The Planning Committee will meet at 7.10pm, prior to the Full Council meeting in the library

I hereby give you notice that a meeting of the Council will be held at Garstang Library, Windsor Road on Monday 20 February 2017 at 7.30pm.

E Parry
Town Clerk
15 February 2017

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 following:
   (a) minutes of the meeting held on 16 January 2017 (enclosed).
   (b) minutes of the extra-ordinary meeting held on 23 January 2017 (enclosed).

4. Public Participation (including a Police Report)
   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 police report ‘Garstang and Over Wyre Monthly Incident and Crime Summary for January 2017 compared to Jan 2016’ is enclosed for information.
   An explanation of the Monthly Incident and Crime figures for Garstang and Over Wyre has been circulated separately by email, for information.

5. Neighbourhood Plan, Cllr Cornthwaite – for decision
   At its last meeting the Council discussed the preparation of a joint Neighbourhood Plan (NP) including neighbouring Parish Councils. During the debate it was mentioned that the Council had not yet determined whether to pursue the preparation of a NP and that the TC should make a decision on this matter at its next meeting.
   Proposal
   Does the Council agree to:
   1. proceed with the preparation of a NP for Garstang and
   2. establish a NP steering committee/working party comprised of councillors, representatives of local organisations and individual residents

6. Battle’s Over – A Nation’s Tribute, Cllr Cornthwaite – for decision
   Councillors have been circulated with information regarding the “Battle’s over - a nation's tribute & WW1 beacons of light 11th November 2018”. 
   Do the TC wish to organise the lighting of a beacon to celebrate the event?
   (Additional information is detailed in the background paper)
7.  **Lancashire County Council - proposed budget options – for decision**

The Clerk notified Cllrs of the above document which was received in the office on 23/01/2017. The Leader of the County Council sought the opinion of partners and stakeholders on Lancashire County Council’s Cabinet proposed budget savings for 2017/18. Comments were requested no later than 3/02/17. This gave the Town Council a period of 10 working days to respond.

The SLCC Lancashire Branch raised consultation deadlines with the Parish Champion at a recent meeting, pointing out that the consultation timescales were too short. Does the Town Council wish to highlight this issue with LCC?

8.  **Park Hill Road zebra crossing outside Booths, Cllr Webster – for decision**

Cllr Webster has received complaints from 3 residents regarding the zebra crossing outside Booths and how at times the traffic is backed up down Moss Lane. Cllr Webster recalls this being on the agenda before. Has this been brought to the attention of LCC? How are the Council minded to respond to these complaints?

9.  **Unauthorised Signage within Garstang Conservation Area, Cllr Salisbury – for decision**

Every sign within the Garstang Conservation Area needs planning approval. There is a proliferation of large non-compliant signs which have been erected over the past couple of years in the town centre - their cumulative effect is damaging to the conservation area and the heritage of the town. Town Council need to take a view on this to protect the image of the Town now and for future generations.

Proposal
That a letter is sent to WBC planning department copying in Ward Councillors and Chamber of Trade highlighting the examples and asking for retrospective planning applications to be submitted.

Photographs, of the examples, are detailed in the background paper.

10.  **Kepple Lane Park Trust – Annual Maintenance 2017, Cllr G Harter – for decision**

It was agreed at the TC meeting in February 2016 that the annual maintenance going forward would be paid from the £4,000 precepted amount allocated to the Trust each year. Last year the amount was net £1,680, and at the same time it was presumed the “free” mulch the Park had received in previous years from Wyre Council would also be received. Unfortunately at the last minute Wyre literally could not deliver, and as such the Trust had to cover this item…..£200, making an overall cost last year of c£1,900. This current year’s maintenance will cost £1,877 plus the mulch (again £200) making a total of £2,077.

The increase is due to the further establishment of the two principal garden areas. The work undertaken by Garden Inspirations on the Park together with the work by our lengthsman each year has enabled the Park to receive numerous awards and accolades over the years, and is seen, by the Trustees, as excellent value for money.

The Trust is seeking the confirmation by the Town Council to the funds required coming from the ring fenced monies held on behalf of the Trust.

The annual maintenance is due to be carried out (23/24th Feb).

Approval is asked for the funds to be paid from the Kepple Lane Park ring fenced funds, as above, subject to the work having been completed satisfactorily, approved by the Town clerk and one other Town Councillor.

Gordon Harter
Chair/Trustee Kepple Lane Park Trust

11.  **Church Street phone box adoption, Cllr L Harter – for information**

The TC has been notified that the completion notice has now been completed for the TC to adopt the above kiosk.

BT have supplied a reference document relating to repairs and repainting.

*It is strongly recommended that for any painting, structural repairs or inspections of the Kiosk, work should be carried out by companies who are experienced in working with these structures.*

Cllr L Harter is looking at various options and groups who could help restore the kiosk.
12. **Garstang Arts Festival, Cllr Cornthwaite – for information**

Cllr Cornthwaite will provide a verbal update.

