



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st July 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, 21 July 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 21 July 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
16th July 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 16 June 2025](#).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments, detailed vouchers 69 – 82, in the Appendix.

To note - voucher 75; Room Hire at Garstang Library from 01/04/2025-15/12/2025. The Clerk arranged for a bi – annual payment rather than monthly, to avoid paying a monthly £5 administration fee.
- 7) **Impact of Devolution/Local Government Restructure, Councillor Atkinson & Clerk – for decision**
Proposal: In order to have meaningful engagement with Wyre Council about the forthcoming Local government restructure, Councillor Atkinson is proposing that himself, the Mayor and Clerk make an appointment with the Leader of the Council, Cllr Michael Vincent, to discuss potential new roles and responsibilities, and potential project funding opportunities.

8) **Restructure of Committees, Clerk- for decision**

Further to the appointment of the Lengthsman and his involvement in project work providing more efficiencies and following up a previous suggestion at Council, the Clerk is recommending a restructure of Committees:

This restructure will allow for more focused oversight of both financial governance and the Council's growing asset and amenity portfolio, in line with good practice and local priorities.

- i. Dissolve the current Planning Committee with effect from tomorrow, 22/07/2025. ([Average length of meeting for the last 12 months](#)). Planning applications will be included in the Full Council agenda (some councillors may recall that this practice was carried out during the coronavirus pandemic, when the Council was meeting remotely).
- ii. Establish 2 new separate standing committees of Finance & Governance Committee and Amenities & Public Realm Committee, alongside the Personnel Committee with effect from with effect from tomorrow, 22/07/2025.
- iii. Adopt the [Terms of Reference for each committee](#) as set out the report.
- iv. Appoint members to each committee (Appendix).

For information - There is no statutory quorum for a committee; the common law quorum is two, and the desirable minimum is three. The reason why the desirable minimum is three is that with a casting vote, the chair of a committee of two would always win a contested vote

- v. Delegate authority to the Clerk/RFO to provide administrative support to both committees and ensure continuity during the transitional period.

9) **LALC Extra Ordinary Meeting, 12 August 2025, virtual, Clerk – for decision**

Meeting to be held on Tuesday 12th August 2025 at 6.00 pm. The [agenda and revised constitution document which is displayed on LALCs website](#).

Garstang Town Council has 2 votes. Does any Councillor wish to attend?

10) **Enquiry from the Heritage Society, Clerk - for decision**

- a) The Heritage Society would like to work more closely with the Town Council to help preserve the town's heritage and its designated Conservation Area.

We are aware that the council does not currently have a councillor with a specific Conservation portfolio, and we think that it would benefit the town to have one.

Garstang has a unique and historic heritage and this is open to being damaged, for example by inappropriate development and signage, especially within the Conservation Area.

[Email correspondence](#) has been circulated.

Would the council be prepared to nominate a Conservation officer, and to work with the Heritage Society to help to preserve the unique heritage of the town?

- b) The information board on Castle Lane is in poor condition, the wooden frame looks to be rotting, and the hedge is so tall behind it that the Castle is not visible!

Would the council be prepared to work with the Heritage Society to replace the board and frame? We would like to include a QR code on the board to link to the information about the castle that we have on our website.

The Clerk is advising that she has spoken with the Secretary and advising Council:

- i) that Barnacre with Bonds parish council has been approached with the same request. The board is in their parish and not within the township of Garstang.
- ii) The Clerk has sent details of the Town Council's grant application process to the correspondent.

11) Planning application 25/00529/FUL, Clerk – for decision

Due to the number of dual hatted Councillors who are members of the Planning Committee members and Council appointed Town Trust representatives, the Clerk has placed the application of the Full Council's agenda for decision.

Application Number: 25/00529/FUL

Proposal: Proposed remodelling to include clear glazed automated entrance doors, new signage, replacement slate roof with integrated photovoltaic panels and introduction of new signage to indoor market units

Location: Market House, Market Place Garstang

12) Greater Garstang Partnership Board, Councillor Pearson – for discussion and decision

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

Reference documents:

The [agenda of the meeting on Tuesday, 8/07/2025](#) has been circulated.

13) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the business to be conducted, the press and public be excluded from the meeting.

14) Assistance of Lengthsman to neighbouring parishes, Clerk/RFO and

15) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

16) 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 **18 August 2025** by notifying the Clerk by **10 August 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.

17)

Clerk's Report

- a) Welcome to [Lancashire Fire and Rescue Service's latest newsletter](#), Hot Topics.

This publication contains news about the new Combined Fire Authority, advice to rural communities, investment in our fleet, and the important King's Trust programme.

