

GARSTANG TOWN COUNCIL

MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON 17 AUGUST 2020, 7.30pm

Present: Chairman - Cllr Webster

Cllr Allan	✓	Cllr Halford	×	Cllr Pearson	✓
Cllr Atkinson	✓	Cllr Hynes	×	Cllr Ryder	×
Cllr Brooks	✓ (arrived item 2)	Cllr Leech	×	Cllr Salisbury	✓
Cllr Dyer	✓	Cllr Mitchell	✓	Cllr Webster	✓

Also present: Wyre Ward Cllr D Atkins and 4 members of the public.

Before the meeting started, the Mayor welcomed Cllrs Atkinson and Dyer to their first Town Council meeting

075(2020-21) Apologies for absence

Cllrs Halford, Hynes, Leech and Ryder

Wyre Ward Cllr R Atkins, Sgt Hamlet and Anthony Coppin

076(2020-21) Declaration of Interests and Dispensations

None

Declarations were later disclosed at agenda item 10 Planning applications

077(2020-21) Public Participation

Former Town Cllr and Youth Council founder, Lynn Harter, spoke of her pleasure at seeing Town Cllr Oliver Atkinson, a former Youth Cllr (2012) and Young Mayor (2014), become a Town Cllr. She was immensely proud of him and his historic achievement of becoming the youngest Town Cllr to sit on the Town Council.

Wyre Cllr D Atkins reported on the swimming pool and the response that she had received from the YMCA. She also congratulated Oliver on becoming a Town Cllr.

3 members of the public spoke, with reference to agenda item 11 Garstang swimming pool

- a) The first spoke in support of Cllr Mitchell's agenda item and thanked Wyre Cllr Dulcie Atkins for her enquiries. The swimming pool was important to the local schools and children and young people in the town.
- b) The second person, Secretary to Garstang swimming club spoke of how it was not financially viable to open the pool. Two lanes would only be able to operate, to comply with Swim England's recommendations. The YMCA would review on 1/10/2020.
- c) The third person, a swimming coach at Garstang and pool manager at Cumbria, said that the pool could open. There is no reason not to open the pool. There is a lot of work in opening a pool, but it is 'doable' with lots of guidance out there for pool operators.

078(2020-21) Garstang swimming pool

The Mayor thanked Cllr Dulcie Atkins for her work on the swimming pool. She had also made enquiries of Wyre Council and reported that Wyre Council had invested £500,000 to get the YMCA's open in the Borough. The Mayor had also ascertained, from Wyre Council, that "The pools are probably not going to open until Oct at the earliest because of the risks involved" but this is changing daily. The YMCA had stated that they were doing all they could to ensure that the pool reopens sooner rather than later.

Resolved: The Council agreed to ask the following questions of the YMCA:

- 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?
- The TC **further resolved** to consult with the local primary schools involved and ask for their support in the urgency to reopen the swimming pool club, seek clarity on the redundancy issue, and copy any correspondence to Ben Wallace MP and County Cllr Shaun Turner.

079(2020-21) Minutes

A copy of the minutes of the following Town Council meetings had been circulated:

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

Resolved: The minutes of the Town Council meeting held on 20 July 2020 and the extraordinary meeting held on 27 July 2020 were confirmed and signed electronically as a true record.

Standing item:

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

080(2020-21)

Approval of Facebook page - Garstang Market Town – updated name 'This is Garstang'

The Town Council resolved: (16/7/2020)

- i. the setting up of a Facebook page - Garstang Market Town.
- ii. 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.
- iii. That the Council approves an expenditure £150 from the Wyre 'Reopening High Streets Safely Fund'

081(2020-21) Pavement templates and 4 posters

The Town Council resolved: (16/7/2020)

- i. 2 x pavement templates be purchased for chalking, £120
- ii. 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.

082(2020-21) Approval of the entry of Heather and the Bellflower into the BIBAs Heroes awards

The Town Council resolved: (27/7/2020)

The entry of Heather and the Bellflower into the BIBAs Heroes awards

083(2020-21) Report from Market Town working group (MTWG) – Cllr Allan,

- a) The Council noted a summary, to date, of the MTWG progress detailed in Appendix 1.
- b) The Council noted the weekly meeting notes of 20200721, 20200728 and 20200803
- c) Heritage Trail Leaflets, Cllr Atkinson
Cllr Atkinson reported that 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. The stock of these leaflets, mainly distributed through the Tourist Information Centre, has now been depleted.

Resolved: At the request of the Market Town Working Group, the Town Council approved a maximum contribution of up to £400 for the printing of 10,000 (5,000 of each; Heritage Trail and Heritage Pub Trail) leaflets by Supplier B, at a total cost of £636 net.

The expenditure was made using the power to encourage tourism to the Council's area; Statutory provision: LGA 1972, s 144

The expenditure would be allocated to Code 338 EMR and that authority be delegated to the Clerk, in consultation with the Mayor and Deputy Mayor to make payment.
The Council noted that Wyre Council had agreed (11/8) to contribute a sum of monies, to the overall cost of the leaflets.

