



Garstang Town Council

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Moss Lane
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Councillors

The Planning Committee will meet at 7.15pm, 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 3 December 2018 at 7.30pm.

E Parry
Town Clerk
28 November 2018

Please be aware that the public meeting may be recorded for the accuracy of the minutes.
Once the minutes have been approved (generally at the next TC meeting), the recording will be deleted.

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 November 2018.

4. Public Participation

The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.

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.

5. BECG, Built Environment Communications Group – for information and decision Background

At the planning committee meeting held on 19/11/18, application 18/00973/OUTMAJ Variation of conditions 7, 8, 23 and 24 on planning permission 17/00579/OUTMAJ to alter the approved housing mix, occupancy criteria, affordable housing and layout to provide 14 bungalows for the over 50's (C3 Use Class) and 36 retirement living apartments together with communal facilities, landscaping and car parking Dunollie, Kepple Lane, Garstang was tabled.

The Committee's resolution was:

The Council, in principle, object to the application. BECG, Built Environment Communications Group, have been invited to the next Town Council meeting on 3 December 2018, and the application will be discussed in more detail then.

The Town Council support the 2 resident's comments (on line at 19/11/18) and the Conservation Officer's comments.

For information

BECG works for McCarthy & Stone providing communications support for their proposed developments. At the request of BECG, representatives from McCarthy & Stone will be attending the meeting to meet with members of the Town Council to provide details about the proposal and how McCarthy & Stone intends to consult with the local community.

For decision

Following the presentation Cllrs will be asked to formulate a further response, if required, to Wyre Council on application 18/00973/OUTMAJ.

6. Garstang Remembrance Sunday arrangements

a) for decision - Cllr Brooks

At least three Town Councillors have received adverse comments from members of the public regarding this year's Remembrance arrangements especially concerning the timing of the Last Post and Silence which many assumed would be at 11.00am. This year's service finished at 10.45 am and some members of the public missed the only opportunity to honour the war dead.

Proposal;

1. That the Town Council assumes responsibility for organising the Towns' Remembrance Day activities.
2. That the Town Council calls and chairs a meeting in January 2019 of interested parties including The Royal British Legion, Churches of all denominations, uniformed services and organisations, civilian organisations with a view to agree a programme to be used at future Remembrance Day services and to allocate responsibilities.

b) for decision - Cllr Hynes

I and the Clerk met with Royal British Legion (RBL) representatives; David Brewin, Branch President and organiser of the poppy appeal, Mr J Stewart, Chairman RBL branch and Mr R Dunn Vice Chairman RBL branch and standard bearer on Monday 26/11/18 to discuss the remembrance service 2018.

They informed us that they have carried out a review meeting which looked at the morning parade, church service & remembrance service at the war memorial. There are a number of changes, that have been proposed, to improve the event for next year. Included in the proposals are improvements to time keeping.

It is clear that the Royal British legion is making every attempt, which includes working with the churches, schools, scouts, guides, cadets and leaders of community groups, to ensure that next year's event is enhanced.

I am proposing that the Town Council work with the RBL to support the Legion for the Remembrance Sunday events. The Legion has asked if the TC could take care of the paper work relating to the road closure and liaise with Wyre Council. It is also proposed that a site meeting takes place, about 8 weeks prior to 11/11/19, at the War Memorial to action any works/maintenance required.

How does the Council wish to proceed?

7. Proposed budget and precept 2019/20

Budget – for decision

Finance Committee members met with the Clerk on 26/11/18, whereby the Clerk presented a briefing paper relating to next year's budget. The recommendations that were discussed with the Clerk are detailed below.

The 2019/20 budget (V0.2 20181203) sheet details (bottom page 4), that the shortfall of income against expenditure is 74,265. This illustrates that the Council would need to precept for this amount, to carry out the proposed expenditure without dipping into general reserves.

