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

E Parry
Town Clerk
15 March 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 dispersion 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 20 February 2017 (enclosed).
   (b) minutes of the extra-ordinary meeting held on 14 March 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 February 2017 compared to February 2016’ is enclosed for information.

5. Together We Make a Difference - Wyre Council – for information
   Sara Ordonez, Policy and Performance Officer and Shelley Birch will attend the meeting to introduce and promote the new ‘Together We Make A Difference Network’ which is now in place following a review of the Shaping Your Neighbourhood initiative.

6. Garstang & District Festival of Arts & Music – for decision
   The above organisation has applied to the Town Council for a grant towards the running costs of the festival. Background papers have been circulated by email that details the application form and the previous 6 months bank statements.
   Footnote by the Clerk, the Council has the power ‘for provision of entertainment and support of the arts including festivals and celebrations – Local Government Act 1972, s145’. The TC included £255 for the Festival in the 2016/17 budget, which has not yet been allocated.

7. Lancashire Best Kept Village 2017 – for decision
   The Clerk has circulated, by email, the entry forms relating to the above competition. Garstang would be in the Large Village Class category (population 2001 – 8500) with an entry fee of £25.
   The Clerk has made contact with Mr Pearson, Chair, Garstang in Bloom Committee. The Committee will discuss the competition at their next meeting on 29 March 2017.
   The closing date for entries is 31 March 2017.
   How does the Council wish to proceed?
8. Open space at bottom of High Street car park, Cllr Perkins – for decision

Cllrs may recall that at February’s meeting, the Clerk reported Wyre Council’s current dog restrictions at the above location.

Currently the area (by the River) is a dogs on leads when requested, failing to pick up fouling and maximum number of 4 dogs (per person), later in the year the new PSPO’s (Public spaces protection orders) will be introduced and we will be doing a full consultation. No changes proposed for this site unless you have any issues we need to be aware of.

Cllr Perkins is proposing:
‘to protect young children playing and running round the picnic area by the river, dogs should be on leads at all times’.

Are the Town Council minded to support this proposal and put forward to Wyre Council, as part of their PSPO review?

9. LCC - Garstang Community Recycling and Reuse Centre (CRRC) – for decision

The Clerk has received the following from LCC.

I am emailing to request your support for the CRRC in Garstang.

The Centre was reopened in September 2015 following much local demand for a recycling facility in Garstang. There are a wide range of recycling facilities, including electricals, oils and green garden waste. There is also a reuse shop run by local charity Gift92 that sells donated bricabrac, furniture, books and electronics. More information about the charity and the types of things on sale is on their facebook page https://www.facebook.com/Garstanggift92/

I have attached a leaflet with full details of the service for your information.

Although we have a number of residents regularly visiting the centre, we feel that there is more to be done to get the centre on the map and really get local people making the most of this unique facility.

We are looking for your help in your networks to:

1. Get the message out about the facility. I can forward you leaflets for distribution. Please let me know how many you would like.

2. Spreading the word about volunteering opportunities in the re-use centre to help in the shop and with repairing/ testing donated stock. A full description of the volunteer opportunity is on the LCC website https://app.betterimpact.com/PublicEnterprise/fc164282-65e0-4f49-ac06-1102ec8dfa0d and type waste in the search box.

3. Let us know about any local events that we could take part in to raise the profile of the facility.

We really want to make the centre a community resource that helps local people to contribute to their environment and community by recycling and re-using more. We would very much appreciate your help. If you have any questions, or ideas about how we can work together please get in touch with me.

Cat Holden, Waste Management Officer, Waste Management Group

How does the Council wish to respond to the correspondence?

10. Unauthorised Signage within Garstang Conservation Area– for decision

Further to the TC’s resolution at February’s meeting, a reply has been received from Mr Thow, Wyre Council.

Firstly, it is not correct to say that “every sign within the Garstang Conservation Area needs planning approval”. Many signs may be erected with ‘deemed consent’ under the provisions of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended). Unfortunately the council does not have the resources to constantly monitor all new signage across the borough but we are happy to investigate any reports of alleged unauthorised signs that may be brought to our attention. It is an offence to display any advertisement which requires consent where such consent has not been granted. Nonetheless, if a sign which is displayed unlawfully is considered to be acceptable in planning terms it would not be expedient to prosecute or seek the removal of the sign simply because it did not benefit from consent.

If the Town Council provides us with details of those signs it is concerned about (including, I presume, those shown in the photographs attached to the letter) we will investigate to determine whether or not they require Advertisement Consent and whether it is expedient to seek the removal of any unauthorised signs. If the sign has no consent but is considered to be acceptable we will invite a retrospective application.
Investigations are normally carried out in confidence but if a formal request is made to us to investigate certain signs and that request is a formal decision by the town council, then we can have no reason to carry out the investigation in confidence.

