Councillors

There is no requirement for a Planning Committee to be held prior to the Full Council meeting.

I hereby give you notice that a meeting of the Council will be held at Garstang Library, Windsor Road on Monday 5 December 2016 at 7.30pm.

E Parry
Town Clerk
30 November 2016

A G E N D A

1 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 Minutes of the last meeting
Councillors are asked to approve as a correct record, the minutes of the meeting held on 21 November 2016 (enclosed).

4 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.

5 Proposed budget and precept 2017/18
Budget – for decision
Finance Committee members met with the Clerk on 28 November, whereby the Clerk presented a briefing paper relating to next year’s budget. The recommendations that were discussed with the Clerk are detailed below.

The 2017/18 budget sheet details (bottom page 4), that the shortfall of income against expenditure is 70,167. This illustrates that the Council would need to precept for this amount, to carry out the proposed expenditure without dipping into general reserves.

The main points to note on the budget sheet are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Proposal 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>4735 community centre</td>
<td>no funds allocated</td>
</tr>
<tr>
<td>4749 Moss Lane field remedial works</td>
<td>1,000 allocated</td>
</tr>
<tr>
<td>4770 Moss Lane playing field project</td>
<td>4,000 allocated</td>
</tr>
</tbody>
</table>

Lighting for Moss Lane footpath is currently being considered and investigated. Any funding to implement the scheme in 2017/18 would be taken from the general reserves.
Ear marked reserves (EMR’s)

In accordance with 4.9 of Garstang Financial regulations “Changes in earmarked reserves shall be approved by council as part of the budgetary control process”.

The EMR’s are detailed on the Summary Receipts and Payments sheet.

The recommendation from the briefing meeting, held with the Clerk is:

<table>
<thead>
<tr>
<th>EMR</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>community centre</td>
<td>Change heading to community projects. Reduce figure to 25,725. Moss Lane playing field project to be itemised separately.</td>
</tr>
<tr>
<td>Legal fees contingency</td>
<td>i. change heading to legal &amp; consultancy contingency</td>
</tr>
<tr>
<td></td>
<td>ii. reduce figure to 10,000 and transfer 7,364 into general reserves</td>
</tr>
<tr>
<td>War memorial (ring fenced for additional handrail)</td>
<td>Project not to be progressed. Transfer 1,168 into general reserves</td>
</tr>
</tbody>
</table>

Proposal
(a) Full Council are asked to approve the recommendations as detailed on the budget sheet
(b) Full Council are asked to approve the changes to the earmarked reserves

Precept – for information
Correspondence from Wyre Council dated 4/4/16 states:

The Tax base is calculated each year after receipt in November from the Valuation Office of the latest Valuation List. You will be notified of the Tax base for 2017/18 soon after it has been agreed which is expected to be early in December. You will then be able to use this information to calculate the Band D equivalent to your Council. At the same time, we will advise you of any Poll expenses incurred by Wyre and due from you.

You should consider whether there has been any information concerning referendum thresholds for parish and town council prior to preparing your 2017/18 precepts. You should be aware that in regard to 2016/17 the Government has not imposed any cap on Town and Parish Councils in regard to referendum principles but this does not preclude any future changes.

Consideration of Wyre’s budget (incorporating Parish and Town Council Precepts) will be in February 2017. To meet the reporting requirements it will be very much appreciated if you would arrange to notify me by 20 January 2017 of your precept figure.

The Finance Committee will be meeting on 10 January 2017. Based on the information received from Wyre Council, the Committee will be recommending a precept figure for Full Council to approve on 16 January 2017

6 Change of signatory on Christmas Lights Bank account, HSBC.
The current signatures on this bank account are Cllr Williams and the Clerk. This mandate needs to be updated. The Clerk is proposing that the mandate is changed for 2 to sign which will be the Clerk and Cllr Cornthwaite. The account is used to hold the income from Wyre Council and HM Revenue and make payment to the 2 invoices received from JM Services and e-on energy.
Finance Committee
The Finance Committee are asked to approve as a correct record, the minutes of the meeting held on 11 October 2016 (enclosed).

Temporary storage Lengthsmans & children’s festival equipment – for information
Two garage units have been secured at Curly Tail Storage, Park Lane, for the Lengthsmans and Children’s Festival group, at £8/week.

Wyre Voice - spring 2017
The Clerk has received the following information from Wyre Council
I’m starting work on the spring edition of Wyre Voice which will be distributed by post with council tax bills in March.

