



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st July 2025 Minutes

Present

Chairman; Councillor Webster

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

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

026(2025-26) Apologies for absence

Councillor Lee-Bromley.

Councillor Webster reported Councillor Brooks apologies.

027(2025-26) Declaration of Interests and Dispensations

035(2025-26), Councillor Perkins declared an 'other interest' she is a member of the Heritage society.

036(2025-26), Councillors Allan, Halford, Perkins and Webster declared a 'pecuniary interest'. They are Council representatives on the Town Trust. They did not take part in the discussion or voting.

028(2025-26) Public participation

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

A summary is provided below.

PCSO Creighton reported the following:

- i. Nothing significant to report.
- ii. The neighbourhood team are heavily patrolling the hot spot areas especially the area by the River. The team have delivered safety talks at Garstang Academy. A bike security marking event is scheduled for 3 August.
- iii. The police carried out a drugs warrant to search a property in Catterall recently.

Wyre Councillor Dulcie Atkins reported the following:

- i. The contract has been awarded for the revamp of the skate park. Councillor Atkinson asked which company had been awarded the contract (the less expensive or more expensive scheme)? Councillor Dulcie Atkins said she would find out and report back.
- ii. The grey bin will still be collected fortnightly.

County Councillor James Tomlinson reported the following:

- i. The bollard on the High Street has been replaced.
- ii. The hedges at the Bellflower junction (A6/Moss Lane/Nateby Crossing Lane) are to be cut back this week. He noted that it was a dangerous junction, and with the forthcoming new development north of the junction, had requested a reduction in the speed limit and implementation of traffic lights.
- iii. A bus service for the Doctors surgery was being discussed with GGPB.
- iv. Weeds on the highway, were being addressed.
- v. Memory Café – he gave thanks to Sandra and her team for her recent invitation. He congratulated her and the group for all the work that they do.

Wyre Councillor Robert Atkins reported the following:

- i. Concerns about the timeline and obtaining information from LCC about future recycling of food waste.
- ii. Fly tipping scrutiny ongoing.
- iii. The Borough is obsessed with local government reorganisation.

The meeting was reconvened.

029(2025-26) Announcements

The Mayor, Councillor Webster announced:

- i. She had raised £745 at her recent bingo charity event, held at the Wheatsheaf.
- ii. A 'Pre loved' clothes charity event is being held at Wyrebank, on Saturday afternoon, 26th July.
- iii. The Football festival this Sunday, 27th July, along with Councillor Pearson's open garden, for Garstang in Bloom funding, 10.30 – 17.00.

030(2025-26) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 16 June 2025 had been circulated. It was noted that Councillor Allan had been present at the meeting.

Resolved: The minutes of the Town Council meeting held on 16 June 2025 were amended to detail that Councillor Allan had attended and then confirmed and signed as a true record.

031(2025-26) Finance payments

Councillors were asked to approve the payments, detailed vouchers 69 – 82, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 69 – 82, as detailed in the Appendix.

032(2025-26) Impact of Devolution/Local Government Restructure, Councillor Atkinson & Clerk

Councillor Atkinson reported that in order to have meaningful engagement with Wyre Council about the forthcoming Local government restructure, a meeting should be held with Wyre Council.

Councillor Robert Atkins offered his assistance; he sits on the Wyre Council, Local Government Reorganisation (LGR) Working Group.

Resolved: That Councillors Atkinson, Webster (the Mayor), and the Clerk make an appointment with the Leader of the Council, Councillor Michael Vincent, to discuss potential new roles and responsibilities, and potential project funding opportunities.

033(2025-26) Restructure of Committees, Clerk

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.

Resolved:

- i. The Planning Committee, to be dissolved, with effect 22/07/2025.
- ii. That 2 new separate standing committees of Finance & Governance Committee and Amenities & Public Realm Committee, alongside the Personnel Committee take effect from 22/07/2025.
- iii. The Terms of Reference for each committee were approved.
- iv. Members were appointed onto the committees (as detailed in the Appendix).
- v. Delegated authority to the Clerk/RFO to provide administrative support to both committees and ensure continuity during the transitional period.

034(2025-26) LALC Extra Ordinary Meeting, 12 August 2025, virtual, Clerk

Resolved: Councillor Keyes to attend the meeting 12/08/2025 at 6.00 pm.

035(2025-26) Enquiry from the Heritage Society, Clerk

- 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. They are seeking a Conservation Officer to work with the Heritage Society to help to preserve the unique heritage of the town.

Resolved: That Councillor Perkins be appointed the Conservation Councillor onto the Heritage Society and that she is a communication link between the group and the Council. All decisions or requests be brought back to the Clerk for action/advice and, if required, Full Council for decision.

- b) The information board on Castle Lane is in poor condition. Would the council be prepared to work with the Heritage Society to replace the board and frame? The Clerk reported that she had spoken with the Secretary and advised the Council, that Barnacre with Bonds (BwB)

parish council had been approached with the same request. The board is in their parish and not within the township of Garstang. She had sent details of the Town Council's grant application process to the correspondent.

Resolved: That as the board was in the parish of BwB, that discussions, about the future of the board, should be left to the Parish Council and the Heritage society. The Council would consider the grant application form at September's meeting, if completed and submitted.

036(2025-26) Planning application 25/00529/FUL, Clerk

Councillor Keyes took the Chair for this item.

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

Resolved: No objections.

037(2025-26) Greater Garstang Partnership Board, Councillor Pearson

The agenda of the meeting on Tuesday, 8/07/2025 had been circulated.

Councillor Pearson reported that

- i) Signage project was ongoing.
- ii) Improvements to the Market Hall were ongoing.
- iii) Bus for doctor's surgery – initially thought dial a bus service. Now thinking it could be a medical bus group, whereby appointments e.g. from Caldervale village would be grouped together. A feasibility study to be undertaken.
- iv) High Street improvements – LCC had reported that 2 years on, the scheme doesn't fit/work; further surveys are required. Councillor Atkinson suggested that a formal letter of complaint be sent to LCC (discuss at August meeting)

038(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

The Council resolved 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.

039(2025-26) Assistance of Lengthsman to neighbouring parishes, Clerk/RFO and Finance Committee recommendation

The Council discussed the proposal and considered the recommendation from the Finance & Amenities Committee, 8/7/2025.

Resolved: The Council:

- i) accepted the report in principle; the proposed contract would likely be a 1-year fixed-term arrangement, applicable to both the participating parishes and any staff appointed. There is potential to engage an apprentice through Myerscough College. The anticipated rollout of the initiative is targeted for Spring 2026.

- ii) A Working Group, comprising the Chairs of the three standing Committees, to be formed. This group will develop the business case and report back to the Council with its recommendations.
- iii) Further to the Finance Committee's resolution's, the Clerk is advising that 'Expressions of interest' are sought from neighbouring parish councils. This task is delegated to the Clerk, in consultation with the Working Group.

040(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

The Council resolved that the confidential business having been concluded, the press and public be re-admitted to the meeting.

041(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 **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.

The Meeting Finished at: 8.28pm

042(2025-26) 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.

- a) Advance Notice – Potential Closure of the Lancashire Environmental Fund June 2026

043(2025-26) 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.

044(2025-26) 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.

045(2025-26) 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

046(2025-26) 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.	Allan
2.	Keyes
3.	Halford
4.	Hesketh
5.	Pearson
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.	Atkinson
2.	Allan
3.	Halford
4.	Pearson
5.	
6.	
ex-officio	Webster
ex-officio	Perkins