The following link may assist Cllrs with some background to the relevant legislation
http://www.planningni.gov.uk/index/policy/planning_statements_and_supplementary_planning_guidance/pps06/pps06_conservation_areas/pps06_policy_bh13.htm

How does the Town Council wish to respond to Mr Thow’s letter?

11. Annual Governance Review
   At the time of printing the agenda, the Clerk is still seeking advice to update the Schedule of Assets. The updated list will be brought to April’s meeting.

12. Insurance quotes
   The insurance for the Town Council is due for renewal from 1 April 2017. For the past 5 years the Town Council have had a 5 year long term policy with Zurich Insurance. The Clerk has obtained quotes detailed below. In light of the Clerk seeking valuations for the Rural District board and Mayors board, the Clerk has sought projected premiums based on an additional 1,000, 5,000 and 10,000 of assets. The projections are detailed below. Background information relating to the premiums has been circulated prior to the meeting by email. The Clerk is looking at the details of the policy e.g. cover detail and the excess in readiness for the meeting.

<table>
<thead>
<tr>
<th>Quotation A (broker price based on 3 quotes) including insurance premium tax (IPT)</th>
<th>Quotation B including insurance premium tax (IPT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Quotation:</td>
<td></td>
</tr>
<tr>
<td>£1,001.46 - Single Year Policy</td>
<td>1 Year £1327.45</td>
</tr>
<tr>
<td>£951.39 – 3 Year Policy</td>
<td>3 Year £1265.22</td>
</tr>
<tr>
<td></td>
<td>5 Year £1202.97</td>
</tr>
<tr>
<td>Extra £1,000 of assets:</td>
<td>£1,000 total - £1,331.09</td>
</tr>
<tr>
<td>£1,005.45 – Single Year Policy</td>
<td></td>
</tr>
<tr>
<td>£955.18 – 3 Year Policy</td>
<td></td>
</tr>
<tr>
<td>Extra £5,000 of assets:</td>
<td>£5,000 total - £1,345.66</td>
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<tr>
<td>£1,021.38 – Single Year Policy</td>
<td></td>
</tr>
<tr>
<td>£970.31 – 3 Year Policy</td>
<td></td>
</tr>
<tr>
<td>Extra £10,000 of assets:</td>
<td>£10,000 total - £1,363.88</td>
</tr>
<tr>
<td>£1,041.30 – Single Year Policy</td>
<td></td>
</tr>
<tr>
<td>£989.23 – 3 Year Policy</td>
<td></td>
</tr>
</tbody>
</table>

Which quotation does the Council wish to accept?

13. Resignation of Cllr Lynn Harter
   The Clerk has received a letter of resignation from Cllr L Harter. In her letter Cllr L Harter writes “I would like to thank you and fellow councillors for your help and support in the past, and I wish you the best of luck with any future decisions/projects that may be undertaken by the council.”

   Cllr L Harter is offering to continue to help with the Youth Council. The Clerk has checked the Youth Council constitution. It states that The Youth Council can ‘invite adults to sit on the Youth Council, to provide information that may be of use to the young people’.

   Outgoing Cllr L Harter is also happy to continue to organise the democracy day visits, young citizen of the year, and young mayor making as well as recruitment drives and involvement with all YC fundraising and official events etc. in partnership with the Clerk.

   Finally outgoing Cllr L Harter is happy to continue updating Instagram on the Garstang Town Council webpage, if Council are in agreement?

   Are Council in agreement that

   i) outgoing Cllr L Harter remains on the Youth Council as a non-Cllr and help the Clerk organise the above events?
14. Church Street phone box adoption – for decision
Outgoing Cllr L Harter has requested that the Council approve up to £60 for materials that may be required to renovate the BT box. Likely materials are sandpaper, wire brushes etc. L Harter would also ask Garstang in bloom for a contribution too if this was the case. The Clerk is suggesting that the monies come from code 4705 (Amenities) and that any possible reimbursement to L Harter is delegated to the Clerk and Mayor.

15. LALC Annual Conference - Spring Conference 2017, Saturday 13 May – for information & decision
Leyland Hotel, 9.30a.m – 4.15p.m. The event this year will be free of charge for members. The Programme will include; Update on National Matters – Head of Policy and Development, National Association of Local Councils, Workshop/presentation on becoming a Dementia friend and the Dementia café – South Ribble Borough Council, (Lunch in the Restaurant), Personnel matters – Peninsula Group Ltd, Emergency Planning – Lancashire County Council
Does any Town Cllr wish to attend?

16. Catterall Gala – Saturday 4 June 2016 – for decision
The Clerk has received a letter from the Secretary inviting the Mayor and Mayoress elect and two Council representatives to the above gala at 1.30pm. Refreshments will be served afterwards. The Council needs to appoint two representatives to attend, in addition to the Mayor and Mayoress.

