



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, 16th December 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, 16 December 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 16 December 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

11th December 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) **Mayor 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 18 November 2024](#).
- 6) **Finance payments, RFO – for decision**
Councillors are asked to approve the payments detailed vouchers 131, 135 - 143, in the Appendix.
- 7) **Precept/Budget 2025/2026, Councillor Atkinson and RFO – for decision**
The full report is detailed in the Appendix. Detailed below are updates to the budget (i-iii) and tax base figure since the last meeting:
Proposal
 - i) Machinery for Lengthsman
Table 1 the two final options for consideration. Option 1 is recommended based on the efficiencies in the Lengthsman's time. This time gained will support the councils' aspirations to focus more time on the maintenance of amenities, as well as the value for money of the assets. Table 2 details how the proposal would be funded, with the increases reflected in the budget already.
 - ii) Civic.ly App
25/26 Budget Code 39 Finance Accounts software additional budget of £936 [Monthly Total (excl VAT) £78].

iii) Litter collection trolley
25/26 Budget Code 32 – Lengthsman Asset Replacement additional budget of £1,200 to purchase trolley; specification to be determined.

The recommendation from the Chair of Finance, Councillor Atkinson, is as follows:

- a) That Full Council approve the [Draft V0.5 Budget 2025/26](#).
- b) That Full Council approve a precept for 2025/26 of £143,055.60. This is a Band D equivalent of £73.38 (an increase of £2.12 [equates to 2.97%] in comparison to last year's Band D equivalent), summarised in the table below:

Receipts	£13,939.00
Payments	£156,994.60
Precept Value 2025-26	£143,055.60
Tax Base (2024)	1949.65
Band D Equivalent	£73.38
Last Years Precept	£139,325.00
Last Years Band D	£71.26
Change in Precept	£3,730.60
Change in Band D	£2.12

- c) That the 2025/26 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine.
- d) That the placing of orders as detailed in i) and iii) be delegated to the Clerk/ RFO, in consultation with the Chair of Finance Committee, Councillor Atkinson. This will enable quotations/estimates to be accepted as prepared by the supplier.

8) **Lancashire County Council, Clerk – for decision**

Background: The Town Council previously responded with the following comments:

15-Jan 2023-24 210(2023-24)

Lancashire County Council - Bus Service Improvements Plans

Resolved: The Council noted the bus proposals at bus stops along the High Street, Bridge Street, Park Hill Road and Windsor Road.

The Council resolved that the proposal for 'No waiting Monday to Saturday 8am – 6pm should be amended to 'No waiting at Any time'.

There was concern that vehicles could be parked on the west side of the High Street between 6pm and 8am which could block the High Street, as vehicles could park on both sides of the road, and hinder the flow of traffic, especially buses.

a) Bus Service Improvement Plans advertising

As part of its Bus Service Improvement Plans, the County council has developed proposals on High Street, Garstang, within your electoral division.

The proposals are intended to improve the bus services within the area. Formal advertising on site is due to commence on Wednesday 20th November 2024.

For further details, please see the [letter that will be sent to businesses](#) in the vicinity and [plan](#) that will be placed on site. The Clerk has obtained an extension to the deadline to Tuesday 17/12/2024.

Question for the Council:

Does the Council wish to submit comments to this consultation?

b) Notice Of Modification, Road Traffic Regulation Act 1984 (Bridge Street, Church Street, High Street And Market Place, Garstang, Wyre Borough) (Revocation, Prohibition And Restriction Of Waiting And Limited Waiting Parking Place) Order 202*

The County Council previously sent documents for the above proposal. This has now been modified, the effect of which will be to introduce the measures as set out in the attached [Public Notice](#) and [plan](#). As point a) details; the Clerk has obtained an extension to the deadline to Tuesday 17/12/2024.

Question for the Council:

Does the Council wish to submit comments to this consultation?

9) **Wyre Council, Open consultation: enabling remote attendance and proxy voting at local authority meetings, Clerk – for decision.**

As I am sure you are aware, the government have issued a public consultation to seek views on their proposals to enable remote attendance and proxy voting at local authority meetings.

