



# 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 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, 20 April 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, 20 April 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

15<sup>th</sup> April 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) **Announcements – for information**
- 5) **Minutes of the last meeting – for decision**  
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 16 March 2026](#).
- 6) **Finance payments, Clerk/RFO – for decision**  
Councillors are asked to approve the payments, detailed vouchers 1 – 13, in the Appendix.
- 7) **Renewal of Direct Debit and BACS payments, Clerk/RFO – for decision**  
See full report in Appendix.  
  
**Recommendation to the Council:** That the variable direct debit/BACS/CHAPS payments detailed in the table are approved.
- 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: 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

**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

**9) Annual Report 2025 – 2026, Clerk– for decision**

For Full report, please see the Appendix.

**Recommendation to Council:** That the Clerk produces an Annual Report for 2025 – 2026, whereby the Annual reports, as detailed on the Annual Town meeting agenda, are 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.

**10) Provisional appointments for Annual Town Council meeting (also known as ATCM and Mayor making), 21 May 2026, Clerk – for decision**

For Full report, please see the Appendix.

**Recommendation to the Council:**

Councillors are asked to consider and recommend provisional appointments that will be ratified at the ATCM.

The 2 newly co-opted Councillors will be asked to decide which Committee/s they wish to sit on.

Attention is drawn to the appointment of the Planning Ambassador Role.

**11) Wyre Council's new Conservation Officer – for decision**

A new Wyre Council Conservation Officer has been in contact with the Clerk. She would like to come to Garstang and with the Clerk and/or the town councillors.

The officer is covering all aspects of Conservation – from the proactive planning policy work (e.g. conservation area appraisals, forward planning, local lists), as well as the development management work commenting on applications concerning heritage, and looking after listed building consent applications.

‘One of the things I’m doing now is looking through the feedback from the Garstang Conservation Area consultation that was carried out at the back end of last year, and looking how I can take that feedback on board to tweak that boundary so everyone’s happy. Once that new boundary is adopted, we can then look at tackling some of the enforcement issues such as poor signage and neon lights that was mentioned a few times during the consultation’.

**Recommendation to the Council:** That 2 Councillors are appointed to attend a meeting with the Clerk.

12) **Kepple Lane Scout Hut car park – approval of contractor to mark out parking bays, Clerk – for decision**

**Recommendation to Council:** To consider and approve the appointment of a contractor to mark [designated parking bays at the car park](#) to enable safe and consistent access for the Lengthsman team to access the storage container, trailer compound and playing field for grass cutting and maintenance.

At present, haphazard parking is creating health and safety concerns for staff, particularly due to restricted access and the interaction between vehicles and pedestrians. The proposed marked bays will improve safety and access management. The proposal will result in the loss of one parking space.

Users of the Scout Hut have been consulted and are agreeable to the proposal. The Clerk has also informed the local surgeries/pharmacy that this item is being considered by the Council.

Quotations have been obtained for the marking of parking bays.

Contractor	Cost
<a href="#">A</a>	£1,150.00 plus VAT
<a href="#">B</a>	£900.00 plus VAT

Payment to be met from EMR Kepple Lane Park budget.

13) **Provision of Junior Football Pitches – Kepple Lane and Moss Lane, Clerk- for decision**

This matter has implications for both the Amenities and Finance Committees and is therefore presented to Full Council for consideration. The Full report is detailed in the Appendix.

To seek Councillors direction on a request from Garstang Juniors Football Club for access to local pitch provision, and to consider the potential use of Kepple Lane in the short term and the future development of Moss Lane.

14) **Catterall Gala 2026, Clerk – for decision**

Catterall Gala are inviting the Mayor plus guest and 2 Town Councillors to walk in this year's Gala. The procession will leave Catterall village hall at 1.30 pm on Saturday 30th May. The crowning of our new Queen will follow the procession then you are invited to partake in afternoon tea. Hope you can join us.

**Recommendation to Council:** To invite 2 further councillors to attend alongside the Mayor elect, Councillor Perkins and guest.

15) **Wyre Council - Licensing Act 2003 - Review of our Statement of Licensing Policy , Clerk – for decision**

Wyre Council as the Licensing Authority is required by law to publish a Statement of Licensing Policy and review it at least every 5 years as stated in the [circulated correspondence](#).

Wyre have carried out a review of their current policy and are now consulting on the [contents of the updated version](#).

The policy sets out how the Council will make decisions on alcohol and entertainment licensing issues over the next five years and can be used by local residents and businesses preparing licensing applications or wishing to make comments on licence applications.

The consultation is open until 1 May 2026.

### **How does the Council wish to respond to the consultation?**

16) **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 10/03/2026](#) at Garstang Library.