The main points to note on the budget sheet are:

Code	Proposal 2019/20
4641 festivals contribution	1,000 allocated; to include 320 arts festival contribution, 500 scarecrow festival
4760 Playing field maintenance	On 31/3/19, the 3 year maintenance contract will

contract	end. The Clerk is seeking a figure for a 3 year contract from 1/4/19. A 10% increase budget figure has been entered.
Election costs (by-election £6k) – need to build any reserves? If there was to be an election in 2019, the expenses from Wyre Council would be deducted in the 2020/21 financial year.	No figure put forward
Code 4630 Christmas lights	At TC meeting on 21/5/18, the following was resolved; 268(2017-18) <i>Christmas lights, Garstang Christmas Lights Group</i> <i>Resolved: The TC agreed to donate 2,500 to the Christmas lights fund (the original budget figure for 2018/19 was 1,641), the difference to be met from general reserves.</i> In November, when the budget is being formulated, it was agreed that the TC would look at putting in a figure for the next 5 years.
Code 4462	Cllr Allan, Chair Personnel Committee The Town Council contracts with Towers and Gornall to provide payroll services. I would propose a small budget for an annual review with Towers and Gornall. I will of course suggest to them that we should have an annual review as part of the service they provide. I would suggest we request £300 budget for this review. Approved by Finance Committee

Proposal

Full Council are asked to approve the recommendations as detailed on the budget sheet (V0.2 20181203)

Precept – for information

Wyre Council informs the Town and Parish Councils of the Tax Base for 2019/20 in early December, from which the Band D equivalent will be calculated.

The Finance Committee will be meeting on 15 January 2019. Based on the information received from Wyre Council, the Committee will be recommending a precept figure for Full Council to approve on 21/1/19. Wyre Council have agreed to receive Garstang TC's precept figure on Tuesday 22/1/19. The TC have been asked to provide an indicative amount earlier than 22/1/19. Consideration of Wyre's budget (incorporating Parish and Town Council Precepts) will be in February 2019.

8. Old Council Office and Community Building - for decision - Cllr Allan

Keyworker Homes (KWH) have been spending considerable sums of money carrying out investigations at the premises. I would propose that as a Council we form a Working Group to begin to build a working relationship with KWH to ensure that where possible we can maximise any benefits for Garstang.

9. Town Council awards – for decision, Cllr Hynes (The project sheet has been circulated with the agenda paper)

Cllrs may recall that at the meeting held on 15/10/18, the following was resolved:
077(2018-19) Resolved: *The Council approved i) Cllrs Hesketh, Halford, Leech and Ryder to join Cllr Hynes on the working group and judging board*

Cllrs Allan & Webster would like to join the existing 5 Cllrs in the working group and judging panel for the Town council awards. The Clerk has been presented with a motion that, in accordance with standing orders point 11a, 4 Cllrs wish to rescind the decision 077(2018-19) Are the Council in agreement for Cllr Allan and Webster to join the working group and judging panel?

10. Breach of standing orders and financial regulations – for decision – Cllr Brooks

Further to agenda item 6 discussed at the Council meeting on Monday evening, 19th November regarding your allegation that I am in breach of Standing Order 28.5 and

Financial Regulations 10.1,2 and 4, I give you notice that I wish these allegations be set out in detail so that I can respond to them at the next Council meeting on the 3rd December.

I further request that 30 minutes be allowed for me to respond to the allegations plus whatever time the Council thinks it needs to set out its case and consider its decision.

Furthermore I request that the allegation that I breached confidentiality, which has been held over to consecutive meetings in Project Sheets, be dealt with at the same time. The proposal that the Code of Conduct is to be reviewed is of no relevance as even if adopted it will not act retrospectively.

11. Financial Regulations – for decision, Cllr Brooks

Financial Regulations require the Responsible Financial Officer to bring salary budgets before the full council to be reviewed at least annually in February. Reviews have not been carried out in 2017 or 2018 and possibly in earlier years. To ensure that salaries are reviewed for the next financial year I propose that the council considers and approves the following draft resolution.

Proposal; In accordance with para 4.4 of Financial Regulations details of salary budgets shall be brought to the meeting of the council in February 2019 for review with any changes impacting on committee budgets for the forthcoming year.

12. Scarecrow Festival – for information, Cllr Webster (The project sheet has been circulated with the agenda paper)

Cllrs may recall that at the meeting held on 15/10/18, the following was resolved:

073(2018-19) Resolved c) The Town Council agreed that a 'Going forward' review meeting should take place. Cllrs Allen and Hynes and the Town Clerk to meet with the Scarecrow Festival Committee to enable a report to be brought to November's meeting.

