



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th December 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 December 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 December 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 December 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.

All Councillors living within the Township of Garstang have a dispensation to discuss the precept and budget item.

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 17 November 2025](#).

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

Councillors are asked to approve the payments, detailed vouchers 151 – 158, in the Appendix.

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

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

a) **Application Number: 25/00955/FUL**

Proposal: Proposed first floor rear extension following demolition of garage.

Location: 17 Yewlands Drive Garstang

b) **Application Number: 25/00900/FUL**

Proposal: Proposed change of use of residential dwelling C3(a) to a supported living accommodation for up to 4 adults (C2), including single

storey rear extension, ramps and enclosed rear patio, hardstanding for parking and widened access.

Location: 6 Chester Close Garstang

(The property is in Nateby parish; Chester Close is split between Garstang town and Nateby parish).

c) **Planning appeal: Marbrick Garstang Bypass Road Garstang**

Proposal: Permission in principle for the erection of 1.no bungalow within the curtilage of Marbrick

Application Number: 25/00496/PIP

Appeal Reference: 6001795

Appeal Start Date: 19.11.2025

Appellant's Name: Mr And Mrs Singleton

Does the Town Council wish to make any additional comments on the appeal, or modify or withdraw any previous representation? At the Planning Committee, 16/06/2025, the Town Council minute 007(2025-26) cited No objections.

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

Detailed below are updates to the budget (i-iii) and tax base figure since the last meeting.

Background documents:

- i) [Wyre Council precept letter](#)
- ii) [Details of Tax Base received from Wyre Council](#)
- iii) [Budget notes 2026 27](#)
- iv) [Current Earmarked Reserves balances](#) and [Earmarked Reserves notes](#)

The key changes in the precept are primarily due to increased Lengthsman hours, enhancements to staffing arrangements, inflationary adjustments, and allocated funding for defibrillator maintenance.

Funding previously received through the LCC PROW (Public Right of Way) and Biodiversity grants has been withdrawn for this financial year and 2026/27.

The recommendation from the Chair of Finance, Councillor Atkinson, is as follows:

- a) That Full Council approve the [V0.5 Draft Budget 2026 27](#). (includes forecast figures)
- b) That Full Council approve a precept for 2026/27 of £162,269.03. This is a Band D equivalent of £81.98 (an increase of £8.60 [equates to 11.72%] in comparison to last year's Band D equivalent), summarised in the table below:

Receipts	£14,343.00
Payments	£176,612.03
Precept Value 2026-27	£162,269.03
Tax Base (2026/27)	1979.35
Band D Equivalent	£81.98
Last Years Precept	£143,055.60

Last Years Band D	£73.38
Change in Precept	£19,213.43
Change in Band D	£8.60

- c) That the 2026/27 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine.

9) **North West Stages Rally Ceremonial Start, Councillor Allan – for decision**
The full report is detailed in the Appendix.

Proposal: To facilitate the Ceremonial start of the North West Stages Rally on Garstang High Street on Friday 19th March 2027 with business communications, promotional activities and the engagement of a drumming band, Samba Espirito with a budget allocation of £1000.

10) **Engagement with Garstang's Chamber of Trade, Councillor Webster - for decision**

I would like to encourage closer links with the local businesses in Garstang. I propose that I, along with the Deputy Mayor, invite the Chamber of Trade to attend a meeting with the aim of establishing a strong working relationship for the benefit of both residents and businesses in Garstang and the surrounding parishes.

The purpose of the meeting would be to establish the current 'set up' of the Chamber of Trade, membership, AGM membership, AGM arrangements and to offer our support as a Town Council.

11) **Scheme of Delegation Update, Clerk – for decision**
Recommendation to Full Council: That the Scheme of Delegation be amended to include provisions for the Proposed Lengthsman Expansion Scheme, as set out in the Appendix.

12) **Recommendations from Amenities & Public Realm Committee Meeting, 8th December 2025, Councillor Pearson – for decision**
Councillors are asked to consider the [draft minutes of the Amenities & Public Realm Committee Meeting, 8/12/2025](#) and respond to the 3 recommendations to Council, as detailed in the Appendix.

13) **Town Council awards, Councillor Webster – for decision**

I am seeking the appointment of an Awards Panel for the forthcoming year's Awards evening in Booth's café. This will comprise of 4 additional Town Councillors and 1 member of the public

I am also seeking approval for the printing of the paper nomination forms, posters, the engraving of the Shields and the production of Keepsake Trophies and any sundries. All to be met from EMR Annual Town Meeting and Awards and delegated to the Clerk.

