



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, Wednesday 23<sup>rd</sup> April 2025 Minutes

### **Present**

Chairman; Councillor Halford

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

Also present: Town Clerk, Edwina Parry, Wyre Councillor Alice Collinson, County Councillor Turner, PCSO Atkinson and PCSO Yates

### **211(2024-25) Apologies for absence**

Councillor Webster.

PCSO Creighton, Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins.

### **212(2024-25) Declaration of Interests and Dispensations**

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

### **213(2024-25) Public participation**

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

PCSO's Atkinson and Yates reported the following:

- i. Locally, there were not too many incidents to report over Easter.
- ii. Parking enforcement had taken place at Croston Road j/w Devonshire Drive.
- iii. Trying to put a police team together for Children's Festival.
- iv. Community Speed watch recently took place at Kepple Lane.
- v. A spate of burglaries in nearby Forton.

Wyre Councillor Collinson said that it was looking like Planning Committees would be surplus to requirements and that decisions would be made be delegated authority to Officers.

Councillor Perkins spoke about her experience with Planning Officers at Wyre Council. Councillor Collinson to follow up with Planning Officers.

County Councillor Turner reported:

- i) Bus highways works outside Arts Centre were still ongoing.

- ii) Councillor Atkinson reported that County Councillor Turner had donated £1,000 from his members grant to the Garstang Community Sports Club.

The meeting was reconvened.

**214(2024-25) Announcements**

The Mayor, Councillor Halford announced:

- i) thanked retired Councillor Allard for his service to the council.
- ii) Assistance was required from Councillors for the Awards evening (24/04/2025).
- iii) Arrangements for VE Day 8 May 2025 were coming together.

**215(2024-25) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 17 March 2025.

**Resolved:** The minutes of the meeting held on 17 March 2025 were confirmed and signed as a true record.

**216(2024-25) Finance payments**

Councillors were asked to approve the payments, detailed vouchers 7– 17, in the Appendix.

**Resolved:** Councillors approved the payment voucher numbers 7– 17, as detailed in the Appendix.

**Councillors noted:**

Vouchers 1-7 (payments previously approved since the last meeting) detailed in the Appendix.

A receipt for the Precept of £143,056 was received, from Wyre Council, on 03/04/2025.

**217(2024-25) Renewal of Direct Debit and BACS payments, Clerk/RFO**

**Resolved:** Adhering to Financial regulations points 7.9 and 7.10., Councillors approved the variable direct debit and BACS or CHAPS payments detailed in the Appendix.

**218(2024-25) NALC - Updates to Standing Orders, Clerk**

Following the guidance from NALC, detailed below, the Clerk had updated standing orders.

We have updated Model Standing Order (England) 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated Model Standing Order (England ) 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the Civility and Respect Project.

**Resolved:** The Council approved the updated Standing Orders as circulated. Specific points to Garstang Town Council would remain in place.

**219(2024-25) NALC - Updates to Financial Regulations, Clerk/RFO**

Following the guidance from NALC, detailed below, the Clerk had updated Financial Regulations.

The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

**Resolved:** The Council approved the updated Financial Regulations as circulated.

**220(2024-25) Deputy Mayor elect 2025/2026, Clerk**

Councillors noted that further to minute 170(2024-25), 17/2/2025 the Deputy Mayor elect, Councillor Allard had resigned from the Council.

**Resolved:**

- i) Councillors approved the updated seniority list
- ii) Councillor Perkins was elected Deputy Mayor elect for the Civic year 2025– 2026.

**221(2024-25) Annual Report 2024 – 2025, Clerk**

**Resolved:** That the Clerk produces an Annual Report for 2024 – 2025. The Annual reports, as detailed on the Annual Town meeting agenda, to be collated into a hard copy report and distributed at prime locations in the town including the library.

**222(2024-25) Provisional appointments for Annual Town Council meeting (also known as ATCM and Mayor making), 22 May 2025, Clerk**

**Resolved:** Councillors considered and recommended provisional appointments that will be ratified at the ATCM (detailed in the Appendix).

**223(2024-25) Greater Garstang Partnership Board, Councillor Pearson**

The minutes of the meeting held on 11/03/2025 and Minutes – Special Meeting 1/4/2025 had been circulated. The next meeting is on 13/05/2025.

