



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, 15th September 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, 15 September 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 15 September 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

10th September 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:
 - i) the [minutes of the meeting held on 18 August 2025](#).
 - ii) the [minutes of the extraordinary meeting on 26 August 2025](#).
- 6) **Finance payments, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 110– 117, in the Appendix.
- 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: 25/00630/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)
 - 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.

c) Application Number: 25/00704/FUL

Proposal: Proposed single storey side extension following demolition of existing extension.

Location: 23 Calla Drive Garstang

8) Completion of the limited assurance review for the year ended 31 March 2025, RFO – for decision

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.

At the time of publishing this agenda, 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.

Recommendation to Council:

The Council are asked to resolve that points a) to d) are enacted by the RFO.

9) Precept/Budget 2026/2027, Councillor Atkinson and RFO – for decision

The Finance Committee will meet on 8 October 2025 to discuss the budget for 2026/2027. Councillors are asked to provide the RFO with projects and associated finance requirements/budgets (based on estimates obtained), at the meeting so that they may be included in next year’s precept.

10) Kepple Lane speeding, Clerk - for noting and decision

Since the Full Council meeting held on 18/8/2025 (minute 050(2025-26), the Clerk is updating the Council of the following.

- i) [Lancashire Road Safety Partnership](#) (LRSP), the Clerk has reported the speeding concerns online. No response has yet been received.
- ii) LCC, the Clerk has asked County Councillor (CC) Tomlinson to explore traffic calming measures along Kepple Lane – for example speed humps; better road signage; or engineering such as chicanes. CC Tomlinson has confirmed this is being examined.
- iii) The Clerk has made enquiries regarding the purchase of a Speed Indicator Device (SPID), including costs, installation requirements, and resource implications.

[A quotation has been received from Traffic Technology Ltd.](#)

[Three responses](#) have been received from Kirkland, Nateby, and Catterall Parish Councils, detailing how SPID's work in their parishes, and these have been collated for Councillors information (see end of Appendix).

Recommendation/Resolution:

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

11) **Grant applications to the Town Council, Clerk/RFO – for decision**

The full report is detailed in the Appendix.

Recommendation to Council:

That the Town Council consider and review the 5 grant applications received against the Town Council's policy and allocate the budget of £2,600 accordingly.

12) **Approval of groundworks, Clerk and Councillor Pearson - for decision**

Proposal: That contractor A is appointed to carry out the works as detailed in quotations and below. Costs to be attributed pro rata to EMR's Kepple Lane playing field, Moss Lane playing field, War Memorial, Allotments and Amenities.

13) **Wyre Council, Section 106 monies, Clerk – for decision**

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)

Recommendation to Council: 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.

14) **Garstang Harvest Festival - Saturday 4th October 2025 – for decision.**

The Clerk has received the following correspondence.

Creative Thread and Artroom Gallery, are organising another Harvest Festival.

Due to the overwhelming positive feedback from last year's Harvest Festival, we are excited to be holding another Harvest Festival on 4th October, 2025 and we are seeking the Town Council's continued support to make this event even better.

Consideration for Council: Does the Town Council wish to pledge support for this festival, like last year?

15) **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 [minutes of the meeting held on 08/07/2025](#) and the [agenda for the session on 16/09/2025](#) have been circulated.

- 16) **Review of policies, Clerk – for decision**
i) [Complaints and Vexatious complaints policy](#)
ii) [Privacy Policy notice](#)

Recommendation to Council:

Approve the updated Complaints and Vexatious complaints policy and Privacy Policy notice.

- 17) **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 on a Staffing matter, the press and public be excluded from the meeting.

- 18) **Staffing matter, Councillors Perkins and Keyes – for decision**

- 19) **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.

- 20) **Re-organisation of Local Government, Councillors Atkinson, Webster & the Clerk – for decision/information**

Background: Minute 032(2025-26), 21 July 2025-26, Impact of Devolution/Local Government Restructure

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.

The meeting took place at Wyre Council on 08/09/25.

