



Garstang Town Council

Town Clerk: Mrs E Parry
Tel: 07592 792 801
email: info@garstangtowncouncil.org
www.garstangtowncouncil.org

Garstang Police Station
Moss Lane
Garstang
PR3 1HB

Councillors and members of the press & public

I hereby give you notice that a meeting of the Council
will be held online
on Monday 17 August 2020 at 7.30pm.

E Parry
Town Clerk
12 August 2020

Cllrs you have been sent login instructions.

Members of the public and press are invited to attend the virtual meeting

Please contact the Clerk by 15.00, Monday 17 August, to express your interest in attending the virtual meeting.

Please be aware that the public meeting may be recorded for the accuracy of the minutes. As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is 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. 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:

3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

4. Minutes of the last meetings – for decision

Councillors are asked to approve, as a correct record, the minutes of:

- a) the meeting held on 20 July 2020.
- b) the extraordinary meeting held on 27 July 2020

Standing item:

Delegated decisions taken since the last Council meeting on 20 July 2020 requiring a resolution minute number:

- 5. Approval of Facebook page - Garstang Market Town – updated name ‘This is Garstang’**
The Town Council approved: (16/7/2020)
- the setting up of a Facebook page - Garstang Market Town.
 - That the Town Council own this page and always have 2 Town Councillors as administrators on the page plus 3 members of the market town working group who would be publishers. The page would have to comply with Garstang Town Council's social media standing orders.
 - That the Council approves an expenditure £150 from the Wyre ‘Reopening High Streets Safely Fund’
- 6. Pavement templates and 4 posters**
The Town Council approved: (16/7/2020)
- 2 x pavement templates be purchased for chalking, £120
 - the purchase of 4 posters to be displayed on the boards at Booths, the Zebra crossing at Park Hill Road, Norah's garden and Ken Ma.
- 7. Approval of the entry of Heather and the Bellflower into the BIBAs Heroes awards**
The Town Council approved: (27/7/2020)
The entry of Heather and the Bellflower into the BIBAs Heroes awards
- 8. Report from MTWG – Cllr Allan, for information and decision**
- For information** – Detailed in Appendix 1 is a summary, to date, of the MTWG progress.
 - For information** - The weekly meeting notes have been circulated, by email, to Full Council.
 - For decision - Heritage Trail Leaflets, Cllr Atkinson**
In 2014, Garstang Town Council, along with Wyre Council, Independent Garstang Traders and Garstang District Partnership developed and printed a range of leaflets to advertise Garstang to visitors, including the Heritage Trail and Heritage Pub Trail leaflets (attached). The stock of these leaflets, mainly distributed through the Tourist Information Centre, has now been depleted.
The Market Town Working Group is seeking that the Town Council approve a maximum contribution of up to £400 for the printing of 10000 (5000 of each) leaflets by Supplier B, to come from the Code 338 EMR as per minute reference 050 (2020-21) and that authority be delegated to the Clerk, in consultation with the Mayor and Deputy Mayor to make the expenditure. The Market Town Working Group has also been working with Wyre Council, who, as per the email below will also make a contribution and assist with storage. Independent Garstang Traders have also, in principle, agreed to make a contribution.
Supplier A £903.43 net
Supplier B £636.00 net
Supplier C £1028.34 net
Once printed, these leaflets will then be distributed rapidly through the Tourist Information Centre as well as by the MTWG to local attractions and Caravan Sites before the end of summer, which should hopefully entice visitors into the Town
Cllr Richard Dyer is undertaking some minor amendments to the leaflets in order to bring them up to date.
The expenditure can be met by using the power to encourage tourism to the Council's area; Statutory provision: LGA 1972, s 144
Email from Wyre Council (11/08/2020):
I can support this project by either a 1/3 if there are three organisations contributing towards it or by a ½ if there are only two organisations contributing.
In terms of payment of the invoice, once you have decided which print company you wish to go with I will raise a purchase order with them directly for Wyre Council's contribution.

9. Neighbourhood Plan, Cllr Ryder – for decision

If no project plan is submitted, I would like to request a statement from Cllr Brooks concerning where we are up to in producing our Neighbourhood Plan. When will it be finalised and if there are still government funds available to help produce one?

