



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.org

Garstang Police Station

Moss Lane

Garstang

PR3 1HB

Full Council Meeting, 16th November 2020 Agenda

Councillors and members of the press & public

I hereby give you notice that a meeting of the Council

will be held online

on Monday, 16 November 2020 at 7.30pm.

Councillors 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 16 November, to express your interest in attending the virtual meeting.

Recording of Public Council Meetings

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.

E Parry

Town Clerk

11th November 2020

Agenda

- 1) **Apologies for Absence**
To receive 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 Councillors 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 minutes of the meeting held on 19 October 2020.
- 5) **General Power of Competence – for information**
Councillors are asked to note that the Clerk has passed the Submission of Learning Outcome 7 – General Power of Competence. As the Clerk holds the CiLCA qualification, this certificate now fulfils the eligibility criteria for a qualified clerk as prescribed in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

The general power of competence (GPC) is a power given to local councils under the Localism Act 2011 s1-8. A local authority has power to do anything that individuals generally may do under s1(1). The Secretary of State has the power to amend under s5. The GPC is a power of 'first resort'. GPC gives councils more freedom; act anywhere - not just within parish boundary and for anyone – including individuals. Councils must act reasonably when using the power (the Wednesbury rules). Councils must not act recklessly. Cannot use the GPC to circumvent any other restrictions and should take the qualified clerk's advice.

A copy of the clerk's submission is detailed in Appendix 1. This will provide an understanding of the GPC power for councillors.

6) **General Power of Competence; the process for confirming and reaffirming eligibility - for decision**

In order to use the power, the town council must meet criteria set by the Secretary of State (Localism Act 2011 s8) as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Requires 2/3 elected Councillors and qualified Clerk holding a sector specific qualification e.g. section 7 of CiLCA 2012.

Recommendation to the council: That at this council meeting, being held on 16 November 2020, the council approves that the number of councillors elected at the last election exceeded two thirds (rounded up) of the total number of seats on the council and that the clerk holds S7 CiLCA (Certificate in Local Council Administration) 2012 and therefore confirms its eligibility to use the General Power of Competence power.

Eligibility will be reconfirmed at every annual council meeting after ordinary elections (every 4 years)

7) **Standing item: Delegated Decisions**

Delegated decisions taken since the last Council meeting on 19 October 2020 requiring a resolution minute number:

Moss Lane, Councillor Allan. Dave Lee has started work at Moss Lane play park. I reviewed the plans with Cllr Ryder, previous to the contractor starting on site. It struck me that there was still going to be a muddy mess walking from the gate to the wheelchair friendly benches. Cllr Allan spoke with Dave Lee to get a price for flagging this area as well. The cost while he has a digger on hire today is between £400 and £500. I have checked with the Clerk and we have funds in Moss Lane EMR available. Can we agree on this under our delegated authority? The price will be higher if he has to come back later as it will include digger hire. Councillors Hynes and Ryder have agreed it needs doing.

Resolved: 21 September 2020, under delegated authority, [minute 249(2019/2020)] the Mayor, Deputy Mayor and Clerk approved extra flagging at the playground entrance for the additional amount of between £400 and £500.

8) **Standing item: Neighbourhood Plan, Cllr Brooks**

No report submitted.

9) **Report from MTWG**

Cllrs please see the updates provided by the MTWG Implementation Team covering the short term projects currently being progressed and the Strategy Team activity.

a) **Implementation Team: Councillor Dyer**

i) **This is Garstang: Garstang Shop - for decision**

With lockdown 2 now underway I would like to progress the concept of an online shop, where we offer an online sales facility to all businesses in Garstang, process the sale online, collate the goods and deliver (possibly same day) using existing networks. The business is then paid minus a small fee (propose 5%) which covers the card processing fee and the running / marketing of the shop.

The shop is ready to go and the Council, now being able to use the General Power of Competence power, can operate it through the council bank account,

with full reporting available on the sales side for supplier and council. This will be fully linked from This is Garstang website.

ii) Monies for replacement seasonal signs for the Town Council noticeboards, Cllr Pearson – for decision

Recommendation to Council: That the Council approve £120 out of the EMR RHSSF fund (currently 2,648.00 in the EMR) for new Christmas themed posters to be displayed in the notice boards at Booths, Norah's Garden and Park Hill Road by the zebra crossing.

iii) Christmas In Garstang – for information

Obviously, the latest lockdown has created a new set of challenges, and it would be a stretch of the imagination to believe we can go from lockdown said to be ending 2nd December to a market taking place on the 5th December.

I am however an optimistic person, and Booths have agreed that planning for an event for 3 days 18th - 20th December still works and I am planning for this accordingly. After speaking to Helen Parkinson, Police Licensing Sergeant for Lancashire, if Wyre returns to Tier 3 post lockdown, then we are able to offer mulled wine as a takeaway only, which essentially means social distanced queue at a shed and nowhere for customers to sit, alternatively it can be served as part of a substantial meal.

