



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 18th May 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, 18 May 2026 **at 7.10pm.**

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, 18 May 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
13th May 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 Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, the Council may resolve to exclude the press and public to discuss the following items relating to the co-option of Town Councillors. It is anticipated that the press and public will be excluded for the presentations. This advice has been received from LALC to maintain the possible confidentiality of applicant's personal details.
- 4) **Town Councillor vacancy; opportunity to meet the candidate – for information**
The Clerk has received an application for the Town Councillor vacancies. Instead of waiting for the next scheduled advertising and appointment process during the summer (Item 12), the applicant has been invited to attend the meeting. The applicant is Aileen Dickenson, Lancaster Road, Cabus.

She will give a short presentation (3 minutes) on why she would like to become a Town Councillor and there will be an opportunity for Councillors to ask any questions. Detailed in the Appendix is a statement detailing why the applicant wishes to stand as a Town Councillor. [Supporting information](#) (confidential to Councillors only, to comply with GDPR) has been circulated with the agenda paper.
- 5) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**
To resolve that the confidential business of applicant's personal details being disclosed, having been concluded, the press and public be re-admitted to the meeting.
- 6) **Voting on appointment – for decision**
As outlined in standing orders, point 8, the Council will vote to fill the Town Council vacancy.

The Clerk is advising that item 7 is scheduled to start at 7.30pm.
- 7) **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.

8) **Announcements – for information**

9) **Minutes of the last meeting – for decision**

Councillors are asked to approve, as a correct record, the minutes of the meetings held on:

- a) [Full Council Extraordinary Meeting, 14 April 2026](#)
- b) [Full Council meeting, 20 April 2026.](#)

10) **Finance payments, Clerk/RFO – for decision**

Councillors are asked to approve the payments, detailed vouchers 19 – 31, in the Appendix.

11) **Councillor vacancies, Clerk - for decision**

Pending the outcome of item 4, the Town Council has 1 or 2 Council vacancies. The expiry date for any requests to hold an election, for retired Councillor Lee-Bromley, is 27 May 2026.

Recommendation to Council: The Council is asked to approve the following provisional timescale for co-option.

Date	Action
28/05/2026 up to Sunday 30/8/2026	Advertise vacancies; Focus magazine, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 8/9/2025.
End of Sunday 30/8/2026	Deadline for applications
Thursday 3/9/2026	Publish agenda for extraordinary council meeting to be held on Tuesday 8/9/2026 to consider Councillor vacancies.
Tuesday 8/9/2026	Extraordinary council meeting 7.30pm.

12) **Lancashire County Council, Clerk – for decision**

Lancashire County Council is proposing to revoke a number of historic “Restricted Road” speed limit orders across locations in Wyre. The [notice of proposal](#) and [statement of reasons](#) have been circulated.

In summary:

- i) This is part of an administrative tidy-up, removing outdated legal orders that are no longer needed.
- ii) The actual speed limits will not change—most roads will remain at 30mph, as this is already the default where there is street lighting.

- iii) The aim is to clarify legal status and avoid ambiguity in enforcement by relying on standard legislation rather than old orders

Recommendation to Council: The Council notes the proposal.

13) **Wyre Council, Section 106 monies Deed of Covenant, Clerk – for decision**

The full report is detailed in the Appendix.

Recommendation to the Council: That the Council authorises the Clerk to sign the Deed of Covenant as circulated.

14) **Flag flying policy amendment, Councillor Perkins – for decision**

Background: The Town Council has a [flag flying policy](#). The Clerk received a recent enquiry as to whether there was a flag raising event at the War Memorial for VE Day.

Proposal: That the Council approves adding 1.6 to the flag flying policy.

1.6 Public Flag-Raising Ceremonies

Where appropriate, the Council may organise a formal flag-raising ceremony at 9.00am to mark the occasions detailed at 1.5.

These ceremonies shall be open to attendance by:

- Town Councillors
- Representatives of local community groups
- Members of the public

The purpose of such ceremonies is to promote civic pride, encourage community engagement, and provide an opportunity to collectively mark important occasions.

The Town Clerk, in consultation with the Mayor/Chair, will determine which occasions warrant a formal ceremony and will be responsible for coordinating the event, including health and safety considerations.

Where practicable, advance notice of flag-raising ceremonies will be published via the Council's usual communication channels.

15) **Memorial requests, Councillor Pearson – for decision**

The Full report is detailed in the Appendix.

Proposal:

- a) That the Town Council accepts the proposition that the Garstang Armed Forces & Veterans Breakfast Club (AFVBC) is allowed to place a bench on the war memorial on which former members can be commemorated by a plaque. Approval is given on the basis that the AFVBC will commit to purchase, repair and renew the bench in line with the upkeep of the memorial in general.