17. Wyre Civic Sunday, Mayor Elect Cllr Alice Collinson
Sunday 14 May 2017 at 11.15 am at St Luke’s C E Church, Church Lane, Winmarleigh, Both the Mayor & Deputy Mayor are unable to attend, does the TC wish to send another representative.

18. Kepple Lane Park - Cllr G Harter, Chair/Trustee, Kepple Lane Park Trust
(a) Electricity installation approved in 2106 [08(2016-17)] – for decision
The final part of the installation will be undertaken in the next couple of weeks (verbal update at the TC meeting), to replace the “temporary” electricity box at the stage with a permanent one. The cost for this, which was included and approved in the original costing is £250 or below.
This costing is within monies held by the Town Council, on behalf of the Trust (Income received 22/7 1,750; expenditure Aug. & October 1,496 giving a surplus of 254). The Trust is looking for confirmation the funds can be released against inspection of the works by the Town Clerk and one other Town Councillor.
(b) RHS Northwest Britain in Bloom – for decision
At the last Town Council meeting it was mentioned that Trust would not be applying for the Green Flag Award this year, mainly for 2 reasons i) the cost of almost £400 and, ii) the long delay in reporting back the detailed results (15 months after judging).
We have had discussions with the RHS Northwest Britain in Bloom judges who have suggested we enter their “Parks” category (Last year the Trust entered the communities category at a cost of £75. This works in the same way as the normal judging in that there are several standards awarded. We feel there is more “cudos” attached to the RHS award than the Green Flag, and in addition their feedback is within a couple of months and far more professional.
I am looking to the Town Council to support the application with the funds to come from the Kepple Lane Park Trust ring fenced monies.

19. Moss Lane playing field
Cllr G Harter and the Clerk met Barton Grange on site (23/2) to look at large ‘low points’ that hold water on the football pitch. The quotation received exceeds the budget earmarked figure and the Clerk is advising that further quotations are sought. As an interim measure, in light of the impending football match on Whit Monday (Childrens Festival day), the Clerk is seeking approval for the Lengthsman to apply top soil and seed/turf. Are the Council minded to delegate this expenditure to the Clerk and another Cllr, so that the works can be actioned as soon as possible?
20. Children’s Festival – for information
The Clerk has been in touch with the Festival Committee about the possibility of the TC & YC carrying a banner. The Committee suggested that the booklet is updated to reflect who walks in the procession and the history of why this is so.

21. Moss Lane playing field - Cllr Ryder – for decision
Council are asked to consider the 2 quotes and approve the expenditure for 2000 Double Sided Colour Leaflets Including Design:
Quote A - £189 (7-10 working days); Quote B - £167 (7-10 working days)
Clerk: The expenditure can be met from code 4770 Moss Lane playing field project (from 1/4/17)

22. Council surgeries
Cllrs Halford and Hynes will provide a verbal update, from the Council surgery held on 4 March 2017.

23. Planning Committee (report from the Chairman on the meeting held earlier in the evening).
The following applications were considered:
a) 17/00144/FUL; Single-storey rear extension, re-siting of entrance door and adjustment of canopy on side elevation 3 Sycamore Avenue, Garstang
b) Application Number: 17/00177/FULMAJ; Erection of eight new B2 units (following demolition of existing units) Former LCC Depot Green Lane West, Garstang
c) 17/00158/FUL; Proposal: Single-storey rear extension, 7 Waterside Close, Garstang
d) 17/00168/FUL; Proposal: Proposed two-storey side extension, single-storey rear extension and provision of new access and parking to the front of the house, 34 Kepple Lane, Garstang
e) 17/00161/FUL; Single-storey side extension following removal of existing conservatory, 20 Hill View Road, Garstang
f) 17/00186/FUL; Proposed two-storey and single-storey rear extension with chimney (resubmission 16/01075/FUL), 34 Croston Road, Garstang
g) 17/00166/FUL; Front and rear dormers and a single storey rear extension, 15 Yew Tree Close, Garstang

24. 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.

25. 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 (16/2/17 – 15/3/17)</td>
<td>tbc</td>
</tr>
<tr>
<td>CPRE membership</td>
<td>36.00</td>
</tr>
<tr>
<td>LALC membership</td>
<td>489.49</td>
</tr>
</tbody>
</table>

Electronic payments from the HSBC account:
Curly Tail storage for the month of March | 83.20
LCC Library hire | 45.00

b) Income
Town Crier talk re Town Crying to Garstang Towns Women’s Guild | 35.00

c) Statement of Accounts (as recorded on bank statement), 28 February 2017 - for information

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC Current account</td>
<td>£ 5,341.83</td>
</tr>
<tr>
<td>HSBC Reserve account</td>
<td>£ 52,974.61</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>£ 30,000</td>
</tr>
<tr>
<td>Royal Bank of Scotland</td>
<td>£ 1.00</td>
</tr>
</tbody>
</table>

d) Debit card mandate for internet banking – Royal Bank of Scotland
In order for the Clerk to carry out bill payments with internet banking, a debit card is required for the card reader as part of the security measures of the bank.
In line with financial regulations of the Council,

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

The Clerk is proposing that the mandate is approved for the Clerk to hold a debit card for internet banking. As part of safeguarding the Town Council monies, the Council may wish to further recommend that the debit card is only used for internet banking and not for use for paying for goods in a shop or over the phone or any cash withdrawals.

