



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 20<sup>th</sup> April 2026 Minutes

Chairman; Councillor Webster

Councillors present: Allan, Brooks, Halford, Hodgson, Kelly, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor James Tomlinson, Wyre Councillors Dulcie Atkins and Alice Collinson, 2 PCSO's including PCSO 7962 and 1 member of the public.

### **219(2025-26) Apologies for absence**

Councillor Hesketh.

Councillor Atkinson sent retrospective apologies to the Clerk after the meeting.

Wyre Councillor Robert Atkins.

### **220(2025-26) Declaration of Interests and Dispensations**

227b) (2025-26) Councillors Allan, Halford, Perkins and Webster declared an 'other interest'. They are the Town Councillor representatives on the Town Trust. They did not take part in the voting.

### **221(2025-26) Public participation**

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

A summary is provided below.

The PCSO's reported:

- i) The recently purchased police E-Bike will be having a presence in the Garstang area.
- ii) School markings are being reviewed, with the intention of being improved where required.
- iii) Councillors raised concerns about perceived speeding on the High Street. Low-level vandalism has been reported near Sainsbury's, including an uprooted tree and graffiti. A tarpaulin has been erected by the river and is being used as a meeting place.

County Councillor James Tomlinson reported:

- i) That repairs to the town's roads which are in poor condition due to potholes are being repaired.

Wyre Councillor Dulcie Atkins reported:

- i) 10 new machines have recently been purchased to support the new refuse collection arrangements, including the collection of food waste.

- ii) The Secretary of State for Housing and Communities is introducing new planning reforms. No Councillor will have the right to call in an application on behalf of residents, no application will come before the committee, unless it is over 9 units, and any application of over 150 units, that is recommended for refusal, will go to the Secretary of State for him to make a decision, with no need for a developer to appeal. These reforms will be coming into effect in September, which will have detrimental implications for local democracy.

#### **222(2025-26) Announcements**

The Mayor spoke about her forthcoming charity event at Pipers Garden on Thursday 7th May, from 6:30pm. There will be live entertainment from Buzz Cadillac & The Lightning Rods. Entry is £10, including a complimentary glass of prosecco. All proceeds will go to her Mayoral charities; CRY (The Matthew Hesmondalgh Fund) and St John's Hospice.

The Council resolved to bring item 13 forward on the agenda.

#### **223(2025-26) Provision of Junior Football Pitches – Kepple Lane and Moss Lane**

The meeting was adjourned to allow the member of public to speak - Chair, Garstang Junior Football Club.

There are now 180 children interested in playing football, this number is growing all time. He is in discussion with the Academy, at leasing playing fields there. He's looking for playing field sites to utilise, which will support the sustained growth of the club.

The meeting was reconvened.

Councillors considered access to local pitch provision, and considered the potential use of Kepple Lane in the short term and the future development of Moss Lane to enable Garstang Junior Football Club to play at the 2 sites.

**Resolved:** The Council:

- i) Approved in principle the use of Kepple Lane by Garstang Juniors Football Club, subject to appropriate agreements;
- ii) Agreed that officers continue to explore options for the phased improvement of Moss Lane;
- iii) Requested a further report on feasibility, costs, and funding opportunities for Moss Lane as appropriate.

#### **224(2025-26) Minutes of the last meeting**

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

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

**225(2025-26) Finance payments, Clerk/RFO**

Councillors were asked to approve the payments, detailed vouchers 1 – 13, in the Appendix.

**Resolved:** Councillors approved the payment voucher numbers 1 – 13, as detailed in the Appendix.

**226(2025-26) Renewal of Direct Debit and BACS payments, Clerk/RFO**

**Resolved:** Adhering to Financial regulations points 7.9 and 7.10., Councillors approved the variable direct debit and BACS or CHAPS payments detailed in the Appendix.

**227(2025-26) Wyre Council Planning, Clerk**

a) **Application Number: 26/00256/FUL**

**Proposal:** Demolition of existing garage, Erection of new garage and Formation of additional access with dropped curb to front.

