



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th February 2025 Agenda

Councillors and members of the press & public

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 17 February 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 17 February 2025, to express your interest in attending the 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

12th February 2025

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) **Announcements – for information**
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, [the minutes of the meeting held on 20 January 2025](#) (circulated on Teams).
- 6) **Finance payments – for decision**
 - a) Councillors are asked to approve the payments, detailed vouchers 192 – 200, in the Appendix.
 - b) Does the Council wish to subscribe to [CPRE Parish Council Membership](#) at £60.00? The membership lapsed last year on 29/2/2024. Parish councils join CPRE for a variety of reasons. The main one is that our local groups can provide a source of sensible and objective information on a full range of planning matters as well as issues such as light pollution, tranquillity, litter and water. Often parishes turn to local CPRE's when faced by a major, or unpopular planning application.
- 7) **Mayor and Deputy Mayor elect 2025/2026, Clerk – for decision**
 - i) Members are asked to approve the updated [seniority list](#) (updated to reflect Councillor Forshaw standing down).
 - ii) Members are asked to give consideration (with reference to [Standing Orders point 5j](#).) and the Council approved seniority list to the appointment of:
 - a) Mayor elect and
 - b) Deputy Mayor elect

in readiness for the Annual Town Council meeting on Thursday 22 May 2025

Councillor Webster has indicated, to the Clerk, that she wishes to stand as Mayor Elect.

Councillor Brooks has indicated, to the Clerk, that he does not wish to stand as Deputy Mayor elect.

Councillor Allard has indicated, to the Clerk, that he does wish to stand as Deputy Mayor elect.

The Clerk is advising that the Councillors who 'propose' and 'second' the Mayor elect and deputy Mayor elect, at this meeting, are the same Councillors who 'propose' and 'second' at the Annual Town Council meeting (Mayor making).

- iii) The Annual Town Council meeting (Mayor making) will be held at Booths [as per minute 17 June 2025 017(2024-25)].

The recommendation to Council is:

That the Annual Town Council meeting is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 26 ATCM (Mayor Making).

8) **Arrangements for Civic Sunday 2025, Clerk - for decision**

In readiness for the new Civic year, the Clerk is asking the Council what the arrangements for Civic Sunday, should be for this year?

The recommendation to Council is:

That Civic Sunday is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 27 Civic Sunday.

9) **Armed Forces Day, Saturday 28 June 2025, Clerk – for decision**

Armed Forces Day is a chance for people and local communities to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. Armed Forces Day celebrations begin on Monday 23 June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country.

Historically an event has been held on Kepple Lane park, the Thursday prior to Armed Forces Day (26/06/2025), to enable the local schools to attend.

The recommendation to Council is:

That the Council approve a date for a Town Council 'Armed Forces Day flag raise' and that the event is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO with a limit of £75, from budget code 28 Civic Expenses.

10) **Annual Governance Review, Clerk/RFO – for decision**

When completing the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council has established a principle of conducting an annual governance review each February. Councillors are asked to review and approve the following documents that have been circulated to councillors:

a) **Standing orders**

NALC's model standing orders were last modified in April 2022.

Councillor Allan is proposing an amendment (detailed fully in the Appendix) that Sub Clause 5 J is extracted and inserted as a new Clause 26 Appointment of Mayor: Seniority Rules. New Clause 26 needs a minor amendment to the last line to replace the word "contain" with the word "remain".

Recommendation to Council: Councillors are asked to consider the above proposal and then approve the current standing orders.

b) **Financial Regulations**

NALC's model Financial Regulations was last updated on 8 May 2024 and the model was used to update the Council's Financial Regulations which were approved on 19/08/2024.

Recommendation to Council: Councillors are asked to approve the current Financial Regulations; unamended from last year, 19/08/2024.

c) **Schedule of Assets, at 31/01/2025**

Background: Finance minutes 041(2024-25) Asset Register, RFO, ii) Kepple Lane Park equipment: Outdoor gym equipment (£15,000) and trim trail (£9,299). The Clerk was asked to review with Councillors Atkinson and Pearson, and evaluate if this was a double entry.

The RFO is reporting that, further to consultation with Councillor Pearson and the Lengthsman, this is not a double entry.

Items scrapped since the Finance Committee meeting on 28/01/2025
Kubota mower purchased 16/03/2015
Lawnmower STIGA purchased 01/03/2021
Stihl FS90 Strimmer purchased 01/06/2012

Recommendation to Council: Approve the Schedule of Assets, at 31/01/2025.

d) **Risk management policy**

The policy was reviewed by Full Council on 20/5/2024, minute reference 305(2023-24). The Clerk is advising there are no amendments to approve.