There is currently safeguarding in place to monitor Council expenditure by 3 mechanisms.

i. A monthly/bi monthly bank reconciliation check by a Cllr who is not a cheque signatory

ii. Statement of accounts on the monthly agenda papers.

iii. Quarterly meeting of the Finance Committee

e) Change of signature on Royal Bank of Scotland bank mandate
With the resignation of Cllr L Harter, Council are asked to approve another Cllr to be cheque signature on the bank mandate.

26. Written reports from Outside Bodies (information only)

Feedback from Wyre Flood Forum - Cllr Hesketh
The Environment Agency (EA) is to produce a Wyre Natural Management Plan. It will amongst other things look at the work that can be done on sub-soil to improve drainage, how to limit run off and tackle the silting of watercourses. They are also undertaking a fluvial audit and will complete a landscape assessment to identify opportunities to help relieve flooding. This work should complete by the autumn.

The Upper/Mid Wyre review should be available about May. It is unlikely that this review will come up with anything major to help alleviate flooding. There may be tweaks to the current operation of the flood basins etc. It was pointed out that the existing Garstang basin is getting old and that such schemes had an expected life of about 50 years. The economic case for the barrier when built was weak (it was more a political decision at the time) and there was a strong suggestion that the economic case for a basin to be built now would be even weaker than it was 30+ years ago.

The EA are hoping to fund the installation of telemetry (river level detail) near Kirkland Bridge in 2017/18. This will help as it will pick up the effect of the Calder coming into the Wyre.

Local Flood Action Groups were asked to build up data in the Emergency Plan for their areas. This is something the Garstang FAG will have to work on in the next quarter.

Garstang Basin now has a direct power supply. A generator will be provided if this supply is interrupted during a flood event.

Flooding of the road and drives on Home Field is caused by a heavily overgrown watercourse with maintenance required. A land registry search is being undertaken for issue of a first stage enforcement notice.

It is hoped to arrange a visit to the Preston Incident room in the next couple of months.

Christmas Lights 2017/18 update, Cllr G Harter
Cllr G Harter attended a meeting on the 7th March at Wyre Council together with Damian Carr and Wyre representatives, Carl Green and Alison Webster to discuss the grants for the coming year. Last year there was a considerable delay when the confirmation of the grant was received some time after the “ordering” of the lights.

This was pointed out to be unacceptable as the various parishes were dependent on the grant as match funding for the cost. Wyre accepted their fault and after lengthy discussion "confirmed" Garstang should receive between £3,500 and £5,000

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

County Cllr Perkins
Councillor Induction Task Group
Full Council
Youth Council Pizza and film event
Blackpool Sixth Form College Music Competition
Executive Scrutiny Committee
School Governor Selection Panel
Kirkland Parish Council
Member Development meeting
Blackpool Sixth Form College Musical Production
Memory Cafe Luncheon
Join dementia Research meeting
Memory Cafe x 2
Youth Council meeting
Inspection of pothole filling work result of which has been reported
at Executive Scrutiny and to the Portfolio Holder for Highways
Site visit to proposed development at Calder Vale
Site visit to the Pickerings as a result of complaints from local residents

Wyre Cllr Atkins
I have attended Final Draft for Domestic Abuse Task, this then went to the Overview and Scrutiny Committee, which was agreed it and it will now go to Cabinet on 22nd March. I have attended the Planning Meeting and the Council Budget Meeting.

Wyre Cllr Balmain
I attended the Council meeting of the 2nd March 2017 and will be attending the Flood Forum this afternoon and Lancashire TV televised the Council Meeting.

Wyre Cllr Collinson - A report was requested, but no report was received.