For Decision

- i. Approve the Awards date of Thursday 23 April 2026 and that the event is held at Booths.

- ii. Have we four Councillors who would be willing to be on the Awards panel with me?
- iii. Does Council accept expenses for the Awards evening is delegated to the Clerk in consultation with Councillor Webster. All payments to be met from EMR for the Annual Town Meeting?

14) Lancashire County Council Budget Consultation, Clerk – for decision

The full report is detailed in the Appendix.

LCC want to hear Parish and Town Council's views about their proposals.

Recommendation to Council: How does the Council wish to respond?

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.

There are no reference documents to circulate. The next meeting is to be held on 13/01/2026.

16) 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 **19 January 2026** by notifying the Clerk by **11 January 2026**. 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.

For Information Only

17)

Clerk's Report

- a) [Draft Personnel Committee minutes](#) of the meeting held on 03/12/2025.
- b) [Draft Amenities & Public Realm Committee minutes](#) of the meeting held on 08/12/2025.
- c) [Wyre Council Code of Conduct Refresher Training November, 2025 - Presentation slides](#)
- d) [Wyre Council Awards New Leisure Management Contract to Parkwood Leisure](#)
Wyre Council is delighted to confirm that Parkwood Leisure has been appointed as the new operator for Wyre's leisure centres in Fleetwood, Garstang, Poulton and Thornton.
- e) [Garstang Town Council's response to Wyre Planning Policy - Draft Conservation Area Appraisals and Management Plans Consultation](#)

18)

Councillor Report

None.

19)

Outside body representatives

None.

20)

Mayor's engagements

Date	Event
16th November	Christmas Lights Fundraising Group's Christmas Fair
18th November	Opening ceremony of Garstang's new skatepark
20th November	Soroptimist Charity Quiz Night
24th November	Christmas Lights Switch On
27th November	Lancashire Day
30th November	Catterall Christmas Lights Switch On
1st December	Victorian Festival
2nd December	Victorian Festival
5th December	Churchtown Christmas Lights Switch On
6th December	Meadowcroft Christmas Fair
6th December	Garstang Armed Forces and Veterans Breakfast Club Christmas Lunch
11th December	Garstang Theatre Groups pantomime
11th December	Royal Voluntary Service Christmas Lunch

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
158	15/12/2025	£125.00	£-	£125.00	Christmas Lights switch on entertainment	Dave Renwick (Blackpool Brass Band)	Unity Trust Bank
157	15/12/2025	£350.00	£-	£350.00	Christmas Lights switch on entertainment	Darrel Edwards	Unity Trust Bank
156	15/12/2025	£1,315.78	£-	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
155	15/12/2025	£29.98	£6.02	£36.00	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
154	15/12/2025	£3,661.69	£-	£3,661.69	P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
153	15/12/2025	£86.59	£17.31	£103.90	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
151 & 152	15/12/2025			£3,760.68	Staff salaries	Staff costs "Salary to be paid electronically on 24/12/2025, 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: North West Stages Rally Ceremonial Start**

1.0 Proposal:

To facilitate the Ceremonial start of the North West Stages Rally on Garstang High Street on Friday 19th March 2027 with business communications, promotional activities and the engagement of a drumming band, Samba Espirito with a budget allocation of £1000.

2.0 Background Information:

The North West Stages management organisation has undergone significant changes over the last year and they had to postpone the event in 2026. The new organisation is fully in place and they released info to the Press on Thursday 13th November 2026. They would like the Ceremonial Start to take place on the High Street on Friday evening of 19th March 2027 as on previous occasions.

They have requested Town Council Support with the event. The North West Stages team are responsible for obtaining all required Road Closures from LCC, Wyre and Lancaster City Council.

The Town Council have previously supported the event with business communications, promotional activity and the provision of a drumming band. I would request the same level of support for the 2027 event with a budget allocation of £1000

3.0 Background Documents:

None

Yes	Yes/No	Detail
Staffing Implications	Y	Engagement of Drumming Band
Council objectives	Y	Decision
Equalities & diversity	N	
Community safety	N	Handled by NWStages Team
Sustainability	N	
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	Y	Cost of the Drumming Band Promotional Costs
There is provision within the budget	N	
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	Y	Programme Sales
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	

Yes	Yes/No	Detail
Other legal considerations:	N	
Risk Management (including health and safety)	N	All handled by the North West Stages Team

