



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, 16th June 2025 Minutes

Present

Chairman; Councillor Webster

Councillors present: Atkinson, Halford, Keyes, Lee-Bromley, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, County Councillor James Tomlinson and PCSO Atkinson.

009(2025-26) Apologies for absence

Councillor Hesketh submitted her apologies during the meeting via email to the Clerk. She was delayed at work and unable to attend.

Councillor Atkins reported Wyre Councillor Robert Atkins and Wyre Councillor Collinson's apologies.

010(2025-26) Declaration of Interests and Dispensations

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

011(2025-26) Public participation

The meeting was adjourned to allow members of the public to speak.

The Mayor gave a warm welcome to new County Councillor James.

A summary is provided below.

PCSO Atkinson reported the following:

- i. He congratulated 'Garstang' on the recent Children's Festival; it was a great community event. The police were thanked for attending the event.
- ii. Nothing significant to report. There has been a slight increase in ASB (anti-social behaviour), which is typical for this time of year due to the warmer weather. The issue of excessive bicycle use on pavements and cyclists travelling the wrong way down the High Street was raised as a concern.
- iii. He confirmed he would follow up, with Sergeant Elliot, regarding the status of the potential purchase of electric bikes.
- iv. Following the recent tragic fatality at the River Wyre, the police have contacted all local schools to offer water safety training.

Wyre Councillor Dulcie Atkins reported the following:

- i. Tenders are currently being sought for the planned upgrade of the skateboard park.

- ii. The hoist is working at the swimming pool.
- iii. Constituents had raised concerns about the hedge at Marshaw Place, along the boundary with Kepple Lane Park, needing to be cut back. The Clerk confirmed this is in hand with the Lengthsman and Wyre Council.
- iv. She thanked Councillor Atkinson for all his hard work in securing funding for the Garstang Community Sports Club. The positive results of this effort were evident on the opening night.

County Councillor James Tomlinson reported the following:

- i. A financial review was being undertaken at LCC. Priority was being given to Highways.
- ii. Street cleansing is back; some gullies had been last cleaned in 2022.
- iii. SEN programmes in schools were being reviewed.
- iv. He had attended the Wyre Council Flood forum; he was impressed with the work of this group.
- v. Councillor Pearson to follow up the issue of the raised footway at the Arts Centre, outside of the meeting.
- vi. Councillor Atkinson raised concern about UK Shared Prosperity Funding to be discharged to County rather than Borough. The concern to be followed up outside of meeting.

The meeting was reconvened.

012(2025-26) Announcements

The Mayor, Councillor Webster announced:

- i) Welcome to Councillor Lee-Bromley & County Councillor Tomlinson and thanked him for his engagement with the Town Council surgeries.
- ii) She also thanked Councillor Atkinson for all his hard work in securing funding for the Garstang Community Sports Club
- iii) She was holding a charity Bingo event on Thursday, 3/7/2025 at The Wheatsheaf.

013(2025-26) Minutes of the last meeting

Resolved: The minutes of the meetings held on 19 May 2025 and 22 May 2025 were confirmed and signed as a true record.

014(2025-26) Finance payments

Resolved: Councillors approved the payment voucher numbers 48 – 57, as detailed in the Appendix.

015(2025-26) Year-end accounts and Annual Governance and Accountability Return 2024/25 Part 3, 1 April 2024 – 31 March 2025, Clerk/RF0

Councillors were asked to consider the following:

a) Internal Audit, Annual Governance and Accountability Return Statement

The Council received and noted the Annual Governance and Accountability Return Statement and Annual Internal Audit Report 2024/25.

b) Statutory receipts and payments 31/03/2025

Resolved: The Council approved the statutory receipts and payments 31/03/2025.

c) Section 1, Annual Governance and Accountability Return Statement.

Resolved: The Council completed and approved Section 1, Annual Governance Statement.

d) Section 2, Annual Governance and Accountability Return Statement.

Resolved: The Council approved Section 2, Accounting Statement.

e) Commencement of the period for the exercise of public rights

The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Thursday 19 June 2025 - Wednesday 30 July 2025. Any person interested has the right to inspect and make copies of the accounting records for the financial year ending, 31 March 2025, between these dates.

016(2025-26) Remembrance Sunday 9 November 2025, Councillor Allan

Resolved: Full Council approved the organisation of the 2025 Remembrance Sunday event and the project team of Councillors Allan, Pearson, Hesketh and Lee-Bromley.

The Council **further resolved** to delegate all payments to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to be allocated to budget code 45 (budget £750).

017(2025-26) Mapping of Directional Sign Posts, Council Notice Boards and Blue Plaques, Councillor Allan

Councillor Allan reported that the request had come from GGPB, UKSPF manager, who had indicated there may be some funds available. Depending on funds this would enable the Town council to repair, replace or update these info signs. The base line information was requested by the end of June.

The Clerk reported that the task could be carried out by the Lengthsman using the Civic.ly App.

Resolved: Full Council agreed to produce a map of the Township showing the location of all directional signposts together with the 5 Town Council Information Boards and a list of all Blue Plaques with their locations.