10. Planning Applications, Cllrs are asked to consider the following and respond with their comments:

a) Application Number: 20/00628/FUL

Proposal: First floor rear extension including Juliette balcony and alterations to roof, reconfiguration of ground floor including infill extension, change of garage to living accommodation and veranda to the front elevation

Location: Lowood 62 Croston Road Garstang

b) Application Number: 20/00618/FULMAJ

Proposal: Erection of 3 storey building to provide approx. 932 sqm (gross) of retail floor space (Class A1) and 23 residential apartments with associated new car parking

Location: Garstang Business and Community Centre 96 High Street Garstang

c) Application Number: 20/00557/FUL

Proposal: Change of use of existing domestic outbuilding to one dwelling with replacement of garage door with window and alterations to access

Location: Rear Of 1 Stonefield Terrace Moss Lane Garstang

d) Application Number: 20/00403/FUL

Proposal: Conversion of existing redundant storage building to a dwelling, with two-storey and single-storey rear extensions and balcony, and alterations to the openings. Demolition of existing outbuilding and formation of additional carparking

Location: Applegarth High Street Garstang

e) Application Number: 20/00687/COUC

Proposal: Prior notification for the change of A1 Use (shops/retail) to A4 (drinking establishments) under Class C

Location: 3 Pringle Court Thomas's Weind Garstang

f) 19/01038/DIS

Agreement of details of condition 3 (materials), condition 4 (drainage and land levels) and condition 5 (tree protection) on planning app: 19/01038/FUL

St Thomas's School Kepple Lane Garstang

11. Garstang swimming pool, Cllr Mitchell – for decision:

Further to July's meeting, Wyre Cllr Dulcie Atkins, has provided the TC with copies of correspondence between herself and the Chief Ex of YMCA for England and Wales about the future of Garstang swimming pool and any possible closure. The correspondence has been circulated by email.

Cllr Mitchell has been trying to ascertain what the latest position is.

I have been contacted by a resident with concerns that Garstang swimming pool is not scheduled to reopen and may not reopen at all. There has been significant activity since then to understand what the position with YMCA is.

The resident was informed by the YMCA that they had plans in place to open some of their pools locally but not Garstang due to 'viability issues'. This was as of 25/7 before the Government made further lockdown announcements.

Fylde YMCA informed the resident that the pool was losing around 30k per annum, down from 90k. They also confirmed there was no safety issue with reopening Garstang. The impression given was it was cheaper for YMCA to keep staff on furlough than to reopen.

I have seen an update from Cllr Shaun Turner on Facebook stating the annual financial loss is minimal, the pool has no current plan to close and although staff will likely be reduced, the pool is safe. If Garstang is at no risk, it is not clear to me why when other pools were given a reopening date, Garstang was not?

I feel the loss of the pool would be of significant detriment to the town and as a council we need clarity as to exactly what is preventing Garstang from re-opening and whether the long term future of the pool is at risk. Does the council agree that we should seek answers to the following questions:

- Is the pool still considered to be safe to reopen as it was in July? If so, what is preventing the reopening?
- Why was Garstang not given a reopening date when others were? What were the 'viability issues' and do they still exist?
- If YMCA are in financial trouble and feel at any stage that the pool is not viable on financial grounds, what would be the future for the pool given YMCA are only leasing the site? Have we any assurance from LCC as the owners that if YMCA chose not to continue, an alternative operator would be found?
- Are YMCA committed to reopening the pool as soon as it is safe (which it may already be), and are they committed to keeping the pool open for the remainder of their lease?

12. Wyre Council – 3 Year Review of Public Spaces Protection Orders (PSPOs) – Control of Dogs and Dog Fouling, Cllrs Hynes and Webster – for decision.

Following the resolution from July's meeting, Cllrs Hynes and Webster will provide a verbal update to Council with their comments. The deadline to respond back to Wyre Council with comments is 18/8/20.