13. **Lancashire County Training Partnership – for decision**

Chairmanship Workshop 16 March 2017; cost £25.00

Cllr Ryder has expressed an interest in attending this course and the Clerk has made a provisional booking.

Do Council approve the payment of £25.00 from the training budget code 1470?

14. **Mayor and Deputy Mayor 2017/18 – for decision**

Members are asked to give consideration to the appointment of Mayor and Deputy Mayor with reference to Standing Orders (enclosed). The Clerk has ascertained that Cllr Ryder is willing to stand as Mayor and Cllr Gilmour is willing to stand as Deputy Mayor.

15. **Committee structure and Cllr membership – for decision**

The Mayor and Clerk carried out the new Cllr induction training with Cllr Brooks on 9 February 2017. Are Council in agreement that Cllr Brooks is appointed onto the Amenities and Personnel Committees?

The annual review of membership of Committee’s will take place at the Annual Town Council meeting in May.

16. **Social Media Policy (attached) – for decision**

The working party (Cllrs Gilmour, L Harter, Ryder and the Clerk) has gathered information from several different parishes. However, in the main, the policy has been formulated by following the guidelines and advice from SLCC (Society of Local Council Clerks). We are aware that some things have been repeated but felt better that than to omit important advice.

There are no immediate plans to have a Garstang Town Council Facebook page, although this will be reviewed next year.

Full Council are asked to consider and approve the Social Media policy.

17. **Annual Governance Review**

When completing the Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months and the Town Council has established a principle of conducting an annual governance review each February.

Councillors are asked to approve:

a) the changes to Standing Orders;

at point 28 include clause c

28 Relations with the press/media

a) All requests from the press or other media for an oral or written statement or comment from the Council shall dealt with by the Mayor or the Proper Officer.

b) Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

c) All comments/postings on social media, by Councillors and employees, should adhere to the Town Council’s approved social media policy

(As the Council’s standing orders document is 24 pages long, the document has not been included in this public agenda).

b) the Financial Regulations (no amendments)

c) Schedule of Assets as at February 2017 (attached). The Asset register has been updated during the year and adheres to guidance provided by ‘Governance and Accountability for Local Councils – A practitioners’ Guide (England) March 2014’.

d) Publication Scheme Policy statement (no amendments)

e) Complaints Procedure (no amendments)

f) Garstang Town Council Risk Assessment Table 2016 (amendment to be added at Finance; Banking - Bank accounts with HSBC. Once Royal Bank of Scotland current account has been opened, this will be detailed.

*Footnote: All policies and regulations can be found on the TC website*

[http://www.garstangtowncouncil.org/policies-procedures/](http://www.garstangtowncouncil.org/policies-procedures/)

18. **Moss Lane playing fields – for information**

Cllr Hynes is putting together a questionnaire to go out to school and the wider community Cllr Ryder is looking at funding sources for playground equipment.
Cllr Webster is suggesting the possibility of a charity event possibly at the Wyrebank. A raffle, auction etc. could be held and the money could go towards the Moss Lane playing field project.

19. **High Street car park and open space at the bottom, Cllr Perkins – for information**

The Clerk has ascertained the restrictions here and is awaiting an email confirmation, which will be reported verbally to the meeting.

20. **Planning Committee** (report from the Chairman on the meeting held earlier in the evening).

The following applications were considered:

- **a)** 17/00030/FUL; Change of use from car park to commercial car wash, to include erection of a timber screen and a valet canopy. Great Seasons Car Park Garstang Bypass Road Garstang
- **b)** 17/00090/FUL; Two storey rear extension 1 Lancaster Road Garstang
- **c)** 17/00091/FUL; Erection of one additional dwelling following demolition of existing outbuilding to former church hall and proposed alterations to car parking layout St Thomas Church Hall Church Street Garstang
- **d)** 17/00121/FUL; Proposed car park consisting of 12 spaces, retention of new access road within the site with an additional 6 separate car parking spaces to units 137-142, Burlingham Park Garstang Bypass Road Garstang

21. **Project list – for information and decision**

The Clerk has circulated the project list. Cllrs are asked to consider the priority of the projects and confirm to the Clerk any projects to be taken off or change of priorities.

22. **Clerk Training – for decision**

The Clerk attended the time management course at Lancashire & Morecombe college on 1/2/17. The Clerk found it very beneficial and is putting into practice many of the suggestions that were presented.

One practice that the Clerk is proposing is that a Town Council communications policy is approved. The Clerk has looked at Wyre Council’s and other parish councils policies and is suggesting the following policy is adopted.

**Garstang Town Council Communications**

To assist the Clerk and Cllrs in dealing with the large amount of email traffic, the following guidelines are suggested:

- **Circulation times**
  Clerk to circulate emails within 3 working days.

- **Correspondence**
  The Town Council will initially acknowledge new correspondence within 3 working days of receipt
  The Town Council will give a full response or a progress update within 10 working days of receipt.