Councillor Pearson reported that a new round of funding has just been announced for 2025 which is aimed at Wellbeing, Education, and Community Infrastructure and the window for applications is open and details can be found by searching UKSPF at the Wyre Borough.

There will be much shorter application and implementation times. Projects are to be completed by end of December 2025.

Councillor Atkinson raised point about the funding of potential Garstang projects when Lancashire becomes a unitary authority; there will be a bigger pool of competition for funding.

**224(2024-25) Signage in Garstang's Conservation Area**

**Resolved:** Full council supported a request for Wyre Council to review the design principles in Garstang's Conservation Area; signs to be checked to

ensure that all signage meets the criteria that “local character is preserved and enhanced and not diminished by change.”

The Council **further resolved** that Councillor Keyes, brings an Article 4 conservation area agenda item proposal to the next Planning Committee meeting on 19/05/2025.

**225(2024-25) Request to use Kepple Lane Park for Nordic walking**

**Resolved:** The Council rejected the application as the Park is a public space for all users.

**226(2024-25) Garstang And District Children's Festival Monday 26<sup>th</sup> May 2025**

Councillors noted the invitation from the Garstang And District Children's Festival for the Mayor, Councillors and staff to walk in the morning procession of this year's Children's Festival.

- Assemble at 10.30am at the Old Town Hall
- Refreshments for the Mayor and Consort at the Arts Centre after the morning procession.

**Resolved:** The Council approved the request from the Festival Committee to use Moss Lane Playing Field for the children's activities on Monday, 26/05/2025, subject to the Clerk receiving a completed application form.

**227(2024-25) Catterall Gala 2025**

**Resolved:** Councillor Perkins to attend in place of retired Councillor Allard.

**228(2024-25) 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 **19 May 2025** by notifying the Clerk by **11 May 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: 8.33pm**

## For Information Only

### 229(2024-25) 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 June's meeting.

#### b) **Internal Audit**

The Internal audit is scheduled for 14 and 15 May 2025.

#### c) **Snapewood Solar farm - west side of Park Lane, Cabus/ Winmarleigh**

The Clerk has circulated correspondence from Abei Energy Group in relation to the above development. A plan has also been circulated.

### 230(2024-25) Councillor Report

#### a) **Allotments update - Councillor Pearson.**

- i. The Community Payback team finished on site on 19/03/2025. Councillors Atkinson and Pearson and staff met on 25/03/2025 to discuss the letting of the plots. The Clerk and Lengthsman are making arrangement to clear the site of the debris, which includes plastic.
- ii. 8 plots are to be made available and online and hard copy forms (made available at the library) have been launched to register residents on the waiting list and any new applications. The advert is detailed in the Appendix.

#### b) **Civic Sunday - Councillor Webster**

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

#### c) **VE Day celebrations, Councillor Halford on behalf of working group**

The notes of the meeting held on 07/04/2025 have been circulated.

### 231(2024-25) Outside body representatives

None received

### 232(2024-25) County Turner report **Garstang Flood Gates**

The local EA team reports that they will shortly be completing the first phase of works at the Garstang Flood Basin, which is to repair the east gate. This has been a lengthy process due to the need to improve/strengthen the 'crane pads' on which the heavy-duty crane will stand when it lifts the west gate for repairs in the second phase of works. Temporary barriers (called 'stop logs') have been installed to divert water away from the east gate, which will remain until these repairs are complete and will be routinely inspected so that any deterioration can be put right promptly.

EA officers have apologised that the second phase of repair works (to the west gate) has had to be paused, whilst they await the completion of the national review of funding for flood risk management projects including maintenance. As

you know, works 'in progress' have been allowed to continue but anything that could physically be halted has been stopped for now. We expect to hear more about resuming halted projects in coming months when DEFRA's review is finished.

In the meantime, the existing west gate remains operational. When activated over the New Year, it was evident that the Garstang Flood Basin can still store over 1,000,000 cubic metres of flood water. For comparison, a typical event will see 325,000 cubic metres stored.

The EA's officers are keen to give this reassurance to local communities and would be grateful for your help in passing the message on.