28. Mayor’s engagements (information only)
No engagements to report

29. Town Crier’s engagements (information only)
January/February 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time of activity</th>
<th>Approx Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.17</td>
<td>Charity Coffee Morning URC</td>
<td>AM</td>
<td>2.5 Hrs</td>
</tr>
<tr>
<td>20.1.17</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>1.5 Hrs</td>
</tr>
<tr>
<td>2.2.17</td>
<td>Charity Coffee Morning URC</td>
<td>AM</td>
<td>2.5 Hrs</td>
</tr>
<tr>
<td>14.2.17</td>
<td>Talk re Town Crying to Garstang Towns Women’s Guild</td>
<td>PM</td>
<td>2.0 Hrs</td>
</tr>
<tr>
<td>17.2.17</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>1.5 Hrs</td>
</tr>
<tr>
<td>18.2.17</td>
<td>Craft and Collectors Fair Art centre</td>
<td>AM</td>
<td>2.0 Hrs</td>
</tr>
</tbody>
</table>

30. Dates for the diary – for decision
(a) The Town meeting has had to change to Thursday 27 April 2017.
Are Council in agreement?
(b) Armed forces flag raise – Thursday 22 April
Are the Town Council in favour of hosting the flag raise outside the community centre, with refreshments afterwards at the Arts Centre? If the flag pole is not available/accessible, it is suggested that the Town Council ask the Town Trust if the flag raise could take place at the Town Hall.
(c) Civic Sunday – date to be confirmed. The Mayor Elect, Cllr Ryder, is suggesting that, after consulting St Thomas’ Church, this year’s Civic Sunday is held at the United Reformed Church. Are the Town Council in agreement to ask the United Reformed Church if they will host the service?

31. 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 24 April 2017 by notifying the Clerk by noon, 3 April 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: Brooks, G Harter, L Harter, Gilmour, Hesketh, Hynes, Perkins, Ryder, Salisbury and Webster
Also present: Wyre Cllr Collinson and 2 members of the public

Cllr Brooks was welcomed to his first council meeting

200(2016-17) Apologies for absence
Cllr Halford
Wyre Cllr Balmain. Wyre Cllr Collinson gave apologies for Wyre Cllr Atkins

201(2016-17) Declaration of Interest
Kepple Lane Park – pecuniary interest, Cllrs Gilmore and G Harter; Trustees Kepple Lane Park Trust.
Cllr L Harter pecuniary interest – wife of Cllr G Harter who is a Trustee of the Trust.

202(2016-17) Minutes
A copy of the minutes of the Council meeting held on 16 January 2017 and the Council minutes of the extra-ordinary meeting held on 23 January 2017 had been circulated.
Resolved: The minutes were confirmed and signed as a true record.

203(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. Public footpath No. 11 by the side of the River Wyre (south of Kepple Lane) in the Barrett home development – there were no ‘footpath closed’ signs in place. How long will the footpath be closed for? Debris from the site is finding its way into the River Wyre.
   Dual hatted County & Town Cllr Perkins said that she would speak to LCC the next day about the lack of signs and will report the debris to the Environment Agency.
2. Congratulations to representatives of the Town Council in setting up the Garstang Flood group, namely Cllrs Gilmour and Hesketh.
3. When would the LCC highways report, relating to planning applicatons, be in the public domain? Cllr Perkins reported that she hoped to see a copy this week. Cllr Salisbury reported that Wyre Council had received a copy.
4. Nateby appeal. Thanks to the Mayor for attending and representing the town. When would the appeal be decided? Cllr Brooks replied that the Inspectors report would be ready in 4½ weeks. However if the minister called it in, the decision could take 6 months.
Cllrs acknowledged receipt of the monthly Incident and Crime Summary for January 2017. Cllrs wished to thank Sgt Danielle for the explanation of the Monthly Incident and Crime figures for Garstang and Over Wyre. The explanations were very useful.

204(2016-17) Neighbourhood Plan
Cllrs discussed Cllr Cornthwaite’s suggestion of proceeding with a Neighbourhood Plan for Garstang.
Resolved: The Town Council agreed to proceed with the preparation of a Neighbourhood Plan for Garstang. The Council further resolved to establish a Neighbourhood Plan steering committee/working party comprising of councillors, representatives of local organisations and individual residents. The working party will be led by Cllr Brooks (Chairman) and Cllrs Cornthwaite and Webster.

205(2016-17) Battle’s Over – A Nation’s Tribute
Councillors had been circulated with information regarding the “Battle’s over - a nation's tribute & WW1 beacons of light 11th November 2018”.
Resolved: The Town Council wished to organise the lighting of a beacon to commemorate the event. The Clerk was asked to respond to the correspondence from ‘Battle's over - a nation's
Lancashire County Council (LCC) proposed budget options
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.

Resolved: That the Clerk write to LCC informing them that Town & Parish Councils needed longer consultation timescales, in order to respond within Town Council meeting dates.

Park Hill Road zebra crossing outside Booths
Cllr Webster had received complaints from 3 residents regarding the zebra crossing outside Booths and how at times the traffic is backed up down Moss Lane. Cllrs discussed the issues relating to the zebra crossing.

Resolved: The Council agreed that a letter should be sent to LCC, highlighting the above point, to ask whether some of the money coming in from the developments, that are ongoing in the area, could be provided for a pelican crossing.