The [consultation](#) can be responded to by individual councillors or your council as a whole. This consultation will last for 8 weeks from 24 October 2024.

Question for the Council:

Does the Council wish to submit comments to this consultation?

10) **Moss Lane Park Improvements and Grant Funding, Councillor Atkinson – for decision**

Proposal:

That the Town Council should request via GGPB and into Wyre Council that the improvement of Moss Lane Park should be put forward as a project for UK SPF funding in 2025/26 financial year. Councillor Atkinson suggests the Council request £120k in support of the project. This could include:

- i) Extension of the footpath to run parallel to Moss Lane – to be used by local running groups, walking groups and residents
- ii) Illumination of the footpath - to be used by local running groups, walking groups and residents
- iii) Potentially the inclusion of a small community pavilion with no impact to the football pitch– for use by events teams and for changing facilities for youth groups using the park.
- iv) Improved drainage

The proposal is suggested in principle, with the council to work up detailed plans and costing once an understanding of funding availability is confirmed. This detailed planning would need to consider any through life and future replacement costs.

The project would need to be delivered by the end of March 2026.

11) **Greater Garstang Partnership Board, Councillor Pearson – for discussion and information**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB. [Minutes of the meeting held on 5/11/2024](#) have been circulated. The next meeting will be held on 14/01/2024. An information report is detailed in the Appendix.

12) **Town Council awards, Councillor Halford – for decision**

I am seeking the appointment of an Awards Panel for the forthcoming year's awards (Thursday 24 April 2025 – Annual Town meeting - a meeting of the town electors and Awards evening in Booth's café). This will comprise of 4 additional Town Councillors and 1 member of the public

I am also seeking approval for the printing of the paper nomination forms, posters, the engraving of the Shields and the production of Keepsake Trophies and any sundries. All to be met from EMR Annual Town Meeting and Awards and delegated to the Clerk.

For Decision

- i) Have we four Councillors who would be willing to be on the Awards panel?
- ii) Does Council accept expenses for the Awards evening is delegated to the Clerk in consultation with Councillor Halford. All payments to be met from EMR for the Annual Town Meeting?

13) **Project Plan Biodiversity – Clerk and Councillor Pearson (Lengthsman prepared the report – for decision**

Recommendation to Council: That the £300 received from Biodiversity Small Grant Scheme, LCC to fund local biodiversity-related projects, be spent on [‘Project Plan: Managing Parks and Public Spaces to Improve Conditions for Hedgehogs in Garstang’](#).

Do Council support the recommendation?

14) **LANPAC Membership for 2024- 2025, Clerk for decision**

Does the Town Council wish to renew the annual membership of £50.00 (excl of VAT)? A copy of the [membership benefits](#) has been circulated.

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 **20 January 2025** by notifying the Clerk by **12 January 2025**. 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

16)

Clerk's Report

a) Academy Conversion SS Mary and Michael Catholic Primary School, Castle Lane, Garstang, Preston PR3 1RB

Lancashire County Council has recently received notification from the DfE that that SS Mary and Michael Catholic Primary School, Castle Lane, Garstang, Preston PR3 1RB is converting to an academy and joining Mater Ecclesiae CMAT and that LCC should undertake the requisite due diligence exercise to enable the conversion to progress.

As part of this process LCC are informing the LCC, District and Parish Councillors that this conversion is progressing. The site may not be wholly within your boundary but as pupils from your area may attend this school we are advising neighbouring councillors to keep them informed.

The time frame for this conversion is approximately 6 months from receipt of the Academy Order, however this can be undertaken sooner or in some cases can take longer due to the complexities involved.

If you have any questions please do contact susan.strother@lancashire.gov.uk. who is the programme lead for academy conversions.

b) Temporary Closure Footpath FP0212001 Garstang, Wyre

c) Lancashire PCC - Launch of the Police and Crime Plan 2024 – 2029

Lancashire's Police and Crime Commissioner has launched his plan for policing in Lancashire to ensure Lancashire Constabulary deliver an efficient, effective service through strong leadership and tough scrutiny.