A full event plan will be made available shortly.

iv) Business Representation – for information

I am informed that there is some movement with IGT that they are looking to reform, with Damian Carr on with this at present, with the group having no chair person and seemingly only existing in the form of a Facebook page.

It is disappointing that nearly 9 months on we are no further with this and I would suggest that any business related projects we just get on with ourselves as a council, hopefully able to partner with a structured return of the Chamber of Trade from January onwards.

v) This is Garstang: Facebook – for information

We continue to grow the Facebook page and talk to businesses about listing on the site.

vi) This is Garstang: Website – for information

The website is attracting new businesses to it every day and I am looking for new content to keep it relevant at these times. I hand delivered a letter to all businesses in the town encouraging them to get on board and also join the discussion around running a business, with some good results. It would benefit greatly if we had more people creating content for the site, so if anyone is interested then please let me know.

b) Strategy and Funding Team: Cllr Pearson – for information

The team have circulated SWOT analysis sheet to team members initially. The circulation will be extended to cover all business groups and local organisations. This will give us a view of what Garstang has to offer and whether as a community we feel we are good at some things, whether we

have opportunities we can exploit, whether we need to improve our capabilities in some areas and what blockers to progress we may have.

Cllr Allan has initiated conversations with Wyre Finance Director for support with any of our funding opportunities.

10) **Planning Applications – for decision**

Cllrs are asked to consider the following and respond with their comments:

a) **Application Number: 20/00965/FUL**

Proposal: Two storey side extension following demolition of garage
Location: Banff House 87 Croston Road Garstang

b) **Application Number: 20/00959/FUL**

Proposal: Proposed single storey side extension, including roof alterations & dormer to southern elevation following demolition of existing glass house
Location: Applegarth High Street Garstang

c) **Application Number: 20/00958/FUL**

Proposal: Demolition of existing barn and garaging and erection of a dwelling and associated parking
Location: Applegarth High Street Garstang

d) **Application Number: 20/01057/FUL**

Proposal: Single storey rear extension following demolition of existing conservatory.
Location: 2 Winchester Way Garstang

e) **Application Number: 20/01061/FUL**

Proposal: Change of use from tattoo parlour to a hairdressers (A1) (first and second floors)
Location: 63A Church Street Garstang

f) **Application Number: 20/01074/FUL**

Proposal: Two storey side extension
Location: 37 Croston Road Garstang

11) **Christmas lights, Letter from Damian Carr – for decision**

Firstly, I would like to thank you for your generous contribution towards the wonderful Christmas Lights display we have in Garstang. This year more than ever, we need the dark days of November and December to be lit up by Christmas lights and help bring cheer to Garstang over the Festive period!

At this time of year, we would normally be busy carrying out our usual fundraising activities and collecting from businesses to cover the £6,000 short fall that is needed every year towards the total £12,000 cost of the lights. Needless to say, this year is proving a challenge to say the least.

In the face of this challenge, as a committee we are trying new ways to fundraise including creating a Go Fund Me page as well as reaching out to other local organisations in our community, and actively seeking any 'funding pots'. We are also asking those businesses who are able to this year to contribute if they can.

I know only too well the demands put on the Town Council and the many worthy causes there are, but could I please ask if you would consider giving a further contribution towards the Christmas lights alongside the generous £2,500 you already give?

Please forgive this request, but in these unprecedented times, we truly believe that the enjoyment, comfort and festive feel that the Christmas lights bring to Garstang and our community is needed in 2020 more than ever before.

As you know this year's Christmas Festival and the 'usual' lights switch on ceremony has sadly been cancelled. Nevertheless 2020 has certainly encouraged us to try new ideas, so this year, we are going virtual for the Switch on! We plan to hold the Christmas lights switch on over Facebook live so our community can be together from afar in the Christmas spirit! Monday 23rd November 6.00pm, more details to follow.

Once again thank you for your time and all you do for our town.

Best wishes, Damian Carr, Chair, Christmas Lights Group.

Footnote from the Clerk: The Clerk has circulated by email, the grant application form, a copy of Chamber of Trade constitution and Christmas lights accounts. 338 EMR VE Day 75 Weekend could be utilised for expenditure, as there is 2,000.00 in the EMR due to the event not taking place.

How does the Council wish to proceed?

12) **Garstang Community Hall, Cllr Atkinson and Cllr Allan – for decision**

As the Town Council looks to the future it's important that we begin to consider what our long terms goals will be in order to continue to support our thriving community. As part of this there is an opportunity for the Council to consider the construction of a Garstang Community Hall within a central location to town. There is the potential to create a facility which will be multifunctional and will service a range of groups and events as well as civic functions.

We're suggesting that preliminary investigations are carried out to examine how this can be achieved and the feasibility of various sites. As part of this consideration will need to be taken as to how the council would finance such capital investment.

Proposal: That the Town Council agrees in principle to explore the potential for a Garstang Community Hall in order to further support our community, looking at the feasibility of various sites within a central location to Garstang and how the Town Council could finance such an investment.

