



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 19th January 2026 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, 19 January 2026 at 7.30pm.

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

Members of the public are welcome to attend the meeting without prior notice. However, to help the Council prepare responses to questions, please contact the Clerk by 13.00 on Monday, 19 January 2026 if you wish to express an interest in attending.

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

14th January 2026

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) **Wyre Council, household food waste collections for information (allowed 10 minutes)**
The Town Council has been notified of the following:
You may already be aware that household food waste collections are starting across Wyre from April. We are very keen to engage with councillors and residents throughout the borough to promote the new service and to answer any queries relating to waste, recycling, and the environment.

Daniel Mathews, Waste Minimisation Officer will attend the meeting to promote the rollout of the programme. (A representation was also made at the Town Council surgery on Saturday 10/1/2025).
- 5) **Announcements – for information**
- 6) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 15 December 2025](#).
- 7) **Finance payments, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 161 – 176, in the Appendix.

- 8) **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: 25/01043/FUL**
Proposal: Proposed single storey rear extension following removal of existing conservatory.
Location: 16 Fairsnape Drive Garstang, PR3 1WH
 - b) **Application Number: 25/01041/FUL**
Proposal: Proposed construction of external kitchen and seating area, installation of electrical and gas supply. Installation of outbuilding consisting of a timber frame structure.
Location: 4 Greenhow Drive Garstang PR3 0NQ
 - c) **Application Number: 26/00017/FUL**
Proposal: Proposed single storey rear extension following removal of existing conservatory.
Location: Meadowside, 2 Kepple Lane Garstang
 - d) **Application Number: 25/01042/FUL – for information (Cabus Parish)**
Proposal: Proposed external lift, two new doors, additional timber fencing, installation of a removable CT Pod and internal alterations.
Location: Veterinary Surgery, 1 - 1A Leachfield Industrial Estate, Green Lane West, Garstang, PR3 1PR
- 9) **Support for Local Business Engagement, Councillors Webster and Perkins– for decision**
Purpose
To seek Council approval for the Town Council to support and chair an initial business listening meeting and to provide time-limited support to local business collaboration for a period of up to 12 months, subject to review.
- The full proposal and report is detailed in the Appendix.
- 10) **Kepple Lane speeding, Clerk – for decision**
The Full report is detailed in the Appendix.
- The Police comments have been received (7/1/2026), for this agenda item. Further to minute108(2025-26), how does the Town Council wish to progress this item, now that points i to iii have been received?
- 11) **Lancashire County Council (LCC), Rights of Way Improvement Plan Review, Clerk – for decision**
LCC are carrying out a stakeholder consultation for Lancashire’s Rights of Way Improvement Plan (RoWIP). They are gathering views from individuals, groups, organisations, and businesses to help shape the 2025–2035 RoWIP.

The Lengthsman has completed the questionnaire for Council to approve. (The deadline has been extended to enable the Town Council to respond).

Recommendation to Full Council: That the [draft completed questionnaire](#) is approved and sent to LCC.

12) Moss Lane Park, Clerk - for decision

Reference minute 149(2025-26), Full Council 15/12/2025, 2 quotations have been received to replace new fencing around the children's play area at Moss Lane Park, Garstang. (A 3rd quotation was sought however the supplier was unable to provide a quotation). The intention is to replace the existing fencing on a like-for-like basis, matching the current style, height, layout, and materials as closely as possible.

Supplier	Net VAT	Gross
A	£5,000	£6,000
B	£26,586.29	£31,903.55

Council are asked to appoint a supplier.

13) Quotes for fitting of Towbar to Lengthsman's car, Clerk – for decision

Council are asked to appoint a supplier to supply a towbar on the Lengthsman's vehicle, which is required as part of the Lengthsman's expansion scheme. The Clerk is recommending supplier C.

Supplier	Towbar Type / Details	Price (net)	VAT	Total Price	Notes
A	Fixed towbar	£540.00	+ VAT	£648.00	Programming included; fitting in Preston workshop
B	Not specified	£496	+ VAT	£595.00	Recommended by Green Lane Garage; on-site fitting
C	Partner fixed flange towbar (CT4575)	£357.50 (parts+labour)	£83.17	£499.00	Quote valid 30 days; fitting in Preston

14) Town Council Noticeboard Policy, Councillor Perkins, Pearson and Clerk, for decision

Proposal: To approve the noticeboard policy and that the Lengthsman arranges for the noticeboards to be refurbished so that they are usable and accessible.