Results from our Life in Wyre survey (Oct/Nov 2016) have once again highlighted Wyre Voice as the most popular way people like to receive information from the council. My evaluation also shows:
• The features that have resulted in the most enquiries have been those showcasing our care and repair and DFG services, and the enquiries came in by phone which shows that the people who have responded are older, possibly vulnerable and may not be online.
• Most interesting content in last issue – overwhelmingly events/what’s on followed by area pages and Healthy Wyre.

With this in mind, if you would like to include any information, news, details of events etc in the publication, please supply text (no more than 150 words) and image(s) by Friday 16 December.

Kind regards
Stephanie Collinson, Senior Communications Officer

Items for Next 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 January 2017 by notifying the Clerk by 17.00, 6 January 2017. 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.

GARSTANG TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 21 NOVEMBER 2016, 7.30pm
AT THE LIBRARY

In attendance: Chairman – Cornthwaite
Councillors: Halford, G Harter, L Harter, Gilmour, Hesketh, Hynes, Perkins and Ryder
Also present: Wyre Cllr Balmain and 5 members of the public

127(2016-17) Apologies for absence
Cllrs Salisbury and Webster

128(2016-17) Declaration of Interest
Item 9 (b) and (c) Cllr Ryder, pecuniary interest website; provider relative of his family

129(2016-17) Minutes
A copy of the minutes of the Council meeting held on 17 October and the Council minutes of the extra-ordinary meeting held on 9 November 2016 had been circulated.
Resolved: The minutes were confirmed and signed as a true record.

130(2016-17) Public Participation (including a police report)
The meeting was adjourned to allow 3 members of the public to speak; the following points were raised:

a) Thanks to the Town Council for assisting the Children’s Festival in finding alternative storage arrangements.

b) Thanks to the Town Council for their part in responding to the planning applications that affected Garstang.

c) Criticism that the Town Council did not take the opportunity of purchasing the community centre when it was first offered to them from Wyre Council.

d) That the revised application for the community centre still breaks all the rules relating to development in a conservation area.

Cllrs acknowledged that the police report ‘November 2016 crime and incident summary for Garstang and Over Wyre’ had been circulated by email.

The meeting was reconvened.

131(2016-17) Community Centre planning application; 16/00550/FULMAJ
Cllrs noted that Wyre Council had received amendments to the above application which has resulted in a change to the description. The application was considered.

**Application Number:** 16/00550/FULMAJ

**Proposal:** Erection of 3 storey building following partial demolition of existing building to provide approx. 1400sqm (gross) of retail floor space (Class A1) and 18 residential apartments with associated new and reconfigured car parking

**Location:** Garstang Business and Community Centre 96 High Street Garstang

**Resolved:** The Council object to the application as cited in the Town Council letters dated 19 July and 13 September (which included the heritage objections prepared by CgMs). The Town Council also wish to raise the following concerns.

- The Council noted that new plans had been submitted, yet no new parking and transport reports had been presented. With the substitution of 2 new flats for the community room, there will be an impact on the traffic flow from the business and community centre. How does this impact on the on the A6.
- Does Highways England still have no objections to the application with the additional 2 units?
- The Council would like to see the original submitted documents, from the developer, are amended to show the increase of apartments.

Part of the car park has been allocated for the residential flats. The Council note that the application states that the retail unit will employ 10 full time and 30 part time employees. Are there enough car parking spaces to accommodate staff? If not, there will be a knock on effect of vehicles being parking on street, e.g. Croston Road, Lancaster Road and Moss Lane.

132(2016-17) Town Councillor vacancy
The Clerk reported that 5 candidates have expressed an interest in becoming a Town Cllr.

**Resolved:** An extra-ordinary meeting would be held Monday 23 January 2017 to allow the candidates to give a short presentation to the Council as to why they would like to become a Cllr and what they would like to achieve as a Town Cllr. The Council will then be in a position to fill the TC vacancy.

133(2016-17) Future of the Arts Festival
Cllrs considered the correspondence received from Austen Lynch (acting chair) and how the committee is in the process of looking to regroup, after a number of members have retired, and ‘take a fresh look at how to ensure the future success of this thriving festival’. The Town Council’s input was sought, from advice and ideas to practical help with events. Any town council involvement would be grateful received.

**Resolved:** The Mayor agreed to go along to the next meeting of the Committee, to gauge what support and commitment is required from the Town Council.

134(2016-17) Social Media
This item had been deferred from October’s meeting.

Cllrs discussed a number of issues relating to social media.

**Resolved:** Cllrs Gilmour, L Harter and Ryder alongside the Clerk, to bring a proposed social media policy back to Council. The same group were tasked to prepare a briefing paper relating to Facebook and whether this should be developed as a social media platform for the Council to use.

