



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 16th December 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 16 December 2024, 7.30pm.

Present

Chairman; Councillor Halford

Councillors present: Allard, Atkinson, Brooks, Forshaw, Halford, Keyes, Pearson and Perkins.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins, Wyre Councillor Alice Collinson and PCSO's Creighton and Yates.

127(2024-25) Apologies for absence

Councillors Allan and Webster.

County Councillor Turner and PCSO Atkinson

128(2024-25) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

129(2024-25) Public participation

The meeting was adjourned to allow members of the public to speak. A summary is provided below.

PCSO Creighton there was a serious assault in Garstang on Saturday evening and which is being investigated. The Victorian Festival had gone well with no issues. Councillor Perkins thanked the police for attending the Memory café Christmas party.

Councillor Brooks arrived.

Wyre Councillor Dulcie Atkins reported that the National Planning Policy Framework had been revised. Wyre would be holding workshops in January 2025.

Wyre Councillor Robert Atkins spoke about how central government wants to merge areas where there are currently two tiers of local authority - smaller district and larger county councils - in a bid to streamline services.

He reported that there were 2 task groups investigating fly tipping and recycling task group. By April 2026 Lancashire County Council would be responsible for collecting food waste.

He congratulated Councillor Atkison on the huge amount of work he had put into seeking funding to secure the development of the Garstang Community Sports Club.

Wyre Councillor Alice Collinson reported that you could recycle light bulbs at Booths.

The meeting was reconvened.

130(2024-25) Mayor Announcements

Councillor Halford announced:

- i) Thanks to all involved in the Christmas lights switch on lights; he thought Cherestanc Square was an ideal spot for the switch night.
- ii) That the Victorian Festival had been a great event.

131(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 18 November 2024.

Resolved: The minutes of the meeting held on 18 November 2024 were confirmed and signed as a true record.

132(2024-25) Finance payments, RFO

Councillors were asked to approve the payments, vouchers 131, 135 - 143, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 131, 135 - 143, as detailed in the Appendix.

133(2024-25) Precept/Budget 2025/2026, Councillor Atkinson and RFO

Councillors discussed 3 proposals in order to determine the final Precept/Budget 2025/2026 figures.

- i) Machinery for Lengthsman (1 self-drive mower, one sit on mower, Strimmer, Hedge cutter, Backpack Blower Kit, Telescopic Long Reach Pole and electric batteries). Following the new Lengthsman commencing work for the Council, there had been a review of the existing tools and machinery which has identified that all equipment will require replacement in the next year. The Lengthsman had produced a report outlining the proposal to change from petrol to electric based on environmental and safety reasons.

Resolved i): The Council approved Option 1, (1 self-drive mower, one sit on mower, Strimmer, Hedge cutter, Backpack Blower Kit, Telescopic Long Reach Pole and electric batteries) based on the efficiencies in the Lengthsman's time. This time gained will support the councils' aspirations to focus more time on the maintenance of amenities, as well as the value for money of the assets.

The funding for the new machinery would be sourced as follows:

Source (Budget Code/EMR)	Value
Lengthsman Assets EMR	£961.60
24/25 Budget Code 32 – Lengthsman Asset Replacement	£1,551.28
25/26 Budget Code 32 – Lengthsman Asset Replacement	£1,613.00
Existing General Reserves EMR	£5,321.63
Increase to the General Reserves Budget for 25/36	£2000.00

- ii) Civic.ly App
Councillor Atkinson reported that Civic.ly is a new task management feature, (provided by Scribe) for inspections, jobs, and defect management. It is well-positioned to help the council transition from time-intensive, manual processes to a streamlined digital solution that could reduce asset-related administrative time by approximately 10-20 hours monthly and offer a comprehensive compliance trail that aligns with both regulatory and insurance requirements.

Resolved ii): The Council approved to budget for the Civic.ly App for 2025/2026 at Budget Code 39 Finance Accounts software additional budget of £936 [Monthly Total (excl VAT) £78].

- iii) Litter collection trolley
Councillor Atkinson reported on the purchase of a litter collection trolley. The trolley would allow separation of recycling waste, an increased range of patrol areas and reduces the carrying burden.