13) **Personnel Committee meeting, Cllr Brooks**

To invite members of the Personnel committee to a meeting to be arranged in November to consider changes to employees remuneration with a view to making recommendations to the Council for budget purposes.

The RFO can advise the following:

Financial regulations state at 4.4. The salary budgets are to be reviewed at least annually in November/December for the following financial year as part of the budget and precept estimates. As soon as (NJC) has agreed the new pay scales for employees, the RFO will report the scales to the first available meeting of either the Finance Committee, Personnel Committee or Full Council. Such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

At the meeting held on 19 October 2020, 141(2020-21) minute details National Salary Award. Cllrs noted that 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.

Cllr Allan can verify that on 22/10/2020 the RFO notified the employees of the council of the pay award. On 4/11/2020 The RFO sought the Finance Committee's views on the percentage figure to use for employers projected rate of inflation for 2021/22 as part of the RFO preparing the budget. The RFO recommended a figure of 2.75% (the pay award increase for 2020/21), which was approved by the Finance Committee (by email). Finance and Personnel Committee members are aware that both employees are at the maximum salary in the range and do not go up any increments on 1st April annually.

How does the Council wish to proceed?

14) **Potential Missing Names from Garstang War Memorial, Councillors Webster and Brooks – for decision**

Note from the Clerk: Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public. The Council may resolve, at this agenda item, that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public, for part of the agenda item, to discuss personal data provided by the widow of the deceased.

Background: As per the council resolution 164(2019/20)] Cllrs Webster (project leader) and Brooks be appointed to research and investigate the fallen servicemen from Garstang & Bonds, who have not been included and remembered on the plaques at the War Memorial. The investigation to be pursued alongside the Heritage Society.

Cllr Webster has been approached by a committee member of Garstang Armed Forces and Veterans Breakfast Club and a widow to investigate the possibility of including her late husband's name on Garstang War Memorial. Cllr Webster has completed, what she feels is, the necessary research, coupled with the research by the Heritage Society, regarding the addition of names to the War Memorial.

Recommendation to Council from Cllrs Webster and Brooks: From the information provided for this agenda item (detailed in the Appendix), we feel that the council are in a position to make a decision on the addition of names to Garstang War Memorial. We are recommending the addition of Lance Corporal Jonathan James McKinlay, killed in Afghanistan 2011. We are suggesting that

the name is added to a new tile/plaque separate to the main memorial. If approved, the plaque would need to be aesthetically in keeping with the main memorial, take into account the advice provided by the War Memorial Trust and agreed with Wyre's conservation planning Officer. This research would be carried out by the project team and brought back to council for approval.

Does the council approve this recommendation?

15) **Wyre Council – 3 Year review of Public Spaces Protection Order – Alcohol Related Anti-Social Behaviour – for decision**

Wyre Council are seeking comments in respects to the council's review of its existing Public Space Protection Order in relation to alcohol related anti-social behaviour. The deadline for comments has been extended to Tuesday 17 November 2020.

16) **Wyre Council's proposal to create three new urban woodlands in Wyre – for decision**

Councillors are asked for to respond to the following consultation:
Wyre Council has committed to planting 25,000 trees as part of their pledge to tackle climate change. To achieve this, the council is working with the Woodland Trust through its 'MOREwoods' and 'MOREhedges' schemes to create 10 hectares of new native woodland and hedgerows across its open spaces by 2025.

This climate focused tree planting will play a vital role in mitigating climate change, as well as protecting and enhancing threatened biodiversity. We must reduce our carbon footprint and the planting and establishment of healthy trees to sequester carbon are a vital part of this. Trees offer huge benefits for mankind, wildlife and the environment from filtering out air pollution, improving our wellbeing, providing habitat and foraging opportunities for birds, bats and other wildlife, to helping mitigate against flooding.

The council has identified three areas suitable for this initiative, but wants to hear from residents their views on the proposals.
The three sites identified are:

Cottam Hall playing fields, Poulton-le-Fylde
Stalmine play fields
Great Eccleston playing fields

17) **Town Council Payroll – for decision**

Background: 15/6/2020 minute 34(2021/2021) As a result of the increase in payroll costs for the financial year 2019-20, the Town Council approved that a review meeting take place with Towers + Gornall and that an alternative quotation for payroll is sought for the Town Council for a 3 or 5 year period.

Further enquiries with local Councils outsourcing payroll with Towers + Gornall have also noticed a lack of consistency between their charges. Catterall parish council, met 3/11/2020 minute 3266 details 'It was agreed to make a joint enquiry with other councils'.

The RFO is recommending to Council that the Town Council follow up minute 34(2021/2021) and work with Catterall parish council to discuss payroll fees.

18) **Precept 2021/22 – for decision**

Members of the Finance Committee will attend a briefing budget meeting on 23 November 2020 to discuss the budget and recommend a precept figure to Full Council.

