Kepple Lane is only accessible from Parlick Road via Fairsnape Drive and Grizedale Avenue. Kepple Lane's junction with Fairsnape Drive is nearby to the health centre mentioned in your email, therefore we will be focusing our attention on this location.

In light of your concerns, we are going to carry out several investigations at this location to assess the cause of these issues. As of 28 October 2024, this will take approximately four weeks to complete. We will get back to you shortly after this time and update you on our findings.

b) Lengthsman recruitment

The new Lengthsman, Rob, started work on Monday, 28th October 2024. He's made great progress already; mowing the town's grass verges and carrying out grounds maintenance work at the sensory garden, Kepple Lane park.

16)

Councillor reports

a) Reply from MP Cat Smith re out of date maps for the - Issues and Options Consultation Wyre Council, Councillor Perkins

Earlier in the summer, you wrote to me concerning the maps which are being used by Wyre Council for the Local Plan Review which are out of date. I have today received a response from the Minister, though I appreciate that the consultation has now closed for this stage of the review.

The Minister outlines the following:

“Thank you for your email of 27 August on behalf of several constituents in the Wyre Council area, regarding the review of Wyre Council's Local Plan. I have been asked to reply.

I hope that you can understand that due to the Secretary of State's quasi-judicial role in the planning system, I am unable to comment on the specific details of the Local Plan. I can, however, provide the following general comments.

This Government is committed to the plan making system as we believe that it is the right way to plan for the growth and environmental enhancement our country needs, by bringing local councils and their communities together to agree the future of their areas. We want to see universal coverage of ambitious plans as soon as possible. Once in place, and kept up to date, they provide the stability and certainty that local people and developers want to see the planning system offer.

I am aware that Wyre Council's Local Plan is currently the subject of an Issues and Options consultation which closed in September. I would encourage your constituents to highlight any concerns they have about the accuracy of the maps being used with Wyre Council."

In other discussions I have had with Ministers, I was also informed that as part of the national review into the National Policy Planning Framework, the Government will be setting out how they would like to see local authorities utilise more accessible and interactive resources for the Local Plan process.

While I will acknowledge that this may not necessarily be accessible for everyone I know that many people would find it a lot easier to be able to navigate a map online with the different options overlaid so they can see more clearly what is being proposed for different pieces of land.

Turning back to the Wyre Local Plan, I understand that the initial consultation phase has now closed. The whole process is rather long and will continue for another year and a half (at least). I have written to Wyre Council with concerns about the accuracy of the maps being used for this and to enquire whether up-to-date, detailed maps can be used for the next phase.

Additionally, I recently met with the Chief Executive of Wyre Council, discussing a number of issues but planning did of course come up a lot. I stressed the need for Wyre Council to be more proactive in recovering Section 106 funds from developers and details about how Garstang Medical Practice can be better supported.

I hope the information in this email is somewhat reassuring, though I do very much appreciate the frustration with the maps used on the Issues and Options Consultation.

If there is anything else you would like to raise with me please do not hesitate to get in touch with me.

Kind regards, Cat Smith MP

b) **2/11/2024 Parish and Town Council Conference slides – Councillor Keyes**

Councillor Keyes has provided a copy of the [2/11/2024 Parish and Town Council Conference slides](#)

17) **Outside body representatives**

None received

18) **Mayor's engagements**

Date	Event
30/10/2024	Christmas Lights Quiz- Th'Owd Tithe Barn
31/10/2024	North West Britain in Bloom Awards (Gold for Garstang)
02/11/2024	Armed Forces Veterans Breakfast Club with MP Cat Smith
02/11/2024	Charity Coffee Morning in Aid of Andrea Saville and Rosemere Cancer Foundation
02/11/2024	Garden of Remembrance - St Thomas's Church
02/11/2024	Garstang Bonfire and Fireworks Display
04/11/2024	Nateby Parish Council Meeting
09/11/2024	Barnacre and Bonds Parish Council - Community Catch Up
09/11/2024	Cardiac Risk in the Young - 'Pop up Shop'
10/11/2024	Remembrance Sunday - Garstang
11/11/2024	Cloughton on Brock Armistice Day Service - The Memorial Garden
11/11/2024	Cloughton-on-Brock Commonwealth War Graves
11/11/2024	Garstang Thomas's Church Commonwealth War Grave
13/11/2024	Garstang Soroptimist International Quiz Night - Th'Owd Tithe Barn