Clerk is advising

That the Town Council places the order and receives the bench, retains ownership (adds to asset register) and does not charge AFVBC more than the cost incurred by the council. i.e. it is treated as non-business and VAT can be reclaimed/not charged.

b) That in view of a) above, the Amenities & Public Realm Committee is tasked with bringing forward a plan to create an area where individual memorials can be placed [as outlined in the Amenities & Public Realm minute 048(2025 – 26) and also include considering a paved pathway in a park where individual memorial bricks can be laid in a pathway]

16) Greater Garstang Partnership Board, Councillor Pearson – for discussion

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

[Agenda for the meeting 12 May 2026.](#)

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 **15 June 2026** by notifying the Clerk by **7 June 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.

18)

Clerk's Report

a) Lune Valley Rural Housing Association Merger with South Lakes Housing Association

The merger between Lune Valley Rural Housing Association (LVRHA) and South Lakes Housing (SLH) has now been completed. Following resident consultation and a formal transfer of engagements, all of LVRHA's assets and liabilities have transferred to SLH.

South Lakes Housing will now be responsible for managing and maintaining the former LVRHA homes and will continue to develop affordable housing in the area. Residents will not be negatively affected, as existing tenancy terms remain unchanged and SLH will continue to operate under the Regulator of Social Housing's standards.

The [circulated letter confirms SLH's registered details](#) for future correspondence and provides contact information should parish councils or residents require further clarification.

b) Lancashire Fire and Rescue Service's Hot Topics newsletter.

[Welcome to the Spring 2026 edition](#)

Items covered in this edition:

- Lancashire Fire and Rescue Service sets priorities for the year ahead
- Lancashire Fire and Rescue Service balances the budget and invests in the future
- Upcoming Campaigns
- NFCC Apprenticeship Awards 2026

c) [Wyre Council Planning Policy Newsletter, May 2026](#)

19)

Councillor Report

a) Councillor Perkins – Civic Sunday.

Please put Sunday 24th May 2026 in your diary for the Civic Sunday service; 10.30am St Thomas' Church, Church Street, Garstang.

b) Council surgery 9 May 2026, Councillors Kelly and Pearson

There was one question concerning the condition of a tree outside Nicksons on Park Hill Road, whereby Councillor Pearson referred them to Ryan Arrell at Wyre Council.

20)

Outside body representatives

None.

21)

Mayor's engagements

Date	Event
11th April	Charity Plant Stall
11th April	Opening at AZ Fitness
14th April	Co-option meeting
23rd April	Town Council Awards Ceremony
26th April	Pilling Car Club Rally
5th May	Garstang For Business meeting at Booths
6th May	Opening of Clare and Howard refurbished premises
7th May	Charity evening at Pipers

Date	Event
9th May	Children's Festival collecting
15th May	Presentation of the 2 new defibs with Garstang & Over Wyre Rotary
16th May	Garstang Football Festival
16th May	Scorton Rose Queen Festival
20th May	Garstang Camera Club
W/c 18th May	Visit to St John's Hospice

Appendix

1) Item 10: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
31	18/05/2026	£270.00	£54.00	£324.00	Awards ceremony	S Carr & Son Limited	Unity Trust Bank
30	18/05/2026	£47,615.00	£9,523.00	£57,138.00	Lengthsman machinery; minute 216(2025-26)	Dennis Barnfield Ltd, Groundcare Division	Unity Trust Bank
29	18/05/2026	£686.67	£-	£686.67	Annual membership	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
28	18/05/2026	£2,824.02	£564.80	£3,388.82	Lengthsman machinery; minute 210(2025-26)	Mowerpower LTD	Unity Trust Bank
26	18/05/2026	£6.67	£1.33	£8.00	Office Remote wifi	ID mobile	Unity Trust Bank
25	18/05/2026	£210.00	£42.00	£252.00	Preparation of payroll	Towers+Gornall	Unity Trust Bank
24		£57.96	£11.59	£69.55	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
23	18/05/2026	£1,055.18	£-	£1,055.18	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
22	18/05/2026	£31.24	£6.26	£37.50	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
21	18/05/2026	£24.96	£4.99	£29.95	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
19, 20 & 27	18/05/2026			£4,473.16	Staff salaries	Salaries to be paid electronically on 26/05/2026. 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 4: Town Councillor Vacancy**

Please tell us your reasons for wishing to become a Town Councillor?

I wish to become a Town Councillor because I genuinely care about the community I live and work in, and I want to play an active role in shaping its future.

