



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 18th August 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, 18 August 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 18 August 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

13th August 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 21 July 2025](#).

6) **Finance payments, Clerk/RFO – for decision**

Councillors are asked to approve the payments, detailed vouchers 90– 98, in the Appendix.

For information:

- i. 24/07/2025 – LALC - Pay Scales - The new pay scales, from 1st April 2025, were finalised late yesterday. Backpay - employers are encouraged to implement this pay award as soon as possible and any backpay to 1st April 2025. (The pay offer was for 3.2% on scale points 2 – 43). Vouchers 90 & 91 include backdated pay.
- ii. As per Personnel minutes 010(2025-26) Regrading of Lengthsman, Resolved: The Committee approved the regrade of the Lengthsman's position, following the completion of a formal job evaluation.

The Council further resolved: i) That the Development Plan for the Lengthsman encompasses point 3.0 into his job description and that the associated range in scales is 7 to 14, as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. ii) That the re-grade is backdated to 1/4/2025.

- iii. In between council meetings, in line with financial regulations 5.15, the Clerk purchased a laptop for the Lengthsman on 28/07/2025 at £290.83 net on the Lloyds payment card.

7) **Wyre Council Planning applications, Clerk – for decision**

The Town Council has been consulted on the following applications; the Council are asked to respond.

a) **Application Number: 25/00529/FUL**

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

Location: Market House Market Place Garstang

(Wyre have received amendments to the above application which has resulted in a change to the description. The frontage seating needed to be added to the description and this area included within the red-edge. This is the only change).

b) **Application Number: 25/00590/FUL**

Proposal: Proposed regularisation of 1.no ANPR camera mounted on a existing lighting column, 1 x cabinet and non illuminated signage.

Location: Booths, Cherestanc Square Garstang.

c) **Application Number: 25/00591/ADV**

Proposal: Advertisement consent for the proposed regularisation of nonilluminated 1.no wall mounted parking sign, 1.no parking sign mounted on an existing lighting column, and 20.no parking signs mounted on lighting columns or poles.

Location: Booths, Cherestanc Square Garstang

d) **Application Number: 25/00598/FUL**

Proposal: Proposed extensions to side and rear elevations, dormers to the rear and feature dormers to the front elevation

Location: 22 Sycamore Avenue, Garstang

8) **Request for 20mph Kepple Lane, Councillor Webster - for decision**

The Clerk has received email correspondence, regarding the above (detailed in the Appendix) from a resident of Garstang.

Councillor Webster is proposing that the Council supports the concerns of the local resident and that the Council writes to:

- i) [Lancashire Road Safety Partnership](#) (LRSP) and report the speeding concerns.
- ii) LCC, to request the exploration of traffic calming measures along Kepple Lane – for example speed humps; better road signage; or engineering such as chicanes.

9) **Recommendation from Personnel Committee, Councillor Perkins and Clerk - for decision**

- i) That the Town Meeting is a 30 minute meeting before April's Town Council meeting (20 April) 2026.

- ii) The next Awards Ceremony will be held in April 2026. While the Personnel Committee explored moving the event to early July 2026 to ease the Clerk's workload, discussions with the Mayor confirmed that April remains the preferred date, and the Clerk has agreed to proceed accordingly.

10) **Strategic Plan, Clerk – for decision**

The Full report is detailed in the Appendix.

Recommendations to Council: That the Council appoint a small working group of councillors, consisting of Councillors Atkinson, Hesketh, Lee-Bromley and Keyes, to help develop a strategic plan.

11) **Hinckley & Rugby Building Society, Clerk– for decision**

Recommendation to Council: The Council are asked to appoint a Council signatory as per financial regulations 5.1 and 6.15 to operate the account alongside the Clerk.

Background:

Further to minute 251(2024-25), 19 May 2025, it is apparent that a minimum of 2 signatories are required to operate the account.

The Clerk contacted LALC about the risk of a Councillor making a sole transaction (LALC responded that it is very minimal/low risk if a Councillor completes the transaction as it can only go into the Council's nominated bank account – Unity which has 2 signatory rule in place - so not 'out of the system' as such).

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: None circulated.

GGPB – High Street Improvements UKSPF 2025/26 Funding, Councillor Allan

We received a communication on 4th August 2025 from Carl Green, Wyre Officer managing the High Street Improvements Project, providing the latest schematic of the LCC Highways proposal to resolve the long standing Pinch Point issues caused by illegal parking on the High Street which frequently results in the bus services through the town centre being delayed.

You will recall that the bus company has said if nothing is done to resolve this they will have to consider re- routing buses away from the High Street. The Pinch Point which urgently needs to be resolved is at the Property at Number 13 High Street. The proposal has been submitted by an LCC Highways Officer, Mark Southall, after he had reviewed previous submissions which he considered were inappropriate. He has told me that he has a proposal for the other Pinch Point, near to the NatWest Bank but has declined to forward it for our review.