### **233(2024-25) Mayor's engagements**

12/03/2025	Garstang Millennium Green 'One for the Road'
15/03/2025	CRY Pop-up shop
15/03/2025	Garstang Foodbank Market Hall
23/03/2025	Bleasdale Heritage Event
24/03/2025	Garstang Foodbank - Behind the Scenes
26/03/2025	Lent Lunch- All Churches Together
29/03/2025	St John's Lent Lunch
03/05/2025	Inner Wheel Coffee Morning
05/04/2025	St Lukes Coffee Morning
05/04/2025	Armed Forces Breakfast Club
05/04/2025	Garstang Football Club End of Season Game
08/04/2025	Community Coffee Morning Westmorland Homecare
11/04/2025	Scouts Chocolate Bingo
12/04/2025	MS Society
12/04/2025	Cry Pop-up shop

### **234(2024-25) Town Crier's engagements**

Activity January - March

6/2/25	URC coffee morning
13/2/25	Meeting with councillors Keyes & Forshaw and Clerk
6/3/25	URC - coffee morning
29/3/25	Craft fair - Art centre

## Appendix

### 1) Item 6: Finance payments

For approval:

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
17	23/04/25	660	132	£ 792.00	Scribe Accounts	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
16	23/04/25	6676.4	1335.28	£ 8,011.68	Supply Christmas Lights	LITE	Unity Trust Bank
15	23/04/25	25.3	5.06	£ 30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
14	23/04/25	21.75	0	£ 21.75	room hire	LCC (Lancashire County Council)	Unity Trust Bank
13	23/04/25	58.8	11.76	£ 70.56	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
12	23/04/25	1315.78	0	£ 1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
11	23/04/25	26.53	5.33	£ 31.86	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
10	23/04/25	2945.42	0	£ 2,945.42	P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
9	23/04/25	140.79	28.15	£ 168.94	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
7 & 8	23/04/25			£ 3,428.36	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

**Payments made in between March and April meetings (previously approved)**

<b>Voucher No</b>	<b>Date</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Description</b>	<b>Supplier</b>	<b>Bank</b>
6	02/04/2025	32.46	6.49	£ 38.95	Works to storage containers	New Venture Products Ltd	Unity Trust Bank
5	02/04/2025	50.51	10.1	£ 60.61	Works to storage containers	Jones and Son Pest Control Supplies Ltd	Unity Trust Bank
4	02/04/2025	10.96	2.2	£ 13.16	Works to storage containers	Universal Silk Screen Printers & Signmakers	Unity Trust Bank
3	02/04/2025	11.84	2.37	£ 14.21	Works to storage containers	Amazon Services Europe S.a.r.L	Unity Trust Bank
2	02/04/2025	99.96	19.99	£ 119.95	Works to storage containers	Amazon Services Europe S.a.r.L	Unity Trust Bank
1	02/04/2025	675.69	0	£ 675.69	Electrical works	LJ Electrical (North West) Ltd	Unity Trust Bank



2) **Item 7: Renewal of Direct Debit and BACS payments, Clerk/RFO**

<b>BACS Payments</b>	<b>Bank</b>
Staff salaries	Unity Trust

<b>Direct Debit Payments</b>	<b>Bank</b>	<b>Product</b>
Lancashire County Council	Unity Trust	Staff pension
Easy websites	Unity Trust	Website
Vodafone	Unity Trust	Staff mobile phones
Microsoft	Lloyds payment card	Online services

3) **Item 12: Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 22 May 2025, Clerk**

	<b>The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Atkinson
3.	Halford
4.	Keyes
5.	Pearson
6.	
ex-officio	Webster
ex-officio	Perkins

	<b>The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Atkinson
2.	Brooks
3.	Keyes
4.	
5.	
6.	
ex-officio	Webster
ex-officio	Perkins

	<b>The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Keyes
3.	
4.	
5.	
6.	

	<b>The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
ex-officio	Webster
ex-officio	Perkins

<b>Garstang Town Council outside bodies representatives</b>	
Lancashire Association of Local Council (LALC - Area Committee, 3 seats)	Pearson, Perkins and a vacancy
Fairtrade Steering Group	Allan
Garstang Flood Action Group	Brooks
Greater Garstang Partnership Board	Allan, Pearson and a vacancy
Millennium Green Trust	Halford
Planning Ambassador	Keyes
Town Trust	Allan, Halford, Perkins and Webster