Councillors are asked to review the [circulated document containing recommendations \(points 1 to 8\)](#).

- 21) **LALC - Local Government Reorganisation in Lancashire – Stakeholder Engagement, Clerk – for decision**

You may have seen recently (1st Sept) seen a consultation to the population of Lancashire being launched to ask for residents' views on Local Government Re-organisation.

There has also been launched (8th Sept) a **Stakeholder consultation** aimed at stakeholder sectors, such as ours, the Town & Parish Council sector.

LALC is circulating this directly to Clerks due to the very short lead times - 9th September to deadline **28th September**.

If you receive this email, please circulate to all Council colleagues so everyone has an opportunity to see and respond. Besides the survey there is also a FAQs document with map examples of possible options which is worth reading prior to responding to the questions.

Lancashire LGR options

15 current councils in Lancashire are working together to submit proposals for unitary councils to Government. Several options are being considered, ranging from 2 to 5 new unitary councils replacing the 15 current authorities. Final proposed arrangements for Lancashire will be subject to public consultation after supporting business cases are developed. View possible options - these are emerging examples, the final structure may look different and alternative options could still be developed.

Recommendation to Council: That the Council completes the survey.

22)

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.

23)

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

24)

Councillor Report

None

25)

Outside body representatives

None.

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

2) **Item 10: Kepple Lane speeding, Clerk**

SPID - Summary of Key Takeaways

Common Themes:

- Police and Highways generally do not recognise or act on SpID data.
- LCC controls installation and permissions, often requiring long lead times and added costs.
- Costs are significant, with devices ranging from ~£2,250 to over £5,600, plus extras like posts, laptops, or batteries.
- Residents and local councils face challenges over location, installation delays, and ongoing maintenance.

Differences:

- PC 1 emphasises that SpIDs are not a 'magic answer' and mainly slow traffic only slightly.
- PC 2 details a long struggle with LCC and higher additional costs for software and equipment.
- PC 3 presents a relatively more positive experience, with flexible battery-powered devices, though technical and maintenance issues remain.

3) **Item 11: Grant applications to the Town Council, RFO– for decision**

5 grant applications have been received, adhering to the Council's approved grant policy. The Clerk has summarised the application's information onto a [summary sheet](#).

2.0 Background Information:

Applications have been received from:

- i) Garstang & District Heritage Society
- ii) Garstang Fairtrade Group
- iii) Garstang Theatre Group
- iv) Pilling Jubilee Silver Band
- v) St Thomas Church

3.0 Background Documents:

All individual applications have been circulated to the agenda file for Councillor review.

4.0 Financial Implications:

There is a budget of 2,600.00 for grant applications for the 2025-26 financial year.

4) **Item 12: Approval of Groundworks/Amenities quotation, Clerk**

1.0 Proposal: That contractor A is appointed to carry out the works as detailed in quotations and below. Costs to be attributed pro rata to EMR's Kepple Lane playing field, Moss Lane playing field, War Memorial, Allotments and Amenities.

2.0 Background Information:

The Lengthsman has secured two quotations for the required works. In accordance with the Council's approved Financial Regulations (Section 5:

Procurement), efforts were made to obtain a third quotation; however, this was not achievable.

Contractor	Cost
A	Sub Total £7,500.00 Vat Total £1,500.00 Total £9,000.00
B	£9,460.00 exempt from VAT

3.0 Background Documents:

Task list as presented to [Finance Committee, 17/07/2025](#)

Allotments

1 To lay paving slabs for pathway.

Kepple Lane Park

- Replacement of damaged bollards on boundary with Kepple Lane
- Replacement of damaged benches in sensory garden and teen shelter
- Refurbishment of outdoor stage and seats

Pat Seed Garden

16 Long term plan for repaving

War Memorial

17 Requires areas of repointing and inspection

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		
Information and Communication Technology (ICT)		
There will be financial implications		
There is provision within the budget		

Yes	Yes/No	Detail
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)		