Unauthorised Signage within Garstang Conservation Area
Cllr Salisbury spoke about how every sign within the Garstang Conservation Area needed planning approval. He commented that over the past couple of years, there had been a proliferation of large non-compliant signs which have been erected in the town centre. The cumulative effect was damaging to the conservation area and the heritage of the town. Photographs had been circulated detailing examples (not a definitive "list").

Resolved: The Town Council agreed that the image of the Town needed to be protected. The Clerk was asked to send a letter to Wyre Borough Council's planning department, copying in Ward Councillors and Chamber of Trade, highlighting the photograph examples and asking for retrospective planning applications to be submitted.

Kepple Lane Park Trust – Annual Maintenance 2017
Cllr G Harter quoted minute 237(2015-16), whereby Council had agreed that the annual maintenance going forward would be paid from the £4,000 precepted amount allocated to the Trust each year. This current year's maintenance will cost £2,077. The increase, compared to last year, is due to the further establishment of the two principal garden areas. The annual maintenance is due to be carried out (23/24th Feb).

Resolved: The Town Council approved that the funds should be paid from the Kepple Lane Park budget (code 4733), subject to the work having been completed satisfactorily. Payment could be made once the work had been approved by Cllr Hesketh and the Town Clerk.

Church Street phone box adoption
Cllr L Harter reported that the Town Council had 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. Cllr L Harter is looking at various options and groups who could help restore the kiosk.

Garstang Arts Festival
Cllr Cornthwaite attended a meeting of the Committee on 20/1/17. He provided a verbal update.

Lancashire County Training Partnership
Details of a Chairmanship Workshop on 16 March 2017 had been received by the Clerk. The cost of the training is £25.00. Cllr Ryder had expressed an interest in attending this course and the Clerk has made a provisional booking. Did the Town Council approve the expenditure?

Resolved: The Council approved the payment of £25.00 from the training budget code 1470.

Mayor and Deputy Mayor 2017/18
Cllrs gave consideration to the appointment of Mayor and Deputy Mayor with reference to Standing Orders.

Resolved: Cllr Ryder was nominated as the Mayor Elect and Cllr Gilmour was nominated as Deputy Mayor for the Civic Year 2017/18.
214(2016-17) Committee structure and Cllr membership
Council considered the appointment of Cllr Brooks to the Council’s committees. 
**Resolved:** Cllr Brooks be appointed onto the Amenities and Personnel Committees. The annual review of membership of Committees will take place at the Annual Town Council meeting in May.

215(2016-17) Social Media Policy
Cllr L Harter explained that the working party (Cllrs Gilmour, L Harter, Ryder and the Clerk) had formulated the policy following the guidelines and advice from SLCC (Society of Local Council Clerks). There were no immediate plans to have a Garstang Town Council Facebook page, although this will be reviewed next year. The Mayor, on behalf of the Council, thanked the working party for producing the policy. 
**Resolved:** The Council approved and adopted the Social Media policy.

216(2016-17) Annual Governance Review
Cllrs considered a number of internal control documents, which had been updated by the Clerk. 
**Resolved:** Cllrs approved the modified Standing Orders (to include a ‘clause c’ at point 28 *Relations with the press/media*, the Financial Regulations (without any modifications), the *Publication Scheme Policy statement* (without any modifications), the Council’s *Complaints Procedure* (without any modifications). The Garstang Town Council Risk Assessment Table 2016 (document to be amended at Finance; Banking - Bank accounts with HSBC. Once Royal Bank of Scotland current account has been opened, this will be detailed. The modified Schedule of Assets at February 2017, was deferred to March’s meeting for approval.

217(2016-17) Moss Lane playing fields
Full Council noted the following:
Cllr Hynes is putting together a questionnaire to go out to schools and the wider community.
Cllr Ryder is looking at funding sources for playground equipment.
Cllr Webster is suggesting the possibility of a charity event. A raffle, auction etc. could be held and the money could go towards the Moss Lane playing field project.

218(2016-17) High Street car park and open space at the bottom
Cllr Perkins spoke about the dog foul and dogs off leads in the picnic area. The Clerk had received an update from Wyre Council about the open space. Currently the area (by the River) has an order of dogs on leads when requested, failing to pick up fouling and maximum number of 4 dogs (per person). Later in the year the new PSPO’s (Public spaces protection orders) will be introduced and Wyre Council will be doing a full consultation. No changes are proposed for this site unless the Town Council have any issues we need to be aware of. 
**Resolved:** This item to be brought back to March’s meeting.

219(2016-17) Planning Committee
Cllr Perkins reported on the Planning Committee meeting held earlier that evening.

220(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.

221(2016-17) Clerk Training
The Clerk reported that she had attended the time management course at Lancashire & Morecambe college on 1/2/17. The Clerk had found it very beneficial. The Council was asked to consider and approve the following Town Council communications policy. 
**Resolved:** The Town Council approved the following policy

Garstang Town Council Communications
**Circulation email 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.