135(2016-17) Website and email
(a) **Website** - Cllrs considered the contact details on the information page of the Town
Resolved: Cllrs Christian names to be detailed on the information page (b) Town Council email address –

The Clerk explained that the current email address for the Town Council is a BT internet email address. Since relocating to the police station, the email address is not secure, as it is no longer attached to BT broadband. The Clerk has tried for a period of months, to set up BT Premium Mail but with no success. A proposal was considered for Printmob (website provider) to provide a new central mailbox to be used by the Town Clerk so the current BT Internet address can be ultimately discontinued. The price for the new central mailbox, data transfer (to be completed on site), with a 2gb storage allowance will be £120 (including VAT).

Resolved: Council approved the new email arrangements for the Town Council email address. The expenditure to be met by code 4495; contingency admin

(c) Individual Councillor email accounts

Cllr Gilmour discussed the creation of the above (e.g. joegilmour@garstangtowncouncil.org). Printmob is happy to provide this service free of charge until the hosting renewal is due. After this, the annual hosting renewal would simply increase to £100 (inc VAT) from the current £65.

Resolved: Cllrs agreed that this should be considered as part of the proposed social media policy.

136(2016-17) LALC Consultation on Council Tax Referendum Principles

Cllrs considered the template letter from LALC, which related to the referendum principles being applied to all English parishes. The suggestion, of the government, in effect caps parish council precepts and would involve extra expense at a time when Principal Authorities are reducing services and devolving them to town and parish councils.

Resolved: Cllrs agreed to send a copy of the letter to Ben Wallace MP

137(2016-17) Council surgeries

Council surgeries (a) Council surgery held on 5 November 2016

Cllrs G Harter and Hesketh provided a verbal update.

(b) 2017 Council surgeries

Resolved: Cllrs agreed that the surgeries should be held bi-monthly on the following dates:

7 January - Cllr Halford
4 March – Cllrs Cornthwaite and Hynes
6 May – Cllrs Perkins and Webster
1 July – Cllrs Hesketh and Perkins
2 September – Cllrs Gilmour and Webster
4 November – Cllrs L Harter and Perkins

138(2016-17) Youth Council

Cllr L Harter provided a verbal update.

139(2016-17) Moss Lane Play Park

Cllrs considered the report prepared by Cllrs Hynes and Ryder. Following letters received from Garstang Community Primary School, the 2 Cllrs had visited the school and considered the request from the children. The requirements fell into two parts; tidying up the area and new equipment/updated equipment. A plan was tabled, that detailed a new playground facility. An all-weather football pitch was also discussed. The Clerk provided information from Wyre relating to future funding.

Resolved: Cllrs agreed to put £4,000 forward as a precept figure for Moss Lane. Cllrs Hynes and Ryder agreed to look into funding and sponsorship for the scheme.

140(2016-17) Community Primary school

Cllr Hynes spoke about the parking, at school times, on Oak Road and how it is rather hazardous with parents parking as they wish outside the school. As some of the yellow zigzag lines had faded, she suggested that the Town Council contact Lancashire County Council and ask if they could be remarked.

Resolved: Dual hatted County and Town Cllr Perkins agreed to follow this up directly with LCC.
141(2016-17) Lancaster Canal Towpath Renovation Project, part of Shaping Your Neighbourhood, Wyre Council
The Town Council considered Cllr Hesketh and Webster’s questionnaire sheet that they had prepared.
Resolved: Cllrs ratified the response and asked the Clerk to forward the response to Rosie Green, Policy & Engagement Manager at Wyre Council

142(2016-17) Planning Committee
Cllr Perkins reported on the Planning Committee meeting held earlier that evening.

143(2016-17) Project list
The Clerk had circulated a project list for Cllrs for Council consideration.
Resolved: The sheet was updated by Cllrs.

144(2016-17) Festive Funding Project
The Chamber of Trade had provided an up to date inventory for the Christmas lights.
3 No Blue Bins Festoons
3 No New Feeder Pillars (Installed to replace scrapped control boxes)
Festoon Strip (Tree now lit with festoon strip to replace pealights & 2no transformers)
1 No Cross Road LED Display,
Sleigh & Reindeer
21 Steel Support Poles
Any other lights / decorations are either hired/supplied by J.M. Services.
The Chamber also confirmed that any shortfall in funding or maintenance required to the Christmas lights would be undertaken by the Garstang Chamber of Trade.