Resolved iii): The Council approved to budget for the Litter collection trolley for 2025/2026 at Budget Code 32 – Lengthsman Asset Replacement additional budget of £1,200; specification to be determined.

The Council **further resolved:**

- a) To approve the circulated Draft V0.5 Budget 2025/26. The approved budget would be named V1.0 Budget 2025/26.
- b) To approve a precept for 2025/26 of £143,055.60. This is a Band D equivalent of £73.38 (an increase of £2.12 [equates to 2.97%] in comparison to last year's Band D equivalent), summarised in the table below:

Receipts	£13,939.00
Payments	£156,994.60
Precept Value 2025-26	£143,055.60
Tax Base (2024)	1949.65
Band D Equivalent	£73.38
Last Years Precept	£139,325.00
Last Years Band D	£71.26
Change in Precept	£3,730.60

- c) That the 2025/26 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine.
- d) That the placing of orders as detailed in i) and iii) be delegated to the Clerk/ RFO, in consultation with the Chair of Finance Committee, Councillor Atkinson. This will enable quotations/estimates to be accepted as prepared by the supplier.

134(2024-25) Lancashire County Council, Clerk

The Council noted minute 210(2023-24); Full Council, 15/01/2024

Lancashire County Council - Bus Service Improvements Plans

Resolved: The Council noted the bus proposals at bus stops along the High Street, Bridge Street, Park Hill Road and Windsor Road.

The Council resolved that the proposal for 'No waiting Monday to Saturday 8am – 6pm should be amended to 'No waiting at Any time'.

The Council considered

a) Bus Service Improvement Plans advertising

As part of its Bus Service Improvement Plans, the County council has developed proposals on High Street, Garstang. The overall aim is to improve and enhance the bus route on High Street, Garstang. To help achieve this aim, we propose to provide an additional length of No Waiting Any Time on the western side of High Street and Market Place to its junction with Church Street. The proposals aim to ease traffic congestion and improve the reliability of bus services for passengers.

Resolved: The Council approved the Improvement Plans to provide an additional length of No Waiting Any Time on the western side of High Street and Market Place to its junction with Church Street.

b) Notice Of Modification, Road Traffic Regulation Act 1984 (Bridge Street, Church Street, High Street And Market Place, Garstang, Wyre Borough) (Revocation, Prohibition And Restriction Of Waiting And Limited Waiting Parking Place) Order 202*

The County Council previously sent documents for the above proposal. This has now been modified, the effect of which will be to introduce the measures as set out in the attached [Public Notice](#) and [plan](#). As point a) details; the Clerk has obtained an extension to the deadline to Tuesday 17/12/2024.

Resolved: The Council approved the Traffic order whereby No Waiting Any Time on the western side of High Street and Market Place to its junction with Church Street was being proposed.

135(2024-25) Wyre Council, Open consultation: enabling remote attendance and proxy voting at local authority meetings.

The Council noted that the government had issued a public consultation to seek views on their proposals to enable remote attendance and proxy voting at local authority meetings.

Resolved: The Town Council agreed that remote attendance and proxy voting at local authority meetings was a good tool to have access to. The Council did not anticipate using the facility for Full Councils but that it would be useful if required for an emergency.

136(2024-25) Moss Lane Park Improvements and Grant Funding, Councillor Atkinson

Councillor Atkinson proposed that the Town Council should request via GGPB and into Wyre Council, for the improvement of Moss Lane Park to be put forward as a project for UK SPF funding in 2025/26 financial year. Councillor Atkinson suggested that the Council request £120,000 in support of the project. This could include:

- i) Extension of the footpath to run parallel to Moss Lane – to be used by local running groups, walking groups and residents
- ii) Illumination of the footpath - to be used by local running groups, walking groups and residents
- iii) Potentially the inclusion of a small community pavilion with no impact to the football pitch– for use by events teams and for changing facilities for youth groups using the park.
- iv) Improved drainage

The proposal is suggested in principle, with the council to work up detailed plans and costing once an understanding of funding availability is confirmed. This detailed planning would need to consider any through life and future replacement costs. He went on to explain that the project would need to be delivered by the end of March 2026. He also reported that whilst in conversation with County Cllr Turner, there was potential to apply for up to £40,000 from the Lancashire Environment fund.

