Councillors

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 10 July 2017 at 7.30pm.

E Parry
Town Clerk
5 July 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 minutes of the Town Council meeting held on 19 June 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 Clerk is reminding Cllrs of standing orders applying to public question time:
   1g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
   1h In accordance with standing order 1(g) above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

Police report – Sgt Freaney

Please find attached information (detailed after the minutes) about the crimes and ASB incidents that have been reported during the month of June 2017 (for Garstang).

Due to a number of complaints about the monthly figures, the impact of the length of time it takes me to follow up those complaints and the fact they are changeable as both the number of detections changes over months, sometimes years as well as the numbers of crimes that get reported after the month I have reported on, which include historical crimes and that some of the crimes once fully investigated turn out not to be crimes, I have been advised by the Senior Management Team that I should only be sending out a summary of the crimes and ASB that is reported each month as that is a more accurate update.

The feedback that I have received from some councillors is that the crime and ASB summary is of more value due to the fact it explains what the actual incidents are rather than just looking at figures, which can clearly change!

However through Data Audit and Freedom of Information the numbers of crimes are still accessible on the Police UK website, albeit that it is about three months behind my monthly update.

This is the link for the Police UK website is https://www.police.uk/

I hope that you understand that I want to provide as up-to-date and accurate information as possible which the summary of the crimes and ASB provides.

Your understanding is much appreciated as always.
5. Unauthorised Signage within Garstang Conservation Area – for information

Further to minute 242(2016-17), the following response has been received from Wyre.

6 June 2017  Case Ref:  17/00117/ENF

Alleged breach of planning control: unauthorised signage

Location: Various locations within the Garstang Conservation Area

Thank you for reporting the above.

I will investigate the matter to decide, firstly, whether there has been any breach of planning control. If there is no breach of planning control, I will not be able to take any action under the provisions of the Town and Country Planning Act. However, I will inform any other departments of the Council or other agencies who may have an interest in the matter.

If there has been a breach of planning control, we will then consider whether any action is justified. To decide that, we will have regard to relevant central Government guidance and council policies and consider whether harm is being caused to the amenity of local residents or to the character of the area.

In any event, I will let you know the outcome when such investigations are concluded. In some cases the investigation can take a long time to be concluded. However, I will let you know about the progress of my investigation within 28 days from the date of this letter.

If you have any enquiries, or would like more information about the case, please contact me on 01253 887289.

For more information about our planning and enforcement service, including our Enforcement Policy, please visit our website www.wyre.gov.uk

Mrs Charlotte Parkinson Planning Enforcement Officer

6. Long Stay Parking, High Street car park – for information or, if required, decision

Further to minute 277(2016-17) whereby the Council agreed that the TC should write to Wyre Council asking them to note the importance of maintaining a long stay parking facility at the site, for the reasons cited above; the following reply has been received from Mr Payne, CE, Wyre Council.

In respect of the car park once the development is complete the Council will continue to manage the public car parking area and the terms and conditions will remain the same (including long stay provision).

During the demolition and construction phase the developer will be required to use their best endeavours to keep the car park open but if the car park needs to be closed in its entirety (for example for resurfacing) then the developer is required to give us 5 working days’ notice.

Demolition is likely to take between 12 and 16 weeks and construction works (including car park re-configuration/resurfacing) 54 weeks.

I would not object to the existing boarded up windows being painted with flowers as part of Britain in Bloom and as for other matters I will leave that to Rowena to respond.

The Council are asked to acknowledge receipt of the letter and determine whether a further response is required.

7. Community Centre – Cllr Cornthwaite – for decision

http://www.wyre.gov.uk/meetings/meeting/639/planning_committee

Following the decision by Wyre Borough Council (WBC), to sell the former Garstang Rural District Council (GRDC) Offices, Councillor P Murphy attended a meeting of Garstang Town Council on 20 May 2015. During the meeting, which was attended by a large number of residents, Cllr P Murphy stated that following the sale of the former Council Offices some of the proceeds of the sale would be allocated to the parish councils which constituted the former GRDC. The monies allocated to be used for projects within the parishes. It was suggested to Cllr Murphy that the monies should be allocated on a basis which took into account the length of time GRDC had owned the building and the relative size of the constituent parishes of the GRDC, thus ensuring an equitable distribution of the proceeds from the sale.

Also during this period WBC was looking for alternative venues for a Community Centre for Garstang. Cllr P Gibson (Leader WBC) stated publically that £150k would be made available to complete St Thomas’ Parish Hall, to enable it to become a community hub.

To date there has been no further mention of the amount of monies to be allocated to the parishes of the former GRDC and the £150k contribution towards the completion of St Thomas’ Parish Hall has not been made.

In view of Councillor P Murphy’s public commitment to allocate monies to the parishes and Cllr P Gibson’s willingness to consider contributing £150k towards St Thomas’ Parish Hall
the TC needs to ascertain how much money WBC will make available to the TC for use on projects within the town.

Proposal
That the TC writes to WBC to ascertain;
1. The basis upon which the allocation of monies to be paid by WBC to the parishes of the former GRDC will be calculated
2. How much the TC will be allocated?
3. Further to minute 011(2017-18), 19 June 2017, the TC should follow up what happened to the £150k contribution that was promised to St Thomas’ new parish hall.