The review meeting was held on 14/11/18. The structure of Garstang Scarecrow Festival was discussed and the various options available to the team. Garstang Scarecrow Festival Trust team have since discussed the information that was provided at the review meeting and have decided to run the Scarecrow Festival as a stand-alone event and not as a Garstang Town Council event. Garstang Scarecrow Festival team would like to thank Garstang Town Council for supporting the event in its first year. The team intend on holding the scarecrow festival the first weekend in July from 2019 and each year thereafter on the same weekend to coincide with National Build a Scarecrow Day. We would respectfully request we have priority on the use of Moss Lane Playing Field each year for this weekend. A formal application will be submitted each year for approval.

13. Use of Scout Hut car park by Garstang Medical Centre – for decision

I am writing to ask the Town Council to grant permission for some of our staff to park their cars on the car park which facilitates the Scout Hut and recreation area on Kepple Lane, during the month of January.

In order for us to improve our service to patients, we are having substantial works done within our onsite dispensary. These works will be undertaken from 7th January and may continue until the end of January. To allow access for these works to be carried out safely we need to section off a part of the car park. This will be the area adjacent to the Calder Suite and Red Reception area. There will be a considerable amount of activity within this area from shop fitters and deliveries of large items and it will be in the best safety interests of patients to restrict public access to this area of the car park whilst the work is undertaken.

Hopefully the work will be completed within 2 weeks but we feel a timeframe until the end of the month would be more reliable. Obviously, however, as soon as it is safe for us to re-open that area of the car park we will stop using the Scout Hut car park.

We would like to ensure disruption to patients is as minimal as possible. I am sure the Town Council are aware of the problems patients already encounter when parking at the medical centre. By allowing staff to park off site during this period, we would be able to ensure patient parking is much less adversely affected.

As you may be aware, we have allowed the use of our car park over weekends and evenings on many occasions for community events such as the Scarecrow Festival, Kepple Lane Fun Day, Ice Cream Festival and are happy to continue to do so. It would be very much appreciated if this could be reciprocated on this occasion to help us to help our patients during this period.

I am not personally aware of the number of spaces available on the Scout Hut car park and I shall leave the number of spaces you feel you may allow us to use to your discretion, although obviously the more we can access the more spaces we can ensure we have for patients at the medical centre. I would hope you could allow us the use of at least 10 spaces.

Thank you for your consideration and hopefully support with this matter.
Catherine Thornton, Business Manager

14. Project sheets, Cllr Allan and the Clerk – for decision

The table below details the project sheets received by the Clerk to date.

Project	Cllr manager	Report received 03/12/18	Report received 19/11/18	Report received 15/10/18	Report received 17/09/18
Battle's Over – A Nation's Tribute	Cllr Cornthwaite/Brooks	x	x	x	x
Review of code of conduct (Breach of confidentiality)	Cllr Ryder	✓	x	x	x
Council Award scheme	Clerk	✓	✓	✓	✓
GTC Facebook Platform	Cllr Ryder	✓	✓	x	x
GTC Web Site, Facebook and Instagram	Cllr Ryder	✓	✓	x	x
GTC annual awards	Cllr Hynes	✓	✓	✓	x
Moss Lane playing field	Cllr Ryder	✓	✓	x	x
Neighbourhood Plan	Cllr Brooks	x	x	x	x
Scarecrow Festival	Cllr Webster	✓	x	✓	x
Unauthorised Signage	Cllr Salisbury	x	x	x	x
War Memorial	Cllr Harter	✓	x	✓	✓

Cllr Allan – I wish to propose that:

- The summary table is published on the Town Council website and Town Council Facebook page from 16/1/19 detailing 3 columns; the current and preceding 2 months.
- As from 16/1/19, the projects sheets are published on the Town Council website and Town Council Facebook page

How do Council wish to proceed?

15. Planning

Report of Planning Committee (report from the Chairman on the meeting held earlier in the evening). The following application was considered.