13. Legend Fires North West Stages Rally 2021, Cllrs Allan & Hynes – for decision

We have again been asked if Garstang would host the Ceremonial Start and Finish of the 2021 Rally in March 2021. The organisers have to start the planning process now in order to get all the required permissions in place. The organisers are very conscious of the safe environment required in light of Covid 19. If conditions are such that it would be unsafe to hold the start and finish in Garstang High Street they have an alternative of using Myerscough College. In 2019 the event was a huge success for the Town with some 4000 people attending the ceremonial start. If conditions are right the event could be even more lucrative for our town centre this time round. Town Council allocated a budget of £1000 for the 2020 event which was cancelled. We would request a similar budget amount for 2021. Do the Council support the above event if it is allowed to and complies with government guidance?

**14. Website and Councillor email address, Cllrs Allan, Atkinson and Dyer – for decision
The TC need to consider both proposals together for a resolution.**

Website - The TC need to decide whether to pursue the supply of a new website or not.

Background

1. The TC has an approved budget of 3,000.
2. The TC need to meet Accessibility requirement by September 2020 or as soon as practically possible (so a decision needs to be made).
3. Four quotes have been sought for a new website (Cllr Allan sought 2 by phone and no response was received by these companies).

Two quotes have been received:

Quote A Build new website £500 & monthly fee £23 (£276/year)

Quote B 869.99 up front, with ongoing costs Yr 1 £280, Yr 2 £180, Yr 3 £270

Email addresses for Town Cllrs can be provided by both at a cost (similar cost for from both suppliers)

Cllr Dyer will explain whether there is a need for a new TC website.

Email addresses for Town Councillors, Cllr Dyer

New email addresses could be provided using office 365 (basic), at 3.80 per user per month. This would be able to replace zoom if required so a possible saving there. This would give everyone an email address with access to all the office tools online for collaboration as well

as tools to centralise and organise file storage, effectively several people can work on the same file at once with real time changes

How does the TC wish to proceed?

15. Communications, Cllr Mitchell – for decision

I am conscious that we are currently very dependent on digital communication so what we produce needs to be as good as it can be. I am also very aware that a reliance on digital channels will exclude some people from our communications so we must look at how this can be addressed.

I have already reviewed our Facebook page and the efficacy of the information we post there in terms of views, reach and engagement.

I would now like to request a councillor to join me in completing the attached TC communications overview table.

I have started to list what we need to communicate at a high-level, where this is currently communicated, and any concerns attached to it (this is by no means complete!). I would like for the next meeting to have completed this and have a set of recommendations for councillors to review.

16. Committee and Representatives onto outside bodies – for decision

Further to the induction training of Cllrs Atkinson and Dyer, the Council are asked to approve the following appointments:

Finance Committee – Cllr Atkinson

Personnel & Planning Committees – Cllr Dyer

Representatives onto outside bodies

Kepple Lane Park Trust – Cllr Atkinson

Youth Council – Cllrs Atkinson and Dyer

17. Remembrance Sunday – David Brewin and the Clerk, for decision

The Clerk has been in contact with David Brewin.

Does the TC agree in principal, to work with Royal British Legion (Garstang Branch) for any event that may take place in Garstang, for Remembrance Sunday?

It may be that, due to Coronavirus (COVID-19) and government advice, only the laying of wreaths at the War Memorial takes place this year.

It will be an ever-changing picture, and the Clerk is advising that the Council agree to 'support' the event and that monthly updates, requiring any decisions, are brought before the Town Council.

18. General power of competence, Clerk – for decision

(A fact sheet has been circulated by email).

The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort.

The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.

The Clerk is advising, that in light of conversations with the TC's latest new Cllrs, the Town Council may wish to become eligible to use the 'power'.

The Clerk will be required to undertake section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC. The Clerk can carry out the training with LALC at a cost of £25 and then there is a cost of £30 to register with SLCC, to enable the Clerk to complete and submit s7 of the 2015 portfolio guide.

How does the Council wish to proceed?

19. Garstang Town Council – Approval of new financial regulations – for decision

14/7/2020 Finance Committee minute:

006(2020-21) New model Financial Regulations

The Clerk/RFO had circulated the email of 26/05/2020, which referred to the Finance Committee review of Financial Regulations. Cllrs were asked to consider the draft 2020 Garstang Financial regulations and make recommendations to Full Council.

Resolved: The Committee reviewed the proposed new Garstang Financial regulations and made recommendations and comments for the Clerk/RFO to incorporate into the document. The committee **further resolved** that the recommendations be made, put forward to the Chair & Deputy Chair to review and approve, and bring to Full Council on 17 August for approval.