- **Emails**
  The Town Council will initially acknowledge emails (which require a response) within 3 working days of receipt.
  Instant replies should not be expected from the Clerk; reasons for urgency should be stated.
  E-mails from Cllrs to external parties should be copied to the Clerk.
  Cllrs should acknowledge their emails when requested to do so.

- **Cllr responses**
  Please restrict response to person responding to with a copy to the Clerk, Chair and relevant Cllr.
  Please do not copy to all.

In addition to the above policy, the Clerk is suggesting that a Cllr is appointed to act as a point of contact for the Clerk, when she is not working on a Friday. Currently the Clerk picks up and responds to the Lengthsman’s signing ‘on and off (Health and Safety) texts’.

The appointed Cllr would pick up the above texts and also act as a point of contact in an emergency or as a reference point if advice were sought from the Lengthsman. Does the Council wish to appoint a Cllr?
23. **Assertiveness in Business Course - for decision**
The Clerk would like to attend the above course on the 11\textsuperscript{th} May at Lancaster & Morecombe college. The course is run by external industry experts. The course cost is £100 and can be met by training budget code 1470

24. **Finance**

**a) Payments – Cllrs are asked to approve the following expenditures**

<table>
<thead>
<tr>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs E Parry - Clerks expenses (17/1/17 – 15/2/17)</td>
<td>tbc</td>
</tr>
<tr>
<td>Crazy domains.com Domain Name renewal for 2 years</td>
<td>19.90</td>
</tr>
<tr>
<td>Crazy domains.com Domain Privacy renewal for 2 years</td>
<td>8.00</td>
</tr>
<tr>
<td>Wyre Council Gambling Act 2005: Small Society Lottery (renewal)</td>
<td>20.00</td>
</tr>
</tbody>
</table>

**b) Income**

Cabus Parish Council - £40.00
Contribution towards the Neighbourhood planning seminar on 30/11/16

**c) Statement of Accounts, 31 January 2017 - for information**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current account</td>
<td>£ 2,862.70</td>
</tr>
<tr>
<td>Reserve account</td>
<td>£ 80,374.24</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>£ 10,055</td>
</tr>
</tbody>
</table>

25. **Bond monies – for decision**

The investment of 10,055.00 made on 23/2/16 matures on 23/2/17. The TC has previously invested a lump sum of 20,000, which is sitting in the deposit account.

Are the Town Council minded to reinvest these lump sums?

**HSBC rates of interest are:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year fixed</td>
<td>0.30%</td>
</tr>
<tr>
<td>2 years fixed</td>
<td>0.40%</td>
</tr>
</tbody>
</table>

The next step up would be £50,000 and over. Based on this amount the rates would be:

<table>
<thead>
<tr>
<th>Term</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year fixed</td>
<td>0.35%</td>
</tr>
<tr>
<td>2 years fixed</td>
<td>0.45%</td>
</tr>
</tbody>
</table>

At this level however, the deposit becomes unbreakable, whereas for lesser amounts the deposit could be broken at any time subject to a penalty fee of £100.00.

An enquiry with Royal Bank of Scotland is ongoing at the time of printing the agenda. An update will be circulated by email and reported to the meeting.

26. **Written reports from Outside Bodies (information only)**

- **LALC meeting – report provided by Cllr Perkins**

Wyre Area Committee on 25/1/17

Garry Payne spoke about the sudden death of Ian Munro, a senior leisure officer, who had been with the council for some time. He gave details of the funeral arrangements.

He also gave a detailed update on the outbreak of avian influenza at Hi-Fly and the measures that were been taken by the authorities to contain the outbreak, including limiting the number of staff who could travel to the company’s other sites, the closure of the various sites to all non-approved personnel and an exclusion zone. Most attending already had this information as it had been on the local TV news that evening.

Garry also mentioned Wyre’s draft business plan in which working in partnership with town and parish councils would be a priority. He said that they would support town and parish councils in their fight to stop government capping them. He also spoke about the draft budget for next year and the financial constraints facing all councils but, in particular, referred to the situation at Lancashire County Council and the potential knock on effect for Wyre council tax payers. He felt that Wyre Council had about 18 months to prepare.

Rosie Green from Wyre Council talked about the replacement for “Shaping Your Neighbourhood” which is called “Together We Can Make a Difference”. There will be no money attached to this programme but it is
designed to marshal resources to tackle community priorities. The meeting asked for an update on how it was going at the next meeting.

The meeting discussed the recent consultation exercise carried out by the Chairman and Secretary to try to boost attendance at the quarterly meetings and this meeting had representatives from 13 of the 19 member parishes. 15 of the member parishes had responded to the consultation. The majority agreed to send at least one representative to meeting, some provided email addresses so that individuals could receive the meeting details direct (although they will still go to Clerks) and representatives would give a short report to their town or parish council meeting. The majority agreed that the current location was suitable, although recognised that it did mean a distance to travel for Fleetwood and the Over Wyre parishes. The meeting agreed that future meetings would be held at 7pm rather than 7.30pm. Some town and parish councils had put forward ideas for future speakers and topics and these would be pursued.