Resolved: The Town Council agreed, in principle, to the submission of the Moss Lane Park Improvements project to Wyre Council, via GGPB. The project was to include potentially:

- i) Extension of the footpath to run parallel to Moss Lane – to be used by local running groups, walking groups and residents
- ii) Illumination of the footpath - to be used by local running groups, walking groups and residents
- iii) Potentially the inclusion of a small community pavilion with no impact to the football pitch– for use by events teams and for changing facilities for youth groups using the park.
- iv) Improved drainage

137(2024-25) Greater Garstang Partnership Board, Councillor Pearson

The Clerk had circulated minutes of the meeting held on 5/11/2024. The next meeting is to be held on 14/01/2024. Councillor Pearson reported that he had received a reply from Wyre Council about the governance of the GGPB, which he would table at the next meeting on 20/01/2025

Councillor Atkinson asked Councillor Pearson for a list of proposed schemes, for Garstang, that had been proposed by the GGPB for 2025/26, for the next Town Council meeting on 20/01/2025.

138(2024-25) Town Council awards (Thursday 24 April 2025) – Annual Town meeting, Councillor Halford

Resolved:

- i) Councillors Allard, Forshaw, Pearson, and Perkins, to join the Mayor and form the Awards panel.
- ii) That the payments for the Awards evening be delegated to the Clerk in consultation with the Mayor, Councillor Halford. All payments to be met from EMR for the Annual Town Meeting.

139(2024-25) Project Plan Biodiversity – Clerk and Councillor Pearson (Lengthsman prepared the report).

Resolved: That the £300 received from Biodiversity Small Grant Scheme, LCC to fund local biodiversity-related projects, be spent on 'Project Plan: Managing Parks and Public Spaces to Improve Conditions for Hedgehogs in Garstang'.

140(2024-25) LANPAC Membership for 2025- 2026, Clerk

Resolved: The Town Council agreed not to renew the annual membership of LANPAC.

141(2024-25) Items for next Council monthly agenda

Councillors were asked to raise matters to be included on the agenda and 'Report of other representatives and projects' for the meeting of the Town Council on **20 January 2025** by notifying the Clerk by **12 January 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

The Meeting Finished at: 8.31pm

142(2024-25) Clerk's Report

a) Academy Conversion SS Mary and Michael Catholic Primary School, Castle Lane, Garstang, Preston PR3 1RB

Lancashire County Council has recently received notification from the DfE that that SS Mary and Michael Catholic Primary School, Castle Lane, Garstang, Preston PR3 1RB is converting to an academy and joining Mater Ecclesiae CMAT and that LCC should undertake the requisite due diligence exercise to enable the conversion to progress.

As part of this process LCC are informing the LCC, District and Parish Councillors that this conversion is progressing. The site may not be wholly within your boundary but as pupils from your area may attend this school we are advising neighbouring councillors to keep them informed.

The time frame for this conversion is approximately 6 months from receipt of the Academy Order, however this can be undertaken sooner or in some cases can take longer due to the complexities involved.

If you have any questions please do contact
susan.strother@lancashire.gov.uk. who is the programme lead for academy conversions.

b) [Temporary Closure Footpath FP0212001 Garstang, Wyre](#)

c) Lancashire PCC - Launch of the Police and Crime Plan 2024 – 2029

Lancashire's Police and Crime Commissioner has launched his plan for policing in Lancashire to ensure Lancashire Constabulary deliver an efficient, effective service through strong leadership and tough scrutiny.

Commissioner Grunshaw, who was elected in May 2024 for his third term in the role, has developed his Police and Crime Plan which will shape policing in Lancashire over the next four years, following extensive consultation with stakeholders and the wider public.

During the Summer, a public survey saw over 6,000 people share their views, and Commissioner Grunshaw engaged with elected officials, businesses and partners up and down the county, to ensure the Plan, which covers 2024-2029, delivers what matters most to people.

Based on this, the four priorities in the plan are; Prevent Violence Against Women and Girls (VAWG); Tackle Crime and Anti-Social Behaviour (ASB); Get Tough on Serious Violent Crime and Rebuild Public Trust and Confidence

The plan, which is a legal requirement and sets the strategic priorities for Lancashire Constabulary, is based on the needs of the public and how these will be met across policing and criminal justice, keeping victims at the centre of all work. It focuses on the need for partnership

working and a prevention-based approach, alongside enforcement.

