



# Garstang Town Council

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## Councillors and members of the press & public

I hereby give you notice that a meeting of the Council  
**will be held online**  
on Monday 19 October 2020 at 7.30pm.

*E Parry*  
Town Clerk  
14 October 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 19 October, 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 meeting – for decision**

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

- a) the council meeting held on 21 September 2020.
- b) the extraordinary meeting held on 5 October 2020

**5. Standing item:**

Delegated decisions taken since the last Council meeting on 21 September 2020 requiring a resolution minute number:

**None**

**6. Standing item: Neighbourhood Plan, Cllr Brooks**

No report received

**7. Report from MTWG**

**a) Christmas in Garstang, Cllr Dyer – for decision**

Although the Victorian Fayre is cancelled and Covid19 is ever present, the market town working group is eager that Christmas is not cancelled in Garstang.

I have conversed with Booths Supermarket who have agreed the use of Cherestanc Square for each Saturday in December and allow us to spread some joy and good tidings when we all need it most. The idea is a simple affair, where we provide a covid secure environment that offers Christmas Music, Parched Peas, Chestnuts, and a few stalls alongside lashings of mulled wine and Christmas cheer.

The event would run from 10am until 4pm each Saturday in December and I am confident that I have enough equipment in my own stores to run the event successfully as a donation to the town. Any income from the event will be payable to the town council and would ideally be used for further market town projects as we are currently operating without budget.

There is a cost of £21 per event for the Temporary Event Notice to allow the sale of any alcohol, of which I am a personal licence holder and therefore able to apply for without issue. I am yet to explore further costs however I do expect this to be a revenue generating event through income from stall holders, sale of drinks, and food etc.

I would ask at this point of the council

1) Do they support the running of the events

2) Would they consider a budget of up to £1000 to support the setup of the event

*Footnote from the Clerk*

Power and statutory provision - LGA 1972 s144 Power to encourage visitors and provide conference and other facilities.

The budget request could come from EMR 345 RHSSF - £2,648 or code 4641 Festivals - 1,500.

**b) Webcams and sound systems, Cllr Mitchell – for decision**

I am concerned by reports of webcams and sound systems being installed on the High Street. Firstly, the potential noise must be of concern to residents in and around the area. Secondly, it appears to be the best thing we could do if we wanted to put people off the high street altogether.

Are the Town Council able to obtain further information about what exactly is planned, how the camera data will be used, and who will be in charge of managing what music and announcements are played? Is there still time for the Town Council, residents and businesses to have some input before this is foisted upon what may be a very unwilling town?

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

Application Number: 17/00305/REMMAJ

Proposal: Reserved matters application for the erection of 75 dwellings following the grant of outline permission under reference 14/00053/OUTMAJ. Matters of access, layout, scale, appearance and landscaping to be determined.

Location: Utopia, Kepple Lane, Garstang

The Clerk has ascertained from Karl Glover, Senior Planning Officer that the main amendments relate to the site layout. Mr Glover requested many improvements to the spacing, set back from highway along Kepple Lane. There has also been big changes to the design of the apartments to improve the design.

**9. Update from Len Harris, Senior Planning Officer Wyre Council - Prospect Farm, Garstang – for information**

As you know there is a planning application for the residential development of Local Plan allocation SA1/15 Land at Prospect Farm. The applicant has submitted a masterplan in support of the application. When we are satisfied with the document it will go through a decision making process likely to be a report to the Planning and Economic Development Portfolio Holder Cllr Michael Vincent. The forward plan of executive decisions has been updated to reflect this fact. At the moment it is showing a decision before the end of October however this is dependent on an acceptable masterplan being presented to the council and it is always possible that the date of decision could be pushed back. Please do not hesitate to contact me if you have any further queries.

**10. Local policing report, Garstang – for information**

**[Minute ref 110(2021-21) 21/9/20] Update from Sgt Hamlett**

Unfortunately, my team and I will not be able to provide written updates or be able to attend the meetings on a monthly basis. This is for a variety of reasons, including:

- Our rotas are not always compatible with the meeting times;
- We have significant demand and competing priorities to manage;
- Workforce restructuring (to enable enhanced 24/7 service delivery) means that Neighbourhood teams are now more bespoke (and therefore smaller) but cover larger areas (with corresponding numbers of district and parish councils). We simply don't have the time to attend/update all of the meetings.

What I will agree to do (in line with the update for the last meeting) is exception reporting.

So, if matters arise that are significantly different to 'normal' business (e.g. a spike in ASB or burglaries in a particular area), the Police will endeavour to provide updates where necessary.

**11. 20/00618/FULMAJ – Garstang Business Centre – Wyre Council - for decision**

During the processing of this application the Planning Department has been in contact with Wyre Council's own Parks and Landscapes department to ask whether in terms of Green Infrastructure provision there is a project within walking distance near this site.

The Parks department has responded that the Council owns very little GI in the area only the grass area by the riverside, but Garstang Town Council own Moss Lane Playing Field which is within walking distance of this site. However, it has come to light our Parks Department are not sure whether the Town Council has any projects in mind for Moss Lane Playing Field.

Therefore, I am contacting you to ask whether Garstang Town Council has any projects in mind for the Moss Lane Playing Field that potentially financial contributions from developments in the area could possibly go towards.

