



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th March 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 March 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 March 2025, to express your interest in attending the meeting. This helps Council answer your questions on the evening.

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 March 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 17 February 2025](#) (circulated on Teams).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments, detailed vouchers 205 – 212, in the Appendix.
- 7) **4 Casual vacancies, Clerk - for decision**
Wyre Council has informed the Town Council that ‘there has been no request for an election for your Casual vacancy at Garstang, so you are free to proceed to co-option.’
This being the case, the Town Council should now co-opt a total of 4 new town councillors as soon as practicable.

Recommendation to Council: The Council are asked to approve the following provisional timescale.

Date	Action
18/04/2025 up to Sunday 4/5/2025	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 13/5/2025.

Date	Action
End of Sunday 4/5/2025	Deadline for applications
Wednesday 7/5/2025	Publish agenda for extraordinary council meeting to be held on Tuesday 13/5/2024 to consider Councillor vacancies.
Tuesday 13/5/2025	Extraordinary council meeting 19.30

- 8) **Civility & Respect Pledge, Councillor Keyes and Clerk - for decision -**
 Proposal: To pass a resolution to sign up to the Civility and Respect Pledge. The Council complies with points a) to g) of the pledge, subject to agenda item 9.

The Full report is detailed in the Appendix.

- 9) **Dignity at work policy, Councillor Keyes and Clerk- for decision**
 Proposal: To pass a resolution to sign up to the [Dignity at work policy](#) as circulated. The document, if approved, will be amended to detail Garstang Town Council.

The full report is detailed in the Appendix.

- 10) **Lengthsman container – electrical supply, Kepple Lane, Clerk – for decision**
 To consider the 3 quotations, to provide an electrical supply to the container, received by the Clerk, and appoint a contractor.

- 11) **First Aid Training Lengthsman, Clerk – for decision**
Recommendation to Council: That the Lengthsman attends a first aid at work (FAW) course (usually a 3 day training event). That the cost ranging from £359 - £399.00 (Exc. VAT). Costs to be met from budget code 23 Health and Safety £262.48 and EMR Health and safety £220.80. That the booking of the course be delegated to the Clerk.

- 12) **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:

The [agenda for the meeting on 11/03/2025](#) has been circulated.

- 13) **Catterall Gala 2025, Clerk – for decision**
 I am writing on behalf of Catterall Gala to invite The Mayor and Mayoress and the 2 Councillors to walk In this year's Gala. The procession will leave Catterall village hall at 1.30 pm on Saturday 31st May. The crowning of our new Queen will follow the procession then you are invited to partake in afternoon tea. Hope you can join us.

Proposal: To invite 2 further councillors to attend alongside the Mayor elect, Councillor Webster and Consort elect.

14) **Celebration of 80 years since VE (Victory in Europe), Working group meeting, Councillor Halford – for decision,**

The working group met on Teams on 11/03/2025; the [meeting notes](#) have been circulated.

Proposal: To amend the [Flag policy](#) at point 1.5 vii) Victory in Europe Day (VE Day); commemorating 8 May 1945, and allow the flag to be flown at both flag poles; the War Memorial and Kepple Lane Park

15) **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 **23 April 2025 (the 3rd Monday of the month falls on a bank holiday, Easter Monday, hence the meeting being held on Wednesday 23 April 2025)** by notifying the Clerk by **13 April 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.

16)

Clerk's Report

a) Councillor Town Crier representative

17/02/2025 Full Council minute 176(2024-25) A Councillor representative would be sought to replace former Councillor Forshaw at March's Town Council meeting.

The Clerk is advising that this item will be tabled at the next meeting on 23/4/2025.

b) Clerk's Training

The Clerk has passed 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. A certificate was awarded on 3/3/2025 and the Clerk has earned 8 CPD points for this achievement.

c) Wyre Council - Garstang skate park – update 10/03/2025

I would like to provide a follow up to my previous email about the consultation and provide an update on progress:

- The skate park consultation received a generally positive response to improvements to the facilities and concluded that people would support a new improved facility.
- This project has been approved for funding to make improvements to the whole site including the skatepark, multi-use games area, youth shelter as well as the fencing. This is an exciting opportunity and will be a great improvement and asset for Garstang.
- As this scheme is not just going to be replacing like for like, it is important we need to follow the Councils procurement procedure for any new facility. We have had an initial meeting with procurement about this scheme and are in the process of preparing the details of a design and build scheme and specifying requirements which will follow the procurement process in appointing an appropriate contractor to complete the specialised works.