The Council further resolved that Cllr Perkins would be the point of contact for the Lengthsman when the Clerk is not working on a Friday. Cllr Perkins will respond to the Lengthsman’s signing ‘on and off (Health and Safety) texts’ and act as a point of contact in an emergency or as a reference point if advice were sought from the Lengthsman.

222(2016-17) Assertiveness in Business Course
The Clerk wished to attend the above course on the 11th May at Lancaster & Morecombe college. Resolved: The Council approved that the Clerk should attend the course at a cost of £100; to be met by training budget code 1470.

223(2016-17)
(a) Cllrs approved the following payments.
Bill payment Salaries (E Parry –& M Rossall)
100039 Mrs E Parry - Clerks expenses (16/1/17 – 15/2/17) 35.30
100040 Wyre Council Gambling Act 2005: Small Society Lottery (renewal) 20.00
Electronic payment Curly Tail Storage 2/2/17 – 2/3/17 83.20
(slight adjustment from last month, ref email attached for audit)

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

(c) Statement of Accounts, 31 January 2017
Current account £ 2,862.70
Reserve account £ 80,374.24
Money Market Account 1 year £ 10,055

224(2016-17) Bond monies
The Clerk reported that 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. The Town Council considered the HSBC rates of interest for bond monies. A response to an enquiry with Royal Bank of Scotland had not been forthcoming.
Resolved: The Town Council agreed to invest 30,000 in a 1 year bond.

225(2016-17) 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 which 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.

226(2016-17) Written Report from Wyre and Lancashire County Councillors

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
Cllr Balmain had submitted his report after the deadline of printing the agenda paper. I attended the Wyre Council Meeting on 19/01/17 and the minutes have been circulated. I also attended the Planning Enquiry in respect of 14/00458/OULMAJ on the 31/01 and 1/2 and 2/2 and trust the Planning Inspector will make the correct decision.

No report had been submitted by Wyre Cllr Collinson

227(2016-17) Mayors engagements
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

228(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 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.

The meeting finished at 21.20

GARSTANG TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY TOWN COUNCIL MEETING
HELD ON 14 MARCH 2017, 7.30pm AT THE LIBRARY

In attendance: Chairman – Cllr Cornthwaite
Councillors: Cllrs Brooks, Gilmour, Halford, G Harter, Hesketh, Hynes, Ryder, Perkins
and Salisbury
Wyre Ward Cllrs Atkins, Balmain and Collinson and 3 members of the public

229(2016-17) Apologies for absence
Cllr Webster

230(2016-17) Declaration of Interest
None

231(2016-17) Public Participation
The meeting was adjourned to allow members of the public to speak.
One resident asked if the Barrett homes development on the junction of Kepple Lane and the A6,
and the approved housing development at Utopia, Kepple Lane were included in the highways
report. Has the additional traffic that will arise from these developments being accounted for?
The Mayor agreed that a letter should be written to LCC seeking assurance that all the sites, that
have being approved previously and where development has not begun, should be taken into
account in the highways report.
The same member of the public asked about when the application would be discussed. The
Mayor replied that the community centre application was the first item on the agenda at the
Planning Committee on 22 March 2017 at 2.00pm.

232(2016-17) Community Centre Application 16/00550/FULMAJ
Cllrs acknowledged that the Wyre Planning Committee agenda had been published earlier that
day. The above application is Item 1 on the agenda. The meeting provides the last opportunity
for the Town Council to raise its objections to the application.
The Mayor explained the regulations regarding speaking at the meeting. A Town Council (TC)
representative was allowed 3 minutes to address the committee. In addition to this other
members of the public (including consultants) may address the committee for a total of 12
minutes e.g. 4 speakers at 3 minutes each.
The Mayor reported that the Community Centre Working Party (WP) had met on 8 March and
discussed how the TC could best make its case for the refusal to the application. The WP agreed
that the heritage assessment and letter, prepared by CGMS Planning consultants, provides
some of the strongest reasons for refusal. The WP were of the opinion that the best person to
deliver the heritage case for refusing the application and also answering any questions from the
PC members on heritage issues would be a heritage consultant.
The WP had submitted a number of proposals for the Town Council to consider.

The Council resolved the following:
1. That the Mayor represents the Town Council at the Planning Committee meeting.
2. That the Town Council appoint CGMS Planning to speak at the Planning Committee
   meeting
3. The Town Council agreed to the expenditure of up to £2,500 from the community
   projects budget for consultant’s fees
4. The bullet point summary sheet (detailed below), was approved and agreed that it
   should be circulated to members of Wyre Planning Committee prior to the meeting. Any
alterations/additions to the text were delegated to the Clerk and Cllrs Brooks, Cornthwaite and Salisbury.