15) Clerk Hot Desking one day per week, Councillor Perkins – for decision

Background minute Full Council, 15-Sep 2025, 088(2025-26), Councillors Perkins and Keyes. Staffing matter - Clerk Hot Desking One Day per Week
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).

Proposal: That the above arrangement continues on an ad hoc basis for the period January – March 2026.

- 16) **Council Support, Councillor Atkinson, for decision**
Relevant minutes: 056 (2025/26) Strategic Plan, 090(2025-26) Re-organisation of Local Government and 113 (2025/26) Strategic Plan.
- Towards the end of 2025 the Council has made resolutions relating to its future strategic planning and preparations for potential local government restructuring. The Clerk and working groups have laid the foundations for these activities, however if we want to deliver these activities in 2026 then I believe some temporary dedicated support will be required. it is therefore proposed that a small amount of temporary support is sought to progress these activities further.
- Proposal:**
- a) Authority be delegated to the Clerk, in consultation with the Mayor, Chair of Personnel and Chair of Finance be authorised to spend up to a maximum of £3,000 from the New Community Investment EMR (balance of £19,850, with further funds budgeted next financial year) to discharge the above activities.
 - b) The temporary hours/staff/support for delivering this will be delegated to the Clerk, in consultation with the Mayor, Chair of Personnel and Chair of Finance, in line with financial regulations.
- 17) **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.
[Minutes of the meeting held on 11/11/2025.](#)
The next meeting is to be held on [13/01/2026 - agenda.](#)
- 18) **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 remainder of the business, the press and public be excluded from the meeting.
- 19) **Service Provider Business**
Councillors are asked to consider the [circulated recommendation to Council](#).
[Background information](#) has also been circulated.
- 20) **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.
- 21) **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 **16 February 2026** by notifying the Clerk by **8 February 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.

22)

Clerk's Report

Wyre Council Published plan item: Fleetwood & Garstang Swimming Centres - closures for maintenance.

To put forward recommendations to close Fleetwood and Garstang Swimming Centres during February and March 2026 to allow for essential maintenance works to be completed and to gain permission to draw down from capital budget to fund said works.

23)

Councillor Report

Council Surgery, 10.00 -12 noon, Saturday 10/01/2026, Councillor Pearson
Attended with Councillor Lee – Bromley.

Enquiries related

- i. to Rivermede Drive collapsing footpaths - advised to report on the LoveStreets App and encouraged her to get support from surrounding neighbours
- ii. Mather Avenue - re collapsing road surface; same advice as above.
- iii. A group of 3 people with complaints about A6 traffic and speeds - referred to County Councillor James Tomlinson.
- iv. There was a good response and interest for the lady from Wyre about the food recycling scheme.

24)

Outside body representatives

None.

25)

Mayor's engagements

Date	Event
11th December	Royal Voluntary Service Christmas Lunch
11th December	Garstang Theatre Group's Cinderella
13th December	St Thomas's Church Christmas Tree Festival
20th December	Garstang Rotary Defibrillator fundraiser
27th December	Garstang Tractor Run
4th January	Lancaster Races - Garstang 10K
7th January	Chamber of Trade meeting

26)

Town Crier engagements

Date	Event
October	
2.10.25	U.R.C. Charity Coffee Morning
4.10.25	Garstang Harvest Festival Event
25.10.25	Great Harwood Town Crier Competition
26.10.25	Loyal Company of Town Criers A.G.M. via Zoom
30.10.25	Publicity for Art Centre Christmas Craft Fair

Date	Event
November	
1.11.25	Publicity for Art Centre Christmas Fair
4.11.25	Meeting with Town councillors
6.11.25	U.R.C. Charity Coffee Morning
9.11.25	Remembrance Day
24.11.25	Christmas Light Switch On
27.11.25	Lancashire Day
29.11.25	St Thomas's Christmas Fair
December	
1.12.25	Victorian Evening
2.12.25	Victorian Evening
4.12.25	U.R.C. Charity Coffee Morning

