



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, 20th October 2025 Minutes

Chairman; Councillor Webster

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

Also present: Town Clerk, Edwina Parry, County Councillor James Tomlinson, Wyre Councillor Alice Collinson, PCSO Creighton and 2 members of the public.

097(2025-26) Apologies for absence.

Councillor Perkins.

Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins.

098(2025-26) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

099(2025-26) Public participation

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

A summary is provided below.

Two representatives from Garstang First Responders gave a presentation on the defibrillators located in Garstang, outlining how they were initially funded through charitable donations. They highlighted the need to establish a sustainable funding plan to ensure the ongoing maintenance, replacement, and availability of the defibrillators to continue saving lives within the community and asked whether the Town Council would be able to offer support.

PCSO Creighton reported:

- i. a significant increase in youth anti-social behaviour. Five of the young people involved have received 12-month youth referrals. The incidents mainly relate to gatherings near the public toilets on the High Street car park and the use of cannabis. It is hoped that the referrals will help reduce this behaviour.
- ii. ongoing issues with shoplifting at Booths and Aldi; police are working closely with store managers to address these incidents.
- iii. work being undertaken to educate young people about water safety along the Wyre Waterway. Plans are underway to secure this permanently.
- iv. a number of rural farm break-ins in the surrounding areas ie taking of Quads. Tasking is being requested for the roads crime team and also Rural crime team aware

- v. Advised that tickets are being issued to motorists parking on the zig-zag markings by the zebra crossing on Park Hill Road.
- vi. Cllr Halford raised continued concerns about motorists parking on the footway along Lancaster Road. PCSO advised him that the ongoing issue be followed up with Sgt Eliot Jones.

County Councillor (CC) James Tomlinson reported:

- i. Kepple lane – 2 larger and extra 20mph signs were to be installed.
- ii. He had met with Sgt Eliot Jones to discuss extra speed checks along roads that could be conducted by community volunteers.
- iii. He was really pleased to be on board with the study of a rural bus service connecting rural areas with Doctors surgery.
- iv. Every Council has to make a decision on re-organisation of local government by end of November.
- v. Kerb works outside Arts Centre ongoing.

Wyre Councillor Alice Collinson reported:

- i) That a new directive from central government is being considered under planning policy. Under the proposed changes, Members would lose the right to refer applications to the Planning Committee. Instead, all planning applications involving fewer than ten properties would be determined under delegated powers.

The Mayor reported on behalf of Wyre Councillor Dulcie Atkins that the tarmac was being laid on the MUGA.

The meeting was reconvened.

100(2025-26) Announcements – for information

There were no announcements from the Mayor, Councillor Webster.

101(2025-26) Defibrulators in Garstang, Clerk

Councillors considered the Clerk's report and the information presented to them that evening.

Resolved: That Town Council staff engage with the relevant partnerships and bring a report back to Full Council for consideration.

102(2025-26) Minutes of the last meeting

A copy of the minutes of the meeting held on 15 September 2025 had been circulated.

Resolved: The minutes of the Town Council meeting held on 15 September 2025 were confirmed and signed as a true record.

103(2025-26) Finance payments, Clerk/RFO

Councillors were asked to approve the payments, detailed vouchers 126– 133, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 126– 133, as detailed in the Appendix.

Councillors noted Voucher payment 112, P30 HMRC (HM Revenue & Customs), previously approved at Full Council on 15/09/2025, was incorrectly recorded as £2,348.27. The correct amount is £4,055.60. This amendment was made in accordance with Financial Regulations, point 6, and approved by the authorised cheque signatories.

104(2025-26) Wyre Council Planning applications, Clerk

a) Application Number: 25/00795/FUL

Proposal: Proposed Erection of internal wall to create two separate industrial units, installation of roller shutter door and personnel door to south facing elevation, installation of personnel door and window to east facing elevation and siting of 6 no. shipping containers to be used for storage

Location: Manor Park, Green Lane West Garstang

Resolved: The Council was not in a position to respond until United Utilities and Environment Agency points raised had been answered

b) Application Number: 25/00836/FUL

Proposal: Single storey rear and side extension, two No. roof lights to loft and replacement detached garage

Location: 9 Pine Grove Garstang

Resolved: No objections

105(2025-26) Recommendations from the Finance and Governance Committee meeting held on 8/10/2025, Councillor Atkinson and RFO

Councillors noted that the draft minutes of the Finance and Governance Committee meeting held on 8/10/2025.

Full Council was asked to endorse the recommendations put forward by the Committee.

a) 008(2025-26) Review of income streams as per financial regs, RFO

a) Allotments rent

That the new rents for the allotments take effect from 1 October 2025.

- i) ½ Plot (approximately 15m x 6m) – 4 number at £40 per annum -
- ii) ¼ Plot (approximately 7m x 3m) – 4 number at £20 per annum

Making a total receipt of £240.

Resolved: The Council approved the income receipt for the allotments.

b) Scout Hut rent

Currently the rent is £60 The tenancy agreement states that the rent is to be reviewed every 5-year period. Next review May 2025. The Committee recommended no changes to the current rent of £60 for 1 year and that the rent be reviewed as part of the lease agreement; minute 014(2025-26).

