



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 15<sup>th</sup> September 2025 Minutes

### **Present**

Chairman; Councillor Webster

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

Also present: Town Clerk, Edwina Parry and PCSO Yates

Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins arrived at 8.00pm, after attending Cabus Parish Council meeting.

### **071(2025-26) Apologies for absence**

County Councillor James Tomlinson, he is attending Cabus Parish Council meeting.

### **072(2025-26) Declaration of Interests and Dispensations**

081(2025-26), Councillor Allan declared a 'pecuniary interest'. He was a former member of the Heritage Society and is still detailed on the constitution. He is the Council representative on Fairtrade. He did not take part in the voting.

081(2025-26), Councillor Perkins declared a 'pecuniary interest'. She is a member of the Heritage Society and a member of the PCC, St Thomas' Church. She did not take part in the voting.

Councillor Brooks arrived.

### **073(2025-26) Public participation**

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

A summary is provided below.

PCSO Yates – Spoke about young people gathering at the toilets on the High Street car park, smoking Cannabis. The policing team would be visiting the schools to speak to youths about the issue.

County Councillor (CC) James Tomlinson had sent the Clerk the following update:

- i. I have asked about the pedestrian crossing outside Mamma Mia's; waiting to hear back.
- ii. I have requested better speed limit signs for Kepple lane, again waiting to hear back.
- iii. The Beacon Veterinary Centre had raised concerns regarding the ongoing maintenance of the defibrillator located on their premises. They noted that no provision currently exists to cover maintenance costs and

that the machine will require replacement in 2027, with no identified funding in place. The Mayor reported that Cat Smith MP had also contacted her on this matter, and the Clerk confirmed receipt of the same correspondence. It was agreed that the Clerk would investigate the query.

The meeting was reconvened.

**074(2025-26) Announcements**

The Mayor, Councillor Webster announced:

- i. She thanked Councillors for supporting her recent garden party; almost £1,000 was raised. Councillor Pearson and his wife were thanked for donating plants.

**075(2025-26) Minutes of the last meeting**

A copy of the minutes of the meeting held on 18 August 2025 and the minutes of the extraordinary meeting on 26 August 2025 had been circulated.

**Resolved:** The minutes of the Town Council meeting held on 18 August 2025 and the minutes of the extraordinary meeting held on 26 August 2025 were confirmed and signed as a true record.

**076(2025-26) Finance payments, Clerk/RFO**

Councillors were asked to approve the payments, detailed vouchers 110 – 117, in the Appendix.

**Resolved:** Councillors approved the payment voucher numbers 110– 117, as detailed in the Appendix.

**077(2025-26) Wyre Council Planning applications, Clerk**

The Town Council responded to the following applications.

- a) **Application Number: 25/00630/FUL**  
**Proposal:** Conversion of an existing double integral garage into a single garage and utility room  
**Location:** 1 Carr Holme Gardens Cabus. (In township of Garstang).

**Resolved:** No objections.

- b) **Application Number: 25/00699/FUL**  
**Proposal:** The proposal is to insert a roller shutter door into an existing opening on the shop front, this is a minor operation applied for as the site lies in a conservation area.  
**Location:** 40 - 41 High Street Garstang.

**Resolved:** No objections.

- c) **Application Number: 25/00704/FUL**  
**Proposal:** Proposed single storey side extension following demolition of existing extension.  
**Location:** 23 Calla Drive Garstang

**Resolved:** No objections.

**078(2025-26) Completion of the limited assurance review for the year ended 31 March 2025, RFO**

The RFO reported that the usual practice for the September meeting is to report the completion of the review of the Annual Governance & Accountability Return (AGAR) for the year end 31 March 20xx. No formal response has yet been received. A final report will be presented to Council once confirmation from the auditor is received.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what the Town Council must do at the conclusion of the review. In summary, the Town Council are required to:

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

**Resolved:** The Council resolved that points a) to d) are enacted by the RFO.

**079(2025-26) Precept/Budget 2026/2027, Councillor Atkinson and RFO**

Councillor Atkinson reported that the Finance Committee will meet on 8/10/2025 to discuss the budget for 2026/2027. Councillors were asked to provide the RFO with projects and associated finance requirements/budgets (based on estimates obtained), so that they may be included in next year's precept.