8. Lancashire Association of Local Councils
73rd Annual General Meeting 2017, to be held on Saturday, 18 November 2017 at 10am at County Hall, Preston. Your Council is invited to send 2 voting representatives (1 of whom may be the Clerk). You may also send additional non-voting representatives. Nearer the time we shall be sending you copies of the Agenda, Annual Report & Accounts. Will you please complete the enclosed booking form and return it to us as soon as possible and at the latest by **Friday 27 October 2017**. The programme for the day is as follows:

- 10am Opening of Meeting, followed by Speaker (CPRE), Formal part of the business of the AGM
- Resolutions, Open Forum
- 3pm Meeting closes

9. Council vacancies
(a) Vacancy left by outgoing Cllr L Harter.
Two applications have been received. Further to minute 297(2016-17); 15 May 2017, the Clerk is suggesting that the applicants are invited to attend an extra-ordinary meeting on 25 September 2017.

(b) Vacancy left by outgoing Cllr Gilmour.
The last date to request an election to fill the vacancy is Monday 10 July 2017. The Clerk will provide a verbal update at the meeting to see if any representations have been made to Wyre. If not it proposed that, by Cllrs Ryder and Hynes, that the vacancy is advertised by publishing leaflets and distributing them at the Keple Lane Fun Day (17 September) and the library. The closing date for applications would be 10 October with an extra-ordinary meeting scheduled for 23 October 2017.

Cllrs Ryder and Hynes are proposing that the task is delegated to the Clerk and the Mayor and deputy Mayor to spend up to £30 to print A5 leaflets using section 111 of LGA 1972.

10. Fell View open space – for information and decision
Further to last month’s meeting the following response has been received from Jane Ferguson, Senior Parks Development Officer at Wyre Council.
The planning designation as public open space doesn’t empower the council to enforce the owner to cut the grass or manage the land. The land owner has a duty of care under the Occupiers Liability acts 1957 and 1984 to ensure that no reasonably foreseeable harm comes to anyone using or entering his land. These though are matters resulting in civil law and not ones the council can administer or advise on.

A copy of the planning approval has been circulated by email.

Mr Simmons has been in touch with the Clerk and suggested that I can't really see that the cutting will affect the litter or dog mess either way, and we have arranged to have the site inspected to prevent it becoming a health hazard. Possibly if the residents are not happy with the aesthetic look, and wanted to cut the grass themselves, we would have no objection.

I thank you for your work so far, and would be obliged if you would let me know what Wyre Council say.

As there is not a meeting scheduled for August, Cllr Ryder has asked the Clerk for further information about the grass cut carried out by the Lengthsman.

The cost of cutting the grass for last year 2016 - £423.00

The estimated bill for this year (2017) £18.50/hour * 1 hour/fortnight from 1 April – mid October 15 cuts =£277.50.

In light of Wyre Council’s response, Cllr Ryder is proposing that in light of the complaints received from local residents, the Town Council pay the difference in monies of £145.50 to allow a grass cut of the whole area of the open space to maintain the standard of previous years.
11. Local Council award scheme
Further to a meeting with the Mayor and Deputy Mayor, the Clerk raised the subject of the above scheme. The last update was in November 2015, whereby it was agreed that the Local Council award scheme was not a priority in the Clerk's appraisal objectives. It was agreed that it would be reviewed in 12 months' time. The Mayor, deputy Mayor and Clerk are proposing that the scheme is looked at again to see what level the Town Council could strive for. The Level of award, to attain for, will be brought to September's meeting, whereby the Council would need to register online with NALC (£50 registration fee). The fees, of the 3 different tiers, can be found on page 21 of the following document: http://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016.pdf/file
For ease, the Clerk has circulated a pdf document outlining the different tiers and criteria.

12. Wyre Council application for festive lights grant 2017/18 – for decision
Similar to last year, Wyre Council are inviting the Town Council to apply for a grant towards the costs of providing the festive lights in Garstang. A copy of the letter has been circulated to Cllrs. The Town Council are asked to approve that the form (detailed on the link) is delegated to the Clerk to complete, along with Cllr Harter and Mr D Carr of the Chamber of Trade. The closing date is 1 August 2017. http://www.wyre.gov.uk/downloads/200456/community

13. Planning Committee (report from the Chairman on the meeting held earlier in the evening).
The following application was considered:
   a) Application Number: 17/00579/OUTMAJ
   Proposal: Outline application for the erection of up to 26 dwellings and up to 24 apartments for the over 50's following demolition of existing buildings with access applied for off Kepple Lane (all other matters reserved) Dunollie, Kepple Lane Garstang
   b) Application Number: 17/00030/FUL
   Proposal: 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

14. Council surgeries – for information and decision
   For information 1 July 2017 - Cllrs Hesketh and Perkins will provide a verbal update.
   For decision - Replacements for needed for resigned Cllrs Gilmour and L Harter
   2 September Gilmour & Webster
   4 November - L Harter and Perkins

15. Town Council Good Work in the Community Certificates/Awards – for decision
At the April council meeting it was resolved that Cllrs Gilmour, Ryder and a member of the Youth Council, to form a working party and organise the awards. The awards would then be advertised at the appropriate time via the council website, the courier and the monthly report in the green book.
With the resignation of Councillor Gilmour a replacement councillor needs to be nominated.