Appendix

1) Item 7: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
176	19/01/2026	£50.00	£0.00	£50.00	Donation for First Aid cover Remembrance Sunday	Event Management and Training Ltd	Lloyds Bank
175	19/01/2026	£35.44	£0.00	£35.44	Reimbursement	Lengthsman	Unity Trust Bank
174	19/01/2026	£180.00	£36.00	£216.00	Preparation of payroll	Towers+Gornall	Unity Trust Bank
173	19/01/2026	£20.00	£0.00	£20.00	Annual subscription	Wyre Council	Unity Trust Bank
172	19/01/2026	£4,723.00	£944.60	£5,667.60	Repairs to Playground	Axo Leisure Ltd.	Unity Trust Bank
171	19/01/2026	£70.00	£14.00	£84.00	Annual membership	National Society of Allotment & Leisure Gardeners Ltd	Unity Trust Bank
170	19/01/2026	£3,338.20	£667.64	£4,005.84	Supply Christmas Lights	LITE	Unity Trust Bank
169	19/01/2026	£12.65	£0.00	£12.65	room hire	LCC (Lancashire County Council)	Unity Trust Bank
168	19/01/2026	£78.00	£15.60	£93.60	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
167	19/01/2026	£253.00	£0.00	£253.00	Annual subscription	SLCC (Society Local Council Clerks)	Unity Trust Bank
166	19/01/2026	£78.00	£15.60	£93.60	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
165	19/01/2026	£40.00	£0.00	£40.00	Annual subscription	Loyal Company of Town Criers	Unity Trust Bank
164	19/01/2026	£1,408.99	£0.00	£1,408.99	Pension	LCC (Lancashire County Council)	Unity Trust Bank
163	19/01/2026	£29.40	£5.90	£35.30	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
161 & 162	19/01/2026	£3643.51		£3643.51	Staff salaries	Staff costs "Salary to be paid electronically on 26/01/2026, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks Wales 2004.Lengthsman NJC salary range 7-14	Unity Trust Bank

2) **Item 9: Support for Local Business Engagement**

Purpose

To seek Council approval for the Town Council to support and chair an initial business listening meeting and to provide time-limited support to local business collaboration for a period of up to 12 months, subject to review.

Proposal

It is proposed that the Town Council:

1. Convene and chair an initial business listening meeting, open to all local traders and businesses, with the sole purpose of gathering views on:
 - Current challenges
 - What works well in Garstang
 - Practical ways businesses could collaborate to support the town centre
2. Approve that the Mayor chairs this meeting, supported by the Deputy Mayor and Clerk.
3. Provide interim support for local business collaboration for a period of up to 12 months, which may include:
 - Meeting administration and facilitation
 - Communications support
 - Advice on governance and structure
 - To facilitate support from Wyre Council and Lancashire County Council Councillors and Officers.
4. The Council's role is enabling and time-limited
 - Any future traders' group, or business body will be business-led. The Council will not replace or permanently run a Chamber of Trade

Background

Full Council minute 147(2025-26), 15/12/2025

Engagement with Garstang's Chamber of Trade, Councillor Webster

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.

The Mayor, the Deputy Mayor, Clerk and Ryal Shields, Chair, Chamber of Trade met on Wednesday 7/01/2026. A summary of the meeting is detailed below:

The local Chamber of Trade has effectively ceased operating following the withdrawal of most officers and members, leaving limited capacity to represent or coordinate local businesses.

At the same time, there is clear concern among traders about footfall, town vitality, and the lack of a neutral forum for constructive engagement.

The Town Council is well placed to act as a trusted, independent host, without taking ownership or control of any future business organisation.

Financial Implications

Initial support will be met from existing budgets and officer time.

Any future financial commitments will be brought back to Council for approval.

Risk Considerations

- Without Council involvement, business engagement may remain fragmented.
- A time-limited approach avoids long-term liability or over-reach by the Council.

3) Item 10: Kepple Lane speeding – Update from the Clerk

1.0 Agenda Item: The Police comments have been received (7/1/2026), for this agenda item. How does the Town Council wish to progress this item now that points i to iii have been received?

2.0 Background Information:

Full Council, 20 October 2025

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.

7/01/2026

From my perspective, I would be supportive of any speed restricted device or measures put in place on Kepple Lane.

This is a difficult road for us to enforce due to its layout, but we do try. I can say that I receive messages from MOP and I've heard from the PC also about the

concerns of speeding so I'm also happy to do and support anything which may cause harm to others.

I will also email the road safety team and ask about (again) if they will consider adding this road to our denoted tasking (which they set).

Followed up with:

I've been in touch with our road safety partners. They carried out some speeding checks but the data they got do not match the complaints.

I have asked them to place this back on tasking for us, but the required risk assessment has to occur, so we will wait and see. She also mentioned about the SPIDS but that is something they won't do due to the first pot about the data.

Lastly she mentioned school watch as there is a school there. I will look to re-double the efforts around this school watch to show parents we are there and that may mitigate some of the speeding we see,

Elliot Jones | Lancashire Constabulary
Sergeant (4856), Wyre NHP, Garstang / Poulton & Over Wyre

7/01/2026

Email received from resident of Kepple Lane who initially raised the item

The questions you raise relate to the response I received from the Lancashire Road Safety Partnership (LRSP) . As such, I am unable to provide answers to them.

