



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 16th February 2026 Minutes

Chairman; Councillor Webster

Councillors present: Allan, Halford, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor James Tomlinson, Wyre Councillor's Dulcie Atkins and Robert Atkins, PCSO 7962, Wyre Councillor Bolton (Brock with Catterall) and 9 members of public.

184(2025-26) Apologies for absence

Councillors Atkinson, Brooks & Lee-Bromley. Retrospective apologies were received from Councillor Hesketh after the meeting.

Wyre Councillor Alice Collinson.

185(2025-26) Declaration of Interests and Dispensations

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

186(2025-26) Public participation

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

A summary is provided below.

PCSO 7962 reported:

- i) 4 people had been charged in connection with recent shoplifting incidents in Garstang.
- ii) There is still ongoing disruption to traffic flow on the High Street, due to parking issues related to the kerb build-out. It seems to be settling down and the police are working closely with LCC to address the matter.
- iii) that internet safety sessions have been delivered in local schools.

In response to Councillors' questions, it was reported that electric bikes have been purchased and that anti-social behaviour during the half-term period will be monitored, and a visible police presence will be maintained.

County Councillor James Tomlinson reported:

- i) High Street by No.19 Issues of parking (as detailed above). Double yellow lines and increased enforcement are being considered. A damaged bollard still requires replacement.
- ii) Road works, Croston Road – The utility company, Cadent have been difficult to liaise with; works are expected to be completed this week.

- iii) Riverside footpath closure – Members of the public have moved safety barriers. This matter is being addressed with LCC.
- iv) Raised kerb outside the Arts Centre – Discussions to resolve the issue are ongoing and progress is being made.

The Mayor gave thanks for the prompt repair of the pothole at Wyre Bridge. Councillors asked that potholes along the Children's Festival route especially at the Croston Road and Park Hill Road mini roundabout and Park Hill Road are repaired in advance of the Children's Festival in May.

Wyre Councillor Robert Atkins reported:

- i) Food waste collections will commence from 13 April 2026.
- ii) Wyre Council had put forward that Lancashire is split into 3 unitary authorities – Fylde, Wyre, Blackpool & Lancaster being 1 of them.
- iii) Garstang Community Sports Hub - Substantial funding provided by a commercial partner, amounting to approximately £90,000–£100,000, is no longer available. As a result, the Fundraising Committee has been re-established.

Wyre Councillor Dulcie Atkins reported:

- i) Garstang Community Sports Hub that proposals are now having to look for an alternative investor to expand the bar area to better accommodate functions and allow for commercial use. Grants awarded by the Football Association for improvements are being held back due to addressing health and safety issues on existing pitches.

Following the February meeting, concerns were raised regarding why bin collection dates had not been printed. Town Councillors reported that they had been printing the dates themselves for local residents.

The meeting was reconvened. The Council agreed to bring forward item 6. The meeting was adjourned to allow members of the public to speak.

187(2025-26) Garstang Sports Hub Support, Councillor Webster

The Chairman of Garstang Rugby Club opened up the presentation.

He reported that the club currently has 200 junior members.

This project is being developed to underpin and support the facility at Garstang Sports Club. Recent weather has rendered all grass pitches unusable, resulting in a potential loss of participation among children. To address this, the club support a 3/4G facility, to bring increased activity and engagement to Garstang. Councillor Dan Bolton (Wyre) noted that the project would contribute to wellbeing and help reduce obesity.

The Planning agent reported that a pre-application enquiry and discussion had taken place, noting that special justification will be required. The Wyre Playing Pitch Strategy 2023 highlights the need for additional pitches.

Planning considerations will include safe access, coordination with the waterworks site and the visual impact. There is sustainability with pedestrian and bus access to the site.

If planning permission is granted, the facility could be operational within 12 months. The project is being undertaken as a private venture.

The Mayor gave thanks for an excellent presentation and what they are trying to achieve.

The meeting was reconvened.

Resolved: That a letter of support be sent to the project team endorsing that Garstang Town Council expressed its support for the proposed Garstang Sports Hub, a 3G multi-use all-weather facility. The Council noted that the town currently lacks such a facility, limiting participation in sport, restricting local clubs' growth, and affecting the health and wellbeing of the community. The Sports Hub is seen as a realistic and urgently needed project that will provide opportunities for all ages, safeguard the future of local sports groups, and promote a healthy, active, and connected community. The Council acknowledged the potential of the facility to become a flagship for Garstang and endorsed the project.

188(2025-26) Announcements

The Mayor reported that she had completed a Spinathon over the weekend, with 47 participants taking part, raising £1,200 for the Motor Neurone Disease Charity.

189(2025-26) Minutes of the last meeting

A copy of the minutes of the meeting held on 19 January 2026 had been circulated.

Resolved: The minutes of the Town Council meeting held on 19 January 2026 were confirmed and signed as a true record.

190(2025-26) Finance payments, Clerk/RFO

Councillors were asked to approve the payments, detailed vouchers 203 – 215, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 203 – 215, as detailed in the Appendix.

191(2025-26) Wyre Council Planning, Clerk

a) Application Number: 26/00019/FUL

Proposal: Change of use of first and second floor from Class E to 2no. self-contained flats (Class C3)

Location: Armistead Barnett And Co Market Place Garstang

Resolved: No objections

b) Application Number: 26/00051/FUL

Proposal: Proposed single storey rear extension.

Location: 16 Hill View Road Garstang

Resolved: No objections

- c) **Application Number: 26/00062/FUL**
Proposal: Proposed alterations to window and door positions, and installation of side solar panels.
Location: 80 Dorchester Road Garstang

Resolved: No objections

192(2025-26) Mayor and Deputy Mayor elect 2026/2027

Members gave consideration (with reference to Standing Orders point 26,) and the Council approved seniority list to the above appointments. Councillors Brooks and Allan had indicated, to the Clerk, that they did not wish to stand as Deputy Mayor elect.

Resolved:

a) Mayor elect; Councillor Perkins was elected Mayor elect for the Civic year 2026– 2027. (Proposed by Councillor Halford and seconded by Councillor Allan).

b) Deputy Mayor elect; Councillor Pearson was elected Deputy Mayor elect for the Civic year 2026– 2027. (Proposed by Councillor Webster and seconded by Councillor Allan).

The Mayor congratulated both Councillors on their Mayor and Deputy Mayor elect appointments.

193(2025-26) Annual Town Council meeting (Mayor making), 21 May 2026

Resolved: That the Annual Town Council meeting, is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 26 ATCM (Mayor Making).

194(2025-26) Arrangements for Civic Sunday 2026

Resolved: That Civic Sunday is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 27 Civic Sunday.

195(2025-26) Armed Forces Day, Saturday 27 June 2026

Resolved: That the Town Council 'Armed Forces Day flag raise' takes place on Thursday 25 June 2026, and that the event is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO with a limit of £75, from budget code 28 Civic Expenses.

196(2025-26) Annual Governance Review, Clerk/RFO

The Clerk/RFO reported that when completing the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council has established a principle of conducting an annual governance review each February.

Councillors were asked to review and approve the following documents that had been circulated to councillors:

- a) **Standing orders**
Resolved: Councillors approved the current standing orders; unamended from 23/04/2025.
- b) **Financial Regulations**
Resolved: Councillors approved the current Financial Regulations; unamended from 23/04/2025.
- c) **Schedule of Assets, at 31/12/2025**
Resolved: Councillors approved the Schedule of Assets as at 31/12/2025, in accordance with Finance Committee Minute 032 (2025–26).
- d) **Risk management policy**
Resolved: Councillors approved the Risk management policy, with no amendments.
- e) **Risk register**
There were no amendments to approve. The document is reviewed quarterly by the Finance & Governance Committee
Resolved: Councillors approved the Risk register.
- f) **Publication Scheme Policy**
The Clerk had updated the policy.
Resolved: Councillors approved the Publication Scheme Policy.
- g) **Investment strategy**
The Clerk reported that there were no amendments to approve.
Resolved: Councillors approved the Investment strategy.
- h) **Reserves policy**
The policy was reviewed by Full Council on 20/10/2025, minute reference c) 105(2025-26)). The Clerk advised there were no amendments to approve.
Resolved: Councillors approved the Reserves policy.
- i) **Grant policy**
The policy was last reviewed by Full Council on 20/05/2025, minute reference 304(2023-24). The Clerk advised that there are no amendments to approve.
Resolved: Councillors approved the Grant policy.

197(2025-26) 3 Casual vacancies, Clerk

Wyre Council had informed the Town Council that ‘there has been no request for an election for your Casual vacancy at Garstang (retired Councillor Keyes), so you are free to proceed to co-option.’

Resolved: The Council approved the following timescale to co-opt a total of 3 new town councillors.

Date	Action
17/02/2026 up to Sunday 5/4/2026	Advertise vacancies; Focus magazine, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 14/4/2025.
End of Sunday 5/4/2026	Deadline for applications
Thursday 9/4/2026	Publish agenda for extraordinary council meeting to be held on Tuesday 14/4/2026 to consider Councillor vacancies.
Tuesday 14/4/2026	Extraordinary council meeting 7.30pm.

198(2025-26) Lancashire County Council and Wyre Council, Local Government Reorganisation

The statutory consultation on Local Government Reorganisation has been launched by Lancashire County Council and Wyre Council. Councillors considered the full report in the Agenda Appendix.

Resolved: The Council supported the model whereby Lancashire was split into 3 unitary authorities – Fylde Wyre, Blackpool and Lancaster.

199(2025-26) Funding for the Garstang defibrillator

Resolved: Further to Minute 106 (2025–26) 20/10/2025, the Council approved a payment of £2,000 from the EMR Community Engagement Fund to support the replacement of defibrillators in Garstang, and that the RFO arranges reimbursement to the EMR once precept monies have been received. The Council **further resolved** that a letter be sent to the Rotary, Garstang and Over Wyre congratulating them on their successful fundraising efforts, which have enabled the purchase of 12 defibrillators to improve community safety and the Rotary and NW Ambulances Defibrillator Demonstration and CPR event events.

200(2025-26) Town of Culture Award for 2028, Councillor Pearson

Resolved: The Council approved to submit a bid for the Town of Culture Award for 2028.

201(2025-26) Cloud storage

The Clerk reported that the Internal Auditor for year end 2025 recommended that the Council considers subscribing to a reputable backup service that provides regular system-wide snapshots, including emails, to enable file restoration in the event of accidental deletion or data loss. The Clerk reported that an example service currently in use by other councils is Livedrive, which offers unlimited backup for a single device at an annual cost of approximately £60 via a reseller, Currys, or £92.28.90 when purchased directly. The service is easy to use, runs in the background, and allows selected folders and email files to be backed up daily.

Resolved: The Council approved the implementation of an approved cloud backup solution to ensure secure long-term storage and recovery of Council data and delegates the decision of provider to the Clerk in consultation with Councillor Lee-Bromley.

202(2025-26) Kepple Lane Park: Hedgehog Release Site and Biodiversity Initiative, Councillor Pearson, Chair of Amenities & Public Realm Committee

The Council was asked to approve that Kepple Lane Park be put forward to operate as a certified exemplar hedgehog release site, supporting rehabilitated hedgehogs following release, while enhancing local biodiversity and promoting public awareness. As reported to the Amenities & Public Realm Committee on 10/02/2026, Blackpool Hedgehog Rescue has confirmed this is achievable. The Mayor reported that she had been contacted by a local resident concerned about the location's proximity to the A6. She gave a copy of the concerns to the Clerk for consideration.

Resolved: The Council approved that Kepple Lane Park be put forward to operate as a certified exemplar hedgehog release site

203(2025-26) LALC, Buckingham Palace Royal Garden Party invite 2026

Resolved: The Council retrospectively approval the application for the Mayor to attend a Garden Party at Buckingham Palace on Tuesday 12 May 2026.

204(2025-26) Lancashire Fire and Rescue Service – Consultation

Lancashire Fire and Rescue Service is seeking views to help shape the draft Community Risk Management Plan (CRMP) 2027-32.

Resolved: That the Clerk responds to the consultation.

205(2025-26) Greater Garstang Partnership Board, Councillor Pearson

The Minutes of the meeting held on 13/01/2026 had been circulated. Councillor Pearson reported that signage in the town was being improved, the Market Hall renovations were nearly complete and that rural bus travel plans were being resurrected.

206(2025-26) Items for next Council monthly agenda

Councillors were 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 March 2026** by notifying the Clerk by **8 March 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: 8.57pm

207(2025-26) Clerk's Report

a) Hot Topics - Winter 2025

Welcome to the winter edition of Lancashire Fire and Rescue Service's Hot Topics newsletter. Items covered in this edition:

- Consultation Starts to Shape the Future of our Services
- Upcoming Campaigns
- Council Tax Consultation Survey
- LFRS Staff Recognised at National Award Ceremonies
- Lancashire Fire and Rescue Service Celebrates its People

b) Wyre Planning Policy - January 2026 Newsletter

c) Statement of Accounts Standing Orders 17c) Councillors can access the accounts to 31/12/2025 on Scribe.

d) LGPS Valuation 2025 - Contribution Schedule

At its meeting on 23/01/2026, the Pension Fund Committee approved the parameters to be used within the 2025 valuation that will determine employer contribution rates for the period 1 April 2026 to 31 March 2029. Please note that the approved parameters are different from those detailed within the draft Funding Strategy Statement. The proposed "funding buffer" of 120% will be reduced to 115%, meaning that any surplus over 115% will be returned to employers in their secondary contribution rate over a period of 20 years. This is likely to mean that employers with a funding level of over 115% (detailed in section 1 of the attached schedule) will see lower contribution rates than those set out in the draft Contribution Schedules issued to all employers at the end of October. Garstang Town Council Contribution Schedule outlines the total employer contribution rate payable for this employer from 1 April 2026 to 31 March 2029

208(2025-26) Councillor Report

LALC meeting, Wednesday 28/01/2026, Councillor Perkins

15 people attended. Officers were appointed with no change.

Sgt Elliot Jones gave an update on crime statistics. The chief finance officer from Wyre gave an update on Wyre's position regarding the future. Nothing we haven't heard before. Councillor Orme gave a report on his recent LALC committee meeting. The meeting closed at 9.15pm

209(2025-26) Outside body representatives

None.

210(2025-26) Mayor's engagements

Date	Event
1st February	CRY Screening Event
14th and 15th February	MND charity spin at YMCA
15th February	Blackburn Cathedral

Appendix

1) Item 7: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
215	16/02/2026	225	45	270	Training	Cloudy IT	Unity Trust Bank
214	16/02/2026	£28.24	£5.66	£33.90	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
213	16/02/2026	£80.00	£16.00	£96.00	Supplies	Bay Pallets Ltd	Unity Trust Bank
212	16/02/2026	£150.27	£0.00	£150.27	Electricity bill Scout Hut	Scout & Guide Management Committee	Unity Trust Bank
211	16/02/2026	£89.77	£0.00	£89.77	Christmas Lights administration	Preston City Council	Unity Trust Bank
210	16/02/2026	£262.15	£0.00	£262.15	Remembrance Sunday printing	Preston City Council	Unity Trust Bank
209	16/02/2026	£78.00	£15.60	£93.60	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
208	16/02/2026	£29.75	£5.95	£35.70	Supplies	Bradshaws	Unity Trust Bank
207	16/02/2026	£369.42	£73.90	£443.32	Repair Lengthsman machines	Mowerpower Ltd	Unity Trust Bank
206	16/02/2026	£1,408.99	£0.00	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
205	16/02/2026	£22.42	£4.48	£26.90	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
203 & 204	16/02/2026	£3682.12		£3682.12	Staff salaries	Staff costs "Salary to be paid electronically on 26/02/2026, 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