**Resolved:** Councillor Allan put forward a budget request of £1,000 for the North West Stages 2027 - £1,000.

**080(2025-26) Kepple Lane speeding**

Since the Full Council meeting held on 18/8/2025 (minute 050(2025-26), the Clerk reported:

- i) Lancashire Road Safety Partnership (LRSP); the speeding concerns have been reported online. No response has yet been received.
- ii) County Councillor (CC) Tomlinson is investigating traffic calming measures along Kepple Lane.
- iii) The Clerk had made enquiries regarding the purchase of a Speed Indicator Device (SPID), including costs, installation requirements, and resource implications. A quotation had been received from Traffic Technology Ltd. Three responses had been received from Kirkland, Nateby and Catterall Parish Councils, detailing how SPID's work in their parishes.

Council were asked to consider the information provided and determine how it wishes to proceed with the potential purchase of a SPID.

**Resolved:** The Council agreed to explore options (i) and (ii), and to seek input and advice from the police concerning the issue of perceived speeding on

Kepple Lane. Councillors also requested the police's views on the use of SPIDs. Any updates will be reported at the next meeting on 20/10/2025.

**081(2025-26) Grant applications to the Town Council, Clerk/RFO**

Councillors considered the 5 grant applications against the Town Council's policy and the allocated budget of £2,600.

**Resolved:**

The budget of £2,600 was allocated as follows:

- i) Garstang & District Heritage Society - £300
- ii) Garstang Fairtrade Group - £100
- iii) Garstang Theatre Group - £500
- iv) Pilling Jubilee Silver Band - £500
- iv) St Thomas Church - £1,200.

**082(2025-26) Approval of groundworks, Clerk and Councillor Pearson**

**Resolved:** Contractor A was appointed to carry out the works as detailed in the quotation. Costs to be attributed pro rata to EMR's Kepple Lane playing field, Moss Lane playing field, War Memorial, Allotments and Amenities.

**083(2025-26) Wyre Council, Section 106 monies, Clerk**

Wyre Council is seeking the Town Council's views on the use of the Section 106 monies for Moss Lane, so it can be included in their report.

*Reference: A commitment to hand over the S106 money (£29,099) to the Town Council for play provision on Moss Lane Public realm. Application number 2000618FULMAJ (Council office's)*

**Resolved:** That the decision is delegated to the Clerk, in consultation with the Chairs of Finance & Governance Committee and Amenities Committee, to respond back to Wyre Council.

**084(2025-26) Garstang Harvest Festival - Saturday 4th October 2025.**

**Resolved:** The Town Council agreed to support the festival, like last year. The Council further resolved to contribute any fruit harvested from Council-owned open spaces, if available, by liaising with the Lengthsman.

**085(2025-26) Greater Garstang Partnership Board, Councillor Pearson**

Councillors noted the circulated minutes of the meeting held on 08/07/2025 and the agenda for the session on 16/09/2025.

**086(2025-26) Review of policies, Clerk**

The Council considered the circulated

- i) Complaints and Vexatious complaints policy
- ii) Privacy Policy notice

**Resolved:** The Council approved the updated Complaints and Vexatious complaints policy and Privacy Policy notice.

Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins arrived at the meeting. The meeting was adjourned to allow members of the public to speak.

Wyre Councillor Dulcie Atkins reported that the Skateboard park refurbishment was progressing.

Wyre Councillor Robert Atkins spoke about the forthcoming local government reorganisation.

The meeting was reconvened.

**087(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Council resolved that in accordance with 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 on a Staffing matter, the press and public be excluded from the meeting.

**088(2025-26) Staffing matter - Clerk Hot Desking One Day per Week, Councillors Perkins and Keyes**

**Resolved:** Council approved:

- i) the trial hot desking arrangement for the Clerk, one day per week in Garstang for a period of three months (review at Full Council 19/01/2026),
- ii) to approve the payment from budget code 16 Room Hire & Office accommodation and
- iii) to include a budget provision in 2026/27 to cover this arrangement if continued.

The Council further resolved to include the Lengthsman requirements as well.

**089(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.

**090(2025-26) Re-organisation of Local Government, Councillors Atkinson, Webster & the Clerk**

Councillor Atkinson reported on the meeting that had taken place at Wyre Council on 08/09/25 with the Leader of the Council, Councillor and Councillors Atkinson, Webster and the Clerk.