16. 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.

17. Trade Union Pay Claim – for decision
LALC have forwarded the email below from Jonathan Owen, Chief Officer of the National Association. The Clerk has also forwarded to Cllrs an email with further background information.
How does the Town Council wish to respond?

   Trade union pay claim
   • The local government unions’ have this week submitted a pay claim which I am keen to consult on with county associations and local councils.
   • The pay claim (attached) for 2018/19 includes a 5% increase on all NJC pay points,
the deletion of NJC pay points 6, 7, 8 & 9 (the deletion of these pay points to occur after the 5% increase has been applied to ensure that no NJC pay points fall below the Foundation Living Wage rate of £8.45 per hour), and would apply the deletions of the NJC pay points to the GLPC pay spine (i.e. to delete Inner and Outer London pay points SCPs 6-9).

Meeting the pay claim in full would increase the national pay bill for councils in England, Wales and Northern Ireland by £559m, according to the National Employers, who have issued the below statement from its chair Cllr Sian Timoney:

"We will be consulting with councils in the coming weeks on pay across the workforce and in particular how we can meet the challenge of the Government’s proposed level of the National Living Wage over the next few years. The unions’ claim will form part of the consultation. We recognise that public sector workers have had lower than average pay awards for a few years now, but local government continues to face significant financial challenges so we are surprised that the unions are seeking such an ambitious pay award. Local government has lost more than half a million jobs in recent years and meeting this claim would result in many more such job losses."

I am extremely keen to get feedback and comments from county associations and our councils on what impact the staff side proposals would have on you, please can you get back to me by 31 July 2017. I would be grateful if county association colleagues and clerks could ensure this information is communicated on to all councils and councillors.

18. 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 (15/6/17 – 5/7/17)</td>
<td>tbc</td>
</tr>
<tr>
<td>David Lee – Excavation works for steel containers</td>
<td>384.00</td>
</tr>
</tbody>
</table>

Electronic payments to be made from the HSBC account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM Revenue month 1-3 incl 2017</td>
<td>1,925.65</td>
</tr>
<tr>
<td>Mowerpoint servicing Lengthsman equipment</td>
<td>47.10</td>
</tr>
</tbody>
</table>

Cheques issued on 4 July (since the last Town Council meeting)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kepble Lane Park Trust (minute301(2016-17)</td>
<td>246.00</td>
</tr>
</tbody>
</table>

b) Statement of Accounts, 29 June 2017 - for information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC Current account</td>
<td>£ 2,261.46</td>
</tr>
<tr>
<td>Royal Bank of Scotland</td>
<td>£ 1,397.02</td>
</tr>
<tr>
<td>HSBC Reserve account</td>
<td>£ 88,654.57</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>£ 30,000</td>
</tr>
</tbody>
</table>

19. Finance Committee meeting 4 July 2017

The Finance Committee are asked to approve the minutes of the meeting held on 4 July 2017 (enclosed).

Full Council are asked to approve the recommendation made at minute 008(2017-18) Insurance of steel containers. The recommendation, to Full Council, from the Finance Committee would be to amend the policy and defer the premium of £24.90 until the next renewal date, without requiring a new policy schedule to be issued.

20. Written reports from Outside Bodies (information only)

Brief notes on Wyre Flood Forum meeting and Garstang Flood Group - Cllr Hesketh

The draft Local Plan will include a Strategic Flood Risk Assessment which is considered as equal to or more important than the highways A6 corridor.

The Wyre Natural Flood Risk Management Report should be available by the autumn. The EA are, with partners eg Natural England, Rivers Trust, United Utilities, Forest of Bowland, LCC, landowners, looking at the opportunities to slow the flow into the Wyre. There has been work done and plans are being laid for the future on peatland restoration and creating wetland areas, especially in the Abbeystead and Bleasdale estates. The Abbeystead estate is interested in proposals which will help downstream. However this is a long term plan as apart from funding issues there is a limited window of time each year for work to be done because of winter, nesting etc.

Other issues being examined include re-meandering the river, looking at areas where the river is now too deep so that natural flood plains are not being used, more tree planting, stabilising banks etc. A lot of work is being done on gathering the evidence and modelling interventions to pinpoint the best
areas for future work/investment. Again this is a long term solution. Discussions are needed with landowners and those with riparian responsibilities. But the more social, economic and environmental benefits (carbon retention, bio-diversity, flood management) can be identified then access to more funding may be available.

An initial 4 page draft of the Upper and Mid Wyre review will be sent by email shortly as will the River Wyre Flood Incident Review of the events in August 2016. I have a paper copy of the latter if councillors wish to see it. Any feedback and questions from this report should be sent to Paul Bond from the EA by mid-July. I will collate a response if councillors want to send their comments/questions to me.

Plans are in place to install Kirkland Bridge telemetry by this winter. This will enable the EA to factor in the effect of the Calder on the Wyre.