3) Item 11: Proposed Lengthsman expansion scheme, Clerk

i) Personnel Committee, 03/12/2025, draft minute 033(2025-26)
Confirm delegation of Personnel related tasks of the Lengthsman expansion scheme to staff
Resolved: The Committee approve Full delegation of management, HR, selection and Personnel responsibilities, for the Lengthsman expansion team, to the Clerk, in consultation with the Lengthsman. It is anticipated that the Chair of the Committee will be involved in the interview process.

ii) Amenities & Public Realm Committee, 08/12/2025, draft minute 034(2025-26).
Resolved: To delegate establishment and operation of maintenance contracts to Officers, except in extraordinary circumstances.

iii) Finance related decisions
Any decisions on Finance, that may arise from Parishes, be responded to following Financial Regulation 5.15.
Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £250 excluding VAT.
- the Clerk, in consultation with the Mayor and Deputy Mayor of the Council {or Chair of the appropriate committee}, for any items between £251 and £500 excluding VAT.
- the Clerk, in conjunction with Mayor and Deputy Mayor and Chair of Finance, with Full Council's views sought electronically, for any items between £501 and £2500 (net), where the order/payment is required before the next Council meeting.
- the council for all items over £2,500 net;

4) Item 12: Recommendations from Amenities & Public Realm Committee Meeting, 8th December 2025

024(2025-26) Drainage – Moss Lane Playing Field

The Committee acknowledged receipt of the Moss Lane Park – Drainage and Surface Improvement Viability Report and noted Council minute 024(2025-26), 28/10/2025, Finance & Governance committee.

The Committee discussed the various quotes.

The Clerk asked the Committee to confirm the desired performance standard e.g. improved playability vs. formal sports use (as detailed in the Lengthsman's report) to assist them making their decision.

Resolved: The Committee recommends to Full Council, at its meeting on 15/12/2025, to proceed along the lines of option 1 'do minimal' of the report but just implement an improved cut frequency and review in 12 months (annual

review). The Committee **further resolved** to explore the viability of outsourcing additional works to local green keepers.

025(2025-26) Moss Lane Play Area

Recommendation: Renew the play surface and security.

Councillors noted 'Surface failed; fencing rotten; gate unsafe; seating damaged' and the associated quotes for repair.

Resolved: It is recommended that Full Council, at its meeting on 15/12/2025, approve the quotation for the surface works as set out in Quote No. 1, subject to the Clerk verifying the guarantee and warranty for the works. The intention is to allocate part of the S106 funds (£29,099) towards these works.

That the Clerk makes the best efforts to seek 2 further quotes for the fencing and report back to Full Council.

033(2025-26) Wyre Park Mowing Contracts

Recommendation: That the Kepple Lane and Moss Lane park grass cutting be delivered in-house by the Lengthsman team.

Resolved: The Committee recommends to Full Council, at its meeting on 15/12/2025, that grass-cutting services at Kepple Lane and Moss Lane parks be discontinued from 1 April 2026.

5) Item 14 : Lancashire County Council Budget Consultation, Clerk – for decision

Dear Parish Councils,

I am writing to invite your valued input into Lancashire County Council's budget consultation. As a stakeholder in our county's continued success, your insights are vital to ensuring our budget reflects the needs and aspirations of people across the county.

We find ourselves in a period of significant financial challenge. Like many councils, we are contending with funding and inflationary pressures and increased demand for services - and we need to make every penny count.

Alongside these pressures, we are committed to improving essential services, supporting our most vulnerable residents, and investing in our shared future. To do this we need to become a more effective organisation, deliver value for money and ensure a sustainable budget.

We are focused on delivering what is best for our residents and what will most improve their lives. We have a bold Improvement Plan that will deliver better outcomes, reduce delays, and improve experiences for our residents. We are modernising services and preparing Lancashire for the future, and we are committed to making this council the best in the country.

To achieve that goal, we want to hear from you about our proposals.

Our budget consultation is designed to be open, transparent and genuinely collaborative. By taking part, you can play a crucial role in building a sustainable future for our county.

As a key community representative, we encourage you to complete the survey and request you circulate the survey link with your colleagues and networks to ensure as many people across Lancashire get their say as possible.

You can access the survey [here](#). The survey opens on December 3 for six weeks and closes on January at 11:59 on 13 January 2026.

Everyone will also have the opportunity to give their views on any specific significant proposed service changes as we continue to transform the way we work in the months ahead.

Thank you for your ongoing support and commitment to Lancashire. If you have any questions or would like to discuss the consultation in more detail, please email us at budgetconsultation@lancashire.gov.uk find

Find out more here: [Planning the council's budget - Lancashire County Council](#).

With best wishes,

Mark Wynn
Chief Executive, Lancashire County Council