Councillors are asked to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

Footnote from the RFO, minute of Finance Committee refers 019(2020-21) Date of next meeting; 23 November 2020 Budget/precept briefing (not committee) meeting to members of the Finance Committee. [Note As per minute 085(2018-19) Resolved: Full Council agreed that Cllrs, who were not on the Finance Committee, could attend the briefing meeting and observe the budget briefing meeting].

19) **Audit report – for decision**

PKF Littlejohn LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for Garstang Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based. The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

a) External auditor certificate 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

b) Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 18/05/2020 but that the public rights period did not commence until 07/09/2020. [The RFO is making the Council that this date is incorrect and should read 27/07/2020; the public rights period ended on 07/09/2020]. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020.

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority:

a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and

b) notify the local auditor of the date on which that period was so commenced.

We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

20) Finance payments – for decision

Cllrs are asked to approve the following payments:
Royal Bank of Scotland Bank account – cashbook 3

BACS00296 & BACS00297	Payroll (figures provided by Towers + Gornall). To be paid electronically on 26/11/2020. Clerk: LC2 range SCP 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4	£2,847.40
Direct Debit 19/11/2020	LCC Pension (includes back dated pension due to national salary award implemented from 1 April 2020)	£1,087.88
BACS00298	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (7/11/2020 – 6/12/2020) Viking stationery items Microsoft teams verified Cllrs Atkinson & Dyer	£14.39 £62.96 £104.42
BACS00299	S Carr & Son Ltd – Young Deputy Mayor insignia Youth Council minute 027(2019/2020) The RFO to include £225 in the 2020/21 budget figures in the Civic budget heading. Ratified by Full Council 165b (2019/2020)	£220.00
BACS00300	David Lee Hard landscaping on Moss Lane park Minute 40(2020/21), 15/6/2020 refers The Council approved Quote B, 1,538.30 net, to construct the path. The Council further resolved to approve a maximum expenditure of £250 cost to install the benches in the playground area. Both expenses to be met from Moss Lane code 4770 and EMR 334 expenditure code, which currently stands at £4,000. Approved amount totals £1,788.30. Additional work totals £395 which was	£2,619.96 (£2,183.30 net)

	approved by delegated authority of the Mayor, Deputy Mayor and RFO on 21/09/2020. The shortfall will be met from Moss Lane code 4770 and EMR 334	
BACS00301	David Lee – Moss Lane fencing repairs Minute 183(2019/20), 20/1/2020 refers The Council accepted Quote A to repair 1 broken concrete post at a cost of £73.00 +VAT. The Council further resolved that if additional repairs were required at the adjoining 2 posts, the Council gave delegated approval to the Clerk to proceed with the works at a maximum figure of £219 + VAT. The cost to be met from Amenities budget code 4705.	£244.80, (£204.00 net)
BACS00302	Royal British Legion 2 wreaths	£40.00
BACS00303	PKF Littlejohn LLP - Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020	£480.00
Transfer to HSBC Christmas Lights account	Approved budget figure 180(2019/2020)	£2,500
Direct Debit 23/11/2020	Three – mobile phone (contract finished)	£0.24
Direct Debit 9/11/2020	Vodaphone – new mobile phone contract - Minute 101 (2019/2020)	£11.00
Direct Debit 01/11/2020	Three.co.uk - Office internet	£8.00

Payments since last meeting

29/10/2020 Transfer from cashbook 3 RBS to cashbook 4 HSBC Christmas lights account	VAT monies	£2,462.40
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21) **Replace outgoing Cllr Harter as a signature on RBS cashbook 3 and HSBC Christmas lights account – for decision**

The RFO is reporting that a new cheque signatory is required to replace outgoing Cllr Harter from the bank mandates. The RFO is recommending that a cheque signatory on the RBS current account (cashbook 3) is appointed from the Finance Committee; and recommending that Cllr Halford be appointed as the cheque signatory on HSBC Christmas lights account (the Cllr and RFO to sign)

22) **Statement of Accounts at 31 October 2020 – for information**

HSBC Current account	£2,340.23
Royal Bank of Scotland	£10,505.73
HSBC Reserve account	£49,465.76

Money Market Account 3 month	£30,614.41
HSBC Christmas Lights account	£ 2,947.03

23)

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 7 December 2020 by notifying the Clerk by 27 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.