Commissioner Grunshaw, who was elected in May 2024 for his third term in the role, has developed his Police and Crime Plan which will shape policing in Lancashire over the next four years, following extensive consultation with stakeholders and the wider public.

During the Summer, a public survey saw over 6,000 people share their views, and Commissioner Grunshaw engaged with elected officials, businesses and partners up and down the county, to ensure the Plan, which covers 2024-2029, delivers what matters most to people.

Based on this, the four priorities in the plan are; Prevent Violence Against Women and Girls (VAWG); Tackle Crime and Anti-Social Behaviour (ASB); Get Tough on Serious Violent Crime and Rebuild Public Trust and Confidence

The plan, which is a legal requirement and sets the strategic priorities for Lancashire Constabulary, is based on the needs of the public and how these will be met across policing and criminal justice, keeping victims at the centre of all work. It focuses on the need for partnership

working and a prevention-based approach, alongside enforcement.

The Police and Crime Plan also builds on the work that the Commissioner has already been focusing on in the months since his election, including calls for laws tackling the illegal use of e-bikes and e-scooters, new legislation to strengthen the response to retail crime, and investing around £215k of cash seized from criminals into community schemes that deter offending.

Clive Grunshaw, Police and Crime Commissioner for Lancashire said:

"I was honoured when the people of Lancashire once again put their trust in me to hold Lancashire Constabulary to account and deliver the policing service, we all want to see. Since then, I have been engaging with the public and working with stakeholders to build on the vision for policing I was elected to deliver.

"All of the priorities in my plan, together with the work to deliver them, are based on these conversations, and as the public's voice in policing, I will be working with partners across the criminal justice system and holding the Chief Constable to account for the delivery of the plan and scrutinise the Constabulary's performance.

"Making Lancashire a safer place to live, work and visit is my ultimate aim, and we can only do this through strong leadership, tough scrutiny and effective policing, that increases public confidence and trust that officers will be there when needed most."

[View the Police and Crime Plan for Lancashire 2024-2029.](#)

17) **Councillor reports**

None.

18) **Outside body representatives**

None received

19) **Mayor's engagements**

Date	Event
15/11/2024	Cabus Players- Rise and Fall of Gordon Grinshaw
16/11/2024	Churchtown in Bloom - Winter Sparkle
20/11/2024	Claughton Primary School- Parliament Week
20/11/2024	Winmarleigh Parish Council Meeting
22/11/2024	Kirkland Christmas Market
23/11/2024	Christmas Lights Christmas Market
24/11/2024	Garstang Scout Hut - Exec Christmas Market
25/11/2024	North West in Bloom - Wyre Borough Council
25/11/2024	Garstang Christmas Lights Switch On
27/11/2024	Lancashire Day
30/11/2024	St Thomas's Christmas Market
30/11/2024	URC Christmas Market
01/12/2024	St Lukes - Christmas Lunch

Date	Event
01/12/2024	Catterall Christmas Lights Switch-On
01/12/2024	Meadowcroft Christmas Lights Switch-On
02/12/2024	Memory Cafe Christmas Party
02/12/2024	Garstang Victorian Festival
03/12/2024	Garstang Victorian Festival
05/12/2024	Garstang United Reformed Church Christmas Market for Cancer Care
06/12/2024	Kirkland & Catterall St Helen's Church of England Primary School - Christmas Fair
07/12/2024	Winmarleigh Church of England Primary School - Christmas Fair
07/12/2024	Christmas Tree Festival - St. Thomas's Church
07/12/2024	Armed Forces Veterans Breakfast Club Christmas Meal
08/12/2024	Garstang Santa Dash
08/12/2024	Oaklands Christmas Market
08/12/2024	Meadowcroft- Christmas Market
12/12/2024	RVS Christmas Lunch- St Thomas's Church Hall
12/12/2024	Garstang Theatre Group- Pantomime
22/12/2024	Cloughton Primary School Christmas Concert
28/12/2024	Tractor Run