#### **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.

#### **For decision**

Wyre Council has commissioned two further Teenage Market events, with one proposed for Cherestanc Square (date TBC). [Organisers have contacted the Town Council](#) and are support (~£900 + VAT) to fund [additional street entertainment](#) to enhance the event and increase community benefit.

Councillors are asked to consider this request. There is no funding in the budget 2026/27 for GGPB. Any grant application would not be considered until the Council meeting in September 2026.

How does the Council wish to respond?

17) **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.

For Information Only

18) **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.

19) **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.

20) **Outside body representatives**

None.

21) **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 – for decision**

Financial regulations state at points

7.9 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

<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 9: Annual Report 2025 – 2026, Clerk/RFO**

Historically the Town Council has produced an Annual report.

Council reports have been submitted for the Annual Town meeting, held earlier this evening, 20 April 2026.

Local Council Award scheme details

The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events.

The Clerk is recommending that the Clerk produces an Annual Report for 2025 – 2026, whereby the Annual reports, as detailed on the Annual Town meeting agenda, are collated into a hard copy report and distributed at prime locations in the town including the library.

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

At the ATCM, the following appointments will be made to:

- i. Committees and
- ii. the listed 'outside bodies'

In preparation, Councillors are asked to consider and recommend 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.	
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.	
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.	
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
Planning Ambassador	
Town Trust	Allan, Halford, Perkins and Webster

5) **Item 10: Provision of Junior Football Pitches – Kepple Lane and Moss Lane**

**1. Purpose of Report**

To seek Councillors direction on a request from Garstang Juniors Football Club for access to local pitch provision, and to consider the potential use of Kepple Lane in the short term and the future development of Moss Lane.

**2. Background**

The Lead Lengthsman met with Garstang Juniors Football Club to discuss potential use of the playing fields in Garstang. The Club is, affiliated with Garstang FC, is experiencing sustained growth in participation, particularly within girls' football.

Due to adverse weather conditions and limited pitch availability, the club is currently facing a high number of postponed and reversed fixtures. As a result, the club has approached the Council to explore opportunities for more reliable, locally accessible pitch provision.

**3. Site Assessments**

**3.1 Kepple Lane**

- The site is currently in relatively good condition.
- It could be brought into use in the short term with moderate improvement works.

**Position:**

This site represents the most realistic and deliverable short-term solution.

**3.2 Moss Lane**

- The site is currently waterlogged and not playable.
- Drainage solutions have previously been explored.
- There is an opportunity to revisit drainage through a more strategic, whole-site approach, potentially involving Lancashire County Council flood prevention expertise.
- Any improvement is likely to be incremental rather than immediate.

**Position:**

Not viable in the short term; however, there is potential for phased improvement over time.

**4. Club Requirements**

Garstang Juniors have indicated the following requirements:

- Permission to use pitches, with a preference for a 10-year agreement
- Ongoing maintenance support, including:
  - Grass cutting (pitch areas)
  - Rolling
  - Aeration (2–3 times per year)
  - Localised repairs (e.g. goalmouths, divots)

**5. Club Contributions**

The club has indicated it would provide:

- Replacement goals at both sites (appropriate sizes for junior formats)
- Line marking and pitch presentation
- Maintenance materials (e.g. sand, topsoil, seed, turf)
- Access to specialist equipment (PTO verticutter)

## **6. Financial Implications**

- Kepple Lane would require limited investment to bring into use.
- Moss Lane may require more significant capital works if drainage improvements are pursued.
- Potential external funding (e.g. Football Association grants) may be available for capital works, subject to confirmation and eligibility.

## **7. Legal Implications**

- Any formal use of Council land would require an appropriate lease or licence agreement.
- The club has indicated a preference for a 10-year agreement, which would require further legal consideration.

## **8. Community Impact**

- Supports increased participation in grassroots sport, particularly among girls and young people
- Provides positive health and wellbeing outcomes
- Strengthens local community engagement and use of Council assets

## **9. Options for the Council to consider**

- a) Approve in principle the use of Kepple Lane for junior football
  - Enables a quick and practical solution
  - Delivers immediate community benefit
- b) Do not approve use at this time
  - Does not address current capacity issues faced by the club
- c) Support further investigation and development of Moss Lane
  - Longer-term opportunity
  - Requires additional work and potential funding

## **10. Recommendations put forward by staff**

- a) Approve in principle the use of Kepple Lane by Garstang Juniors Football Club, subject to appropriate agreements;
- b) Agree that officers continue to explore options for the phased improvement of Moss Lane;
- c) Request a further report on feasibility, costs, and funding opportunities for Moss Lane as appropriate.