For Information Only

- 24) **Clerk's Report**
- a) **Accessible website**
The Clerk has been working with Cllr Atkinson to ensure that all documents going forward are to the standard and comply with The Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018. Councillors will see that the agenda and minutes have a new layout.
- b) **Town Council green infrastructure projects, minute reference 138(2020/2021)**
Wyre Council - We have added this information to the Committee report for application 20/00618/FULMAJ, and I will also send it on to our Parks and Landscape Officer so she is aware of the Town Council projects when planning applications are submitted.
For your information we would not consider tourism signage (High Street and Millennium Green - improve direction and tourist signage) as falling as Green Infrastructure, but everything else the Town Council has listed can be classed as Green Infrastructure provision.
- c) **LALC Accounts 2019/20**
The accounts for last year have been circulated by email.
- 25) **Youth Council report**
The Annual Meeting of the Youth Council took place on Wednesday 18 November 2020. Declan Stephenson was re-elected for a further term in office, following the policy of the Town Council who had done likewise. Jorge Pollard was re-elected as Deputy Youth Mayor
- The Young Mayor reported on his year in office, thanking everyone involved in the difficult times. He reported that despite the fact that half of his term had effectively been shut down, £662 had been raised by Youth Council events and that this would be donated to Garstang in Bloom.
- The Youth Council held discussion about possible online events, quizzes etc and Councillor Dyer discussed possible options for the Youth Council to help in the planned Christmas Events (which are still dependent on lock-down status).
- 26) **Project Reports**
None submitted
- 27) **Outside body representatives**
- a) **Garstang Fairtrade – Councillor Ryder**
Town Council Annual Awards 2020 Ruth Bruce, who was nominated in the Good Citizen category, said about Charlie Collinson who was awarded the trophy “Your success was so well deserved. What you have done for Garstang long term was worthy of the award, and what you and your group organised for Garstang during lock down was exceptional, beyond the call of duty. I am just so glad for the Fairtrade Group that my nomination was thought to be worthy of consideration”

High Street Stall

We apologise for having to cancel our stall on the 10th October but unfortunately, along with all our other planned events, it had to be cancelled due the Covid19 pandemic. However, we will look to start holding events again in 2021.

AGM

We were due to hold our AGM this month but again due to restrictions we are having to consider alternative options including holding a zoom AGM or postponing it until 2021. Further details will be posted on our Facebook page.

Fairtrade Fortnight 2021

Fairtrade have been hard at work planning next year's Fairtrade Fortnight and we will share more details about the activities that you can get involved in soon. Over the past two years the Fairtrade Foundation led a successful cocoa living income campaign. In 2019 it focused on raising awareness for the need for living incomes for cocoa farmers in Côte d'Ivoire and in 2020 it focused on motivating support for living incomes for cocoa farmers.

Recently the Fairtrade Foundation announced the news about Nestle's plans to leave Fairtrade in October 2020 and highlighted how this leaves many cocoa farmers with unanswered questions and a lack of a voice.

In 2021 Fairtrade Fortnight will concentrate on the challenges that climate change brings to farmers and the resilience that better incomes can provide for those most vulnerable to the crisis. Farmers in the global south have contributed the least to the climate crisis but are already feeling the impacts the hardest.

Fairtrade Fortnight 2021 will build further on the importance of better incomes for farmers. The main objective will be to educate and raise awareness on climate change impacts and the need for better incomes to tackle these. The key messages will develop around how better incomes and the choice to use the Fairtrade Premium as farmers see fit in their communities provides flexibility to respond to growing challenges including unexpected pressures from climate change.

b) Garstang Flood Action Group – Councillor Brooks

Councillors will be aware that many areas of the Borough have been affected by severe weather over the weekend 30th October to Tuesday 3 November with standing water on roads and in fields. The Garstang Flood Basin became operational on 1st November and the system held water back behind the railway embankment which undoubtedly eased pressure on Churchtown and settlements down- stream. Officers from Wyre Council, the environment agency and the Lancashire County Council were on duty throughout the most threatening period with pumps and filled sandbags. They are to be commended for their efforts. I receive from Wyre Council regular bulletins issued by the Met office which I pass on to the Mayor and Deputy and clerk plus the press and I am happy to pass them on to anyone who asks. I pass on to officers reports of localised problems so please let me have details if you notice a problem.

28)

Councillors report

The High Sheriff of Lancashire's Covid-19 Awards – Cllr Ryder

The High Sheriff of Lancashire, Mrs Catherine Penny DL, has presented awards to individuals and organisations who have gone the extra mile to help Lancashire through the Covid-19 pandemic.

Mrs Penny said: "As High Sheriff of Lancashire, I would normally have been travelling throughout the county, offering encouragement and support to people who are making a difference to the lives of others.

"This year I have been unable to make visits and so I asked others to nominate those who they felt deserved recognition for things they have done during the Covid-19 pandemic."

Over two hundred nominations were received from all areas of the county and for people of all ages.

Some initiatives were self-help or started from scratch and run entirely by volunteers. Other people have made a special effort by going well beyond the terms of their normal employment.

Those who received an award from the High Sheriff include:

- a ten-year-old who ran a marathon over 14 days, raising £4,000 for a local charity
- an individual who used their 3D printer to make face shields for the NHS and other key workers
- groups of women from across the county who used their skills to make face masks
- the Bowland & Pennine Mountain Rescue Team who continued to rescue and search for vulnerable people throughout lockdown
- Special Constables and those working in the Lancashire Resilience Forum
- several different faith organisations which provided community support during the pandemic
- existing charities and volunteers who continued to provide food and assistance for the most vulnerable.