Sgt Freaney had been unable to attend as she was on leave but had sent an email which was circulated. This outlined a number of home and vehicle burglaries and urged everyone to be vigilant and keep property secure. Cllr Eric Taylor spoke of the problems having to rely on the Greater Manchester Police helicopter would cause given the distance and flying time which would limit its attendance on scene.

Cllr Orme gave a short report on the Executive Committee of the Lancashire Association, including the appointment of Cllr McCann as the representative from LALC to the CRE.

The next meeting will be held on 26 April 2017.

27. Written Report from Wyre and Lancashire County Councillors (information only)

County Cllr Perkins
- Scorton Parish Council
- Barnacre with Bonds Parish Council
- Forton Parish Council
- Catterall Parish Council
- LALC
- Ranvir Singh Investiture
- Flooding Conference
- Executive Scrutiny
- Rosemere Coffee Morning
- Councillor Induction Task Group
- Robinson of Forton Open Day
- Flooding Conference
- Cross Party Governor Panel
- LCC Budget meeting
- Highways briefing

Wyre Cllr Atkins
- Wyre Borough Council Meeting, the excellent Flood Group Conference at Myerscough. I attended each day of the Nateby A6 Appeal. Wyre Borough Planning Meeting.

Wyre Cllrs Balmain and Collinson
- Reports were requested by the Clerk but no reports were received.

28. Mayor’s engagements (information only)
- 28 January – Garstang School of Gymnastics - Display
- 30 January – Planning Inquiry - Development of land to west of A6
- 2 February – Rosemere Cancer Foundation - Coffee Morning

29. 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 20 March 2017 by notifying the Clerk by 17.00, 10 March 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.
In attendance: Chairman – Cornthwaite
Councillors: Halford, G Harter, L Harter, Gilmour, Hesketh, Hynes, Perkins, Ryder, Salisbury and Webster
Also present: Wyre Cllr Atkins (part) and 2 members of the public

169(2016-17) Apologies for absence
Wyre Cllr Balmain. Wyre Cllr Atkins gave apologies for Wyre Cllr Collinson

170(2016-17) Declaration of Interest
None

171(2016-17) Minutes
A copy of the minutes of the Council meeting held on 5 December had been circulated.
Resolved: The minutes were confirmed and signed as a true record.

172(2016-17) Public Participation (including a police report)
The meeting was adjourned to allow 2 members of the public to speak; the following points were raised:
1. Criticism that the Town Council was not progressing the implementation of a Neighbourhood Plan quickly enough.
2. Land availability with regard to planning applications.
3. Flood defences

173(2016-17) Proposed budget and precept 2017/18
The Clerk explained that the Finance Committee had met on 10 January 2017. The Committee had considered draft budget (3), which the Clerk had prepared.
The Committee’s recommended precept figure was detailed in the updated draft budget (4) which had been circulated with the agenda papers.
The Committee proposed that the precept should be set at 70,167. The effect on a Band D property is detailed below included with a comparison to last year.

<table>
<thead>
<tr>
<th>2017/18 Band D equivalent</th>
<th>2017/18 precept</th>
<th>Tax base 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.66</td>
<td>70,167</td>
<td>1,684.19</td>
</tr>
<tr>
<td>2016/17 Band D equivalent</td>
<td>2016/17 precept</td>
<td>Tax base 2016/17</td>
</tr>
<tr>
<td>41.85</td>
<td>70,010</td>
<td>1,672.68</td>
</tr>
</tbody>
</table>

Resolved: The Town Council set a precept figure of £70,167 for 2017/18 and approved the Town Council budget for the next financial year as detailed in Appendix A

174(2016-17) Planning permission
16/01011/FUL, Installation of two metal storage containers at the Scout and Guide Headquarters, Kepple Lane. The Clerk informed the Council that planning permission had been granted. The purchase of the 2 steel containers could now be progressed.

175(2016-17) Lancashire County Council (LCC)
The LCC Parish & Town council Conference is to be held on Saturday 25th February 2017 at County Hall, Preston. Two representatives were invited to the above conference.
Resolved: Cllr Cornthwaite to attend

176(2016-17) Petition about parking on Lancaster Road/Crooklands Drive by Sandbriggs Court
The Clerk explained that a petition of 20 signatures had been sent to the Town Council and LCC. The petition was from residents of Crooklands Drive and neighbouring roads who were
concerned about a ‘dangerous hazard’ on Lancaster Road, namely the cars parked by residents and visitors to Sandbriggs Court. As a result anyone turning into or exiting Crooklands Drive had to negotiate the parked cars on Lancaster Road. Residents requested more onsite parking at Sandbriggs Court or double yellow lines at the junction of Crooklands Drive and Lancaster Road. Dual hatted Town Cllr and County Cllr Perkins reported that she had followed up the matter and the following response had been received from LCC.