- b) Lancashire County Pension Fund - Scheme Employer

As you will be aware, a valuation of the Lancashire County Pension Fund takes place every three years. The valuation of the Fund as at 31 March 2025 is currently underway, and will set employer contribution rates from 1 April 2026. The results of the valuation will start to be communicated from October 2025.

- c) Advance Notice – [Potential Closure of the Lancashire Environmental Fund June 2026](#)

18)

Councillor Report

VJ Day update, Friday 15th August 2025, Councillor Perkins.

I met with the Clerk, the Town Crier and Councillor Keyes, on Thursday 10 July 2025.

The format of the day will be follows:

- i) 9am Flag raise and Cry at the War Memorial

Invited attendees are Town councillors, Town crier, Chairman of Barnacre with Bonds and the Chair, Paul Robinson, of Armed Forces & Veterans Breakfast Club

- ii) 12 noon Cry at the Market Cross

I will be inviting local businesses (shops, cafes and pubs etc).

- iii) 7.30pm Cherestanc Square

Readings/Prayers with neighbouring parishes, like VE day.

Lighting of beacon approx. 8.00pm.

Permission has been received to use Cherestanc Square and the neighbouring parish councils have been invited.

19)

Outside body representatives

LALC meeting 25th June 2025 – Councillor Perkins.

There were only four members present together with the Chair and Secretary. Two officers from Wyre Planning gave more or less the same report as was given at the conference.

The Chief Executive of Wyre talked about the future of the combined councils, again something discussed at the conference.

20)

Mayor's engagements

Date	Event
07/06	Garstang Armed Forces & Veterans Breakfast Club

Date	Event
19/06	Lord Lieutenants County Reception
21/06	Meadowcroft Open Day
26/06	Flag Raising Ceremony for Armed Forces Day
28/06	Garstang's Summer Festival at Garstang Community Sports Hub
03/07	Mayoral Charity Bingo Night at the Wheatsheaf
05/07	1st Birthday Party at Hugo's, Garstang
09/07	Garstang Rotary Annual Dinner at Garstang Golf Club
12/07	Garstang Armed Forces & Veterans Breakfast Club

21)

Town Crier engagements

Activity for April, May and June 2025.

Date	Activity
3/4/2025	URC Coffee morning
17/4/2025	Meeting with councillors
25/4/2025	Annual Town Meeting
1/5/2025	URC Coffee Morning
3/5/2025	Start of Garstang Walking Festival
5/5/2025	Churchtown VE Day Street Party
5/5/2025	Garstang Millennium Green 25th Anniversary
8/5/2025	VE Day Proclamation War Memorial 9am
1/5/2025	VE Day Proclamation Kepple Lane Park 10am
	VE Day Proclamation Market Cross 12 noon
	VE Day Proclamation Cherestanc Square 9pm
10/5/2025	Cabus WI Coffee Morning
22/5/2025	Mayor Making
24/5/2025	Craft Fair Arts Centre
25/5/2025	Civic Sunday
26/5/2025	Children's Festival
5/6/2025	URC Coffee Morning
26/6/2025	Armed Forces Day

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
82	21/07/2025	£606.00	£0.00	£606.00	Mayor's allowance	Councillor Webster	Unity Trust Bank
81	21/07/2025	£90.00	£0.00	£90.00	Conference	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
80	21/07/2025	£150.00	£0.00	£150.00	Grant payment	Police Wyre NHP	Unity Trust Bank
79	21/07/2025	£62.70	£12.54	£75.24	Supplies	Houghtons	Unity Trust Bank
78	21/07/2025	£500.00	£100.00	£600.00	Skip hire	HS Dransfield Skip hire	Unity Trust Bank
77	21/07/2025	£24.99	£0.00	£24.99	Supplies	Bradshaws	Unity Trust Bank
76	21/07/2025	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
75	21/07/2025	£279.69	£0.00	£279.69	room hire	LCC (Lancashire County Council)	Unity Trust Bank
74	21/07/2025	£1,315.78	£0.00	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
73	21/07/2025	£26.91	£5.39	£32.30	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
72	21/07/2025	£3,405.85	£0.00	£3,405.85	P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
71	21/07/2025	£9.09	£1.82	£10.91	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
69 & 70	21/07/2025	£3558.25			Staff salaries	Staff costs "Salary to be paid electronically on 25/07/2025, 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 9: Restructure of Committees, Clerk**

	The Amenities and Public Realm Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	
2.	
3.	
4.	
5.	
6.	
ex-officio	Webster
ex-officio	Perkins

	The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Atkinson
2.	Brooks
3.	Hesketh
4.	Keyes
5.	Lee-Bromley
6.	
ex-officio	Webster
ex-officio	Perkins

	The Finance and Governance Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	
2.	
3.	
4.	
5.	
6.	
ex-officio	Webster
ex-officio	Perkins