5. If there were a need to ask a specialist planning consultant to speak on this application going forward in between the monthly council meetings, the Council agreed to delegate power to the Clerk, in consultation with the Mayor, to appoint a planning consultant the Clerk deems necessary to provide specialist advice and guidance on the application to a limit of £2,500. Any monies expended to come from the community projects budget

The Council further resolved that Cllr Brooks should replace Cllr Hynes on the working party.

Finally, the Mayor highlighted that if any other members of the Town Council would like speak at the Planning Committee meeting in a personal capacity they would have to register their name with Wyre Council. Cllr Hynes expressed an interest in speaking.

Bullet point summary sheet to be circulated to Wyre Planning Committee Members

Dear Councillor,
Re application No 16/00550/FULMAJ former Garstang Business Centre.
Garstang Town Council (GTC), on behalf of our electorate, wish to voice our strong objection to this application. Over recent years Wyre Council have shared the services of a dedicated conservation specialist based at Chorley Council, we feel this has been to the detriment of the Garstang’ s heritage assets and conservation area. GTC have as a result engaged a specialist consultant to advice on this significant application and asked them to speak at committee, we would like to alert you to the opportunity of being able to question this qualified expert on any areas of concern you may have. The bullet points below summarise issues that GTC are concerned about and may offer grounds for refusal, if you were so minded.

1. The building is a locally listed asset.
2. This Community Asset sits at the head of our High Street in the Garstang Conservation Area.
3. The loss of The Garstang Room as proposed is unacceptable to the community, and GTC.
4. The loss of a large proportion of the public car park would be a significant detriment to local business and the Towns future development.
5. The mass and scale of the proposed extension is at odds with the policies of the Garstang conservation Area, the National Planning Policy Framework. (NPPF) and Planning (listed Buildings and Conservation Areas) Act 1990.

The meeting finished at 8.15pm
Garstang and Over Wyre Incident and Crime Summary
for February 2017 compared with February 2016

<table>
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<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>
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0.3% R  22.5% R  1.3% R  15.4% R  50% R  100% I  25% I
R - Reduction; I - Increase; NC - No Change; = Same; + Increase; - Decrease; Red numbers are positive outcomes
Information regarding crimes and anti-social behaviour for each area in February 2017 – up to and including 9th

**WB46/BC04 – Crimes** – An unknown offender smashed a rear patio door at a property on Willow Drive and took a large number of items from a handbag and bedroom drawers. A male in supported accommodation physically assaulted a carer. A male was arrested after assaulting three people on Park Hill Road near to a public house, he was later charged with four assaults. Unknown offenders threw a large garden ornament through a rear double glazed window before reaching in to open a side window to a property on Lincoln Way. This set off the alarm and the offenders left. Two males, one from Blackpool and one from Fleetwood were later arrested and charged with this and other offences. A male was knocked unconscious when assaulted outside a pub on High Street. An unknown offender smashed a rear window and searched a property on Yewlands Drive but it was unclear what had been taken (this crime report was duplicated). A disabled young person in Garstang reported being verbally abused by a large group of youths both at home and outside. Unknown offender(s) have forced entry to property on Croston Road by throwing a large rock from the garden through a ground floor window. They have searched several rooms moving several items. Offender(s) have left via same entry point taking some property with them. Unknown offender(s) approach a large agricultural barn on a remote farm complex in a semi rural location off Black lane, Nateby, in a van or similar. Using bolt cutters offenders removed the padlock from the main barn doors allowing access to the barn where a large quantity of tools and equipment were removed. The offenders made off undetected. Another male was assaulted outside a pub on High Street. The offenders of the assaults at or near to the public houses will be barred from all member pubs of the Pub Watch Scheme. A domestic assault which resulted in the victim falling down stairs led to the offender being arrested. Storage boxes were rummaged through inside a garage that was broken in to on Marshaw Place. A house on Hereford Avenue was broken in to by the offender climbing a six foot fence to enter the rear garden and then smashed glass to a patio door to gain entry to the property. The house was searched and computers, money and jewellery were stolen. The offender has then left undetected. Two siblings have been in an altercation which led to one assaulting the other on the Hazelhurst estate.

**ASB** – A group of youths was reported to be messing about with trollies at Booths. A group of youths was reported to be making gestures to throw bottles at passing cars near Booths. A female in Garstang reported a group of youths shouting verbal abuse outside their home. Two youths were reported to be pointing laser pens at cars being driven along Croston Road. Youths congregating on the Discovery Centre car park were reported for throwing food and bottles at each other and disrupting the buses as they were passing through High Street. A number of birders were causing disruption to a resident on Hoole Lane, Nateby due to spotting a rare bird in the vicinity! Inconsiderate parking caused upset to a resident on Wyreside Close. Four cars were seen razzing about on Booths car park.