As you will be aware double yellow lines have been recently introduced at the junction of Archery Gardens addressing a similar parking problem. Therefore I can place the request and location on my wish list for further investigations. If the investigations reveal that there is a persistent parking problem then I will consider making a new traffic regulation order.

I must however point out that any new traffic regulation order is likely to take anything between 12-18mths to make and that the likelihood is that it will only push the parking further into the side street, although albeit away from the immediate junction and thereby safer. I am also presuming the majority of the parking takes place in the evenings and at weekends, in which case I will have to make special visits. Also, as the county council will have little powers making the Court provide additional parking spaces, it may be worthwhile Garstang Council writing directly to the Court in this matter as they will have a better chance of getting the Court to listen to their concerns.

Resolved: The Clerk was asked to write to LCC and request that the request is placed on the County Council’s wish list for further investigation. The Clerk was asked to write to the lead petitioner to inform them of the outcome.

177(2016-17) Neighbourhood Plan
Cllrs discussed Cllr Cornthwaite’s proposal where he asked if the Council were in agreement to write to the neighbouring parishes who attended the recent training seminar, to see if they would be interested in pursuing the option of producing a Neighbourhood Plan.

Resolved: Cllrs accepted the proposal and the Clerk was asked to write to the neighbouring parishes as detailed above.

178(2016-17) Derbyshire Avenue - Allotments/community gardens
Cllrs acknowledged receipt of the background information and correspondence from Wyre Council relating to the above.

The first reply from Wyre asked if the Town Council were asking Wyre Council to turn the public open space into allotments/community space or were the TC proposing to do this and ask Wyre Council to dispose of the land to the Town Council. The Clerk replied that the TC would like to receive costs for both options.

Wyre Council had responded on12/12/16 as follows:

I fear there might be some confusion here. This land isn’t for sale and is further more public open space. As you know the Council have to maintain a quota of public open space and therefore this would be something that management team would have to consider in detail.

I’m afraid the Estates department don’t costs schemes for third parties so it would be up to you to present a scheme to the Council for consideration.

The Clerk asked how the Town Council wished to proceed.

Resolved: The Town Council agreed that a meeting should be held with Wyre Officers – Rosie Green Policy & Engagement Manager and a representative from the Estates and Planning department to see if progress could be made with the community project.

179(2016-17) LALC
(a) Referendum Principles and Precepts
The National Association has informed LALC that the government has not extended the council tax referendum principles to parish & town councils for 2017/18.

(b) Buckingham Palace Garden Party 23 May 2017
Resolved: The Council wished to be included in the ballot, for the Mayor to attend the above event.

180(2016-17) Referendum Principles and Precepts
Further to minute 136(2016-17), the Clerk had circulated a copy of Ben Wallace MP reply by email (on file).

181(2016-17) Bus shelters
The Clerk reported on the follow up to minute 07(2016-17) on bus shelters. Wyre Council has responded as follows.
With regards to your query about Wyre Council policy regarding new bus shelters, we would be happy to support a Parish Council application to erect and maintain new bus shelters on the highway. This would require permission from Lancashire County Council (LCC) but I do not anticipate that this would be a major issue. Unfortunately Wyre do not have a budget to install any new bus shelters in the borough for the foreseeable future. I recall that LCC did run a grant scheme for parish councils towards new shelters but I believe this scheme has finished. The other area of potential interest may be sponsorship of bus shelters although the company Wyre previously dealt with withdrew from the area.

The small budget we do have is to provide repairs and a cleaning schedule to existing shelters. The price of a bus shelter starts at around £4,000.00 for a basic small cantilever design, if the Parish Council is interested we could supply a range of potential shelters, although our preference would be to continue with the Queensbury Aran barrel vault roof bus shelter design that LCC installed on the quality bus routes approximately 5 years ago.

http://www.queensburyshelters.co.uk/arun/

For information Croston Road has 3 bus stops and Lancaster Road has 8. If the Town Council would like to install and maintain the shelters then Wyre Council may look to include them on the cleaning schedule. The Clerk asked how the Town Council wished to proceed.

Resolved: The Town Council agreed that this could be addressed at the same meeting as minute 178(2016-17) with Wyre Officers – Rosie Green Policy & Engagement Manager and a representative from the Planning department to see if progress could be made with partnership working in light of the future housing development in Garstang.

182(2016-17) Wyre Borough Council Tree Preservation Order 011/2016/TPO – Aldi Foodstore Ltd. Moss Lane, Garstang

The Clerk had informed the Town Council of the above order (circulated by email).

Resolved: The Town Council noted the order and did not wish to make any comments or objections.

183(2016-17) Youth Council

Cllr L Harter provided a verbal update, from the meeting held on 11 January 2017.

184(2016-17) July Council meeting

The Clerk asked if July’s Council meeting could be changed from the 17 July to 10 July 2017.

Resolved: That July's Council meeting is held on 10 July 2017.

185(2016-17) Planning Committee

Cllr Perkins reported on the Planning Committee meeting held earlier that evening.