Awards, Certificates of Recognition and letters of thanks are going out to all those who have been nominated.

Mrs Penny added: "The response to the High Sheriff Awards has been tremendous and shows the caring spirit that exists throughout Lancashire.

"As Covid-19 is still very much with us, many continue to go that extra mile to help others. I applaud, congratulate and thank them all."

The Town Council are aware of and would like to congratulate the following local recipients:

Awards

- Bowland & Pennine Mountain Rescue Team
- Kevin Camplin (Bowland & Pennine Mountain Rescue Team Leader)
- Printmob

Certificates of Recognition

- The Bellflower
- Garstang Volunteer Force

29) **Written Report from Wyre and Lancashire County Councillors**

Not requested by the Clerk.

30) **Mayor's engagements**

6th October 2020, Town Council Awards evening via zoom.

23rd October 2020, Collection & presentation of TC awards shields/trophies

24th October 2020, Collection & presentation of TC awards shields/trophies

28th October 2020, Radio Lancashire interview

6th November 2020, Garstang War Memorial Remembrance wreath laying

31) **Town Crier's Report**

No updates to report.

32) **Police Report – presented to LALC 28/10/2020**

Firstly, yes (Jan) this has been a very odd time for all of us. We have all had to adapt to living with Covid19 and that includes the Police. In relation to that, under the first lockdown we saw fantastic compliance with the rules from the residents and businesses across Wyre, despite the personal and financial hardships that that brought for many. I would be grateful if you and your colleagues could pass on our thanks (including regarding the support for the Police) where possible to our communities.

Despite the Covid regulations and guidelines changing several times since that time, Wyre continues to be an area where people adapt to the ever changing picture. We are very grateful for that from a Policing perspective, as that enables us to continue to manage a multitude of competing demands as well as the additional demand due to Covid19. Ultimately, our overall objective continues to be to keep the people of Wyre safe and to ensure that they feel safe.

Task Force

Since the last update, we launched the Fylde & Wyre Task Force in the spring. You will recall that I briefed LALC that the Task Force is made up of a proactive team of four officers, with responsibility for tackling local priorities including drug dealing, rural crime, anti-social behaviour and burglary, alongside disrupting organised crime group activity and targeting outstanding offenders. These officers are part of the Neighbourhood Policing Team and provide an enhanced proactive and targeting capability, in support of the wider Local Policing Team. Despite the impact of Covid19, the Task Force have proved to be very successful in tackling criminality across our area. This includes:

Arrests: 34

Search Warrants: 27

Class A Drug Seizures: £5,500

Class B Drug Seizures: 1,100,000

Cash Seizures: £16,000

Vehicle Seizures: £25,000

Stolen plant recovered: £20,000

Due to the success of the Task Force, we are now in the process of recruiting experienced police officers to form a Rural Task Force. That team will be dedicated specifically to providing a specialist policing service to our rural communities, dealing with organised criminality, heritage crime (e.g. thefts from churches) and livestock/wildlife crime.

Lancashire Talking

Following on from a successful pilot in Hyndburn in January this year, 'Lancashire Talking' has been rolled out across the county. In a nutshell, the initiative gives residents across Lancashire a voice in determining local Neighbourhood Policing Priorities, thus improving the service that we deliver... leading to greater trust and confidence in the Police. In essence, it is very much a 'you said, we did' service (amongst other things).

So, Neighbourhood Policing Teams have been going out across Wyre, both as part of their general duties, but also on dedicated 'action' days, and have been conducting a very short survey with individual residents. Crucially, officers have been signing people up to the In The Know messaging system as that then enables the Police to provide updates/feedback regarding issues raised and what we have been doing about them. It also enables us to communicate with specific groups or communities....even down to street level.....regarding such things as crime prevention and public safety.

I would be grateful if you could ask the LALC members to consider signing up to In The Know (if they haven't already done so) and with taking the survey. This can all be done via this link <https://www.stayintheknow.co.uk/C169FCC6-F4C4-46EB-AC2C-9084AC0912FC/QuickRegister> . The survey itself is really quick, but one quick tip.....question 2b (other issues) – please only put a single word in or couple of words (e.g. 'commercial burglaries'). This is because the response generates a 'word cloud' for us, with the most frequent answers appearing as larger text (so we can easily see what the biggest issues are). If a sentence or paragraph is inputted it confuses the system!

I would be grateful if you could also ask the members to promote the service within our communities, so we can get as many folk as possible signed up to In The Know and understand (and tackle) the issues that affect them most. Finally, please continue to take care during these uncertain times and pass on my best wishes to the LALC members for their continuing support.

Appendix

1) Item 5: LO7 A CiLCA qualified officer understands the general power of competence (England)

The assessors check that you can

7.1 explain

- a. the general power of competence providing legal references
- b. the criteria for eligibility
- c. the process for confirming and reaffirming eligibility.