With 27 years of experience as a nurse, I have developed strong skills in communication, leadership, and decision-making under pressure. I am used to working with people from all backgrounds, managing difficult situations, and advocating for individuals who need support. These are qualities that I believe are directly transferable to serving the community effectively.

I have seen firsthand the importance of listening to people, understanding their concerns, and taking practical action to improve outcomes. I want to bring that same approach to local government—being approachable, accountable, and focused on making a real difference.

I am particularly passionate about the future of our community, ensuring it continues to grow in a positive, inclusive, and sustainable way. I want to contribute to decisions that impact local services, safety, wellbeing, and opportunities for future generations.

3) **Item 13: Wyre Council, Section 106 monies Deed of Covenant, Clerk/RFO – for decision**

Background:

Planning Permission reference number 20/00618/FULMAJ.

Erection of 3 storey building to provide approx. 932 sqm (gross) of retail floor space (Class A1) and 23 residential apartments with associated new car parking.

Garstang Business And Community Centre 96 High Street Garstang PR3 1EB

Green Infrastructure Contribution: the sum of Twenty-Nine Thousand and Ninety-Nine Pounds and One Pence (£29,099.01)

the provision of off-site green infrastructure in Garstang at:

- Moss Lane Playing Field
- Moss Lane Football Pitch
- Provision of allotments at Hereford Avenue Community Orchard: and/or
- Green Link corridor along the side of High Street Car Park

Wyre Council has contacted the Clerk. Please find attached a [draft deed of Covenant](#) so we can progress the transfer. I am awaiting confirmation from our finance team regarding a query relating to interest but it shouldn't change anything.

In summary, the covenant relates to:

- i) Wyre Council has received a Green Infrastructure Contribution under a planning agreement and is holding this funding for open space projects defined in the scheme.
- ii) Development has already started (as defined in the planning agreement).

- iii) Wyre Council has agreed that the contribution will be passed to Garstang Town Council to help fund the project, under specific conditions set out in a deed of covenant.
- iv) These conditions ensure the money is used only for the project and continues to be used for that purpose.

4) Item 15: Memorial requests, Councillor Pearson

1.0 Proposal:

- a) That the Town Council accepts the proposition that the AFVBC are allowed to place a bench on the war memorial on which former members can be commemorated by a plaque. Approval is given on the basis that the AFVBC will commit to purchase, repair and renew the bench in line with the upkeep of the memorial in general.

Clerk is advising

In short provided the town council places the order and receives the bench, retains ownership (adds to asset register) and does not charge the resident more than the cost incurred by the council it is treated as non-business and VAT can be reclaimed/not charged.

- b) That in view of 'a' above, the Amenities committee is tasked with bringing forward a plan to create an area where individual memorials can be placed [as outlined below and also include considering a paved pathway in a park where individual memorial bricks can be laid in a pathway]

2.0 Background Information:

**Amenities & Public Realm Committee Meeting,
10th February 2025 Minutes**

048(2025-26) Memorial plaques and trees, Clerk

Councillors considered a report from the Clerk regarding requests received in relation to memorial items.

- i) A request had been received to place a memorial plaque on a bench owned by the Town Council.
- ii) a request regarding the installation of a memorial bench or the planting of a memorial tree in Garstang in memory of a resident's late father.

Councillors discussed how such requests should be managed in a consistent and sensitive manner and the need for a clear policy framework, as well as the potential to identify suitable locations and options for commemorative items.

Resolved:

- a) That the Clerk develop a policy on memorial plaques and commemorative items, to be reviewed with the Chair, Councillor Pearson and the Lengthsman, and subsequently submitted to Full Council for approval.
- b) That a list of potential locations and options for memorial benches, trees and plaques be compiled.
- c) That a response be issued to the applicant advising that the Council is in the process of developing a policy and will consider the request further once this has been approved.

049(2025-26) Memorial Bench for AFVBC Councillors, Councillors Allan and Pearson

Councillors considered a request from the Garstang Armed Forces and Veterans Breakfast Club (AFVBC) to install a commemorative bench at the War Memorial, including memorial name plaques for members who have passed away. It was noted that the bench and plaques would be fully funded by the Club, with no cost to the Town Council.

Resolved:

- a) That the Council’s forthcoming Memorial Plaques and Trees policy, to be considered by Full Council on 20th April, will provide the framework for such requests.
- b) That the Amenities & Public Realm Committee recognises the service of Garstang AFVBC members and will recommend to Full Council the installation of a bench in a suitable location.
- c) That the request from the Club be followed up once the policy has been approved.

3.0 Background Documents:

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Y	
Council objectives		
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
There will be financial implications		
There is provision within the budget		
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		