084(2020-21) Neighbourhood Plan, Cllr Ryder

Cllr Ryder had sought an update from Cllr Brooks of where the Town Council were up to in producing the Neighbourhood Plan. When will it be finalised and if there are still government funds available to help produce one?

Cllr Brooks responded to the request of Cllr Ryder, by saying that he had emailed the Council with an update, 1 hour before the meeting. It was noted that not all Cllrs had looked at the email. A discussion took place about the lack of progress on the Neighbourhood plan.

Resolved: The Council ascertained that Cllr Brooks still wished to proceed with leading the Neighbourhood Plan, for the Town Council. The Council **further resolved** that there should be a monthly standing item on the agenda, for the Neighbourhood Plan. This would hopefully focus Cllr Brooks on producing a monthly update on what progress was being made on the plan and a timeline of when the plan would be produced.

085(2020-21) Planning Applications

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

Resolved: No objections

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

Resolved: Comments are primarily related to the document titled 20_00618_FULMAJ-Transfer_Plan-486228. The Transfer Plan.

This document has a key that has never been seen before that suggests that the car park available for the general public to use has been reduced to 50 spaces only from an expected total of 93. This reduction would appear to give the retail occupiers 43 spaces reserved for retail customers only.

The key further suggests that these 43 spaces have been pre let.

Clarification is urgently needed on this as to our knowledge this information has never been raised with Garstang Town Council. This is not an acceptable position for Garstang.

Attachment – Transfer Plan

The addition of 5 flats replacing the first floor storage area is acceptable as there has been no increase in the Residential car parking spaces.

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

Resolved: No objections, however the TC would like the condition of LCC to be met

LCC Highways recommends the following conditions as part of the formal planning decision: -

1. The layout of the development shall include provisions to enable vehicles to enter and leave the highway in forward gear and such provisions shall be laid out in accordance with the approved plan and the vehicular turning space shall be laid out and be available for use before any development commences and a suitable turning area is to be maintained thereafter. Reasons: Vehicles reversing to and from the highway are a hazard to other road users, for residents and construction vehicles.

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

Cllr Salisbury declared a 'pecuniary interest', as his business is the agent for the application, and abstained from the discussion and voting.

Resolved: No objections, however the TC support the recommendation from

- i. LCC's (Archaeology) Historic Environment Team *'we would recommend that the present application is put on hold or withdrawn until the application and in particular the Heritage Statement is revised to satisfy the requirements of paragraph 189 of the National Planning Policy Framework (MoHCLG, February 2019).'*
- ii. Wyre Council's Conservation Officer
In my opinion the application currently fails to meet the requirements of paragraph 189 of the NPPF. I recommend that a heritage assessment of the building is undertaken as a matter of urgency and that either an extension of time be agreed with the agent or the application is withdrawn until such an assessment could be undertaken and submitted and then be resubmitted.

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

Resolved: No objections

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

Cllr Salisbury declared a 'pecuniary interest', as his business is the agent for the application, and abstained from the discussion and voting.

Cllr Pearson, declared an 'other interest'; he is a governor at the school

Resolved: No comments

086(2020-21) Wyre Council – 3 Year Review of Public Spaces Protection Orders (PSPOs) – Control of Dogs and Dog Fouling, Cllrs Hynes and Webster

Resolved: The Town Council approved Cllr Hynes comments:

The High Street, Riverside area is already marked down on the schedule, as a "Dogs on lead" area, which the TC feel is appropriate for this section of Garstang. Many families picnic here and in the summer is very popular with youngsters playing along the edge of the river. At the moment, many people are not adhering to this and dogs are not on leads and many a times have caused chaos amongst happy families enjoying their picnic, running into the river knocking children over and also attacking ducks. Signage is desperately needed to educate the owners that this a "Dogs on lead" area. I would suggest 3 signs would be needed -1 coming from the Millennium Green, and 2 either side between the carpark and duck area.

Additionally, once the signs are in place, Garstang Town Council request that the signs are enforced and the dog fouling is addressed, by asking the enforcement officer to show his presence.

087(2020-21) Legend Fires North West Stages Rally 2021, Cllrs Allan & Hynes

Cllr Allan reported that Legend Fires North West Stages Rally had asked if Garstang Town Council would like to host the Ceremonial Start and Finish of the 2021 Rally in March 2021. The organisers were starting to plan now. The organisers are very conscious of the safe environment required in light of Covid 19. If conditions were such that it would be unsafe to hold the start and finish in Garstang High Street, they have an alternative of using Myerscough College.

Resolved: The Town Council supports the Ceremonial Start and Finish of the 2021 Rally in March 2021, if it is allowed to and complies with government guidance.