We have discussed the proposal with Ryan Shiels, Chair of Garstang Chamber of Trade and the Market Superintendent, Kate Rowe. We are due to meet with

Mark Southall and his operations team on Wednesday 13th August on the High Street. Sarar Ordonez will be in attendance from Wyre.

13) **IT policy, Clerk - for decision**

NALC has informed councils that the 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities (excluding parish meetings) to have an IT Policy (1.54). To assist authorities with meeting this new requirement, the Government Digital Service has provided a template IT policy. The template has been personalised for Garstang Town Council.

08/07/2025 Finance Committee minute 011(2025-26) "Report from Internal Auditor, ii) That the Clerk produces an Information Technology (IT) Policy covering its work and equipment, and that the point of cloud storage is covered in the IT policy."

Cloud storage will be covered separately.

Recommendation to Council: Approve the [circulated IT policy](#).

14) **Lancashire County Council correspondence - Public Rights of Way - Local Delivery/Biodiversity Schemes 2025-26, Clerk – for information and decision.**

Regrettably, the Lancashire County Council Public Rights of Way - Local delivery/biodiversity schemes will not be offered this financial year, as funding has not been made available in these years agreed budget.

I understand this is disappointing news although that is not to say that the schemes or something similar couldn't be considered for re-introduction in future years.

I suggest that engaging with the Council's annual budget setting process would provide an opportunity to highlight the interest and importance that local communities attach to such schemes.

Any grant that was carried over from the last financial year or hasn't currently been spent please use as per the grants criteria.

I would like to take the opportunity to thank you for your valued contribution to the schemes in previous years.

Recommendation to Council:– That the Clerk is asked to reply along the following lines – the Council is disappointed to learn of this outcome, as these schemes have delivered tangible benefits to our community in recent years—enhancing biodiversity, supporting local engagement, and improving public access to the countryside. The withdrawal of funding will inevitably limit our ability to continue this valuable work.

15) **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 **15 September 2025** by notifying the Clerk by **7 September 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.

16) **Clerk's Report**

a) LCC & LALC – date for your diary.

We are pleased to confirm that the next annual Lancashire Parish and Town Council Conference will take place on Saturday 1 November 2025 in The Exchange at County Hall, Preston beginning at 9.30am.

We are again co-ordinating arrangements with Lancashire Association of Local Councils (LALC) who will hold their AGM in the afternoon, following the conference in the morning. Lunch will be provided for all delegates. Further details of the programme and a link to the registration form will be sent out shortly.

Kind regards, Parish and Town Council Team

17) **Councillor Report**

None

18) **Outside body representatives**

None.

19) **Mayor's engagements**

20/07	Liz Ward's Open Garden, Scorton
25/07	Meadow Croft Care Home Awards Ceremony
26/07	Davo's Charity Bowls Fundraiser
26/07	Mayoral Charity Pop Up Shop & Fashion Show, Wyrebank
27/07	Football Festival, Garstang Community Sports Hub
27/07	Liz & Alan Pearson's Garstang in Bloom Open Garden Fundraiser
01/08	Garstang Show 40th Anniversary Craft Marquee Presentation
02/08	Presidents Lunch at Garstang Show
06/08	Garstang in Bloom Lunch with the National RHS Judges at the Methodist Hub
15/08	VJ Day Flag Raising at the War Memorial
15/08	VJ 80th Commemoration & Beacon Lighting, Cherestanc Square
16/08	GAFVBC VJ BBQ
16/08	VJ Exhibition hosted by Heritage Society

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
98	18/08/2025	£26.00	£-	£26.00	Additional keys	Councillor Pearson	Unity Trust Bank
97	18/08/2025	£41.65	£8.33	£49.98	Supplies	Bradshaws	Unity Trust Bank
96	18/08/2025	£35.51	£7.10	£42.61	Repair Lengthsman machines	MOWERPOWER LTD	Unity Trust Bank
95	18/08/2025	£180.00	£36.00	£216.00	Preparation of payroll	Towers+Gornall	Unity Trust Bank
94	18/08/2025	1,315.78	£-	1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
93	18/08/2025	£28.08	£5.62	£33.70	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
92	18/08/2025	£7.90	£1.58	£9.48	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
90 & 91	18/08/2025			£4,376.39	Staff salaries	Staff costs "Salary to be paid electronically on 26/08/2025, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004', Lengthsman NJC range 7 – 14 Salary range.	Unity Trust Bank

2) **Item 8: Request for 20mph Kepple Lane, Councillor Webster**

Background information:

I am writing to respectfully request that the council urgently consider installing additional 20mph signage and a speed monitoring strip on Kepple Lane. Over recent months, residents have observed a concerning and frequent disregard for the posted 20mph speed limit on Kepple Lane. It appears there is a sheer ignorance among many drivers regarding this crucial speed restriction, especially as they speed past the Garstang Medical Centre.