145(2016-17) Temporary storage Lengthsman’s equipment
Further to the extra-ordinary meeting held on 9/11/16, a long term solution was agreed to store the Lengthsman’s and children’s festival equipment. The Clerk sought approval for a short term solution. Details and costs of storage facilities at Curly Tail Storage, Park Lane, Forton were provided.
Resolved: The Council were minded to approve temporary storage for the Lengthsman based on the existing Regenda rent and Curly Tail storage costs and delegated the decision to the Mayor, Chairman of the Finance Committee and Clerk.

146(2016-17) Picnic area at the bottom of the High Street car park
Cllr Perkins reported that she had seen children playing and picnicking being frightened by dogs not on a lead on this piece of land. I think we should ask Wyre to extend the restrictions to this area.
Resolved: The Clerk to check with Wyre what the current dog order restrictions are in this area and to follow up as required.

147(2016-17) Lighting across Moss Lane path
Cllr L Harter spoke about the above footpath. The path is used more and more now Aldi is open, and it really is difficult negotiating your way across from Church Road to Moss Lane and vice versa. Could some lighting be installed? The Clerk informed that the footpath crossed the playing field that was owned by the Town Council
Resolved: Dual hatted County & Town Cllr Perkins agreed to make an enquiry with LCC.

148(2016-17) Garstang Flood Action
Cllr Gilmour reported that this group has come together as an subsidiary of Wyre Council’s Wyre Flood Forum. At the group’s first meeting the roles at Wyre Council and the Environment Agency respectively were outlined along with some of the various ways the agencies are trying to limit the damage from future flooding. The Garstang Flood Risk Summary Sheet was briefly discussed. This is quite a lengthy document and requires input from members of the local community to be of any value. It is hoped that setting up the Flood Group will help with this.

149(2016-17) BT Box adjacent to the Garstang Delivery Office
The Clerk reported that BT had registered the application. BT have now removed the telephony. The Clerk is now awaiting a completion notice.

150(2016-17) Town Trust – Town Cllr representative as a Trustee
The Clerk had circulated correspondence received from the Town Trust. Cllrs noted that Cllr Halford will have served as a Trustee for 4 years on 17 December, 2016. Does the Town Council wish to renew his position?
Resolved: Cllrs approved the renewal of Cllr Halford’s term of office on the Town Trust.

151(2016-17) Finance
(a) Resolved: Cllrs approved the following payments.
Bill payment Salaries (E Parry –& M Rossall)

<table>
<thead>
<tr>
<th>Cheque no.</th>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100030</td>
<td>Mrs E Parry - Clerks expenses (18/10/16 – 21/11/16 inc)</td>
<td>21.49</td>
</tr>
<tr>
<td>100031</td>
<td>Rialtas Business Solutions Ltd – accounts training 10/11</td>
<td>42.00</td>
</tr>
<tr>
<td>100032</td>
<td>2 x Remembrance Wreaths</td>
<td>36.00</td>
</tr>
<tr>
<td>100033</td>
<td>Outstanding invoice from Wyre Council room hire March 2016</td>
<td>17.50</td>
</tr>
</tbody>
</table>

Bill Payment St Thomas’ Parish & Community Hall – room hire 9/11 10.00

Interim Electronic Bill Payments made since the meeting held on 17 October
i) Mike Harkins, supplying electrical power to Kepple Lane playing field Minute ref 08(2016-17) and 45(2016-17) 900.00
ii) Safe & Warm, Lengthsman uniform 33.06

(b) Statement of Accounts
Cllrs noted the statement of accounts at 31 October 2016 showed a reconciliation of:

- Current account £ 1,361.59
- Reserve account £ 97,364.50
- Money Market Account 1 year £ 10,055

152(2016-17) Precept 2017/18
The Clerk reported that the Finance Committee will meet on 28 November 2016 to discuss the budget and recommend a precept figure to Full Council. Councillors were to provide the Clerk with projects and associated finance requirements so that they may be included in next year’s precept.
Resolved: Moss Lane playground £4,000, possible lighting on Moss Lane for the footpath and Youth Council

153(2016-17) Written reports from Outside Bodies
None received.

154 (2016-17) Written Report from Wyre and Lancashire County Councillors
County Cllr Mrs Perkins
Fostering event
Museums task group
Poppy selling
Lions bonfire
Member Development Committee
Executive Scrutiny Committee
Bilsborrow Remembrance Service
Garstang Remembrance Service
Christmas Lights Quiz
Governor Panel
Blackpool 6th Form College event
Memory Cafe

Wyre Cllr Atkins
19th October - Meeting at the Garstang Water Intake site regarding flooding with the Environment Agency
24th October - Domestic Violence Task Group
1st November - Domestic Violence Task Group
2nd November - Wyre Planning Meeting
Was going to attend the Licencing Committee but on making enquiries application regarding times able to sell alcohol at the Service Station in Churchtown were reduced.