Home Field Garstang. Enforcement action is still being considered. The watercourse goes under the highway onto open space land. LCC clear the culvert under the highway but investigations on going on responsibilities for the open space (is it developer, houseowners’, LCC? ). It becomes more complicated also if water voles, frogs, newts on the land.

The Garstang Flood Action Group is not making much progress because of lack of people willing to get involved and help develop plans etc. There is no chair, secretary at present and only 2 volunteers to be flood wardens. All those who have attended meetings of the group previously have been contacted to ask them to reconsider and become more actively involved.

Fairtrade report - Cllr Ryder

Fairtrade (Press) Report - GARSTANG SUCCESSFULLY RENEWS FAIRTRADE STATUS

Garstang has successfully renewed Fairtrade Town status for two years, following its ongoing commitment to promoting Fairtrade principles.

The Mayor of Garstang, Councillor Peter Ryder accepted the certificate on behalf of the town and said “I am delighted that Garstang has renewed its Fairtrade town status. Garstang should be proud to be the world’s first trade town and it is an honour to accept this certificate”

Members of Garstang Fairtrade Steering Group at the AGM on 30th May committed themselves to continuing to promote Fairtrade in the area, expanding their membership and continuing to work closely with the local schools.

Garstang was first awarded the Fairtrade status in 2001 in recognition of the strong support within Garstang and district. The Steering Group would like to thank all those shops, businesses, organisations, the council, faith groups and schools who have made this possible by the promotion of Fairtrade products.

The Chair of Garstang Steering Committee, Mrs Ruth Bruce commented that the Town and the Community should take a great deal of pride in the accolade of being the First Fairtrade Town in the World as it was internationally recognised as such. However, the status as a Fairtrade Town would only continue if all sections of the community continued to support Fairtrade. Where ever you see the FAIRTRADE Mark you are guaranteed that the products meet economic, social and environmental standards making it the most widely recognised ethical mark worldwide.

Mayor, Councillor Peter Ryder was also handed a unique award made from Fairtrade silver and given to the town by the Fairtrade Foundation “to thank Garstang for their unique contribution to the success of Fairtrade in communities and beyond.” It is hoped that this plaque could be displayed in the proposed Garstang Heritage Centre.

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

Borough Cllr Atkins
I attended the Wyre Council Armed Forces Raising of the Flag Ceremony
Garstang Armed Forces Flag Raising
Nateby Parish Council Meeting
Cabinet Meeting

Borough Cllr Balmain – convalescing after surgery
Borough Cllr Collinson – no report received

County Cllr Turner – no report received

22. Mayor’s engagements (information only)

25th May Mayor & Mayoress Churchtown Gala
29th May Mayor & Mayoress Garstang Children’s Festival
30th May Mayor Fairtrade AGM
3rd June Mayor & Mayoress Catterall Gala
11th June Mayor & Mayoress Civic Sunday
12th June Mayor Anne Humphreys Funeral
22nd June Mayor & Mayoress Armed Forces Day
23. Exclusion of the Press and Public
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, the Council may resolve to exclude the press and public to discuss the following items relating to staff working arrangements.

24. Staff working arrangements

25. 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 18 September 2017 by notifying the Clerk by 8 September 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 – Ryder
Councillors: Brooks, Cornthwaite, Halford, Hesketh, Hynes, Salisbury and Webster

Also present: County Cllr Turner, Wyre Cllrs Atkins and Collinson and 3 members of the public

008(2017-18) Apologies for absence
Cllrs Harter and Perkins.

009(2017-18) Declaration of Interest
Fell View grass cut – pecuniary interest, Cllr Cornthwaite; home property shares a boundary with Fell View.

010(2017-18) Minutes
A copy of the minutes of the Town Council meeting held on 15 May 2017 and the Town Council Annual Town Council meeting held on 25 May 2017 had been circulated.
Resolved: The minutes were confirmed and signed as a true record.

011(2017-18) Public Participation (including a police report)
The meeting was adjourned to allow a member of the public to speak. Points raised included:
a) his disappointment that, referring to minute 298(2016-17), the suggested letter had not been sent to Wyre Council.
b) when were the Town Council going to discuss the issue of the 150k that had been promised to St Thomas’?
c) that the Town Council should be involved in the discussions at Wyre of setting parameters for the site development e.g. not allowing site works at the weekend, ensure that with the site works that the reduction of car parking spaces is kept to a minimum and that entry is maintained onto the long stay car park. The response to this point was that the conditions had been approved with the planning approval and that these conditions need to be enforced.

The Clerk suggested that the community centre working party get together to put together an agenda item for the next meeting on 10 July, relating to the £150k figure; Full Council agreed.

The proceeds of the sale of the community centre was also to be discussed and how any forthcoming monies would be divided back to the relevant parishes.

Cllrs acknowledged receipt of the police report for May 2017. The report also included the following. May saw the start of the gala and festival season, with Scorton, Churchtown and Garstang all being policed without incident. Although there have been some horrendous terrorist incidents in London and Manchester please be reassured that we are doing our best to police every event locally. Please continue to be vigilant and to encourage the reporting of suspicious incidents on 101 or 999 in an emergency or ring Crime Stoppers on 0800 555 111 or phone the police Anti-Terrorism Hotline on 0800 789 321.