Resolved: The Council approved the income receipt for the Scout Hut.

b) 010(2025-26) Completion of the limited assurance review for the year ended 31 March 2025, RFO

The Council noted the Finance Committees council minute that: 'the completion of the limited assurance review for the year ended 31 March 2025 had been received, with no further action required. Thanks were expressed to the Clerk/RFO for her work on the audit leading to this positive outcome.'

c) 011(2025-26) Review of Reserves policy, RFO

Resolved: Full Council approved the Finance Committee's recommendation that the Reserves Policy be approved without amendment.

106(2025-26) Precept/Budget 2026/2027, Councillor Atkinson and RFO

Council noted that the Finance Committee had met on 8/10/2025 to discuss the budget for 2026/2027.

The Committee recommended changes and actions outlined in the Appendix.

The RFO had circulated the following reports:

- i. Draft budget V0.2, 2025/26
- ii. Budget notes
- iii. Current Earmarked Reserves balances

Resolved: The Council approved the Finance Committee's recommendation as outlined in the table in the Appendix and detailed in the draft budget V0.2.

The Council **further resolved** to include an extra £2,000 to the EMR community engagement fund for any forthcoming support for defibrillators in Garstang.

107(2025-26) Appointment of Internal Auditor, Clerk/RFO

The Clerk reported that, in accordance with Financial Regulation 3.7, the Council is required to appoint an Internal Auditor to evaluate the effectiveness of the Council's risk management, control, and governance processes, in line with the proper practices set out in the Practitioners' Guide.

The Clerk had obtained and presented quotations for consideration.

Resolved: That the Council reviewed the quotations received and agreed to appoint Atteco as the Council's Internal Auditor.

108(2025-26) Kepple Lane speeding, Clerk

The Clerk updated the Council of the following, since the Full Council meeting held on 15/9/2025.

- i) [Lancashire Road Safety Partnership](#) (LRSP),
Concern Outcome

Thank you for bringing this matter to our attention. As a result of your concern, speed count data was obtained and analysed and currently, the vast majority of motorists are complying with the speed limit. Policing resource must be directed where threat and risk are most prevalent, so at this time, the Police are unable to perform monitoring at this location. If you would like to raise awareness of speed in your area, you may wish to use the Speed Toolkit. Further information on the Toolkit can be found using the tab at the top of the page. Requests for Spids is a local

authority decision, please contact Lancashire County Council directly, using the links provided on this website.

- ii) LCC, as reported by County Councillor (CC) Tomlinson earlier in the evening, 2 larger and extra 20mph signs were to be installed on Kepple Lane.
- iii) The Clerk has contacted Sgt Eliot concerning the issue of perceived speeding on Kepple Lane and the police's views on the use of SPIDs. A response is being awaited.

Resolved: The Council approved to wait for the police comments and make a fully informed decision at November's Full Council meeting.

109(2025-26) Wyre Council, Kepple Lane Park playground equipment,

The Council considered the report from Wyre Council that they are planning to remove the fenced, Wyre Council owned, children's playground, which was installed in 2008 and is coming to the end of its expected natural life. The surfacing is in very poor condition with severe shrinking around the edges. We would be looking to remove this in the next financial year. Wyre's intention would be return it to grassed public open space.

Resolved: The Clerk was asked to communicate to Wyre Council, that they are not happy about the removal of the play equipment. Would Wyre Council explore the following other possibilities?

- i) Conducting a public consultation to ascertain the need for the facility.
- ii) Consider the remaining lifespan of the play equipment and inform the Town Council.
- iii) Repair or replace elements as necessary to make the playground safe and usable.
- iv) To offer the Town Council assistance, support, or grant funding to facilitate its continuation.

Councillor Keyes and Wyre Councillor Alice Collinson left the meeting.

110(2025-26) Greater Garstang Partnership Board, Councillor Pearson

The minutes of the meeting held on 16/09/2025 and the agenda for the session on 11/11/2025 had been circulated.

For information

An update from Chair, Councillor Pearson for September and October 2025 had been detailed in the Agenda Appendix.

Resolved:

- i) Approval to complete the Help Shape Lancashire's Transport Future questionnaire, and that this is delegated to the Clerk and a Councillor (either Councillors Pearson, Allen or Keyes) to complete.
- ii) That the Town Council support the LCC feasibility study 'dial a bus.'

111(2025-26) Garstang Fairtrade 25th Anniversary, Councillor Allan

Resolved: That Full Council recognises and congratulates Garstang Fairtrade Committee on reaching the 25th Anniversary of Garstang being declared the first Fairtrade Town in the World.

112(2025-26) Lancashire Parish and Town Council Conference and LALC Annual Meeting, Saturday 1st November 2025, Clerk

Resolved: That Councillor Keyes attends on behalf of the Council. The Council **further resolved** not to submit a Motion to the LALC AGM.