**Resolved:** The Council approved:

- i. The Council agrees in principle to explore projects which could be viable for Capital Investment by Wyre Council, including exploring options for a community facility within the centre of Garstang.
- ii. The Council agrees in principle to explore the transfer or long-term lease of Wyre Council assets along with maintenance funding/arrangements within the Garstang boundary in order to reduce the risk of future sales.
- iii. The Council agrees to work towards making a proposal/business case to Wyre Council for capital investment and long-term lease/transfer of assets.
- iv. The Council agrees to undertake a community survey online and via paper surveys at the Library into what community facilities residents of Garstang would like to see.

- v. The Council refers the financial assessment of capital investment and ongoing funding sources to the Finance and Governance Committee for consideration and report back.
- vi. The Council delegates to the Clerk, in consultation with the Mayor and Councillor Atkinson, discussion with any public/private parties on potential community facilities.
- vii. The Council delegates to the Clerk, authority to spend up to £500 from EMR Community Engagement for initial investigations if required.
- viii. That a Working Group of Councillors is formed. That the Council appoint a small working group of councillors, consisting of Councillors Atkinson, Hesketh and Webster, to for this item of business.

**091(2025-26) LALC - Local Government Reorganisation in Lancashire – Stakeholder Engagement, Clerk**

Councillors noted the Stakeholder consultation aimed at stakeholder sectors, like the Town & Parish Council sector, on Local Government Re-organisation.

**Resolved:** That the Clerk completes the survey.

**092(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 **20 October 2025** by notifying the Clerk by **12 October 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: 8.57pm**

**093(2025-26) Clerk's Report**

**a) Lancashire Parish and Town Council Conference – 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

**b) Council surgeries.**

Thank you for your replies Councillors.

Council surgeries will be attended by Councillors, 10.00 – 12 noon at Booths café.

15/11/2025; Allan, Keyes, standby Atkinson

10/01/2026; Atkinson, Lee Bromley, standby Pearson

07/03/2026; Halford, Pearson, standby Perkins

09/05/2026; Hesketh, Perkins, standby Halford

11/07/2026; Webster, Lee-Bromley, standby Perkins.

If you are unable to attend, please arrange for a substitute Councillor to represent you. The Mayor, will attend where possible, pending Mayoral Engagements

**094(2025-26) Councillor Report**

None

**095(2025-26) Outside body representatives**

None.

**096(2025-26) Mayor's engagements**

|       |  |
|-------|--|
| 06/09 | Garstang & District Heritage Society Open Day          |
| 06/09 | Paint Garstang   |
| 07/09 | Charity Garden Party at home                           |
| 12/09 | Peter Howard's Galloway's visual impairment open event |

## Appendix

### 1) Item 6: Finance payments

| Voucher No | Date       | Net       | VAT    | Total     | Description                  | Supplier   | Bank                   |
|------------|------------|-----------|--------|-----------|------------------------------|--|------------------------|
| 117        | 15.09.2025 | £35.00    | £0.00  | £35.00    | Training                     | LALC (Lancashire Association of Local Councils)  | Unity Trust Bank       |
| 116        | 15.09.2025 | £796.78   | £39.84 | £836.62   | Christmas Lights electricity | Npower Commercial Gas Limited  | Unity Trust Bank       |
| 115        | 15.09.2025 | £58.80    | £11.76 | £70.56    | Subscription charges         | Microsoft (Microsoft)  | Lloyds Bank            |
| 114        | 15.09.2025 | £1,315.78 | £0.00  | £1,315.78 | Pension                      | LCC (Lancashire County Council)  | Royal Bank of Scotland |
| 113        | 15.09.2025 | £26.91    | £5.39  | £32.30    | Mobile phone                 | Vodafone (Vodafone)  | Unity Trust Bank       |
| 112        | 15.09.2025 | £2,348.27 | £0.00  | £2,348.27 | P30                          | HMRC (HM Revenue & Customs)  | Unity Trust Bank       |
| 110 & 111  | 15.09.2025 |           |        | £3,638.45 | Staff salaries               | Staff costs "Salary to be paid electronically on 26/09/2025, 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       |