018(2025-26) Greater Garstang Partnership Board, Councillor Pearson

The minutes of the meeting on 13/05/2025 had been circulated. Points raised are summarised as follows:

- i) Further to a question raised by Councillor Brooks, the Clerk advised that the Greater Garstang minutes could be placed on their website, to enable a link on the Town Council public agenda. The Chair, Councillor Pearson would follow up with Wyre Council.

- ii) County Councillor James Tomlinson and Wyre Councillor Dulcie Atkins agreed to follow up to the concerns, of Councillors Alec Allan and Alan Pearson, about the timing of the High Street new traffic management scheme trial.
- iii) The reintroduction of community transport for residents in Garstang and the adjoining parishes to access the Medical Centre on Kepple Lane, was asked to be followed up by Councillor Pearson and County Councillor Tomlinson.

019(2025-26) Publicity & Engagement with Community - Council surgery dates and Green Focus magazine team, Councillor Perkins and Clerk

Resolved: The Council agreed the following:

- a) to move the Council surgery to Booths to attract more footfall. Meet in September, November, 2026 - January, March and May on a Saturday between 10.00am and 12 noon.
- b) Each surgery to be attended by two Councillors, with a third Councillor on standby in case they are required.
- c) To invite County Councillor James Tomlinson and Wyre Councillors to attend alongside. Attendance would offer a valuable opportunity for residents to also engage with their County and Borough representatives on local matters.
- d) For the Clerk to purchase a pull up display board - detailing Garstang Town Council.
- e) Lanyards/name badges for all Councillors.
- f) For all Councillors to contribute to the Town Council column in the *Green Focus* magazine, together with the Clerk. The Clerk will coordinate and organise contributions.
- g) To delegate points a) to f) to the Clerk to organise and purchase in consultation with the Mayor and Deputy Mayor. Payments to be made from budget code EMR 56 Community Engagement (Costs associated with undertaking community consultation and supporting community partnerships).

020(2025-26) Mike Halford Council Representative Trustee, Town Trust

Resolved: The Town Council renewed Councillor Halford's 4 year term of office as a Town Council representative on the Town Trust.

021(2025-26) 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 **21 July 2025** by notifying the Clerk by **13 July 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

For Information Only

022(2025-26) Clerk's Report

To remind Councillors of the training courses held at LALC. Please advise the Clerk if you wish to attend. There is a training budget to cover the cost.

023(2025-26) Councillor Report

Councillor Pearson – Allotments update.

A skip has been ordered for the site, scheduled 11/06. The Lengthsman and tenants to assist clearing the on-site waste along with waste at the Scout Hut.

024(2025-26) Outside body representatives

LALC Conference 7th June 2025 – Councillor Perkins.

Attended by Councillors Perkins and Keyes

Presentations were given by:

Luke Trevaskis	Clerk to Morecambe Town Council
Daniel Purchase	Breakthrough Communications
Jonathan Owen	Chief Executive NALC
Mel Aspen	Hinckley and Rugby Building Society
Ian Wright	LCC Treescapes

LCC Cabinet Member for Rural Affairs, Environment and Communities was in attendance and assured the meeting that he would work closely with local councils and parishes to ensure that their voice was heard at all levels.

It was mentioned twice during the day that our clerk was highly thought of by LALC.

Power point and notes are to be sent to the clerk for distribution to Council.

025(2025-26) Mayor's engagements

Date	Event
22/05	Annual Town Meeting
24/05	Arts Centre Craft Fair
24/05	Churchtown & District Children's Festival
25/05	Civic Sunday at St Thomas' Church
26/05	Garstang Children's Festival
27/05	Investiture of the Mayor at Preesall Town Council
31/05	Catterall Gala
06/06	Open evening at Garstang's new Community Sports Hub
07/06	Barnacre with Bonds Community Event
11/06	Arts Centre, Save the Children Fundraiser

Deputy Mayor engagements on behalf of the Mayor

Date	Event
26/05	Garstang Children's Festival Tableaux presentation
14/06	Wind in the Willows
15/06	Open Garden at Calder House Lane.

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
57	16/06/2025	£41.94	£0.00	£41.94	Plants ATCM (Mayor making)	Reimbursement Councillor Halford –	Unity Trust Bank
56	16/06/2025	£30.00	£0.00	£30.00	Annual subscription	The Ancient & Honourable Guild of Town Criers (AHGTC)	Unity Trust Bank
55	16/06/2025	£307.50	£61.50	£369.00	Internal Audit	Rachel Pearson (Account-ant (Yorkshire) Limited)	Unity Trust Bank
54	16/06/2025	£6,488.00	£1,297.60	£7,785.60	Playground inspections and general maintenance	Wyre Council	Unity Trust Bank
53	16/06/2025	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
52	16/06/2025	£1,315.78	£0.00	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
51	16/06/2025	£27.49	£5.51	£33.00	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
50	16/06/2025	£98.65	£6.55	£105.20	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
48 & 49	16/06/2025	£3,471.31			Staff salaries	Staff costs "Salary to be paid electronically on 23/05/2025, 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