Appendix

1) Item 6: Finance payments

Voucher	Date	Net	VAT	Total	Description	Supplier	Bank
143	16.12.2024	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
142	16.12.2024	£240.00	£0.00	£240.00	Annual membership	SLCC (Society Local Council Clerks)	Unity Trust Bank
141	16.12.2024	£12.50	£0.00	£12.50	room hire	Garstang St Thomas' Parish and Community Hall	Unity Trust Bank
140	16.12.2024	£8.66	£1.73	£10.39	Mobile wi-fi	3 Three	
139	16.12.2024	£58.80	£11.76	£70.56	Subscription charges	Microsoft (Microsoft)	
138	16.12.2024	£22.83	£4.57	£27.40	Mobile phone	Vodafone (Vodafone)	
137	16.12.2024	£265.65	£53.13	£318.78	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
135 & 136	16.12.2024		£0.00	£3,413.50	Staff costs "Salary to be paid electronically on 24/12/2024, 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.	Employees	Unity Trust Bank
131	12.12.2024	£1,473.12	£0.00	£1,473.12	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland

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

Background:

The latest resolution on the Precept/Budget 2025/2026 was at Full Council, 18/11/2024 whereby the following was resolved.

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.

Detailed below are updates to the budget and precept figure (i-iii) since the last meeting:

- i. Machinery for Lengthsman (1 self-drive mower, one sit on mower, Strimmer, Hedge cutter, Backpack Blower Kit, Telescopic Long Reach Pole and electric batteries).
Following the new Lengthsman commencing work for the Council there has been a review of the existing tools and machinery which has identified that all equipment will require replacement in the next year. The Lengthsman has produced a [report outlining the proposal to change from petrol to electric based on environmental and safety reasons](#). It should be noted that if the Council was to continue with petrol equipment there would need to be H&S improvements to the Lengthsman's van and the storage unit at a cost to the council. A meeting was held 26/11/2024 with Councillors Atkinson and Pearson and staff whereby the proposal was endorsed to be taken to December's Council meeting.

Proposal

Table 1 below summarises the two final options for consideration. Option 1 is recommended based on the efficiencies in the Lengthsman's time. This time gained will support the councils' aspirations to focus more time on the maintenance of amenities, as well as the value for money of the assets. Table 2 details how the proposal would be funded, with the increases reflected in the budget already

Table 1 - Options

Option 1	Option 2
1 self-drive mower, one sit on mower, Strimmer, Hedge cutter, Backpack Blower Kit, Telescopic Long Reach Pole and electric batteries	2 self-drive mower, Strimmer, Hedge cutter, Backpack Blower Kit, Telescopic Long Reach Pole and electric batteries
£11,447.51	£8,689

Table 2 - Proposed Funding Breakdown

Source (Budget Code/EMR)	Value
Lengthsman Assets EMR	£961.60
24/25 Budget Code 32 – Lengthsman Asset Replacement	£1,551.28
25/26 Budget Code 32 – Lengthsman Asset Replacement	£1,613.00

Existing General Reserves EMR	£5,321.63
Increase to the General Reserves Budget for 25/36	£2000.00

Executive summary from Lengthsman’s report

Switching to Mulching Mowers for Municipal Grass Maintenance

Transitioning to mulching mowers is a strategic choice that delivers financial savings, operational efficiencies, and significant environmental benefits. By switching to mulching mowers, the council can reduce costs, improve park and green space health, and enhance sustainable practices in public landscape maintenance.

Transition to Battery-Operated Equipment for Municipal Gardening

Transitioning to battery-operated gardening equipment offers immediate and long-term financial benefits through reduced fuel and maintenance costs, which can total up to 60% savings in operational expenses. The shift also helps meet UK regulatory targets for emissions reductions and aligns with the impending ICE ban. With lighter, quieter equipment that enhances productivity and safety, this transition supports a more sustainable, efficient, and community-friendly approach to municipal landscaping.

ii. Civic.ly App

Staff attended an informative new task management feature, provided by Scribe) for inspections, jobs, and defect management.