113(2025-26) Strategic Plan, Councillor Lee-Bromley on behalf of the working group

Resolved: That the Town Council approves the implementation of the first stage towards a Strategic Plan (as set out in Section 3).

114(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 **17 November 2025** by notifying the Clerk by **9 November 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: 9.08pm

115(2025-26) Clerk's Report

a) Grant payments thank you's.

St Thomas Church - Will you please pass on our grateful thanks for the generous grant awarded to St Thomas Church . The money will be used to improve the drainage in the lower Churchyard.

Pilling Jubilee Silver Band - say thank you so much for the grant from Garstang Town Council on behalf of Pilling Band. Please pass on our thanks to the Councillors and I will also thank them in person on Remembrance Sunday.

Garstang & District Heritage Society - that's great news, please thank the council for their very kind grant which will be put to good use as per our application. We will keep the council updated as to our progress.

Garstang Theatre Group - Thank you so much - this is excellent news.

b) Wyre Council (26/9/2025) – Skate Park

I would like to keep you updated that works to the skate park are scheduled to start next week. If the programme (below) runs smoothly and the weather is on our side, we are working towards the end of October for completion.

116(2025-26) Councillor Report

None.

117(2025-26) Outside body representatives

Wyre Area Committee meeting, 24/09/2025, Councillor Perkins.

The meeting was well attended. Sgt Elliot Jones introduced the new Inspector. He gave a short report on crime figures which are down. Community bicycles will hopefully soon be in use. Speeding is a concern of the public which is being addressed.

A representative from Wyre gave a lengthy talk on Waste Food Recycling which will come into effect in April next year.

It was decided to set up an Energy Working Group to work alongside the one in Fylde.

118(2025-26) Town Crier engagements

Date	Event
3/7/2025	U.R.C. Charity Coffee Morning
5/7/2025	St Thomas's Summer Fair.
10/7/2025	Meeting with councillors
17/7/2025	Publicly for Arts and Music Festival
19/7/2025	Art Centre Craft and collector's fair
24/7/2025	Arts and Music Festival publicity August 2025
7/8/2025	U.R.C. Charity Coffee Morning
15/8/2025	9 am; VJ Day Proclamation War Memorial 12 midday; VJ Day proclamation Market Cross

Date	Event
3/7/2025	U.R.C. Charity Coffee Morning
	7 pm; VJ Day event Cherestanc Square September 2025
4/9/2025	U.R.C. Charity Coffee Morning
6/9/2025	Plein air event and Heritage Day
21/9/2025	Otley Town Crier Competition

119(2025-26) Mayor's engagements

Date	Event
4/10/2025	Garstang Armed Forces and Veterans Breakfast Club 25th Fairtrade in Garstang anniversary Coffee Morning Garstang Arts Centre Craft Fair Garstang Harvest Street Festival
16/10/2025	Sister Act by Garstang Musical Productions

Deputy Mayor attended the MacMillan Coffee Morning

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
133	20.10.2025	£52.00	£0.00	£52.00	Annual data protection fee	Information Commissioner's Office	Unity Trust Bank
132	20.10.2025	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
131	20.10.2025	£420.00	£84.00	£504.00	Annual Governance & Accountability Return	PKF Littlejohn LLP	Unity Trust Bank
130	20.10.2025	£180.00	£36.00	£216.00	Preparation of payroll	Towers+Gornall	Unity Trust Bank
129	20.10.2025	£1,408.99	£0.00	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
128	20.10.2025	£26.92	£5.38	£32.30	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
126 & 127	20.10.2025			£3,683.62	Staff salaries	Staff costs "Salary to be paid electronically on 24/10/2025, 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 9: Precept/Budget 2026/2027, Councillor Atkinson and RFO**

	Change	Actioned
1.	Full Council to approve that any underspend from costs codes with a linked EMR to be transferred on 31/3/2026.	
2.	Staff costs; increase percentage increase from 3% to 3.5%.	✓
3.	Budget code 7, Lengthsman salary; be examined to ensure it reflects a realistic value, after recent salary upgrade.	☐
4.	Budget code 9, NI employers figure; be examined to ensure it reflects a realistic value.	☐
5.	Budget code 12 and 13 to be kept separate and reflect title description.	☐
6.	Budget code 16 Insurance; be examined to ensure it reflects a realistic value, after recent claim made.	☐
7.	Budget code 22 Banking fees; be examined to ensure it reflects a realistic value.	☐
8.	Budget code 38 Tree surveys; Change description to include ' & maintenance ' and increase budget to £1,000.	✓
9.	Budget codes 40 and 42 under IT; check detail on descriptions.	☐
10.	Budget code 48 NW stages rally, underspend for 2025/26 (event not taking place), to be transferred into the EMR Community Engagement.	☐
11.	EMR code 36 Moss Lane playing field, Review the budget figure in light of surface maintenance requirements and the Section 106 contribution from Wyre Council. Staff, with the Chair of Amenities, to obtain a drainage quote and report to the next Committee meeting on 28/10/2025, liaising with the Garstang Sports & Social Club.	☐
12.	EMR code 56 Community engagement, reduce budget figure by £800 – see point j) above.	✓