The RFO has circulated V0.3 Draft financial regulations that have been put forward by Chair & Deputy Chair of the Finance Committee, for the Town Council to approve.

Does the Council approve the new Financial regulations documentation?

20. NALC – Planning consultations – for decision

Last week the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system (circulated by email)

Changes to the current planning system (NALC deadline for responses 17 September)

Planning for the future - the planning white paper (NALC deadline for responses 15 October)

Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October)

Does the TC wish to respond to these consultations?

21. Society of Local Council Clerks: Event Booking – for decision

Does the TC approve that the Clerk attends the SLCC Virtual National Conference (12th - 16th October), at a cost of £25.00 (+VAT (£5.00))?

22. Finance

Payments – Cllrs are asked to approve the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/8/2020 (BACS00275 & BACS00276) 2,742.56

LCC pension direct debit (19/8/20) 915.51

Clerk; LC2 range (new SCP as from 1/4/19 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman scale point SCP 1-4 (new SCP as from 1/4/19)

BACS00277 Mrs E Parry – Clerk's expenses 94.38 + IDrive conversion rate
(final approval Mayor & Deputy Mayor)

i. monthly reimbursement for Zoom account 7/8 – 6/9 14.39
(approved delegated authority Mayor & Deputy Mayor 7/5/20)

ii. Microsoft 365 annual subscription 16 August 2020 79.99

iii. IDrive yearly subscription with username 'info@garstangtowncouncil.org'
will expire on 2020-08-21. Your account will be renewed by default at the end of the
expiration period at a rate of \$69.50.

Pending outcome agenda item 16

BACS00278 LALC - General power of competence training 25.00

BACS00279 SLCC - General power of competence registration to take qualification 30.00

Direct Debit

17/8/2020 Three – mobile phone 16.43

1/8/2020 Three.co.uk - Office internet 8.00

23. Statement of Accounts at 31 July 2020 – for information

HSBC Current account £ 2,340.23

Royal Bank of Scotland £ 28,319.03

HSBC Reserve account £ 49,464.53

Money Market Account 3 month £ 30,602.84

HSBC Christmas Lights account £ -23.89

24. 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 September 2020**

by notifying the Clerk by 11 September 2020. 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.

Appendix 1

The MTWG has been reviewing options for creating a sub group to concentrate on the medium to long term future of Garstang Town Centre. We have listened to a presentation by Wyre Economic Development Officer which proposed a way forward mirroring the set up being put in place for Fleetwood. We have also had a proposal for a new group drawing on local knowledge and strengths. We have a meeting on 24th August to draw up some Terms of Reference for this new group. The controlling interest with the Wyre proposal is independent of Garstang TC whereas the proposed new group would report directly to Garstang TC.

MTWG would remain in place to address short term requirements as they arise. The format may change and we have scheduled a review meeting on 10th August to consider the way forward for this group.

The Thursday road closures continue and the market is maintaining a consistent number of stalls. Feedback from the public is generally positive about the closure.

Report from outside bodies – Cllr Ryder We need Your Help - Become a Fairtrade Detective.

Our Fairtrade Directory of shops, cafes, etc. who supply Fairtrade goods in and around Garstang was eventually launched but was unavoidably delayed due to Covid-19. As a result, we are looking for volunteers, young and old, to act as “Fairtrade Detectives” and help ensure that the directory is up to date and to track down Fairtrade goods in our shops, cafes, and restaurants.

The directory is available from the Visitor Centre or look at it on our website under the Business Section <http://www.garstangfairtrade.org.uk/>

You might be

- **An undercover detective** - adding items as you see them whilst doing your shopping
- **An interrogator** - ask the shop staff if they can point out which fair trade items they sell so you can add them to the Directory. You can even show them a copy of the Directory, so they know what we are doing. Be polite. Tell them we want to buy fair trade goods from them.
- **A recruiting sergeant** - getting other people, or maybe groups (brownies, youth clubs, knitting circles, etc.) to look for Fairtrade goods and help add them to the Directory.

You can then enter your findings in our Guestbook on our website <http://www.garstangfairtrade.org.uk/> or email us on garstangfairtrade@gmail.com