Kepple Lane is a vital route for our community, serving numerous young families, providing access to a park, and leading to a school. We regularly see mothers, children, and elderly residents crossing this road to visit the doctors or take children to school. The current lack of visible signage, combined with drivers exceeding the speed limit, creates a significant and unacceptable risk of an accident occurring.

Enhanced signage would serve as a vital and constant reminder to motorists, promoting greater adherence to the speed limit. Furthermore, installing a speed monitoring strip would provide crucial data to accurately assess the extent of the speeding issue and strengthen the case for more permanent traffic calming measures if needed.

We urge the council to investigate this matter with the utmost haste to minimise the risk to our vulnerable residents. Thank you for your time and serious consideration of this urgent request.

3) **Item 9: Recommendation from Personnel Committee, Councillor Perkins and Clerk**

1.0 Recommendation to Council:

- iii) That the Town Meeting is a 30 minute meeting before April's Town Council meeting (20 April) 2026.
- iv) That the next awards ceremony is held in early July 2026. The Mayor's award would be presented at Mayor Making, as part of the outgoing Mayor's speech.

2.0 Background Information:

Personnel Committee meeting, 7 May 2025

041(2024-25) Chairman's report

- i) Discussion took place about diarise the Awards evening out of April. The Clerk reported that she had discussed with the Mayor about making the Town Meeting a 30 minute meeting before April's Town Council meeting next year. Written reports would be available. The Committee thought this would a good suggestion to pursue. Discussion then took place on the Awards evening itself and where this could be moved in the Council diary.

Resolved: The Clerk was asked to draft an agenda item, with the recommendation to have a 30 minute Town Meeting before April's Town Council meeting in 2026. The Committee **further resolved** to have the next awards ceremony in early July 2026. The Mayor's award would be

presented at Mayor Making, as part of the outgoing Mayor's speech. The Clerk was asked to work up the recommendation up with the Chair of Personnel and let the Mayor elect, Councillor Webster know of the forthcoming arrangements.

3.0 Background Documents:

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Yes	
Council objectives		
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
There will be financial implications		
There is provision within the budget		
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		

4) **Item 10: Strategic Plan, Clerk**

1.0 Proposal: The Clerk is looking at forming a small working group of councillors, consisting of Councillors Atkinson, Hesketh, Lee-Bromley and Keyes to help develop a strategic plan.

2.0 Background Information:

Following up from the Informal Training Sessions and outstanding minute 18/3/2024, the Clerk is advising that the Council pursue a Strategic Plan. The purpose of the strategic plan is to help set a clear and shared direction for the council over the coming years.

The Clerk is looking at forming a small working group of councillors to help shape it from the outset.

*A strategic plan gives Councillors the opportunity to:
Set the direction for the council's work over the medium-to-long term
Prioritise what matters most, especially when budgets are tight*

A strategic plan supports:

- i) Better services for residents. A clearer legacy for Councillors term in office. Fewer reactive decisions and more strategic focus. Confidence in tough choices (e.g. cuts, growth, investment) smarter decision-making,
- ii) The process will be led by members, not just officers. The outcomes will be realistic, focused, and deliverable. There will be follow-through and accountability

265(2023-24) Garstang Town Council – Publicly Endorsed Vision and Plan – Councillor Atkinson

Councillors considered Councillor Atkinson's proposal about a Publicly Endorsed Vision and Plan. The plan could have a brief overarching vision, briefly set out key projects/deliverables and any measures, underpinned by public engagement. Considering collectively the overall impact (finance, resource and timescales). The vision and plan can then be used for the council to assess new projects against.

The Clerk added that at the Council meeting on 15/5/2024, the Clerk had tabled SLCC advice about 'Developing and delivering a council's strategic plan'(which covered the same ideas of Councillor Atkinson), but the Council had not pursued the idea.

Resolved: The Town Council agreed that the Clerk and Councillor Atkinson develop a 'Developing and delivering a council's strategic plan' based on the SLCC guidance and that it is brought back to Full Council for consideration.

3.0 Background Documents:

[Reference Developing and Delivering council plan](#)
[Seven highly effective habits for councils](#)

4.0 Implications to be completed by the Councillor and Clerk:

If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.

Yes	Yes/No	Detail
Staffing Implications	Yes	
Council objectives	Yes	
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		

Yes	Yes/No	Detail
Information and Communication Technology (ICT)		
There will be financial implications		
There is provision within the budget		
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		