



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th December 2025 Minutes

Chairman; Councillor Webster

Councillors present: Allan, Brooks, Halford, Hesketh, Pearson and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor James Tomlinson and PCSO Creighton.

138(2025-26) Apologies for absence

Councillors Atkinson, Lee-Bromley and Perkins.

Councillor Keyes' resignation was reported by the Clerk.

Sergeant Elliot Jones.

The Mayor gave apologies for Wyre Councillor's Dulcie Atkins, Robert Atkins and Alice Collinson.

139(2025-26) Declaration of Interests and Dispensations

144(2025-26), Councillor Pearson declared a 'pecuniary interest'. He has an interest in the Applicant who has made the planning application. He did not take part in the discussion or voting.

147(2025-26), Councillor Hesketh declared a 'pecuniary interest'. A family member owns a business in the Town. She did not take part in the discussion or voting.

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

140(2025-26) Public participation

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

Councillor Brooks arrived.

A summary is provided below.

County Councillor (CC) James Tomlinson reported:

- i. High Street - pins had been ordered for the new bollards.
- ii. He was receiving daily contact from High Street residents who were unable to exit their properties due to parked vehicles. Potential solutions under consideration included "Keep Clear" road markings and double yellow lines; however, the cost of implementing a traffic regulation order was approximately £3,000. He acknowledged existing enforcement

issues and was seeking improvements, including an increased enforcement frequency.

- iii. The Mayor endorsed the concerns reported by Wyre Councillor Dulcie Atkins, regarding flooding outside Baby Blossoms Nursery and the Wheatsheaf, attributed to a nearby drain
- iv. Councillor Pearson raised the ongoing issue with the bus stop outside Art's Centre.

PCSO Creighton reported:

- i. Anti-social behaviour and nuisance incidents at Booths had been addressed by PC Duff, and the offenders had youth referrals.
- ii. The Mayor reported the vandalism to the ceiling of lights at St Thomas' Weind. PCSO Creighton advised the Council (via the Clerk) to report the damage to the police on 101.
- iii. There had been recent incidents of shoplifting in local supermarkets, and the police had arranged for plain-clothes patrols in response.

The meeting was reconvened.

141(2025-26) Announcements

- i. The Mayor extended thanks to the Remembrance Sunday team for their assistance in organising and delivering the Remembrance Sunday event.
- ii. Thanks were also given to all those who attended and supported the Christmas Lights switch-on. It was noted that the lights were programmed to operate daily from 6.00am to 9.00am and from 3.00pm until midnight.
- iii. The Mayor reported the sudden passing of the Mayor's Attendant, Peter Hutton, on Friday 12/12/2025. The Mayor would be sending the Town Council's condolences.
A minute's silence was observed in his memory.

142(2025-26) Minutes of the last meeting

A copy of the minutes of the meeting held on 17 November 2025 had been circulated.

Resolved: The minutes of the Town Council meeting held on 17 November 2025 were confirmed and signed as a true record.

143(2025-26) Finance payments, Clerk/RFO

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

Resolved: Councillors approved the payment voucher numbers 151 – 158, as detailed in the Appendix.

144(2025-26) Wyre Council Planning, Clerk

- a) **Application Number:** 25/00955/FUL
Proposal: Proposed first floor rear extension following demolition of garage.
Location: 17 Yewlands Drive Garstang

Resolved: No objections

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).

Councillor Pearson left the room.

Resolved: No objections. Lancashire County Council's comments regarding parking restrictions were noted and endorsed.

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

Resolved: The Council had no comments to make on the appeal.

145(2025-26) Precept/Budget 2026/2027

The Clerk/RFO had circulated the following 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 Council noted that the key changes in the precept were 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.

Resolved:

- a) Full Council approved the V0.5 Draft Budget 2026_27; this approved budget would be named V1.0 Budget 2026_27.
- b) Full Council approved 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.

146(2025-26) North West Stages Rally Ceremonial Start, Councillor Allan

Resolved: That the Council 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.

147(2025-26) Engagement with Garstang's Chamber of Trade, Councillor Webster

Councillor Hesketh left the room.

The Mayor reported that she would like to encourage closer links with the local businesses in Garstang.

Resolved: That the Mayor, 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.

148(2025-26) Scheme of Delegation Update, Clerk

Resolved: That the Scheme of Delegation be amended to include provisions for the Proposed Lengthsman Expansion Scheme, as detailed in the Appendix.

149(2025-26) Recommendations from Amenities & Public Realm Committee Meeting, 8/12/2025, Councillor Pearson

Councillors considered the draft minutes of the Amenities & Public Realm Committee Meeting, 8/12/2025 and the Committee's recommendations to Full Council.

Resolved:

i. Drainage – Moss Lane Playing Field

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 Council **further resolved** to explore the viability of outsourcing additional works to local green keepers.

ii. Moss Lane Play Area

The Council approved 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.

iii. Wyre Park Mowing Contracts

Resolved: Full Council approved that grass-cutting services at Kepple Lane and Moss Lane parks be discontinued from 1 April 2026.

150(2025-26) Town Council awards, Councillor Webster

Resolved:

- i. The Council approved the Awards date of Thursday 23 April 2026 and that the event is held at Booths.
- ii. Councillors Allan, Halford, Hesketh and Pearson agreed to sit on the Awards panel.
- iii. That the 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.

151(2025-26) Lancashire County Council (LCC) Budget Consultation, Clerk

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

Resolved: The Council had no comment on the consultation but agreed to promote it to residents and businesses through the usual communication channels.

152(2025-26) Greater Garstang Partnership Board, Councillor Pearson

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

Councillor Pearson gave an update on the plaque project and that the Market Hall is progressing. There was no update on bus scheme. The Fairtrade stone to be sited at open space by Park Hill Road and Church Street mini roundabout.

153(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 **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.

The Mayor wished everybody a Merry Christmas.

The Meeting Finished at: 8.43pm

154(2025-26) 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

155(2025-26) Councillor Report

None.

156(2025-26) Outside body representatives

None.

157(2025-26) 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 11: Scheme of Delegation Update, 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;