I will keep you updated with detailed timescales when we are a bit further ahead with this process.

d) Lengthsman reported to Clerk

[Lancashire County Council - All drains and gullies being flushed in county for 2025/26.](#)

6. Changes to Codes of Practice in Relation to Highway Gully Cleansing Cabinet considered a report that set out a proposed change on the codes of practice in relation to highway drainage cleansing, to deliver more effective cleansing of all gully assets.

Resolved: That i. The 2 year (2025/2026 and 2026/2027) expansion of the cyclic gully cleansing programme and risk based approach to reactive gully cleansing to encompass all highway gully assets within the county council's remit, be approved;

and ii. The Director of Highways and Transport be authorised, in consultation with the Cabinet Member for Highways and Transport, to make the associated amendments to the county council's guidance and codes of practice in relation to gully cleansing.

17)

Councillor Report

a) Councillor Pearson – Allotments update.

- i. The Community Payback team started on site on Thursday 27/02/2025. At the time of printing the agenda, 90% of the site has been cleared, evident on the [circulated photos](#). The Clerk and Lengthsman are making arrangement to clear the site of the debris, which includes plastic.
- ii. 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.

b) Councillor Webster – Civic Sunday.

Please put Sunday 25th May 2025 in your diary for the Civic Sunday service; 10.30am St Thomas' Church, Church Street, Garstang.

c) Section 106 funding update Garstang, Councillor Keyes on behalf of working group

Further to minute 181(2024-25); 17/02/2025,

Resolved: That the Clerk writes to Integrated Care Board (ICB) thanking them for the update and 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.

The NHS Lancashire and South Cumbria Integrated Care Board replied, 'You can't apply for retrospective funding so it is simply not possible I'm afraid.'

Councillor Keyes followed up this response with Fiona Riley, Planning Policy Manager, Wyre Council to gain a better understanding, who replied as follows:

The Integrated Care Board (ICB) receives the budget from central government to commission health care provision. My simple understand of how this process works in practice, is the Integrated Care Board pay the service provider a fee for services. E.g. if a resident in the ICB catchment breaks their leg and attends Blackpool Victoria Hospital, then the cost of their treatment is recharged to the ICB, the same applies for GP treatments. So it is the ICB that receives the money and buys services from Garstang Medical Centre.

The ICB also works with Garstang Medical Centre to support/facilitate works needed to the practice to accommodate the population growth. Once again, funding its obtained from central government and S106 appears to be a small part of this. I do not have the break down, so this would have to be a question to the ICB if you want further information.

At the time, the Nateby crossing application was considered, the then CCG did not request S106 funding towards provision of medical facilities, this is simply a case that they did not request S106 at that point in time. There is no mechanism to retrospectively request S106 monies.

I explained to Ivor that there were only Fylde and Wyre that I understood accepted S106 ask from the CCG today; having spoke with the ICB since my conversation with Ivor, the ICB have suggested that this is now much wider accepted in Lancashire, I suspect this may be partially due to case law clarifying the matter.

If the development at Cockerham Road comes forward, the ICB would be consulted on any planning application, and they would have an opportunity to request S106 monies. But the calculation would only be based on that specific development only.

I would suggest that it may be beneficial (if you haven't already) for the Town Council to engage with the medical practice to understand how the practice is adapting, they may also be able to provide you with information on whether there are longer term plans and any conversations they may be having with the ICB.

d) Councillor Keyes, Council surgery, 08/03/2025.

Councillors Atkinson and Keyes attended the surgery.

Three people (residents of the town) attended.