As beta testers of Civic.ly, Garstang Town Council has taken initial steps toward modernising asset and compliance management.

Civic.ly is well-positioned to help the council transition from time-intensive, manual processes to a streamlined digital solution that could reduce asset-related administrative time by approximately 10-20 hours monthly and offer a comprehensive compliance trail that aligns with both regulatory and insurance requirements.

In this proposal, you’ll find an overview of Civic.ly’s centralised digital asset management system, which we believe can save your team 10-20 hours monthly by automating inspections, managing task workflows, and centralising all compliance documentation. We’ve also included our affordable pricing breakdown for both the core package and compliance add-ons, all with the flexibility to scale as Garstang’s needs evolve.

With Civic.ly, we’re confident that Garstang Town Council can achieve greater operational efficiency and better compliance management, while advancing your sustainability goals with future CO2 and energy tracking features.

The One-off Onboarding Fee £564 has been cancelled due to the Clerk signing up to be a ‘beta tester’ in April 2024.

Proposal 25/26 Budget Code 39 Finance Accounts software additional budget of £936 [Monthly Total (excl VAT) £78].

- iii. [Litter collection trolley](#) for Lengthsman - Proposal from Lengthsman & Clerk. The trolley will allow separation of recycling waste, increase range of patrol area and reduces carrying burden

Proposal - 25/26 Budget Code 32 – Lengthsman Asset Replacement additional budget of £1,200 to purchase trolley; specification to be determined.

- iv. Details of [Tax Base received from Wyre Council](#)

The RFO has circulated the following reports:

- a) [Forecast summary report 2024/25](#)
- b) [Draft budget V0.5, 2025/26](#)
- c) [Budget notes](#)
- d) [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.

The recommendation from the Chair of Finance, Councillor Atkinson, is as follows:

- a) That Full Council approve the [Draft V0.5 Budget 2025/26](#).
- b) That Full Council approve a precept for 2025/26 of £143,055.60. This is a Band D equivalent of £73.38 (an increase of £2.12 [equates to 2.97%] in comparison to last year's Band D equivalent), summarised in the table below:

Receipts	£13,939.00
Payments	£156,994.60
Precept Value 2025-26	£143,055.60

Tax Base (2024)	1949.65
Band D Equivalent	£73.38

Last Years Precept	£139,325.00
Last Years Band D	£71.26

Change in Precept	£3,730.60
Change in Band D	£2.12

- c) That the 2025/26 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine.
- d) That the placing of orders as detailed in i) and iii) be delegated to the Clerk/ RFO, in consultation with the Chair of Finance Committee,

Councillor Atkinson. This will enable quotations/estimates to be accepted as prepared by the supplier.

3) **Item 11: Greater Garstang Partnership Board, Councillor Pearson**

The GGPB was a body formed to represent the greater Garstang Area and was to have parish representatives from the greater Garstang and to have Team and Theme leads on matters such as Transport, Health etc. The hope was that this would bring together professionals and councillors or parish representatives to work together.

It's aim was to review the needs of the local area - if necessary by public consultation and then if agreed search for funding for the same.

This was a very large brief and the body has shrunk due to lack of input and a limited number of projects coming forward.

The main funding stream became the UKSPF [High Street renewal fund] and Rural enterprises fund. The final outcomes of these funds will not necessarily be published until the funds close and this has led to questions about what is happening, but a summary was presented verbally to Novembers meeting.

Discussions between the two Councillors appointed to the Board by the Town Council have concluded that - we should confirm with Wyre, who were the driving force behind setting up the Boards, what is the exact nature of the Boards in 'legal' terms charity, CIC, Associated body etc [An email was sent to the lead person at Wyre on 4.12.2024.] requesting this information

We have also requested a comparison about how the other Boards in the area are constituted and what is the nature of that constitution.