Appendix

1) Item 6: Finance payments

Voucher	Date	Net	VAT	Total	Invoice Date	Description	Supplier	Bank
128	18.11.2024	£50.00	£0.00	£50.00		Donation for First Aid cover Remembrance Sunday	Event Management and Training Ltd	Lloyds Bank
127	18.11.2024	£235.00	£3.45	£238.45	30.10.2024	Mobile phone	Amazon Services Europe S.a.r.L	Lloyds Bank
126	18.11.2024	£7,076.40	£1,415.28	£8,491.68	01.11.2024	Christmas Lights administration To be paid as soon as possible after the 22nd November once the Council knows the lighting is in full working order.	LITE	Unity Trust Bank
125	18.11.2024	£650.00	£130.00	£780.00	01.11.2024	Build New Website	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
124	18.11.2024	£235.00	£0.00	£235.00	11.11.2024	Band for Remembrance Sunday	Pilling Jubilee Silver Band	Unity Trust Bank
123	18.11.2024	£120.00	£0.00	£120.00	11.11.2024	Remembrance Sunday Refreshments	Garstang and District Arts Centre	Unity Trust Bank
122	18.11.2024	£25.30	£5.06	£30.36		Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
121	18.11.2024	£49.75	£0.00	£49.75	05.11.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank
120	18.11.2024	£110.00	£22.00	£132.00	10.10.2024	Preparation of payroll	Towers+Gornall	Unity Trust Bank
119	18.11.2024	£58.80	£11.76	£70.56		Subscription charges	Microsoft (Microsoft)	Lloyds Bank
118	18.11.2024	£32.21	£6.44	£38.65		Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
117	18.11.2024	£108.85	£21.76	£130.61	07.11.2024	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank

Staff costs "Salary to be paid electronically on 26/11/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004', Lengthsman NJC point 4 – 6 Salary Scale.

Local Government Services Pay Agreement 2024/25

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April

2024 to 31 March 2025. The Clerk has implemented this backdated pay award in November's salary for the Clerk. Figures provided by payroll Tower+Gornall. The Lengthman started after the agreement was reached, so there is no backdated pay required.

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to both employees

115 & 116	18.11.2024			£ 4,179.67		Employees	Unity Trust Bank
110	18.11.2024	£846.70	£0.00	£846.70	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland

2) **Item 7: Precept/Budget 2025/2026, Councillor Atkinson and RFO**

29/10/2024 Finance Committee - Minute 032(2024-25)

Resolved:

The Committee:

- a) Approved the Earmarked Reserves notes detailed in the Appendix (subject to the deletion of a repetitive sentence under the Remembrance Sunday heading). The update is to be published on the website to accompany the Reserves balances. It is hoped that the published notes will provide more detail behind the title of the reserve; to allow council members, staff, and the public to better understand the purpose of each reserve and its current status.
- b) The Committee approved no further changes to the Earmarked Reserves balances.
- c) The Committee resolved that the RFO enters the forecast figures onto Scribe after the meeting and, in consultation with the Chair of Finance, reviews the 2025/26 salaries (in light of the 2024/25 pay award) all in readiness for the publication of the agenda for the Full Council meeting on 18/11/24. The Committee **further resolved** to approve the budget (with the above amendment at staff salaries) 2024/2025 (V0.3) for it to be considered by Full Council on 18 November 2024. The revised copy to be titled 2025/2026 (V0.4).