Points raised included road repairs, parking on footpaths. Councillors informed the attendees about LCC role and the Love Clean Streets app, and how the Police attended our Council meetings and that they were aware of those parking issues, and that the Police gave feedback re other issues.

18) Outside body representatives

None received

19) Mayor's engagements

11/2/2025	Garstang Brownies Talk
27/2/2025	Mayors Charity Bingo
3/3/2025	Armed Forces Veterans Breakfast Club
9/3/2025	Meadow Croft Care Home Masquerade Ball 1st Birthday

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
212	17/03/2025	3,538.20	707.64	4245.84	Supply Christmas Lights	LITE	Unity Trust Bank
211	17/03/2025	21.66	4.32	£25.98	Supplies	Houghtons	Unity Trust Bank
210	17/03/2025	71.5	0	£71.5	room hire	LCC (Lancashire County Council)	Unity Trust Bank
209	17/03/2025	1,315.78	0	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
208	17/03/2025	22.83	4.57	£27.4	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
207	17/03/2025	29.17	5.83	£35.00	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
205 & 206	17/03/2025	3,404.73	0	£3,404.73	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

2) Item 8: Civility & Respect Pledge, Councillor Keyes and Clerk

1.0 Proposal: To pass a resolution to sign up to the Civility and Respect Pledge

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their roles.

Signing up is a simple process, which requires councils to register and agree to the following statements:

a)	Has put in place a training programme for councillors and staff
b)	Has signed up to the Code of Conduct for councillors
c)	Has good governance arrangements in place including staff contracts and a dignity at work policy
d)	Will seek professional help at the early stages should civility and respect issues arise
e)	Will commit to calling out bullying and harassment if and when it happens
f)	Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
g)	Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

2.0 Background Information:

As detailed on the NALC website [improving civility and respect](#)

Growing concerns about bullying, harassment, and intimidation in parish and town councils prompted leading sector organisations to unite to form a Civility and Respect Working Group.

We are part of the Civility and Respect Working Group along with county associations, One Voice Wales, and the Society of Local Council Clerks.

The group prioritises promoting civility and respect in public life, emphasising the critical role of good governance in ensuring a well-functioning democracy across all levels. The group recognises the detrimental effects of intimidation, abuse, bullying, and harassment on council operations, councillor representation, public engagement, and trust in local democracy. The group is dedicated to fostering an environment of civility and respect. It aims to encourage positive debate, support the well-being of councillors, clerks, and council staff, and promote good governance practices within parish and town councils.

3.0 Background Documents:

a) Local Council Award Scheme

[Criteria mirror civility and respect pledge](#)

Bronze - Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

Gold - Supports a culture of civility and respect in the council

The scheme is there to:

Recognise the achievements and work of local (parish and town) councils, and celebrate what we do well.

It helps councils benchmark where they are and their activities against other councils across the country. It identifies what they are already doing well, as well as how they can develop further.

It proves to funders and partners that a council is operating well

Overseen by the Improvement & Development Board (IDB) which includes the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), Local Government Association (LGA) and the Ministry of Housing, Communities and Local Government (MHCLG)

Terry Philpott, town clerk, Ware Town Council

The Award enables A-Team alignment so that whether that's officers or counsellors all working together and pulling in the same direction to achieve certain objectives in terms of the good governance and the good community arrangements around running a local council

- b) Insurance email 19/02/2025. Have you attained an award under the Local Council Awards Scheme? No
- c) [Tracker](#)
Barnacre with Bonds and Catterall Parish councils have signed the pledge.
- d) Garstang Town Council resolved not to sign the pledge in March 2023, minute 191(2022-23)

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Yes	Minor
Council objectives	Yes	
Equalities & diversity	Yes	
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
There will be financial implications	No	
There is provision within the budget		

Yes	Yes/No	Detail
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		

3) Item 9: Dignity at work policy, Councillor Keyes and Clerk

1.0 Proposal: To pass a resolution to sign up to the Dignity at work policy as circulated. The document, if approved, will be amended to detail Garstang Town Council.