186(2016-17) Garstang Flood Action Group

The Clerk explained that this group has come together as a subsidiary of Wyre Council’s Wyre Flood Forum. The group is now formalised with a constitution. A request has been made from Cllr Gilmour, that he and Cllr Hesketh are formally appointed onto the Group as representatives of the Council.

Resolved: That Cllrs Gilmour and Hesketh be the Town Council's representatives on this outside body.

187(2016-17) Project list

The Clerk had circulated a project list for Cllrs for Council consideration.

Resolved: The sheet was updated and approved by Cllrs.

188(2016-17) Clerk Training

The Clerk reported that she would be attending the re-scheduled time management course at Lancashire & Morecombe college on 1 February 17. The cost is £100 and can be met by code 470.

189(2016-17) Lancashire Association of Local Councills Wyre Area Committee

Cllrs considered the correspondence received from the Chair of the Wyre Area Committee about future meetings of the Committee. The Clerk explained that there had been an issue with the Secretary not having the correct email address for the Clerk. This had now (hopefully) been resolved.

Resolved: The response was delegated to the Cllr members of LALC Wyre Area Committee (Cllrs Hesketh and Ryder dual hatted County Cllr Perkins) and the Clerk to respond to the letter.

190(2016-17) Oliver King Foundation
The Clerk reported that she had attended a branch meeting of the SLCC in December whereby there was a presentation made by of 'The Oliver King Foundation'. On 27 January, Members of Parliament will debate a bill in the House of Commons regarding the availability of lifesaving defibrillators across the Country. The Defibrillators (Availability) Bill will receive its second reading, support is needed to ensure that MP's are able to attend and vote in favour of changing the law. The Bill will require all schools to have a lifesaving defibrillator, which will inevitably save lives.

Resolved: The Town Council were minded to support the Foundation’s aim of changing legislation to ensure a defibrillator is provided in every school, and agreed to send a letter to Ben Wallace MP.

191(2016-17) Council surgeries
Cllr Halford provided a verbal update.

192(2016-17) Mayors engagements
16 Nov Garstang Community Academy Achievement Evening
26 Nov Lancashire Day
28 Nov Christmas Lights switch on
2 Dec Garstang Theatre Group – Dick Whittington Pantomime
12 Dec Victorian Festival
13 Dec St Thomas’ Primary School – Nativity
13 Dec Victorian Festival
14 Dec Garstang County Primary School – Nativity
15 Dec RVS Christmas Lunch
19 Dec Garstang Community Academy judging “Bake Off” competition
19 Dec St Mary and Michael’s Primary School – Nativity
27 Dec Garstang Tractor Run in aid of Children’s Festival
8 Jan Garstang Community Academy Fun Run
9 Dec Garstang Scout Christmas Concert Cllr Ryder

193(2016-17) Town Criers report

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time of activity</th>
<th>Approx Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.11.16</td>
<td>U.R.C. Charity Coffee Morning</td>
<td>AM</td>
<td>2 Hrs</td>
</tr>
<tr>
<td>5.11.16</td>
<td>Charity Christmas Card Sale and opening of Art Centre Craft Fair</td>
<td>AM</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>13.11.16</td>
<td>Remembrance Day Service</td>
<td>AM</td>
<td>2Hrs</td>
</tr>
<tr>
<td>18.11.16</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>1.5 Hrs</td>
</tr>
<tr>
<td>26.11.16</td>
<td>Cry for Lancashire Day</td>
<td>AM</td>
<td>1.0Hr</td>
</tr>
<tr>
<td>1.12.16</td>
<td>U.R.C. charity Coffee Morning</td>
<td>AM</td>
<td>2 Hrs</td>
</tr>
<tr>
<td>12 &amp; 13.12.16</td>
<td>Victorian Evening</td>
<td>PM</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>15 &amp; 17 Dec.16</td>
<td>Rotary Santa Booths</td>
<td>AM</td>
<td>2 Hrs</td>
</tr>
<tr>
<td>16.12.16</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>1.5 Hrs</td>
</tr>
<tr>
<td>19.12.16</td>
<td>Rotary Santa Catterall</td>
<td>PM</td>
<td>4 Hrs</td>
</tr>
<tr>
<td>20.12.16</td>
<td>Rotary Santa Garstang/ Cabus</td>
<td>PM</td>
<td>4 Hrs</td>
</tr>
</tbody>
</table>

194(2016-17)
(a) Cllrs approved the following payments.