012(2017-18) Planning application 16/00550/FULMAJ
The Clerk had circulated the response from Wyre relating to the petition that had been submitted to Wyre Council [minute 275(2016-17)],
Resolved: The Council acknowledged receipt of the letter. No further response was required.

013(2017-18) Council Agenda for monthly meetings
Cllr Brooks proposed that the agenda should be published one clear week prior to the meeting i.e. the second Friday before the meeting in line with all agendas published by Wyre Council.
Resolved: The Council resolved to keep the current arrangements and publish the agenda on the Wednesday prior to the Monday Council meeting.

014(2017-18) Towpath Renovation Project
Cllr Hesketh spoke about the recent consultation meeting that he and the Clerk had attended on 15 May. All parish and town councils were asked to review the outline document that had been produced by Wyre Council and make any comments/corrections. Councils were also asked if they would support the project in principle. Wyre is not asking for any financial commitment at this stage.
Resolved: The Town Council agreed to send the following response to Wyre Council. Garstang TC has reviewed the document issued at the meeting on 18 May and has only a couple of observations:

a) Moss Lane Bridge - Garstang TC is writing to LCC asking them to investigate the provision of a footbridge at this location because of increased road usage following the opening of Aldi and proposed housing developments. It is becoming more dangerous for pedestrians. If a footbridge was built it may help with the provision of ramp access to the towpath.

b) Garstang TC did not identify improvement to access at Kepple Lane Bridge in its original response. Would you please let the TC know what is proposed/suggested at this entry point? As far as the project as a whole is concerned Garstang TC would in principle welcome the investment as it would be beneficial to both residents and visitors alike, making the canal more user friendly and improving health and well-being. As such the project has this Council's support. The question of making any (minor) financial contribution could only be discussed at a later date when more information is available.

015(2017-18) Arts Festival
The Town Crier had provided an update for the Town Council. The Arts Festival is due to take place in August, which includes the Town Crier competition. The Town Crier has ordered the trophies from Carrs and hoped that the Town Council would be prepared to fund them. The cost is £60 which will be offset from the income received from 3 talks which are booked in over the next few months.
Resolved: The Town Council approved the expenditure of purchasing the trophies. The cost to be offset against the income generated by the Town Crier.

016(2017-18) Garstang Scarecrow Festival
Cllr Webster spoke about her idea of the TC organising a Garstang Scarecrow Festival. It would be an event that would require the involvement of the residents of Garstang and need lots of organising and promotion. Cllr Webster was keen to involve Garstang Independent Traders & Chamber of Commerce.
Resolved: The Town Council supported the idea in principle. Cllr Webster was asked to seek the views of the prominent trading/community groups in Garstang and report back to the next meeting. It was envisaged that a working party would be set up to organise the event.

017(2017-18) Mayors blog and access to Instagram
Cllr Ryder spoke of his intention to set up a mayoral blog. The blog would be for information purposes of what events and invites the Mayor is invited to and attends along with a brief write up. It is not intended that the blogs will be political or controversial. The blogs will adhere to the TC’s social media policy. It is also intended that the mayor and other nominated councillors have the ability to upload pictures to the gallery on the website via Instagram.
Resolved: The Council approved the mayor’s blog and that a RSS feed to the blog is set up. The Council further resolved that the mayor and Cllrs Halford, Hynes and Webster have access to Instagram.

018(2017-18) Lane Park re Boot Camp
The Clerk informed the Council that an enquiry had made with Cllr Harter from a lady, who wishes to run a bootcamp on Kepple Lane. She is provisionally looking at starting from the end of June 2 sessions (Wednesday evening and Saturday morning). She will be charging £5/person/session and offered a donation to the Trust of £1/person/session. The Clerk and Cllr Harter had looked at the lease documentation between the TC and the Trust. The Trust wished to proceed with the request as everything looks in order. The Clerk had circulated a copy of the lease agreement for Cllr information.
Resolved: The Town Council noted and supported the request. Cllr Brooks commented that the lease document should be reviewed as there could be an irregularity in the documentation. The Mayor asked that this should be brought to the next meeting as an agenda item.

019(2017-18) Resignation of Cllr Joe Gilmore
The Clerk had received notification from Cllr Gilmour that he has decided to resign from the Council.
Resolved: The Mayor thanked retiring Cllr Gilmour for his work whilst on the Town Council. The Clerk was asked to follow inform Wyre Council of the vacancy.
020(2017-18) Fell View grass cut (this item was taken earlier in the meeting after public participation)
The Clerk reported that further to last month’s meeting whereby the Council agreed to the request from the land owner to reduce the grass cut to just a 1m edge every fortnight, complaints had been received from a number of residents from Fell View. With the reduced grass cut, residents were concerned about an increase in litter, dog foul and the aesthetic look of the open space.  
**Resolved:** The Town Council agreed to write to Wyre Council and see what planning conditions were detailed in the planning approval of the Fell View development.