Recommendation to Council: Approve the Risk management policy.

- e) **Risk register**
No amendments to approve. Reviewed quarterly by the Finance & Amenities Committee
Recommendation to Council: Approve the Risk management policy.
- f) **Publication Scheme Policy.**
The Clerk has updated the policy.
Recommendation to Council: Approve the Publication Scheme Policy.
- g) **Investment strategy**
No amendments to approve.
Recommendation to Council: Approve the Investment strategy.
- h) **Reserves policy**
The policy was reviewed by Full Council on 8/10/2024, minute reference 022(2024-25).The Clerk is advising there are no amendments to approve.

Recommendation to Council: Approve the Reserves policy.
- i) **Grant policy**
The policy was reviewed by Full Council on 20/05/2025, minute reference 304(2023-24). The Clerk is advising there are no amendments to approve.

Recommendation to Council: Approve the Grant policy.

- 11) **3 month probation period of the Lengthsman, Councillor Perkins, Chair Personnel Committee – for decision**
The 3 month probation review of the Lengthsman took place on 11/2/2025. The review was carried out by the Clerk and Councillor Pearson.

The Lengthsman’s contract states that the first 3 months of employment will be a probationary period. During the probationary period, performance and suitability for continued employment will be monitored.

Proposal: That further to the meeting held on 11/2/2025, the Lengthsman’s probation period has been successfully completed and that the Council endorses this decision.

- 12) **Annual leave of Clerk, Councillor Perkins, Chair Personnel Committee – for decision**
The Clerk has 1.5 days Annual Leave to use by 31/3/2024. The employment contract states Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days’ leave into the following leave year, subject to the approval of the Council.

Proposal: Council approves that the Clerk can carry forward 1.5 days Annual Leave, into the following leave year (2025/26).

- 13) **Town Crier, Councillor Perkins, Chair Personnel Committee – for decision**
Background: Personnel committee 29/01/2025, minute 035(2024-25)

Resolved: A Councillor representative would be sought to replace Councillor Forshaw at February's Town Council meeting.

Proposal: Who would be willing to be a Councillor representative, who sits on the Personnel Committee? Daytime availability to attend meetings is required.

- 14) **Cash Access UK. Garstang Banking Hub, Clerk – for comment & decision**
[Correspondence](#) and [supplementary information](#) has been received from Cash Access UK. We are delighted to confirm that Cash Access UK will be bringing a Banking Hub to Garstang - bringing cash and everyday banking services to your community.

LINK recently assessed your community's cash access needs and has recommended a Banking Hub, which will now be provided by Cash Access UK. We're a not-for-profit company owned by the biggest high street banking providers in the UK.

The engagement Officer is offering to meet virtually to answer any questions and to find out how we can best keep the community up to date with all the developments as we prepare your Banking Hub for opening. Please let me know if you'd like me to set up an initial meeting.

How does the Town Council wish to respond?

- 15) **Wyre Council, Garstang skate park consultation – for decision**
Wyre Council are carrying out a consultation of the Garstang Skatepark. There will be signs put up on site around the; skate park, MUGA, youth shelter and there will be also signs in the library, YMCA and at Booths at Garstang. Please see attached posters which include a QR code with a direct link to the consultation. Our community engagement officer will also share the consultation with all the local community groups in Garstang and this will also be advertised on Wyre's social media channels.

The YMCA we are monitoring and recording numbers, age group and use of the groups which will form part of the evidence.

How does the Town Council wish to respond to the consultation?

- 16) **Strengthening the standards and conduct framework for local authorities in England, Clerk – for decision**
This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Responses are invited from local authority elected members and officers from all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

LALC have hi-lighted 2 very interesting questions in the consultation are:

12. Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

18. Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

Does the Town Council wish to respond to the consultation?

17) **Garstang AFVBC, Councillor Allan – for decision**

The Garstang AFVBC are intending to hold an event to celebrate VE Day 80 on Saturday 10th May. They are hoping to hold a “Picnic in the Park” at Kepple Lane Park and have asked me as a Committee member to seek Town Council approval for the use of Kepple Lane Park from 9am until 5pm to allow time to set up and clear down with the Picnic running between 12.00 and 4pm. Plans for the event are currently being formulated with a working group of the Committee having been set up.

Recommendation from the Clerk: That the Town Council approve the request in principle – subject to receiving a completed application form to hire the park. That delegated authority be given to the Clerk to approve the detail set out in the application form, in consultation with the Mayor and Deputy Mayor.