<table>
<thead>
<tr>
<th>Payee</th>
<th>Bill payment Salaries</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100034</td>
<td>Mrs E Parry - Clerks expenses (22/11/16 – 16/1/17)</td>
<td>tbc</td>
</tr>
<tr>
<td></td>
<td>- Includes Amazon anti-virus 37.36</td>
<td></td>
</tr>
<tr>
<td>100035</td>
<td>Cllr Cornthwaite – reimbursement OS plan for planning application</td>
<td>21.93</td>
</tr>
</tbody>
</table>
John Knight – Fees for Neighbourhood Planning seminar held on 30 November 2016 at Garstang Library

100037 Houghtons Lengthsmans supplies
- October 29.91
- November 5.80
- December 8.75

100038 Rialtas Business solutions Ltd Alpha Maintenance

Electronic payment HM Revenue month 7-9 incl
Electronic payment Mowerpower Ltd – repairs to lawnmower
Electronic payment LCC - Garstang Library Hire September 16 36.00
- Hire November/December 42.00
Electronic payment C & C Supplies - Lengthsmans supplies
Electronic payment SLCC – annual membership
Electronic payment Curly Tail Storage 28/11/16 – 28/01/16

**Income fees**

The Town Council's financial regulations state:

9. **INCOME**

9.3. *The council will review all fees and charges at least annually, following a report of the Clerk.*

The Finance Committee met on 10 January 2017 to consider the income fees and make the following recommendations for Full Council to approve.

i) **Hourly Rate for Fell View Grass Cut**
The hourly rate for 2015 and 2016 has been £18/hr.

The Committee recommended that this is increased to 18.50 for the calendar year 2017.

ii) **Allotments rent**
The Committee noted that the tenancy agreement, sets an annual increase of £1 (2016; £37)

iii) **Scout Hut rent**
The Committee noted that currently the rent is £60. The tenancy agreement states that rent is to be reviewed every 5 year period. The next review is to take place in 5 years; May 2020.

iv) **Kepple Lane Park**
The lease agreement states a yearly rent of £1 (if demanded) on the 5th July in each year.
The Town Council has never ‘demanded’ the rent.

The Committee recommended to continue with the same agreement.

**Resolved:** Full Council accepted the recommendations of the Finance Committee.

**(c) Statement of Accounts, 31 December 2016**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current account</td>
<td>£1,614.27</td>
</tr>
<tr>
<td>Reserve account</td>
<td>£87,374.24</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>£10,055</td>
</tr>
</tbody>
</table>

**195(2016-17) Items for next Council Meeting**

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 February 2017 by notifying the Clerk by 17.00, 10 February 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.

**196(2016-17) Date for Cllr’s diary**

An extra-ordinary meeting will take place on 23 January 2017 to co-opt a new Cllr onto the Council

The meeting finished at 20.30
In attendance: Chairman – Cllr Cornthwaite
Councillors: Gilmour, Halford, G Harter, L Harter, Hynes, Perkins, Ryder, Salisbury and Webster

196(2016-17) Apologies for absence
Cllr Hesketh

197(2016-17) Declaration of Interest
None

198(2016-17) Exclusion of the Press and Public
Exclusion of the Press and Public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act. Councillors resolved to exclude the press and public to allow the co-option candidates to meet the Town Cllrs and give a short presentation on why they would like to become a Town Cllr.

199(2016-17) Town Councillor vacancy
The Clerk explained that since the issue of the agenda paper, 2 applicants had withdrawn their applications. This information had been circulated, by email, prior to the meeting. Two applicants gave their presentations to the Council.
Once the candidates had delivered their presentations, the Council meeting was opened to the press and public. One applicant sat in the public gallery.
The Clerk explained the voting process in accordance with the adopted ‘procedure for a casual vacancy for Town Councillor’. Two members requested a signed ballot. Full Council resolved to vote by signed ballot. Advice was sought, from the Clerk, as to whether Cllrs had to make a co-option from the 2 applicants. The Clerk advised that the Council could vote as to whether an appointment should be made or not.
Resolved: The Town Council voted on whether to co-opt or not. The vote was a tie and the Chairman used his casting vote. It was agreed that the Council should co-opt. The Council further resolved to co-opt Mr Brooks onto the Council.

The meeting finished at 21.30
## Garstang and Over Wyre Incident and Crime Summary January 2017 compared with Jan 2016