7.2 explain activities that a council might undertake using the general power of competence

7.3 identify any relevant risks and restrictions.

7.1

a. The general power of competence (GPC) is a power given to local councils under the Localism Act 2011 s1-8. A local authority has power to do anything that individuals generally may do under s1(1). The Secretary of State has the power to amend under s5. The GPC is a power of 'first resort'. GPC gives councils more freedom; act anywhere - not just within parish boundary and for anyone – including individuals. Councils must act reasonably when using the power (the Wednesbury rules). Councils must not act recklessly. Cannot use the GPC to circumvent any other restrictions and should take the qualified clerk's advice.

b. A local council must meet criteria set by the Secretary of State (Localism Act 2011 s8) as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Requires 2/3 elected Councillors and qualified Clerk holding a sector specific qualification e.g. section 7 of CiLCA 2012. At the time of the resolution, the number of councillors elected at the last election, or at a subsequent by-election must equal or exceed two thirds (rounded up) of the total number of seats on the council. The clerk must hold one of two sector-specific qualifications; S7 CiLCA (Certificate in Local Council Administration) 2012 or Level Four qualification from the University of Gloucestershire

c. The full council must pass a resolution, clearly minuted, to confirm that it meets the necessary criteria of elected Councillors and a qualified Clerk and reconfirms eligibility at every annual council meeting after ordinary elections (every 4 years). If the Council no longer qualifies also needs to be recorded in the minutes. The council may complete an ongoing project but may not begin a new one.

7.2 & 7.3

Project Support isolated, vulnerable and elderly people during the coronavirus crisis.

Restrictions (Statutory) Government guidance, Health and Safety.

Risks Helpers not social distancing, insufficient training.

Project Invest money

Restrictions (Statutory) Financial & governance duties

Risks Insufficient professional guidance, risk to public money

Project Set up a commercial company
Restrictions (Statutory) Company law, Employment law, Health and Safety.
Risks Company not viable, competition with local business

2) **Item 14: Potential Missing Names from Garstang War Memorial**

Further to the council resolution, we have been in contact with the Heritage Society and conducted our own research.

Garstang Heritage Society have found no fallen men from World War 1 Garstang, not named on the town memorial who are not remembered on a war memorial somewhere in the rural district.

Garstang Heritage Society have confirmed that they have found no Garstang residents who fell in World War 2 who are not named on the War Memorial.

They have examined 3 documents at Lancashire Archives of Garstang Town Council minutes of meetings 19/07/1910 to 29/03/26, 21/04/1926 to 11/12/1952 and also the minutes of meetings between Garstang Town Council and Garstang Town Trust regarding the town War Memorial and found no information as to how it was decided what names should be included on the War Memorial, nor did they find any criteria for inclusion discussed or included in the minutes.

The research results from the Heritage Society post World War 2 conclude to date, they found no Garstang residents who have fallen in conflict since the end of World War 2. They also commented that during their research any criteria as to whose name was added, appears to have been informal and never recorded in any of the council minutes at the Lancashire Archives. I would personally like to thank the Heritage Society for their research.

Cllr Webster's research, with thanks to the help from the War Memorial Trust, confirmed the following: "As the creation of war memorials has traditionally been organised locally, with there being no central government directives or funding, the question of who is or is not commemorated and the form in which their details are recorded is usually held to be a local matter.

Please note that there are no definitive 'rules' about the names and inscriptions on war memorials. Different criteria for inclusion were used by different communities and so who is commemorated, which conflicts are commemorated and the style in which these details appear varies from memorial to memorial.

This is why some war memorials only include those who fought and died, whilst other also include those who fought and survived, and why some include civilian as well as service casualties

Cllr Webster has contacted The Royal British Legion

"The memorial is owned by the Council, so any changes would be within the Council's control, although we would always advise consulting the War Memorial Trust. The RBL has no jurisdiction over war memorials, cenotaphs or other commemorative items unless owned by the RBL, so you do not need any permissions from the RBL to add a name in this case. That said, we would always support any activity that recognises and commemorates the service and

sacrifice of our Armed Forces, past and present." Alison Bunn, Area Manager – Greater Manchester and Lancashire RBL

Cllr Webster has contacted the Conservation and Planning Officers at Wyre Council for their comments.

Planning have responded as follows: The War Memorial is not listed but it does lie within the Conservation Area. You would only need planning permission for any alteration or addition to the structure which materially affects its appearance. Adding names to the existing list would not be likely to make such an alteration but extending the structure for example to include a new plaque, would probably be a material change. Once you have more details I advise speaking with our new Conservation Officer.

The Conservation Officer has responded: Planning permission would only be required should you need to make any material alterations to the existing structure. Adding names to the existing ones would not constitute a material alteration in my view. If, however, Garstang Town Council wished to add a whole new section to the memorial that would be a different matter.

Might I suggest that once the research you mention has been undertaken and Garstang Town Council has agreed what alterations may be required to accommodate the additional names you contact me directly to discuss?