18) **Section 106 funding update Garstang, Councillor Keyes on behalf of working group – for decision**

Proposal: That the Clerk writes to Integrated Care Board (ICB) thanking them for the update. Please note that the Town Council want to enhance the position that the current Planning Application between Nateby Marina and the A6 has not received Care Funding and that the Integrated Care Board should take this into consideration when the next development that comes forward.

There has being no mitigation for the 500 plus extra patients for the 270 houses on the existing development. Checking the [Blackpool Teaching Hospital document](#) (page 5) that is attached to the Planning Application there would be 594 extra residents living in the development PA/22/00423/OULMAJ. This number of extra patients would be attendees for Garstang Medical Centre. As Garstang, and Wyre, have a higher ageing number of residents than average for Lancashire, there is also likely to be an issue of requirements for more carers as time goes by, which may well be family, who would also need some support. This needs to be taken into account.

19) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

Reference documents:

A copy of the [minutes of the meeting 14/01/2025](#), have been circulated on Teams. The next meeting is to be held on 11/03/2025 16:00-17:30

20) **Britain in Bloom North West Entry 2025, Councillor Pearson and the Clerk - for decision**

Correspondence has been received from North West in Bloom campaign. Kepple Lane Park (Garstang) was entered in 2024 in the small park category but was subsequently withdrawn. As the entry fee for 2024 (£110) had been paid, this has been carried forward to 2025 if Kepple Lane Park (Garstang) will be entering this year. If not, please let us know and we will make arrangements for a refund.

Proposal: That the Town Council enters Kepple Lane Park into the Local Authority Parks Small category at no cost to the Council.

21) **LALC, Buckingham Palace Royal Garden Party invite 2025, the Clerk – for decision**

The Clerk is seeking retrospective approval that an application be submitted to attend a Garden Party at Buckingham Palace. Lancashire & Merseyside ALC has been allocated 2 places on Tuesday 20th May 2025. Your Council is invited to nominate a Chairman/Mayor to attend. (The deadline was tight as it revolves around the Palace release of the Garden Party dates and its deadline for response).

22) **New class for larger communities in the Best Kept Village (BKV) Competition, Councillor Pearson – for decision**

BKV are reaching out to Communities who are not the small villages we have had for many years but yet have a community spirit and want to encourage this feeling in their area. The New class - Urban Community is for a designated area approx 500metres across within a larger village/town. This year only we are offering entry free to establish the Class

Recommendation to the Council: That the Town Council does not enter this year, but will consider the application with a view to entering next year

23) **Statement of Accounts – for information**

[Standing Orders 17c](#)) Councillors can access the accounts to 31/12/2024 on Scribe.

24) **Items for next Council monthly 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 **17 March 2025** by notifying the Clerk by **9 March 2025**. 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 Clerk has produced an [agenda item template](#) to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

For Information Only

25)

Clerk's Report

a) Resignation of Councillor Forshaw

To note that Councillor Forshaw resigned from the Council on 27/01/2025. Wyre Council has been notified and the Clerk has displayed a notice of Casual Vacancy. Wyre will let the Clerk know whether the council can go-ahead with co-option on 4/3/2025.

b) Clerk's Training

The Personnel Committee noted that the Clerk had registered on The Principles of Internal Auditing Local Councils (PIALC); an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. The cost is £144.00, of which the Clerk has secured 50% of the funding from SLCC Lancashire branch.

c) Lancashire County Council - Updated Lancashire Parish and Town Council Charter

The [updated Parish and Town Council Charter](#) can be found on the LCC website:

We worked with the Lancashire Association of Parish and Town Councils (LALC) and Society of Local Council Clerks (SLCC), together with representatives of individual parish and town councils to refresh and update the Charter in Autumn 2024. It includes a number of links to LCC services, as well as a useful directory at the end. Copies were also circulated at the Parish Conference in November.

26)

Councillor Report

a) Mayor, Councillor Halford - Wyre Council – Legacy Fund

Further to minute 150(2024-25)

Wyre Councillor Robert Atkins advised that 'As we both indicated at your last meeting, there will be no funds available unless and until the proposed council devolution happens.

The other PCs were wrongly advised'.

Wyre Councillor Dulcie Atkins replied to the Clerk's question of, 'have you sought clarification from the leader, as minuted at January's meeting, or is this issue now closed with yourselves'? with 'I think Wyre Councillor Robert Atkins has explained the position'.

The Clerk emailed Clare James, Director of Finance and Governance, 10/02/2025, asking the following questions:

- i. the latest position on the Legacy Fund,
- ii. the terms and conditions of the funding,
- iii. Advise the Town Council of the closing date to apply for the funding.

