



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 16th March 2026 Minutes

Chairman; Councillor Webster

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

Also present: Town Clerk, Edwina Parry, County Councillor James Tomlinson, Wyre Councillor Dulcie Atkins and 1 member of the public.

Councillor Lee-Bromley not present

211(2025-26) Apologies for absence

Councillor Brooks.

PCSO Creighton. Wyre Councillor Dulcie Atkins gave Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson's apologies.

212(2025-26) Declaration of Interests and Dispensations

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

213(2025-26) Public participation

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

A summary is provided below.

County Councillor James Tomlinson reported:

- i) The bollard for the High Street, near No. 19, has been ordered.
- ii) Funding will be available for the Friends of Kepple Lane Park group, following the Clerk's email.
- iii) Enquired about other community groups involved in litter picks in Garstang, alongside Garstang in Bloom.
- iv) Confirmed that the town's roads are in poor condition due to potholes; he is liaising with officers to address the issue.
- v) Reported that the litter bin near the Arts Centre needs to be relocated further north with the new bus stop.

Wyre Councillor Dulcie Atkins reported:

- i) The Eagle & Child mural is still under investigation by Wyre Officers.
- ii) The circular seat by the Riverside is being repaired.
- iii) Arrangements are being made for the last two vehicles to collect food waste.

- iv) Councillor Atkinson Asked whether the refuse collection dates would be advertised in the Green Focus booklet, as they have not appeared to date.

The member of the public reported:

- i) A "Hunt the Carrots" competition will take place in Garstang.
- ii) An Easter raffle is planned.
- iii) The Victorian evening is earmarked for 7 & 8 of December 2026.

214(2025-26) Announcements

None

215(2025-26) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 16 February 2026.

Resolved: The minutes of the Town Council meeting held on 16 February 2026 were confirmed and signed as a true record.

216(2025-26) Finance payments, Clerk/RFO

Councillors were asked to approve the payments, detailed vouchers 225 – 231, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 225 – 231, as detailed in the Appendix.

217(2025-26) Britain in Bloom North West Entry 2026, Councillor Pearson and the Clerk

Resolved: That the Town Council enters Kepple Lane Park into the Local Authority Parks Small category at £130.00. Cost to be met from EMR Kepple Lane playing field. It was noted that the Friends of Kepple Lane Park would be submitting a free entry as a neighbourhood entry.

218(2025-26) Garstang And District Children's Festival Monday 25th May 2026

Councillors noted the kind invitation from Garstang and District Children's Festival for the Mayor, Councillors and staff to walk in the morning procession of this year's Children's Festival.

- Assemble at 10.30am at the Old Town Hall
- Refreshments for the Mayor and Consort at the Arts Centre after the morning procession.

Resolved: The Council approved that the Children's Festival use the Moss Lane Playing Field for the Children's Activities on Monday the 25th of May, subject to the Clerk completing the necessary administrative arrangements.

219(2025-26) Wyre Council - Questions for Section 106 Task Group, Clerk

The Council noted that Wyre Council's Overview and Scrutiny Committee have recently commissioned a Section Funding: Implementation Task Group. As part of the task group's research, members are very keen to hear from parish and town councils regarding section 106 funding.

Resolved: That the completion of the questionnaire is delegated to the Clerk in consultation with the Town Council's Section 106 working group.

220(2025-26) Greater Garstang Partnership Board, Councillor Pearson

Councillor Pearson provided an update, noting that the minutes of the meeting held on 10/03/2026 were due to be published imminently.

Councillor Atkinson suggested that GGPB write to the local MP regarding the allocation of UK prosperity funds going forward, in light of the recent government reorganisation.

221(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.

222(2025-26) Lengthsman expansion scheme – Delivery of contract

Councillors reviewed the circulated reports detailing equipment investment options, associated financial expenditure, and the Council's reserves. In determining the preferred option, Councillors took into account:

- The level of service resilience required to meet community expectations
- The Council's commitment to environmental sustainability
- The affordability of capital investment within the current financial framework
- The importance of future-proofing the Lengthsman service

A lengthy discussion took place.

Resolved: The Council approved:

- i) The purchase of Tier 1 equipment, excluding the Bristle Brush and the Sprayer, with the expenditure of £8,419.83 to be met from the EMR General Reserves.
- ii) That further information be obtained on Tier 2 and Tier 3 options, specifically regarding machinery storage, available finance options for purchase and the value that the machinery would add to operations and staff.
- iii) That the findings be included on the agenda, of the previously approved extraordinary meeting, scheduled for 14/4/2026.

223(2025-26) Staffing Matter

The Council considered the recommendations regarding staffing.

Resolved

1. Approve the regrading of the current Lengthsman role to Lead Lengthsman (SCP Range SCP19 - 23).
2. Endorsed the appointment of the Assistant Lengthsman, following the interview held on 10th March 2026, at SCP point 4.
3. Approve an increase in the Clerk's hours from 24 hours per week to 25.25 hours per week.

Expenditure to be met from the EMR General Reserves and Staff contingency. To take effective from 1 April 2026.

224(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.

225(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 **20 April 2026** by notifying the Clerk by **12 April 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: 9.35pm

For Information Only

226(2025-26) Clerk's Report

a) 109(2025-26) - Wyre Council, Kepple Lane Park playground equipment

Response received from Wyre Council.

The Council have been considering options available to extend the lifespan of the current playground and we will agree to carry out repairs to the surfacing under the play equipment. The playground equipment itself despite being 18 years old is currently low risk, safe and functioning however the surfacing in its current state potentially presents a moderate risk hazard to users and resolving this issue will potentially extend the lifespan of the playground removing the necessity for removal at this moment in time.

Whilst this provides a short-term solution and increases the life span of the playground, it allows time for the Town Council to plan for a replacement. We would be happy to work with you to provide advice and assistance with any future funding applications or consultation.

b) [Wyre Planning Policy - Article 4 Direction for HMO's](#)

227(2025-26) Councillor Report

None.

228(2025-26) Outside body representatives

None.

229(2025-26) Mayor's engagements

Date	Event
14 th February	CRY fundraising event
15 th February	Christmas Lights Fundraising Group meeting and Christmas meal
19 th February	Garstang and over Wyre Rotary Club Defib demonstration
7 th March	Garstang Armed Forces and Veterans Breakfast Club
10 th March	Official opening of the newly refurbished Market House
14 th March	Garstang Musical Productions Show at Wyrebank

Appendix

1) Item 7: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
231	16/03/2026	£776.86	£-	£776.86	Christmas Lights electricity	npower Business solutions	Unity Trust Bank
230	16/03/2026	£1,174.15	£-	£1,174.15	Insurance	Clear Insurance Management Ltd	Unity Trust Bank
229	16/03/2026	£78.00	£15.60	£93.60	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
228	16/03/2026	£1,408.99	£-	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
227	16/03/2026	£28.62	£5.73	£34.35	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
225 & 226	16/03/2026	£3,661.55		£3,661.55	Staff salaries	Staff costs "Salary to be paid electronically on 26/03/2026, 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