021(2017-18) Clerk appointment onto Executive Committee of the SLCC  
The Town Council were asked to approve that the Town Clerk be a member of the Executive Committee of the SLCC (Lancashire Branch). The time commitment would be to attend a quarterly Exec meeting.  
**Resolved:** The Town Council approved that the Clerk be appointed onto the Executive Committee of the SLCC.

022(2017-18) Local plan and pipelines – correspondence from Forton Parish Council (FPC)  
The Clerk had circulated correspondence from FPC regarding the high pressure gas pipelines. FPC has suggested that Wyre have indicated that they may be prepared to provide the pipeline plan which shows where the pipeline is.  
**Resolved:** The Clerk was asked to write to Wyre Council to seek a copy of the pipeline plan so that it could be checked against planning sites in Garstang.

023(2017-18) Neighbourhood plan  
Cllr Brooks reported that the Neighbourhood Plan had come to a standstill. The last action was to contact our direct neighbours asking them if they would like to join with us in our application. The Clerk has not received any replies. The Clerk was awaiting information from the working party to reply to Catterall PC.  
**Resolved:** The Mayor requested that a project plan be brought to the next meeting showing detailing timeframes etc. The Mayor pointed out that an outline project plan had been forwarded to Cllr Brooks.

024(2018-19) Social Media approved policy  
The Mayor reminded Cllrs of the approved policy and that any comment made on social media should abide by the policy.

025(2017-18) Planning Committee  
Cllr Webster reported on the Planning Committee meeting held earlier that evening.

026(2017-18) Garstang Youth Council – Youth Cllr Myles  
The Town Council were asked to acknowledge receipt of the outgoing Young Mayor’s report  
**Resolved:** The Town Council wished to congratulate Youth Cllr Myles on his report.

027(2017-18) Finance  
(a) Cllrs approved the following payments.  
**Royal Bank of Scotland Bank account**  
Payee | Amount  
--- | ---  
000011 | Mrs E Parry - Clerks expenses (11/5/17 – 14/6/17) | 177.39  
000012 | Houghtons Filling station | 32.49  
000013 | The Flower shop – Mayor making bouquets | 34.00  
000014 | Wyre Council | 6,334.80  
000015 | Maintenance of 2 playing fields for 2016/17 – 4,894.80 |  
000016 | KL Park playground inspection & maintenance – 1,200.00 |  
000017 | Kepple Lane Park Emergency tree removal 200 (net) |  
000018 | ADAM appeal (Young Mayor charity monies Oct 16/17) 530.16 |  
000019 | JR Plant Ltd; Crane hire container 24/5 | 360.00  
000020 | Epilepsy Research UK (Outgoing Mayor’s charity – see *) 665.00 |  
000021 | Cancer Research UK (Outgoing Mayor’s charity – see *) 665.00 |  
000022 | Cllr Ryder, Mayor’s allowance | 477.71  
000023 | Cllr Ryder – reimbursement refreshments Civic Sunday 50.20 |  
000024 | United Reformed Church – donation for Civic Sunday 20.00 |
Electronic payments to be made from the HSBC account
E0008 Garstang St Thomas Hall – Mayor making 25 May 50.00
Printmob 217.00
E0009 Invoice 1720 167.00 Moss Lane questionnaire 253(2016-17)
E0010 Invoice 1727 50.00 service sheets Civic Sunday
E0011 Colin Cross Printers – ink cartridges 129.70

Cheques issued on 25 May (since the last Town Council meeting)
000010 Lancashire Police office rental (Nov 15 – April 17) 2,100.00

Electronic payments since the last Town Council meeting
Lion containers minute 300(2016-17) 7 & 11 June 6,204

Income received - Royal Bank of Scotland Bank account
* Cllr Cornthwaite – Mayor’s charity monies
  11 May 856.00
  12 May 474.00

The Cllrs noted the statement of accounts for April and May
Statement of Accounts, 30 April 2017
HSBC Current account £ 1,684.50
Royal Bank of Scotland £ 1,488.84
HSBC Reserve account £ 112,647.80
Money Market Account 1 year £ 30,000

Statement of Accounts, 31 May 2017
HSBC Current account £ 8,191.88
Royal Bank of Scotland £ 711.29
HSBC Reserve account £ 102,647.80
Money Market Account 1 year £ 30,000

028(2016-17) Written reports from Outside Bodies

Fairtrade Report – Cllr Ryder
The chair gave the below report at the AGM on the 30th May:
“The group congratulated Mary Cammack on her successful term as Chair of the Group. During this time
she had also chaired the Lancashire Fairtrade Steering Group so double congratulations were in order.
Her hard work and dedication will be a hard act to follow.
The chair was concerned that the membership of the group was shrinking and that unless we address
these issues by 2019, if there will be no Steering Group and Garstang will loose its Fairtrade Status. We
need to start addressing these issues now and achieve a bigger and broader membership.
Another event in 2019 will be a resubmission of the Renewal form to the Fairtrade Foundation
which will cover our activities from January 2017-2019 for assessment To quote from the submission made
in January 2017, we committed ourselves to helping every local school achieve Fairtrade Status and to
review our Fairtrade knowledge survey and move it on line or social media setting. Both these will require
a team effort.
Having checked the latest edition of the Constitution, Ruth realised that this also required a rewrite. This
will be looked at during the coming year with hopefully Stuart McPhillips acting as consultant. Input from
the group will be required.
One activity she will be undertaking is a survey to ask people on the email list if they wish to be full
members of the Group. Friends of the Group or deleted from the list. Other questions would be included
and members are asked for questions that they think are pertinent”

One action from the meeting was for Peter Ryder to approach the Youth Council for a nomination for a
Young Person Representative on the Fairtrade committee.