**Location:** 17 Yewlands Drive Garstang

**Resolved:** No objections. It was noted that asbestos is present in the garage and must be disposed of in accordance with proper procedures.

b) **Application Number: 26/00242/LBC**

**Proposal:** Listed Building Consent for the removal of existing asbestos roofing to existing outbuilding and installation of replacement of Fibre Cement Sheeting panels to match the appearance of the existing

**Location:** Butchers Court Market Place Garstang

**Resolved:** No objections.

**228(2025-26) Annual Report 2025 – 2026, Clerk**

**Resolved:** That the Clerk produces an Annual Report for 2025 – 2026. The Annual reports, as detailed on the Annual Town meeting agenda, to be collated into a hard copy report and distributed at prime locations in the town including the library An electronic copy will also be made available for online distribution.

**229(2025-26) Provisional appointments for Annual Town Council meeting (also known as ATCM and Mayor making), 21 May 2026**

**Resolved:** Councillors considered and recommended provisional appointments that will be ratified at the ATCM (detailed in the Appendix). The Wyre Planning Ambassador Role was not filled.

The Council **further resolved** to appoint Councillor Hodgson onto the Amenities & Public Realm Committee and Personnel Committee and Councillor Kelly onto the Finance & Governance Committee for the remainder of the current Civic Year.

**230(2025-26) Wyre Council's new Conservation Officer**

A new Conservation Officer at Wyre Council has contacted the Clerk and requested to meet the Clerk and/or Town Councillors. Her role covers both planning policy and development management aspects of conservation work,

including conservation area appraisals, forward planning, heritage planning applications, and listed building consents. She is currently reviewing feedback from the recent Garstang Conservation Area consultation and intends to use this to refine the conservation area boundary and address issues raised, such as signage and neon lighting, once the boundary is adopted.

**Resolved:** That Councillors Pearson and Perkins attend a meeting with the Clerk.

**231(2025-26) Kepple Lane Scout Hut car park – approval of contractor to mark out parking bays, Clerk**

Councillors considered appointing a contractor to mark designated parking bays (detailed on a circulated plan) in the car park. The lining would improve safe access for the Lengthsman team to the storage container, trailer compound, and playing field.

Currently, poor parking arrangements are creating health and safety concerns and restricting access. The proposal will improve safety and access management but will result in the loss of about one parking space.

Scout Hut users have been consulted and are supportive, and local surgeries and the pharmacy have been informed.

**Resolved:** Contractor B was appointed to carry out the line markings. Payment to be met from EMR Kepple Lane Park budget.

**232(2025-26) Catterall Gala 2026, Clerk**

**Resolved:** The Mayor elect, Councillor Perkins and guest along with Councillors Halford and Webster to attend Catterall Gala 2026 on Saturday 30th May, leaving Catterall village hall at 1.30 pm.

**233(2025-26) Wyre Council - Licensing Act 2003 - Review of our Statement of Licensing Policy**

**Resolved:** The Council noted the review and made no comment on the proposed policy.

**234(2025-26) Greater Garstang Partnership Board, Councillor Pearson**

Minutes of the meeting held on 10/03/2026 at Garstang Library had been circulated.

**For information**

Garstang Town Council has submitted its bid for the UK Town of Culture 2028, celebrating the town's rich heritage, creative talent, and vibrant community spirit. From its roots as a Norse and Saxon "meeting place" to its medieval markets, canal heritage, and agricultural shows, Garstang has long been a hub for people, trade, and ideas.

The programme will feature school projects, exhibitions, market-day events, street theatre, a multi-day festival, and community workshops—bringing Garstang's history and creativity to life for all to enjoy.

Councillor Pearson thanked the Clerk, for her work on the bid in partnership with Wyre Council.

**For decision**

The Council considered 2 further Teenage Market events commissioned by Wyre Council, including one proposed for Cherestanc Square (date tbc). Organisers requested financial support of approximately £900 + VAT from the Town Council to fund additional street entertainment.

**Resolved:** The Council supported the event in principle but, as it was not budgeted for and the proposed entertainment was considered unsuitable, no financial support would be provided.

**235(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 **18 May 2026** by notifying the Clerk by **10 May 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: 8.38pm**

For Information Only

**236(2025-26) Clerk's Report**

**a) Payroll – Transfer of provider.**

The transfer of the payroll service from Towers+Gornall to Morecambe Town Council took effect from 1/4/2026.

**237(2025-26) Councillor Report**

**Garstang4Business – Open Business Listening Meeting - Mayor and Deputy Mayor.**

Ourselves and the Clerk, met Ryan, Chair of the Chamber of Trade and business representatives, on 24/03/2026 to progress minute 147(2025-26), 15-December 2025.

Garstang Town Council is pleased to invite local traders and businesses to an open business listening meeting at Booths Café on Tuesday 5 May 2026. The evening will begin with refreshments at 5.00pm, followed by a 5.30pm open meeting chaired by the Town Council.

This session is open to all local businesses and marks the start of a wider conversation about supporting and strengthening Garstang's town centre. The focus will be on gathering views and ideas around:

- Current challenges affecting local businesses
- What is already working well in Garstang
- Practical opportunities for collaboration between businesses

Your input will help inform future discussions and initiatives to support the local business community.

**238(2025-26) Outside body representatives**

None.

**239(2025-26) Mayor's engagements**

<b>Date</b>	<b>Event</b>
24th March	Chamber of Trade Meeting
25th March	Violence against Women & Girls at Garstang Golf Club
11th April	Charity Plant Stall
11th April	Opening of AZ Wellness Centre

## Appendix

### 1) Item 7: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
13	20/04/2026	£40.00	£-	£40.00	Training	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
12	20/04/2026	£768.00	£153.60	£921.60	Scribe Accounts	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
11	20/04/2026	£936.00	£187.20	£1,123.20	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
10	20/04/2026	£6,676.40	£1,335.28	£8,011.68	Supply Christmas Lights	LITE	Unity Trust Bank
9	20/04/2026	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
7	20/04/2026	£57.96	£11.59	£69.55	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
6	20/04/2026	£1,408.99	£-	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
5	20/04/2026	£31.54	£6.32	£37.86	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
4	20/04/2026	£3,684.93	£-	£3,684.93	P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
3	20/04/2026	£84.26	£11.86	£96.12	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
1, 2 & 8	20/04/2026			£4,510.46	Staff salaries	Salaries to be paid electronically on 26/04/2026. Clerk: LC2 range SCP 19- 32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks Wales 2004.Lengthsman NJC salary range 19-23. Assistant Lengthsman SCP 4	Unity Trust Bank

2) **Item 7: Renewal of Direct Debit and BACS payments, Clerk/RFO**

<b>BACS Payments</b>	<b>Bank</b>
Staff salaries	Unity Trust

<b>Direct Debit Payments</b>	<b>Bank</b>	<b>Product</b>
Lancashire County Council	Unity Trust	Staff pension
Easy websites	Unity Trust	Website
Vodafone	Unity Trust	Staff mobile phones
Microsoft	Lloyds payment card	Online services
iD Mobile	Unity Trust	Mobile wi-fi Clerk hot desk

3) **Item 10: Provisional appointments for Annual Town Council meeting (also known as ATCM/ Mayor making), 21 May 2026, Clerk**

Provisional appointments that will be ratified at the ATCM.

	<b>The Finance and Governance Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Atkinson
3.	Halford
4.	Kelly
5.	
6.	
ex-officio	Perkins
ex-officio	Pearson

	<b>The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Atkinson
2.	Brooks
3.	Hesketh
4.	Hodgson
5.	
6.	
ex-officio	Perkins
ex-officio	Pearson

	<b>The Amenities &amp; Public Realm Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Hesketh
3.	Hodgson
4.	
5.	
6.	
ex-officio	Perkins
ex-officio	Pearson

<b>Garstang Town Council outside bodies representatives</b>	
Lancashire Association of Local Council (LALC - Area Committee, 3 seats)	Pearson, Perkins and a vacancy
Fairtrade Steering Group	Allan
Garstang Flood Action Group	Brooks
Greater Garstang Partnership Board	Allan, Pearson and a vacancy
Millennium Green Trust	Halford
Town Trust	Allan, Halford, Perkins and Webster