The Police and Crime Plan also builds on the work that the Commissioner has already been focusing on in the months since his election, including calls for laws tackling the illegal use of e-bikes and e-scooters, new legislation to strengthen the response to retail crime, and investing around £215k of cash seized from criminals into community schemes that deter offending.

Clive Grunshaw, Police and Crime Commissioner for Lancashire said:

"I was honoured when the people of Lancashire once again put their trust in me to hold Lancashire Constabulary to account and deliver the policing service, we all want to see. Since then, I have been engaging with the public and working with stakeholders to build on the vision for policing I was elected to deliver.

"All of the priorities in my plan, together with the work to deliver them, are based on these conversations, and as the public's voice in policing, I will be working with partners across the criminal justice system and holding the Chief Constable to account for the delivery of the plan and scrutinise the Constabulary's performance.

"Making Lancashire a safer place to live, work and visit is my ultimate aim, and we can only do this through strong leadership, tough scrutiny and effective policing, that increases public confidence and trust that officers will be there when needed most."

[View the Police and Crime Plan for Lancashire 2024-2029.](#)

143(2024-25) Councillor reports

None.

144(2024-25) Outside body representatives

None received

145(2024-25) Mayor's engagements

Date	Event
15/11/2024	Cabus Players- Rise and Fall of Gordon Grinshaw
16/11/2024	Churchtown in Bloom - Winter Sparkle
20/11/2024	Claughton Primary School- Parliament Week
20/11/2024	Winmarleigh Parish Council Meeting
22/11/2024	Kirkland Christmas Market
23/11/2024	Christmas Lights Christmas Market
24/11/2024	Garstang Scout Hut - Exec Christmas Market
25/11/2024	North West in Bloom - Wyre Borough Council
25/11/2024	Garstang Christmas Lights Switch On
27/11/2024	Lancashire Day
30/11/2024	St Thomas's Christmas Market
30/11/2024	URC Christmas Market
01/12/2024	St Lukes - Christmas Lunch

Date	Event
01/12/2024	Catterall Christmas Lights Switch-On
01/12/2924	Meadowcroft Christmas Lights Switch-On
02/12/2024	Memory Cafe Christmas Party
02/12/2024	Garstang Victorian Festival
03/12/2024	Garstang Victorian Festival
05/12/2024	Garstang United Reformed Church Christmas Market for Cancer Care
06/12/2024	Kirkland & Catterall St Helen's Church of England Primary School - Christmas Fair
07/12/2024	Winmarleigh Church of England Primary School - Christmas Fair
07/12/2024	Christmas Tree Festival - St. Thomas's Church
07/12/2024	Armed Forces Veterans Breakfast Club Christmas Meal
08/12/2024	Garstang Santa Dash
08/12/2024	Oaklands Christmas Market
08/12/2024	Meadowcroft- Christmas Market
12/12/2024	RVS Christmas Lunch- St Thomas's Church Hall
12/12/2024	Garstang Theatre Group- Pantomime
22/12/2024	Claughton Primary School Christmas Concert
28/12/2024	Tractor Run

Appendix

1) Item 6: Finance payments

Voucher	Date	Net	VAT	Total	Description	Supplier	Bank
143	16.12.2024	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
142	16.12.2024	£240.00	£0.00	£240.00	Annual membership	SLCC (Society Local Council Clerks)	Unity Trust Bank
141	16.12.2024	£12.50	£0.00	£12.50	room hire	Garstang St Thomas' Parish and Community Hall	Unity Trust Bank
140	16.12.2024	£8.66	£1.73	£10.39	Mobile wi-fi	3 Three	
139	16.12.2024	£58.80	£11.76	£70.56	Subscription charges	Microsoft (Microsoft)	
138	16.12.2024	£22.83	£4.57	£27.40	Mobile phone	Vodafone (Vodafone)	
137	16.12.2024	£265.65	£53.13	£318.78	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
135 & 136	16.12.2024		£0.00	£3,413.50	Staff costs "Salary to be paid electronically on 24/12/2024, 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.	Employees	Unity Trust Bank
131	12.12.2024	£1,473.12	£0.00	£1,473.12	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland