



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk)

Garstang Scout and Guide  
Headquarters  
Kepple Lane  
Garstang  
PR3 1PB

## Full Council Meeting, 19<sup>th</sup> January 2026 Minutes

Chairman; Councillor Perkins

Councillors present: Allan, Atkinson, Halford, Hesketh, Pearson and Perkins.

Also present: Town Clerk, Edwina Parry, Wyre Councillor's Dulcie Atkins, Robert Atkins and Alice Collinson, PCSO's Creighton and Yates and Daniel Mathews, Wyre Council Waste Minimisation Officer.

Councillor Brooks was not present.

### **158(2025-26) Apologies for absence**

Councillors Lee-Bromley and Webster.

County Councillor James Tomlinson.

### **159(2025-26) Declaration of Interests and Dispensations**

166(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 and left the room when voting took place.

### **160(2025-26) Public participation**

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

A summary is provided below.

PCSO Creighton reported:

- i. Following the addressing of anti-social behaviour and nuisance incidents from Christmas Eve, the area has remained largely quiet. However, on 18/01, the disabled toilet door at the High Street car park was damaged.
- ii. There have been recent incidents of shoplifting at local supermarkets. Police have taken appropriate action, with offenders being prosecuted.
- iii. PCs Duff and Butcher responded to an incident involving a woman who entered the River Calder in an attempt to rescue her dog and assisted in ensuring her safety.
- iv. Councillors reported ongoing parking issues opposite the kerb build-out, which are causing traffic obstructions. The PCSO's advised that the matter would be reported to LCC, with a request for further enforcement..

Wyre Councillor's report.

- i. Wyre Councillor Dulcie Atkins reported that the National Planning Policy guidelines had been published and were currently under review by Wyre Council.
- ii. Wyre Councillor Robert Atkins provided an update on the latest developments regarding local government restructuring.
- iii. Councillors raised queries regarding Wyre Council's reserves balance and multi-year funding in the context of the forthcoming local government restructure. The disappointment at the decision not to provide residents with hard-copy information detailing rubbish collection dates. The Clerk to send details of the Focus Green book to Daniel Mathews, Waste Minimisation Officer, for publicising the collection dates.

The meeting was reconvened.

#### **161(2025-26) Wyre Council, household food waste collections**

Daniel Mathews, Waste Minimisation Officer attended the meeting to promote the rollout of the household food waste collections that are starting across Wyre from April. (A representation was also made at the Town Council surgery on Saturday 10/1/2025). His report is summarised in the Appendix.

#### **162(2025-26) Announcements**

None

#### **163(2025-26) Minutes of the last meeting**

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

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

#### **164(2025-26) Finance payments, Clerk/RFO**

Councillors were asked to approve the payments, detailed vouchers 161 – 176, in the Appendix. Councillors noted Voucher 172 – The contractor had supplied the invoice and deducted £200, as agreed with the Clerk, until the wetpour is repaired around the new fencing.

**Resolved:** Councillors approved the payment voucher numbers 161 – 176, as detailed in the Appendix.

#### **165(2025-26) Wyre Council Planning, Clerk**

##### **a) Application Number: 25/01043/FUL**

**Proposal:** Proposed single storey rear extension following removal of existing conservatory.

**Location:** 16 Fairsnape Drive, Garstang.

**Resolved:** No objections

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.

**Resolved:** No objections

c) **Application Number: 26/00017/FUL**

**Proposal:** Proposed single storey rear extension following removal of existing conservatory.

**Location:** Meadowside, 2 Kepple Lane Garstang

**Resolved:** No objections

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.

Noted

**166(2025-26) Support for Local Business Engagement, Councillors Webster and Perkins**

**Resolved:** 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:
  - o Current challenges
  - o What works well in Garstang
  - o 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:
  - o Meeting administration and facilitation
  - o Communications support
  - o Advice on governance and structure
  - o To facilitate support from Wyre Council and Lancashire County Council Councillors and Officers.
4. The Council's role is enabling and time-limited
  - o Any future traders' group, or business body will be business-led. The Council will not replace or permanently run a Chamber of Trade

**167(2025-26) Kepple Lane speeding, Clerk**

**Resolved:** The Town Council reluctantly agreed to take no further action regarding SPiD signs, based on the report from the Lancashire Road Safety Partnership (LRSP) and the positive initiatives proposed by the police.

The Clerk was asked to follow up on the latest position regarding the new signage approved by LCC, clarify responsibility for the mobile SPiD unit in the town, and enquire whether Kepple Lane could be added as a potential installation location.

**168(2025-26) Lancashire County Council (LCC), Rights of Way Improvement Plan Review, Clerk**

The Council noted that 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.

**Resolved:** Council approved the completed draft questionnaire, prepared by the Lengthsman, and agreed that the response be submitted to LCC.

**169(2025-26) Moss Lane Park, Clerk**

Reference minute 149(2025-26), Full Council 15/12/2025.

Two quotations were received to replace the fencing around the children's play area at Moss Lane Park (a third supplier was unable to quote). The replacement will be like-for-like in style, height, layout, and materials. The Council noted the Clerk's update that after the agenda was printed, Supplier B revised their net quote to £25,140.69.

**Resolved:** Supplier A was appointed at a net cost of £5,000 (gross £6,000).

**170(2025-26) Quotes for fitting of Towbar to Lengthsman's car, Clerk**

Council were 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.

**Resolved:** The Council approved Supplier C to supply and fit a partner fixed flange towbar at a cost of net £357.50.

**171(2025-26) Town Council Noticeboard Policy, Councillor Perkins, Pearson and Clerk,**

**Resolved:** The noticeboard policy was approved with the amendment that item iv. Mini roundabout – Bridge Street j/w Park Hill Road, be removed from the list. The Council **further resolved** that the Lengthsman arranges for the noticeboards to be refurbished to ensure they are usable and accessible.

**172(2025-26) Clerk Hot Desking one day per week, Councillor Perkins**

Background minute Full Council, 15-Sep 2025, 088(2025-26), Councillors

**Resolved:** That the hot desking arrangement for the Clerk, one day per week in Garstang, continues on an ad hoc basis for the period January – March 2026.

**173(2025-26) Council Support, Councillor Atkinson**

Relevant minutes: 056 (2025/26) Strategic Plan, 090(2025-26) Re-organisation of Local Government and 113 (2025/26) Strategic Plan.

Councillor Atkinson reported that, towards the end of 2025, the Council made resolutions regarding future strategic planning and preparations for potential local government restructuring. The Clerk and working groups have established the foundations for these activities; however, temporary dedicated support will be required to deliver them in 2026.

**Resolved:**

- a) Authority be delegated to the Clerk, in consultation with the Mayor, Chair of Personnel and Chair of Finance 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 support 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.

**174(2025-26) Greater Garstang Partnership Board, Councillor Pearson**

The Minutes of the meeting held on 11/11/2025 and the agenda for the meeting on 13/01/2026 had been circulated.

Councillor Pearson reported that the new doors on the indoor market had been installed and that signage improvements were ongoing.

**175(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Council resolved 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.

**176(2025-26) Service Provider Business**

**Resolved:** The Council approved changing the payroll provider from Towers+Gornall to Morecambe Town Council, subject to agreeing appropriate terms and conditions from 01/04/2026.

**177(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

The Council resolved that the confidential business having been concluded, the press and public be re-admitted to the meeting.

**178(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 **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.

**The Meeting Finished at: 8.52pm**

For Information Only

**179(2025-26) 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.

**180(2025-26) 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. Resident of Mather Avenue - re collapsing road surface on Kepple Lane; 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.

**181(2025-26) Outside body representatives**

None.

**182(2025-26) 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

**183(2025-26) 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) **Minute 161(2025-26): Introduction of Household Food Waste Collections in Wyre**

**1. Background**

- The Environment Act 2021 requires “Simpler Recycling” with consistent waste streams nationally.
- New required waste streams: Residual, Food Waste, Paper & Card, Dry Recyclables.
- Additional materials: Tetra Pak cartons and plastic films (from 2027).
- Requirement comes into force April 2026.

**2. Current Context**

- Government target: 65% municipal recycling by 2035.
- Wyre currently at 42.5% (2024–25).
- Grey-bin compositional analysis shows significant food waste content.

**3. New Food Waste Collection Service**

- Weekly food waste collections on existing refuse collection days.
- No changes to current bin collections.
- Council will provide all required equipment.

**4. What Households Will Receive**

- 23L lockable outdoor food waste bin.
- 5L kitchen caddy.
- Two rolls of caddy liners.
- Deliveries scheduled February–March 2025.
- Communal properties to be assessed case-by-case for larger/shared containers

**5. What Can Be Collected**

- All food waste including peelings, leftovers, perished food, meat/fish (including bones), eggs/eggshells, tea bags, coffee grounds.
- No liquids (milk, oils).

**6. Processing of Food Waste**

- Waste sent to an anaerobic digestion facility.
- Food waste will generate biogas for green energy and a nutrient-rich soil improver.
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**7. Rationale**

- Reduces waste sent to landfill.
- Helps boost Wyre’s recycling rate.
- Ensures compliance with government legislation.
- Frees up space in grey bins.
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**8. Resident Communications**

- Leaflet issued before caddy deliveries.
- Waste Minimisation Team attending events and meetings to promote the scheme.
- Communications campaign via bus stops, website, and social media.
- Ongoing resident support once collections begin.
- Encouraged word-of-mouth engagement.