2.0 Background Information:

The Civility and Respect Pledge details the following:

c)	Has good governance arrangements in place including staff contracts and a dignity at work policy
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3.0 Background Documents:

SLCC reference material:

Dignity At Work Policy, August 2022

One of the Civility & Respect project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Yes	Minor
Council objectives	Yes	
Equalities & diversity	Yes	
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
There will be financial implications	No	
There is provision within the budget		
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		

4) **Item 10: Lengthsman container – electrical supply, Kepple Lane, Clerk**

3 quotations have been sought to:

Supply, wire & install a power supply to the Lengthsman's container at the Scout and Guides Headquarters, Kepple Lane, Garstang.

The supply would be fed from existing Town Council meter in Scout and Guides building). A catenary wire will span gap between building and container.

The Lengthsman attended site with the suppliers and arranged for quotes to be received.

Supplier	Net Total	VAT	Total cost
A	930.00	186.00	£1,116.00
B	n/a	n/a	£675.69
C	1,068.74	213.75	£1,282.49

5) Item 11: First Aid training for Lengthsman, Clerk

1.0 Agenda Item:

Recommendation to Council: That the Lengthsman attends a first aid at work (FAW) course (usually a 3 day training event). That the cost ranging from £359 - £399.00 (Exc. VAT). Costs to be met from budget code 23 Health and Safety £262.48 and EMR Health and safety £220.80.

2.0 Background Information:

The Clerk sent an enquiry to Health & Safety Executive seeking advice about most appropriate first aid for the Lengthsman. The following response was received.

Health And Safety At Work Etc Act 1974

Thank you for contacting the Health and Safety Executive with your enquiry. The information you require can be found on our [website](#) along with further comprehensive health and safety guidance and information. Many of our publications are also located there and these are free to download.

You may find the information at the following links useful for your enquiry:

[First aid needs assessment - First aid at work - HSE](#)

[First aid in work: First aiders and training - HSE](#)

[First aid at work: The Health and Safety \(First-Aid\) Regulations 1981. Guidance on Regulations L74](#)

The Clerk has completed a First Aid needs assessment and assessed that the Lengthsman should attend a FAW course.

- *emergency first aid at work (EFAW) – at this level they're qualified to give emergency first aid to someone who is injured or becomes ill while at work*
- *first aid at work (FAW) – qualified to EFAW level but can also apply first aid to a range of specific injuries and illnesses.*

This will not only allow the Lengthsman to be competent in his work environment but also at Town Council organised events e.g. Any beacon event lighting in Chesrestanc Square, Christmas lights switch on, possibly Remembrance Sunday etc.

3.0 Background Documents:

What does First aid at work cover?

This 3-day course covers everything you would find on the 1-day Emergency first aid at work course, but also includes a wide range of additional skills. Our training ensures

learners are able to understand, and where relevant, apply, the following skills when helping an adult in the workplace who:

- is unresponsive and breathing
- is unresponsive and not breathing, including how to use an automated external defibrillator (AED)
- is choking
- is bleeding, including life-threatening bleeding and the use of haemostatic dressings and tourniquets
- is suffering from shock and internal bleeding
- has burns
- feels faint
- has been poisoned
- has a head injury
- has hypothermia or heat exhaustion
- has an injury to a bone, muscle or joint (including spinal injuries).

Learners will also be able to help a casualty who is having a:

- seizure
- heart attack, including the administration of aspirin
- angina attack
- stroke
- asthma attack
- severe allergic reaction
- diabetic emergency.

The course also includes information on:

- assessing a casualty
- monitoring a casualty
- where to get help
- electrical incidents
- accident recording and reporting
- the control of substances hazardous to health (COSHH).

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Yes	
Council objectives	Yes	
Equalities & diversity	Yes	
Community safety	Yes	
Sustainability	Yes	
Climate change and environmental issues	No	
Information and Communication Technology (ICT)	No	
There will be financial implications	Yes	
There is provision within the budget	Yes	
Decisions may give rise to additional expenditure	No	
Decisions may have potential for income generation	Yes	Savings from not having to appoint an external first aider.

Yes	Yes/No	Detail
Asset management	No	
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		