029(2016-17) Written reports from Wyre and Lancashire County Councillors (information
only)
Borough Cllr Atkins - Nothing to report.

County Cllr Turner
I have been pursuing the following:
a) the possibility of a footbridge at Moss Lane. The response from Officers is:
Highways officers are aware of the concerns in this area and I can confirm that investigations are currently taking place with regards to this matter. As such, I shall endeavour to provide you with a detailed response when our investigations have concluded.

b) the issue of a replacement pedestrian crossing in place of the current zebra adjacent to Booths. To add a bit of weight to the latter, Barnacre with Bonds PC also complained about this issue so I have put their concerns forward also. The response from Officers is:

Any request to install or upgrade a pedestrian crossing would need to meet a specific criteria before it can be passed through for consideration for funding from the Local Safety Scheme. An evidence based approached is used to target areas which have a persistent problem with collisions. This location has no collisions recorded in the last 5 years and as such it would not be possible for this area to be considered as part of the Local Safety Scheme. However, any proposed new developments as mentioned in your email below will be considered by our Developer Support team to look at issues that may affect the highway. As such, I have passed on your comments to the relevant officers for consideration.

On a separate matter, but which affects Garstang I have raised concerns about the continued traffic congestion at Broughton which seems to have gone on far too long and is causing many people problems in the Garstang & wider area. For me the problem with all the above seems to be the lack of or slow response rate from Highways which is something I have raised with the new Cabinet Member who covers Highways. There is a resolve to get this aspect functioning properly once more…watch this space!

030(2016-17) Mayors engagements
25th May  Mayor & Mayoress  Churchtown Gala
29th May  Mayor & Mayoress  Garstang Children’s Festival
30th May  Mayor           Fairtrade AGM
3rd June  Mayor & Mayoress  Catterall Gala
11th June Mayor & Mayoress  Civic Sunday

031(2017-18) Town Crier’s engagements
May 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>4.5.17</td>
<td>URC Charity Coffee Morning</td>
<td>AM</td>
<td>2.5</td>
</tr>
<tr>
<td>6.5.17</td>
<td>Walking Festival Launch</td>
<td>AM</td>
<td>2.0</td>
</tr>
<tr>
<td>8.5.17</td>
<td>Radio Lancs. Broadcast from TIC</td>
<td>PM</td>
<td>1.0</td>
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<tr>
<td>19.5.17</td>
<td>Arts Festival Meeting</td>
<td>AM</td>
<td>2.0</td>
</tr>
<tr>
<td>25.5.17</td>
<td>Mayor Making</td>
<td>PM</td>
<td>2.0</td>
</tr>
</tbody>
</table>

032(2017-18) 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 10 July 17 by notifying the Clerk by 30 June 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 21.10
Information regarding crimes and anti-social behaviour for each area of Garstang and Over Wyre reported in June 2017

WB46/BC04 – Crimes – A female reported that she had been assaulted in a family dispute at The Moorings. An unknown offender smashed a rear door window at a property in Yewlands Drive and stole jewellery and computer equipment. A customer at Mama Mia’s reported being racially abused while in the restaurant. An unknown offender stole a bank card from the cash machine in Booths while the owner was distracted. An unknown offender entered a property on Calla Drive via an insecure door but left when the alarm was activated. An unknown offender opened the unlocked door of a vehicle parked on Windsor Gardens and took the satnav mounting. An offender stole a quantity of alcohol from Booths by placing it in a trolley and leaving without paying. The motor and oars from an unattended dinghy at Garstang Marina were taken by unknown offenders. An unknown intoxicated offender racially abused a taxi driver in a dispute over a fare in Parkside Lane, Nateby. An unknown offender took a washing machine from a property being built on Kepple Lane. A resident of Grizedale Avenue reported that eggs had been thrown at his car while it was parked on his drive and at other properties around the area. An offender with legitimate access to a house on Longmoor Lane has approached bedside drawer in aggrieved bedroom and removed music festival tickets from within drawer and made off undetected. An unknown offender has approached a victim’s pedal cycle which was left insecure on High Street. The offender has then removed the green and white mountain bike making good their escape. An unknown offender approached a road safety sign stored in Garstang County Primary school grounds and made off with same undetected.

ASB – An employee at the Children’s Society shop reported that a male who had been told to stay away as he was suspected of shop lifting had returned. A resident in Cambridge Drive reported receiving a phone call which was difficult to hear but appeared to contain threats. A male in Moss Lane reported that a youth had been throwing eggs at properties in the area. A resident on Croston Road reported his neighbour playing very loud music and, in a second report, that other neighbours were banging on the door and threatening to break the door down if the music wasn’t stopped. Eggs were thrown at a number of shops and cars in the town centre. A witness saw five males around 17-19 years old throwing the eggs and drive off in a blue coloured Fiat Punto.
Garstang Town Council Finance Committee
7.30pm, 4 July 2017
Meeting room - Garstang Library

Cllrs Cornthwaite, Halford, Harter and Hesketh

001(2017-18) Election of Committee Chairman
Cllr Halford was elected Chairman for the Civic year.