088(2020-21)

Website and Councillor email address, Cllrs Allan, Atkinson and Dyer

- a) **Website** - The TC considered whether to pursue the supply of a new website or not. The background to the proposal is:

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
3. Four quotes have been sought for a new website, and two quotes have been received, which were reported to the Council.

Resolved: The Town Council agreed that Cllr Dyer should improve the structure/layout of the Council website, alongside Cllrs Allan, Atkinson and Mitchell. It would be then reviewed in time for September's meeting, and that at September's TC meeting, a decision would be made whether to proceed with a new website. The Council **further resolved**, to delegate to the Clerk, to spend up to £200 for any expenditure required to make the website accessible compliant.

b) Email addresses for Town Councillors, Cllr Dyer

Resolved: The TC agreed for new Town Cllrs email addresses using office 365 (basic), at a cost of 3.80 per user per month per user. 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. The TC saw this as a great resource during the virtual style of working that is currently taking place during Covid 19. The cost of rolling implementing this online tool is an annual cost of 592.80 +VAT.

089(2020-21) Communications, Cllr Mitchell

Cllr Mitchell reported that the TC are very dependent on digital communication. She was also aware that a reliance on digital channels will exclude some people from our communications so the TC need to look at how this can be addressed. Cllr Mitchell had circulated a 'communications overview table'.

Resolved: Cllrs Dyer and Pearson agreed to join Cllr Mitchell and complete the TC communications overview table for September's meeting and have a set of recommendations for councillors to review. The TC further resolved to encompass the Publication scheme into the review.

090(2020-21) Committee membership and Representatives onto outside bodies

Further to the induction training of Cllrs Atkinson and Dyer, the Council were asked to approve the appointments of the 2 new Cllrs onto Committees and Representatives onto outside bodies

Resolved: Finance Committee – Cllr Atkinson
Personnel and Planning Committees – Cllr Dyer
Representatives onto outside bodies
Kepple Lane Park Trust – Cllr Atkinson
Youth Council – Cllrs Atkinson and Dyer

091(2020-21) Remembrance Sunday

The Clerk reported that she had been in contact with David Brewin about this year's Remembrance Sunday commemoration.

Resolved: The TC agreed in principal, to work with Royal British Legion (Garstang Branch) for any event that may take place in Garstang, for Remembrance Sunday. This was with the understanding that, due to Coronavirus (COVID-19) and government advice, only the laying of wreaths, at the War Memorial, may take place this year. The TC understood that it would be an ever-changing picture, and that monthly updates, requiring any decisions, are brought before the Town Council.

092(2020-21) General power of competence, Clerk

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 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.

Resolved: The Council agreed to pursue the General power of competence. The TC **further resolved** to approve the Clerk's training with LALC at a cost of £25 and also the cost of £30 to register with SLCC, to enable the Clerk to complete and submit s7 of the 2015 portfolio guide.

093(2020-21) Garstang Town Council – Approval of new financial regulations

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

Resolved: The TC approved the new Financial regulations V0.3, which would be updated to the final version, V1.0, of the new financial regulations.

094(2020-21) NALC – Planning consultations

The Ministry of Housing, Communities and Local Government has issued three consultations on reform of the planning system:

- i. Changes to the current planning system (NALC deadline for responses 17 September)
- ii. Planning for the future - the planning white paper (NALC deadline for responses 15 October)
- iii. Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16 October)

Resolved: Cllrs Brooks, Leech (Chair Planning Committee) and Hynes (Deputy Chair Planning Committee) to make comments on the proposals and report back to Council. Point 1 was delegated to the Clerk, to respond, as the deadline for comments was before the next Town Council meeting.

095(2020-21) Society of Local Council Clerks: Event Booking

Resolved: The TC approved that the Clerk attends the SLCC Virtual National Conference (12th - 16th October), at a cost of £25.00 (+VAT)

096(2020-21) Finance

a) Payments – Cllrs approved the following expenditures

Royal Bank of Scotland Bank account – cashbook 3

Payroll (figures provided by Towers + Gornall)

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/8/2020 (BACS00275 & BACS00276)	2,742.56
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LCC pension direct debit (19/8/20)	915.51
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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 (final approval Mayor & Deputy Mayor)	94.38 + IDrive conversion rate
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i.	monthly reimbursement for Zoom account 7/8 – 6/9	14.39
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(approved delegated authority Mayor & Deputy Mayor 7/5/20)

ii.	Microsoft 365 annual subscription 16 August 2020	79.99
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iii.	IDrive yearly subscription with username 'info@garstangtowncouncil.org'	
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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.

BACS00278	LALC - General power of competence training	25.00
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BACS00279	SLCC - General power of competence registration to take qualification	30.00
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Direct Debit

17/8/2020	Three – mobile phone	16.43
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1/8/2020	Three.co.uk - Office internet	8.00
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097(2020-21) Cllrs noted the 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

098(2020-21) The information report was noted (detailed in the Appendix)

099(2020-21) Items for Next Agenda

Councillors were 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.

The meeting finished at 21.35

DRAFT

Appendix

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