<table>
<thead>
<tr>
<th></th>
<th>All incidents</th>
<th>ASB</th>
<th>All Crime</th>
<th>Damage</th>
<th>Burglary/Other</th>
<th>Theft of Pedal Cycle</th>
<th>Other Theft</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB43 W’dale</td>
<td>33</td>
<td>51+</td>
<td>0</td>
<td>4+</td>
<td>5</td>
<td>7+</td>
<td>0</td>
</tr>
<tr>
<td>WB44 Calder</td>
<td>25</td>
<td>50+</td>
<td>1</td>
<td>0-</td>
<td>1</td>
<td>13+</td>
<td>0</td>
</tr>
<tr>
<td>WB45 Cabus</td>
<td>12</td>
<td>11-</td>
<td>0</td>
<td>0=</td>
<td>0</td>
<td>3+</td>
<td>0</td>
</tr>
<tr>
<td>WB46 Garstang TC</td>
<td>72</td>
<td>75+</td>
<td>9</td>
<td>7-</td>
<td>5</td>
<td>6+</td>
<td>1</td>
</tr>
<tr>
<td>WB47 Catterall</td>
<td>16</td>
<td>28+</td>
<td>3</td>
<td>1-</td>
<td>4</td>
<td>5+</td>
<td>0</td>
</tr>
<tr>
<td>WB48 Brock</td>
<td>41</td>
<td>63+</td>
<td>3</td>
<td>6+</td>
<td>3</td>
<td>11+</td>
<td>0</td>
</tr>
<tr>
<td>WD07 Gt Eccleston</td>
<td>47</td>
<td>54+</td>
<td>3</td>
<td>4+</td>
<td>4</td>
<td>13+</td>
<td>1</td>
</tr>
<tr>
<td>WD08 Pilling</td>
<td>21</td>
<td>33+</td>
<td>0</td>
<td>3+</td>
<td>7</td>
<td>12-</td>
<td>1</td>
</tr>
<tr>
<td>WD09 Preesall</td>
<td>75</td>
<td>82+</td>
<td>7</td>
<td>4-</td>
<td>7</td>
<td>13+</td>
<td>1</td>
</tr>
<tr>
<td>WD10 Ham/Stalmine</td>
<td>62</td>
<td>42+</td>
<td>5</td>
<td>4-</td>
<td>9</td>
<td>5-</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>404</td>
<td>489+</td>
<td>31</td>
<td>33+</td>
<td>45</td>
<td>78+</td>
<td>4</td>
</tr>
</tbody>
</table>

|                      | 17.4%I | 6.1%I | 6.25%I | 100%I | 100%I | NC | 33%I |

R - Reduction; I - Increase; NC - No Change; = Same; + Increase; - Decrease; Red numbers are positive outcomes
WB46/B04 – Crimes – A car registration plate was removed from a vehicle parked in Sainsbury’s car park. An unknown offender smashed a rear patio window at a property on Dorchester and searched the property before leaving empty handed. Two males stole sweets and juice from Booths. A male was punched in a family dispute on Moss Lane. Unknown offenders filled a food trolley at Booths and left it in the store unattended before a second offender removed the trolley and left without paying. An unknown offender has approached the rear of a semi-detached dwelling on Leicester Avenue and using an unknown implement smashed the patio door glass gaining entry to the kitchen. The offender has then searched entire property pulling items from drawers and cupboards but left the property via point of entry taking no items, undetected.

ASB – Residents reported four separate incidents of car engines revving and loud music on High Street car park. A female on Wyreside Close reported a drunken male neighbour who had lost his keys and couldn’t get into his house. An elderly resident on Oak Road reported receiving cold calls. A resident of Birch Road reported a mini motorbike driving up and down.

Battle’s Over – A Nation’s Tribute, Cllr Cornthwaite – for decision

Battle’s Over – A Nation’s Tribute  
11th November 2018

On the 3rd August 1914, Britain’s Foreign Minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London’s Mall, leading to Buckingham Palace, when he remarked to a friend, ”The lamps are going out all over Europe; we shall not see them lit again in our lifetime”. Our country was about to be plunged into the darkness of the First World War, and it would be four long years before Britain and Europe would again experience the light of peace.

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11th November 2018 – a century after the guns fell silent.

You will be pleased to know therefore, that more than 320 town and parish councils have already confirmed their involvement, and will be lighting a beacon at 7pm on 11th November 2018, as part of their plans for this important anniversary that day.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve.

The beacons will symbolise the ‘light of hope’ that emerged from the darkness of war, and we hope that your council and local community will join us in this important national commemoration on Sunday 11th November 2018, especially as the majority of you would have had a previous member of your family involved in this four year conflict, so will become a personal tribute in their memory.

Detailed co-ordination begins in April 2017, when we will publish a special Guide to Taking Part, similar
to that produced for Her Majesty The Queen's Birthday Beacons on 21st April this year. If you can confirm your involvement before the end of March 2017 we will be able to include your organisation in the guide’s acknowledgements pages before it is distributed to others encouraging their involvement too.

The reason for sending this information so far in advance, is because we understand from those already participating, they have started to plan their events for this commemoration. Participating councils, organisations and community groups will receive a special certificate as a permanent reminder of their involvement in this special tribute.

There are a number of cost-effective ways of participating in the chain of beacons.

(1) Use existing beacon braziers on tall wooden poles erected in 1988 and for other recent anniversaries.

(2) Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.

(3) Use the gas-fueled VE beacons lit to commemorate the 70th Anniversary of VE Day in 2015.

(4) Use the gas-fueled beacons lit for The Queen's 90th birthday in April this year.

(5) Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing me with the following details as soon as possible to ensure that you are included in the guide when published, and put on the events website at the end of April 2018.

Name of organisation:
Name of beacon co-ordinator:
Address of beacon co-ordinator:
Telephone number:
Mobile number:
Email:
County:
Country:
Beacon location:

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion, so do hope your council will join us in this special tribute and look forward to hearing from you soon.

Yours sincerely,

Bruno Peek LVO OBE OPR
Pageantmaster
Battle's Over - A Nation's Tribute 11th November 2018
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com