If you have any other queries on this or any other building conservation matter, please do not hesitate to contact me.

War Memorial Trust

I contacted the War Memorial Trust for advice and clarification and I received this response 20/12/19:

Our ref: WMO/156594 (www.warmemorialsonline.org.uk/memorial/156594/) and WM4076

The addition of names to war memorials is traditionally held to be a local matter, as war memorials were often created by local committees which disbanded shortly after completion.

After the World Wars, when bodies were not repatriated, war memorials stood in place of the graves of those who fell and were sites that family and friends visited as they would have at a grave. From your email, I can see his ashes are kept at St Thomas's church. Therefore, the issue of the 'duplication' of his name should be considered.

Another point to be considered is whether you have any records for the criteria of those commemorated on the Garstang war memorial. Sometimes communities had specific requirements that had to be met for someone to go onto the war memorial, for example geographic restrictions. It does not mean those criteria have to be retained but it is sometimes helpful when considering such requests to understand the context. You may be interested in reading our helpsheets on [Addition of names](#) and [Research the history of a war memorial](#) for further information.

It is particularly important to ensure that the community are notified of such projects as they may come forward with additional names for inclusion. It is also important to consider if there is space for the proposed names to be added sympathetically. This might be on the structure itself, or on a plaque next to it.

We recognise that the perception of the function of war memorials has changed over time and if it is locally decided that his name should be added to the World War 1 and World War 2 memorial, the Trust recommends any addition is on a like-for-like basis using the same materials and text format. Alternatively, you may wish to consider creating a new memorial to accommodate names should any members of the community be lost to conflict in the future. An example of a new memorial which has space for plaques is the Heroes of Mansfield war memorial, www.warmemorialsonline.org.uk/memorial/133200 which was erected in 2011.

War Memorials Trust has been contacted about the potential removal of a name from a war memorial, commemorating a soldier killed in Afghanistan, as the community was debating whether the name was an 'inappropriate' addition, please see <http://www.warmemorials.org/uploads/publications/687.pdf> for our comments.

Before undertaking any project the Trust recommends contacting the Conservation Officer at the Local Planning Authority to determine if the structure is listed or within a conservation area. If this is the case then permission may have to be sought for any project. If the Town Council are not owners of the memorial then permission from the owner of the memorial must be sought prior to undertaking works, please see our helpsheet on Ownership of war memorials for further information.

Kind regards, Miss Ffion Jones, Conservation Officer

Please take time to read the addition of names to war memorials from the War Memorial Trust on [Addition of names](#) and [Research the history of a war memorial](#)



Photo credit: Michael Coleran

3) Item 15: Wyre Council – 3 Year review of Public Spaces Protection Order – Alcohol Related Anti-Social Behaviour

I am writing to notify you that the council is in the process of reviewing its existing Public Space Protection Order (PSPO) in relation to alcohol related anti-social behaviour.

The PSPO, which was originally created as a Designated Public Place Order under the Criminal Justice and Police Act 2001, now has effect under the Anti-Social Behaviour, Crime & Policing Act 2014, and covers certain public spaces within the towns of Cleveleys, Fleetwood, Garstang and Poulton-le-Fylde.

The effect of the Order is that an individual can be prosecuted or given a fixed penalty notice of up to £100 if they fail to surrender alcohol when asked to do so by an officer of the Police.

The Order does not make it illegal to carry alcohol or to drink in a public place as long as drinking is done responsibly. The Order is therefore only used when necessary to tackle alcohol related anti-social behaviour, and no offence is committed if individuals comply with a request to stop drinking and / or dispose of alcohol when asked to do so by the Police. The Order also only relates to public space and has no effect within premises suitably licensed for the supply of alcohol.

In accordance with the requirements of the Anti-Social Behaviour, Crime & Policing Act 2014, the Order must be reviewed every three years. The council is therefore seeking the views of the community and its partner organisations as to whether or not the existing Order should be renewed for a further 3 years; and if so, whether or not the areas currently covered by the PSPO should be reduced or extended, having regard to the likelihood of anti-social behaviour.

In order to assist the council in its review, it is requested that you bring this notification to the attention of your councillors and anybody else you feel may have an interest. Comments in respects to the Order can be made by way of a consultation link <http://wyre.gov.uk/alcoholASB>, which will also take you to a map for each area covered by the existing Order, together with a list of the streets included within each area. The consultation window will remain open until 5pm on Friday 13th November 2020.

Please note that in considering whether or not the existing PSPO should be extended or amended, the council must evaluate its effectiveness to date and ensure that the inclusion of any additional areas is both justified and proportionate having regard to the level and frequency of any anti-social behaviour taking place and the restrictions imposed by the Order. All comments, including any suggestions for the inclusion of additional areas should therefore be supported by information as to why their inclusion is considered necessary, including a description of the alcohol related activities which are occurring, and the frequency by which they occur.

Any questions in relation to the consultation exercise or to the existing Order should be directed to asb@wyre.gov.uk.