16/00550/DIS - Discharge of conditions 18 (noise report) and 28 (archaeology) on application 16/00550/FULMAJ; Garstang Business and Community Centre, 96 High Street, Garstang

16. Finance

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

Royal Bank of Scotland Bank account

Payroll (figures provided by Towers + Gornall) to be paid electronically on 26/11/2018 2,675.32

LCC pension direct debit (19/11/18) 707.12

Clerk; LC2 range SCP 26-38, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman scale point SCP 6 -13

Cheque payment

000056 Garstang & District Heritage society – supply & fit 5 poppy plaques 50.00
265(2017-18) - 4 poppy plaques approved at £40; approval sought for £50 expenditure which is within £5,000 expenditure approved for the WM
234(2017-18)

Electronic payment

E00118 Police & Crime Commissioner – office rental 11/18-04/19 700.00
E00119 SLCC membership 175.00
E00120 Stone UK – engraved stone at the War Memorial 234(2017-18) 390.00

b) Statement of Accounts for October – for information

HSBC Current account	£	6,686.07
Royal Bank of Scotland	£	33,883.72
HSBC Reserve account	£	39,887.64
Money Market Account 1 year	£	30,090.00

17. 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 21 January 2019 by notifying the Clerk by 11 January 2019**. 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.

For information only

Reports from the Clerk, project leaders and outside body representatives.

Clerk's report

No updates

Cllrs report

Report by Cllr Cornthwaite on Lancashire Association of Local Councils Annual General Meeting held on 17 November 2018

The meeting commenced with a presentation by the Safe and Healthy Travel Team from Lancashire County Council. The presentation, specifically for older people, covered varied aspects of safe driving and staying safe when travelling. The team offer a Senior Road Users Workshop, which is available to relevant community groups.

The Association's Annual Report, Accounts for 2017/18 and Budget for 2019/20 were approved. The Treasurer made the point that this year's subscriptions had been reduced by transferring monies from reserves and that this would not be the case next year. However, the Treasurer assured delegates that next year's subscriptions would be similar to last years before the reduction had been applied. The Associations Officers and Auditors were approved.

The following motions were debated and voted on;

1. Bretherton Parish Council

The Parish Council believes that there is a need to improve policing in rural areas, in terms of visibility and response to incidents

Motion carried.

It was agreed LALC to write to the Police and Crime Commissioner, Chief Constable and other relevant persons to express concern about the level of policing in rural areas

2. Preesall Town Council

Asks for the support of LALC to request that NALC lobbies government on the following motion; That all councillors sign upon taking office and are held accountable to, the commitment to follow the adopted code of conduct of their council which should include observance, acceptance and compliance with the Monitoring Officers findings, observations and requirements (if any) in any code of conduct investigation and that to not do so results in an immediate suspension from the role of councillor as would be the case if you were sent to prison for example.

Motion carried.

3. Preesall Town Council

Asks that LALC lobbies NALC to seek Government support for the introduction of an IT requirement for all Town and Parish council councillor candidates. Following on from the Transparency scheme where councils were encouraged to have IT equipment and websites, we ask for support for the motion that the first tier of government moves towards 100% electronic communication and the abandonment of paper copies other than for archive purposes.

Motion lost. Delegates unanimously voted against the motion on grounds of discrimination against older and/or disabled persons and possible increased costs for Town and Parish Councils e.g. provision of laptops/tablets and training.

4. LALC Finance and Management Committee

Asks the LALC membership for support in requesting NALC to regularly review and update, as required, the criteria used with regard to the classification of small and large councils.

Motion carried.

Meeting closed at 12.00

Councillor's Projects

- a) **GTC Facebook Platform – Cllr Ryder** (project sheet update circulated by email)
- b) **Local Council Award Scheme – Clerk** (project sheet update circulated by email)
- c) **Moss Lane playing field - Cllr Ryder (project sheet update circulated by email)**
- d) **Review of Code of Conduct (relating to the confidentiality breach)** (project sheet update circulated by email)
- e) **Town Council Web Site, Facebook and Instagram – Cllr Ryder** (project sheet update circulated by email)
- f) **War Memorial – Cllrs Harter and Allan** (project sheet update circulated by email)

End