The following response was received 10/02/2025:

Initial discussions about potential projects we may want to pull forward have commenced but it's very early days. No application process has commenced

and it's not clear whether one will be needed as the focus is currently on [Council Plan priorities](#). There may be an application process in relation to UKSPF funding in 25/26 but again, this is yet to be determined.

b) Councillor Pearson – Allotments update.

- i. The Community Payback Memorandum of Understanding was signed by the Clerk on 30/01/2025. The Parties shall undertake the Placement(s) to achieve the following key objectives:
 Clear overgrowth to Garstang Allotments.
 Trim / prune trees, remove weeds to raised vegetable beds .
 Cut grass and re-establish paths.
 Cut down brambles.
 General garden maintenance.
 General Maintenance
 Litter Picking
- ii. The Clerk is in contact with the Officer, Probation Service. It is anticipated that the team will start at the end of February/early March 2025.
- iii. Finance & Amenities Committee minutes 8/10/2024 detail:
 020(2024-25) Review of income streams as per financial regs, RFO
 The Committee noted the Town Council's financial regulations point 13.2. The allotment and scout hut rent was discussed.
 a) Allotments rent
 Resolved: Setting of the rent for the allotments (after the plot has been cleared and the new plots marked out) was delegated to the RFO in consultation with the Chair, Councillor Atkinson and Councillor Pearson, who is the lead Councillor on the allotment project.

27) Outside body representatives

None received

28) Mayor's engagements

04/01/2025	Armed Forces Veterans Breakfast Club
06/01/2025	Cabus Parish Council
09/01/2025	Talking Café - Mayor Guest Speaker
14/01/2025	Claughton-on-Brock Parish Council Meeting
28/01/2025	Age UK open Day
30/01/2025	Nether Wyresdale Parish Council Meeting
02/02/2025	Cry Screening Garstang High School
03/02/2025	LCC Thankyou to Bloomers
06/02/2025	Memory Café Christmas Party No. 19

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
200	17/02/2025	£ 20.00	£ -	£ 20.00	Annual subscription	Wyre Council	Unity Trust Bank
199	17/02/2025	£ 120.00	£ 24.00	£ 144.00	Training	SLCC Enterprises Ltd	Unity Trust Bank
198	17/02/2025	£ 25.30	£ 5.06	£ 30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
197	17/02/2025	£ 58.80	£ 11.76	£ 70.56	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
196	17/02/2025	£ 22.83	£ 4.57	£ 27.40	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
195	17/02/2025	£ 78.58	£ 15.72	£ 94.30	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
193 & 194	17/02/2025	£ 3,438.24			Staff salaries	Staff costs "Salary to be paid electronically on 26/02/2025, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004', Lengthsman NJC point 4 – 6 Salary Scale.	Unity Trust Bank
192	12/02/2025	£ 1,315.78	£ -	£ 1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland

2) **Item 10a): Standing Orders**

This agenda item recommends an amendment to Standing Orders **Clause 5 Ordinary Council Meetings** which sets out when meetings take place and how they are to be conducted. In particular **Sub Clause 5 J** provides the seniority rules governing how the Mayor and Deputy Mayor should be selected. This sub Clause is of such importance in the governance of the Town Council that it should be a Clause in its own right. This proposal is to extract **Sub Clause 5 J** and insert it as a new **Clause 27 Appointment of Mayor: Seniority Rules**.

New Clause 27 needs a minor amendment to the last line to replace the word “contain” with the word “remain”.

3) **Item 18: Section 106 funding update Garstang, Councillor Keyes on behalf of working group**

Background:

Further to the Council meeting held on 20/01/2025, minute 154(2024-25)

Resolved: The Town Council approved that the Clerk approaches the Integrated Care Board (ICB) to investigate if funding will be provided in due course to Garstang Medical centre for planning application 22/00423/OULMAJ.

The Clerk has received the following response:

I refer to your e mail of 27th January in connection with the planning application 22/00423/ The application was one to vary conditions of a previous permission granted some time ago, this being granted on appeal by the Planning Inspectorate.

It was a highways matter to which the condition related and the ICB would not have been consulted.

So, whilst technically the Council issue a new planning permission (covering everything that the previous permission covered) this would not trigger re-considering healthcare contributions.

14/00458/OULMAJ: Outline for up to 270 dwellings and employment uses etc....

This application was allowed by the Planning Inspectorate on the 19th of April 2017. Wyre refused permission on 6th November 2015. There will not be any reference to healthcare in the documents and healthcare did not form part of the s106 since the former CCG did not formally adopt its Sec 106 Policy until 2018 at which point it could begin to request contributions. Unfortunately, the contributions could not be revisited under application 22/00423/OULMAJ as its was to vary a condition.

The ICB has not responded to this application in June 2022 as you indicate.

I trust that clarifies everything for you.