I am currently in contact with the local Sergeant regarding this matter, and a report is being prepared for the Town Council meeting on Monday 19 January 2026, at 7.30pm.
Thanks, Edwina

Sent: 07 January 2026 07:47

To: Edwina Parry <clerk@garstangtowncouncil.gov.uk>

Subject: Re: Subject: Urgent Request for Additional 20mph Signage and Speed Data Collection on Kepple Lane

Good Morning, Edwina, Thank you for your email.

I would like to seek further clarity on the data referenced, as the information provided so far does not give me confidence that the issue is being accurately assessed.

To understand the validity of the findings, could you please confirm:

1. When exactly this data was collected, and over what duration? (This should of been over a series of times)

2. Whether the data was gathered visually by an observer, or through an electronic monitoring device?

If we are going to rely on data to justify decisions, it is essential that the data is tangible, measurable, and collected through reliable means. This is why I previously suggested installing a proper speed monitoring device, the roadside unit with the two pressure strips across the road. Without such equipment, any conclusions drawn are inevitably limited and open to challenge - Which i feel i need to do now.

Regarding the statement:

“Policing resource must be directed where threat and risk are most prevalent.”

I fully appreciate the need to prioritise resources. However, the threat in this area remains both visible and persistent. Over Christmas, my visiting family, who have no prior involvement in this matter, immediately commented on the blatant disregard for the 20mph limit. Their reaction alone demonstrates how obvious the issue is to anyone passing through.

To receive a response that appears to downplay this ongoing risk is disappointing, particularly given the extent of speed which is wide spread throughout the Garstang Area.

..... The 20mph limit exists for clear safety reasons, especially in residential areas. Without proper enforcement or meaningful deterrents, the limit becomes ineffective, and it is only a matter of time before a serious incident occurs.

.....

Thank you for taking the time to review this, and I look forward to your clarification.

3.0 Background Documents:

None

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Y	
Council objectives		
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
There will be financial implications	Y	
There is provision within the budget		
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)		

4) **Item 14: Town Council Noticeboard Policy, Councillor Perkins, Pearson and Clerk Proposal**

To approve the noticeboard policy and that the Lengthsman arranges for the noticeboards to be refurbished so that they are usable and accessible.

Background:

Outstanding minute.

120(2024-25) 4 lockable notice-boards, Councillor Forshaw
Garstang Fairtrade Group sought permission to place printed posters promoting Garstang's unique Fairtrade status in the 4 lockable notice-boards around the town. The Clerk reported that she had received a similar request to use the notice boards. The Clerk had responded that possibly a policy is required to encompass the different views of Councillors and requests from the community. The Clerk is asking how these requests are to be managed.

Resolved: The Council agreed:

- i) That the Clerk produces a policy, to use the notice boards, in consultation with Councillors Allard, Forshaw, Pearson and Perkins.
- ii) That the noticeboards are refurbished so that they are usable and accessible.
- iii) Councillor Pearson offered to be the contact Councillor for managing and managing requests to use the boards.

1. Noticeboard Locations

The Town Council maintains four lockable noticeboards at the following locations:

- i. Booths Car Park
- ii. the Zebra crossing at Park Hill Road,
- iii. Norah's garden - High Street car park and High Street.
- iv. Mini roundabout – Bridge Street j/w Park Hill Road

2. Point of Contact

Town Councillor Pearson is the official point of contact for all noticeboard enquiries and access. Any request to display notices, posters, or materials must be directed to the designated Town Councillor.

3. Use of Noticeboards

Noticeboards are primarily for official council notices, community events, and public information relevant to residents.

Notices must be appropriate, accurate, and non-offensive.

Materials must be legally compliant, including copyright and data protection requirements.

4. Approval and Display

All notices must be approved by the Town Councillor before being displayed. The Town Councillor will ensure notices are clearly legible, relevant, and timely. Notices will remain on display for a maximum of 4 weeks unless otherwise approved.

5. Access and Security

All noticeboards are lockable to maintain security and prevent unauthorized access.

Only the Town Councillor or authorised council staff may unlock and update the noticeboards.

6. Removal of Notices

The Town Councillor/staff reserves the right to remove any notice that:

Is unauthorised or not approved

Contains inaccurate, offensive, or illegal content

Exceeds the allowed display period

7. Responsibility

The Town Council is not responsible for the loss or damage of materials posted by third parties.

Residents and organisations submitting notices are responsible for the accuracy and legality of their content.

8. Policy Review

This policy will be reviewed annually by the Town Council to ensure it remains relevant and effective.