Attended Millennium Green Trustees Meeting
3rd November - Domestic Violence Task Group
9th November - Northern Festival of Remembrance at Marine Hall, Fleetwood
10th November - Garstang Flood Group
13th November - Remembrance Sunday
14th November - Meeting with Garstang Mayor
   Town Trust Meeting
16th November - Garstang Community Academy Achievement Evening

**Wyre Cllr Balmain**
I attended the Council Meeting on 20th October, minutes have been circulated, I attended the Audit Meeting on the 8th November 2016, and nothing came up regarding Garstang.

**Wyre Cllr Collinson**
Report requested but no report received.

**155(2016-17) Mayor’s Report**
22nd October - Garstang Musical Productions “Sister Act”
24th October – Presentation of cheque to British Legion Poppy Appeal by Garstang Historical Society
5th November – Open Charity Christmas Card Sale at United Reformed Church
5th November – Lighting Garstang Lions bonfire
13th November – Remembrance Sunday
16th November – Garstang Academy Achievement Evening

**156(2016-17) Clerk’s Report**
10 November – Online accounts budget training

**157(2016-17) Town Criers report – July to September**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time of activity</th>
<th>Approx Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs 6th</td>
<td>URC Charity Coffee Morning</td>
<td>AM</td>
<td>2.5</td>
</tr>
<tr>
<td>Thurs 6th</td>
<td>Arts Festival Meeting</td>
<td>PM</td>
<td>1.0</td>
</tr>
<tr>
<td>Thurs 13th</td>
<td>Young Mayor Making</td>
<td>PM</td>
<td>2.0</td>
</tr>
<tr>
<td>Fri 21st</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>1.0</td>
</tr>
<tr>
<td>Sat 22nd</td>
<td>Lancashire and Yorkshire Night Arts Centre.</td>
<td>PM</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**158(2016-17) Items for next Council Meeting**
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 5 December 2016 by notifying the Clerk by 17.00, 25 November 2016. 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 meeting finished at 21.20
Garstang Town Council Finance Committee
7.30pm, 11 October 2016
Garstang Library

Present: Cllrs Halford, G Harter, Gilmour, Hesketh and Ryder

1. **Apologies**
Cllrs Cornthwaite

2. **Declaration of Interests and Dispensations**
No interests were declared.

3. **Minutes of the last meeting**
Councillors were asked to approve as a correct record, the minutes of the meeting held on 12 July 2016.
**Resolved:** The minutes were confirmed and signed as a true record.

4. **Public participation**
No members of the public were present.

5. **Income and expenditure account year 2016/17**
The Committee were asked to consider and approve the following:
(a) Bank reconciliation month ending 30 September 2016
(b) Summary receipts & payments (1 April to 30 September 2016)
(c) Income/Expenditure Report (1 April to 30 September 2016)
(d) List of payments and receipts from the cashbook (1 July to 30 September 2016)

The Clerk explained the following
Code 410    awaiting invoice from LCC
Code 4101 No expenditure to date, even though Clerk sent email prompt to Police HQ
EMR monies all now listed, with Kepple Lane Park being the exception. The accounts
now detail the breakdown of 'reserves' monies.
**Resolved:** That the above accounts specified at point (a), (b), (c) and (d) be approved.

6. **Festive Lighting Project**
The Clerk reported that the application for Festive Display Funding 2016, from Wyre Council had been successful.
The Finance Committee were asked to consider the correspondence from Wyre Council which included the terms and conditions of the award.
**Resolved:** The Finance Committee considered the conditions associated with the award and resolved to accept the award from Wyre Council. One of the conditions (point 9) states that 'the Town Council will be responsible for any overspend on the project without recourse to further council funds'. The Finance Committee requested there is assurance in writing, from the Chamber of Trade, for the following:
   (a) that the Chamber will undertake to cover any shortfall in the funding for the lights each year going forward.
   (b) that the Chamber provide an up to date inventory of the lights.

Cllr G Harter to attend the Festive lights meeting at Wyre Council on 18 October with Mr Damian Carr.

7. **Accounts Training**
The Clerk reported that she will be receiving on-line training on 10 November with regard to budget training. Training will include the budget process, budget virements, dealing with overspending, use of earmarked reserves and dealing with commitments.

8. **Date of next meeting**
Budget/precept meeting 28 November 2016 and 10 January 2017

Meeting finished 8.05pm