002(2017-18) Apologies
Cllr Ryder

003(2017-18) Declaration of Interests and Dispensations
No interests were declared.

004(2017-18) Public participation
No members of the public were present.
Cllr Cornthwaite read out an email from Cllr Brooks whereby questions were asked of the finance committee members. Other Committee members and the Clerk (Responsible Finance Officer) had not seen sight of the email.
A verbal response was provided to Cllr Cornthwaite. He offered to respond to Cllr Brooks copying in the Finance Committee members and the Clerk.

005(2017-18) Minutes
A copy of the minutes of the Finance Committee meeting held on 10 January 2017 had been circulated.
Resolved: The minutes were confirmed and signed as a true record.

006(2017-18) Income and expenditure account year 2017/18
The Committee were asked to approve the following:
(a) Bank reconciliation month ending 29 June 2017
(b) Summary receipts & payments (1 April to 29 June 2017)
(c) Income/Expenditure Report (1 April to 29 June 2017)
(d) List of payments and receipts from the cashbook (1 April to 29 June 2017)

The Clerk had provided the Committee with a statement of receipts and payments for the quarter under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.
A copy of the cashbook had also been circulated.
The Clerk reported that prior to the Committee meeting, earlier that evening, Cllr Hesketh had verified the bank reconciliations (for all accounts) produced by the RFO. He had signed the reconciliations and the original bank statements as evidence of verification.
There were no exceptions to report; adhering to financial regulation 2.2.

(a) Bank reconciliation month ending 29 June 2017
Resolved: The bank reconciliations for the 3 cash books were approved.
(b) Summary receipts & payments (1 April to 29 June 2017)
Resolved: The payments were approved, with the agreement that the typo be amended as follows: left hand column should read 31 March 2017 not 2016.

Cllr Harter asked the Clerk to look at the EMR steel storage container figure that was shown as a negative (The Committee were aware that there had been an overspend on the EMR, and that overspend had been met by the reserves minute 300(2016-17)). The Clerk replied that she would seek advice from the accounts supplier how to complete/remove the negative figure. The Clerk reported that the last invoice for the works would be presented at the July Council meeting.

(c) Income/Expenditure Report (1 April to 29 June 2017)
i. The Committee noted that the £856 was shown against code 1895; Young Mayor charity monies. A journal transfer needed to be made to transfer the monies to the correct code of 1890; Mayor’s charity monies.
ii. The Clerk reported that for code 410; office accommodation, the 2,100 was for payment (Nov 15 – April 17). There would be an invoice for forthcoming rent of 1,400/annum.

iii. The Clerk reported that for code 4760; Playing field maintenance contract, no monies had been spent from last year’s allocation as the Town Council were invoiced in the new financial year. There was a possibility that the Town Council could be invoiced for this year’s maintenance in the current financial year.

Resolved: The income and expenditure report was approved

(d) List of payments and receipts from the cashbook (1 April to 29 June 2017)
Resolved: The list of payments and receipts from the cashbook (1 April to 29 June 2017) was approved.

There were no issues found that involved any recommendations to the Council.

007(2017-18) Garstang Festive Display, Wyre Council
The Committee noted that that an audit of the lights had been carried out (by Clerk to Stalmine with Staynall Parish Council), as requested by Wyre Council. The Clerk reported that a further letter had been received from Wyre Council, detailing that the grant application for 2017 Christmas lights was now open. The correspondence would be reported to Full Council on 4th July 2017 for Council decision.

008(2017-18) Insurance of steel containers
The Clerk reported that she had notified the insurance company of the recently purchased 2 steel containers at 5,170. The Clerk had added the asset’s to the TC’s asset register, but wondered what the implications were for the insurance.

The Clerk reported the following:
That the Hiscox Policy provides Public Liability Insurance automatically in respect of any assets that are either owned by the Council or which are their responsibility to maintain and this will therefore apply to the two steel containers.
If the Town Council also wish to cover these assets against loss or damage we can include them under the Outside Equipment category of the Property Buildings section. Please note that a £250 excess will apply to any one claim.
Based on a total value of £5,170.00 it will cost an annual additional premium of £24.90 including Insurance Premium Tax (IPT) to add these assets.
As the amount is very modest I can offer to amend the Policy and defer this premium until the next Renewal Date of the Policy on 1st April 2018 provided you do not need a new Policy schedule to be issued. If a new schedule is required we will need to charge £25.00 additional premium including IPT to cover the cost of issuing the documents.
Resolved: The recommendation, to Full Council, from the Finance Committee would be to amend the policy and defer the premium of £24.90 until the next renewal date, without requiring a new policy schedule to be issued.

009(2017-18) Date of next meeting
10 October 2017
Agenda items - Internal auditor, Insurance cover for War memorial.

Meeting finished 9.00pm