



Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 18th November 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 18 November 2024, 7.30pm.

Present

Chairman; Councillor Halford

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

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

The Town Mayor noted the death of former Town Councillor and Mayor, Eddie Livesey. The council held a minute's silence in his memory.

109(2024-25) Apologies for absence

Wyre Councillor Robert Atkins

110(2024-25) Declaration of Interests and Dispensations

120(2024-25) Councillor Forshaw declared an 'other interest'. She is the Chair of the Garstang Fairtrade Group.

111(2024-25) Public participation

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

PCSO Creighton reported that there were no police logs of interest relating to the town.

County Councillor Turner reported that further to last month's announcement, the Department of Transport had announced a further £4.5m of improvements on the A6 corridor.

Wyre Councillor Dulcie Atkins reported that a fly tipping survey was being undertaken by Wyre Council, which she noted was being covered elsewhere on the agenda.

Wyre Councillor Alice Collinson thanked the Mayor for attending rural district parish council meetings and events.

Discussion took place on the GGPB projects including a potential community bus scheme.

The meeting was reconvened.

112(2024-25) Announcements

Councillor Halford announced:

- i) He thanked everyone involved in the recent Remembrance Sunday event; it had been a great Council and community group team event.
- ii) He congratulated to Garstang In Bloom for winning gold and the 'best small town in the North West'. In addition, they have been invited to take part in the National 'Britain in Bloom' competition next year.
- iii) Welcome to the new Lengthsman Rob Ward.
- iv) He had attended the Council surgery on Saturday, 16/11/2024 along with County Councillor Turner and Wyre Councillor Dulcie Atkins.
- v) He was attending many local Christmas market events.
- vi) Lancashire Day Cry would be on Wednesday, 27/11/2024, 11.00am at the Market Cross.
- vii) Former Mayor, Eddie Livesey's funeral is on Thursday 21/11/2024.

113(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 21 October 2024.

Resolved: The minutes of the meeting held on 21 October 2024 were confirmed and signed as a true record.

114(2024-25) Finance payments, RFO

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

Resolved: Councillors approved the payment voucher numbers 110, 115 - 128, as detailed in the Appendix.

115(2024-25) Precept/Budget 2025/2026, Councillor Atkinson and RFO

The Council noted that the Finance Committee had met on 29/10/2024 to discuss the latest budget for 2025/2026.

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 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

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

116(2024-25) Transfer of earmarked reserve monies, RFO

Resolved: Adhering to Financial regulations, 4.11, the Council approved 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.

117(2024-25) Wyre Council, Draft Statement of Gambling Policy 2025-2028, Clerk.

Resolved: The Council noted the correspondence about The Gambling Act 2005. The Council had no comments/views about the draft Policy.

118(2024-25) Wyre Council, Polling district and polling place review 2024-25, Clerk

Resolved: The Council noted the correspondence relating to the Polling district and polling place review 2024-25. The Council asked if consideration could be given to a more central point for the polling station? For example:

- i) the YMCA building.
- ii) St Thomas' Community hall and other central church halls.
- iii) the library.

119(2024-25) Wyre Council - issues of fly tipping within Wyre Borough, Clerk

Resolved: The Council noted the correspondence relating to the issues of fly tipping within Wyre Borough. The Council had no comments to the questions raised and felt that fly tipping was not an issue in the town.

120(2024-25) 4 lockable notice-boards, Councillor Forshaw

Garstang Fairtrade Group sought permission to place printed posters promoting Garstang's unique Fairtrade status in the 4 lockable notice-boards around the town. The Clerk reported that she had received a similar request to use the notice boards. The Clerk had 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.

Resolved: The Council agreed:

- i) That the Clerk produces a policy, to use the notice boards, in consultation with Councillors Allard, Forshaw, Pearson and Perkins.

- ii) That the noticeboards are refurbished so that they are usable and accessible.
- iii) Councillor Pearson offered to be the contact Councillor for managing and managing requests to use the boards.

121(2024-25) Greater Garstang Partnership Board, Councillors Pearson/Allan

Councillor Pearson gave a report based on the latest minutes (to be circulated). Councillor Atkinson asked about future Garstang UKSPF funded projects and that Poulton had put forward their projects; the Town Council should be discussing and listing future projects. The administration of GGPB, by the Town Council, was mentioned again.

122(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 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.

The meeting finished at: 8.34pm

For Information Only

123(2024-25) 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 28/10/2024, 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.

124(2024-25) 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](#)

125(2024-25) Outside body representatives

None received

126(2024-25) 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

					<p>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.</p> <p>Local Government Services Pay Agreement 2024/25</p> <p>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.</p> <p>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</p>		
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