I would caveat that this does not necessarily mean that the Council would definitely take monies from this particular application at the Business Centre, or indeed any other developments that may come forward in the future, but it would be useful for the Council to be aware of any projects the Town Council has in mind if there are any, for awareness when planning applications are submitted.

*Footnote from the Clerk*

Following up the Wyre email, the Clerk has ascertained the following:

In terms of GI projects, it would be anything listed in Policy HP9 of the Wyre Local Plan 2011-2031 as follows:

Typology Provision

Parks, gardens

Amenity greenspace

Natural and semi natural greenspace  
Children and young people play area  
Allotments  
Playing pitches

Tree Planting can also be considered to be a type of GI provision.

**Comments and a list are required at the meeting, as the Clerk needs to respond to Wyre first thing, Tuesday 20 October 2020.**

## **12. LALC**

### **a) 76th Annual General Meeting 2020 – for decision**

You are invited to attend the 76th Annual General Meeting which will be held on Saturday 14 November 2020 at 10am via Zoom.

Cllrs Allan and Ryder are the Town Council representatives of Lancashire Association of Local Council (LALC - Area Committee)

**Does any Cllr wish to attend?**

### **b) Finance Workshop – 3rd December 2020, 7 – 9 pm via Zoom – for decision**

The workshop will cover financial regulations, the asset register, internal controls, the Internal Auditor and the annual return. The cost of the workshop is £25.

Cllrs Allan, Atkinson and Mitchell have expressed an interest in attending. Do any other Cllrs wish to attend? The costs can be met from code 4701 (£420 remains in the budget).

## **13. Garstang Town Council – Office of Town Mayor – current members**

Cllrs are asked to approve the Mayor seniority list detailed in Appendix 1 as per standing orders 5j. The latest update includes the addition of Cllrs Atkinson and Dyer

## **14. 2020-21 National Salary Award – for information**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The staff salaries detailed in payments show payroll details for October with the backdated pay increase for April – September included.

## **15. Finance Committee meeting, 13 October 2020 – for decision**

A copy of the above minutes of the Finance Committee, have been circulated to all Council members.

- a) Finance Committee members are asked to approve the minutes of the Finance Committee meeting held on 13/10/2020.
- b) Full Council are asked to consider the recommendation of the Finance Committee minute 017(2020-21) Income fees:

*Resolved: The recommendations to Full Council is*

#### *a) Allotments rent*

*Currently as per tenancy agreement, annual increase of £1 (2021; £42)*

#### *b) Scout Hut rent*

*Currently the rent is £60 (approved Full Council 106 (2019-20)). The tenancy agreement states that the rent is to be reviewed every 5 year period. Next review May 2024.*

#### *c) Kepple Lane Park*

*Lease agreement states a yearly rent of £1 (if demanded) on the 5th July in each year.*

*The Committee recommend that the Town Council do not 'demand' the rent.*

**Does Full Council endorse the Finance Committee's recommendation?**

## **16. Standing Orders 17c – for information**

The RFO has supplied the following statement to summarise:

- i. the Council's receipts and payments for end Q2
- ii. the balances held at the end of the Q2 being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

## 17. Precept 2021/22 – for information

Finance Committee members will attend a briefing precept meeting on 30 November 2020 to discuss the budget and recommend a precept figure to Full Council. Councillors will be asked at the next Town Council meeting, on 16 November, to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

## 18. 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 26/10/2020 (BACS00289 & BACS00290)		3,119.25
-includes back dated pay from 1/4/2020		
LCC pension direct debit (19/10/20)		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)		
BACS00291	Mrs E Parry – Clerk's expenses monthly reimbursement for Zoom account 7/10 – 6/11/2020	14.39
BACS00292	Key Engineering & Hygiene Supplies Ltd – refuse sacks	38.45
BACS00293	C&C Supplies – Lengthsman boots	53.00
BACS00294	Houghtons – Lengthsman supplies (12/2019 – 08/2020)	130.08
BACS00295	Information Commissioners Office - Data Protection fee	40.00
Direct Debit		
16/10/2020	Three – mobile phone	16.43
1/10/2020	Three.co.uk - Office internet	8.00

## 19. Statement of Accounts at 30 September 2020 – for information

HSBC Current account	£	2,340.23
Royal Bank of Scotland	£	17,262.74
HSBC Reserve account	£	49,465.76
Money Market Account 3 month	£	30,614.41
HSBC Christmas Lights account	£	484.63

## 20. 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 16 November 2020 by notifying the Clerk by 6 November 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

Councillor	Joined	Mayor
Halford	11 April 2007	2008/09
Salisbury	12 May 2011	2014/15
Ryder	4 September 2014	2017/18
Hynes	17 August 2015	2018/19
Webster	15 February 2016	2019/20, 2020/21
Brooks	20 February 2017	
Allan	16 October 2017	
Leech	20 November 2017	
Mitchell	16 September 2019	
Pearson	16 September 2019	
Atkinson	27 July 2020	
Dyer	27 July 2020	

### **For information – project update**

#### **Website and Councillor email address, Cllrs Allan, Atkinson and Dyer – for information**

The website team are in the final stages of developing the website and ensuring we meet accessibility criteria WCAG 2.1. All Cllrs have now received new email addresses and should begin to start to use them. If Cllrs have any issues with setting up and accessing these emails they should contact the project team. Teams is currently being phased in for the Town Council.