



Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th June 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, 15 June 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, 15 June 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

10th June 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 meetings – for decision**
Councillors are asked to approve, as a correct record, the minutes of the meetings held on:
 - a) [Full Council meeting, 18 May 2026](#)
 - b) [Annual Town Council meeting, 21 May 2026.](#)
- 6) **Finance payments, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 41 – 55, in the Appendix.

Note, for information: The Clerk is following up advice received from the Internal Auditor with regards to payment of the Mayor's allowance.
- 7) **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: 26/00424/ADV**
Proposal: Proposed installation of external signs and associated lighting.
Location: Eagle And Child High Street Garstang

- b) **Application Number: 26/00362/FUL**
Proposal: Retrospective application for change of use of former bank to bar on the ground floor Use Class E(c) (sui generis), hair salon on ground floor Use Class E(c) and wellness centre on the first floor - Use Class E(d)
Location: 12 High Street Garstang

8) **Year-end accounts and Annual Governance and Accountability Return 2025/26 Part 3, 1 April 2025 – 31 March 2026, Clerk/RF0 – for decision**

Councillors are asked to consider the following:

a) **Internal Audit, Annual Governance and Accountability Return Statement**

The Council are asked to receive and note:

- i) [the Annual Governance and Accountability Return Statement](#)
- ii) [Internal Audit Checklist/Report for Year Ending 31 March 2026](#)
- iii) [Audit conclusion Year Ending 2026](#)

b) **Statutory receipts and payments 31/03/2026**

The Council are asked to approve [the statutory receipts and payments 31/03/2026](#), (confidential document contains staff salaries), [Approved at Finance Committee 28/04/2026].

c) **Section 1, Annual Governance and Accountability Return Statement.**

The Council are asked to complete and approve [Section 1, Annual Governance Statement](#)

d) **Section 2, Annual Governance and Accountability Return Statement.**

The RFO has completed, signed and dated Section 2. The Council are asked to approve [Section 2, Accounting Statement](#).

e) **Commencement of the period for the exercise of public rights**

The Council are asked to note the completed [Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return](#). The dates are Thursday 18th June 2026 - Wednesday 29th July 2026 -. Any person interested has the right to inspect and make copies of the accounting records for the financial year ending, 31 March 2026, between these dates.

9) **Scout Hut Lease, Councillor Pearson & Clerk – for decision**

The full report is detailed in the Appendix.

Proposal: That the boundary be updated to include the kitchen area (to the rear of the hall) and outside storage areas; effectively extending the boundary to make a square shape (outlined in blue). The existing boundary is detailed in red.

10) **Fleetwood Town Community Trust, Clerk – for decision**

The full report is detailed in the Appendix.

Question to the Council: Does the Council wish to engage with Fleetwood Town Community Trust? If so, which Councillors would like to attend the introductory meeting?

11) **Feasibility Study for a High Street Pop-up Retail Initiative, Councillor Kelly – for decision**

It is proposed that Garstang Town Council undertake exploratory discussions regarding the feasibility of a local pop-up retail initiative, specifically 4 to 12 week licence opportunities for local start-ups such as artisan food producers, crafts, rural lifestyle, workshops, etc.

The recommendation is that Garstang Town Council:

- i) Approves initial inquiries into the feasibility of a High Street pop-up shop initiative;
- ii) Authorises contact with estate agents, landlords, and Wyre Council regarding possible participation and funding opportunities;
- iii) Requests that findings and recommendations be reported back to Council at the next meeting.

12) **Memorial policy, Councillor Pearson – for decision**

The Full report is detailed in the Appendix.

Proposal: That the Council adopts the Memorial policy, put forward by Councillor Pearson.

13) **Remembrance Sunday 8 November 2026, Councillors Allen, Pearson and Clerk - for decision**

The Full report is detailed in the Appendix.

Proposal: That Full Council approves the organisation of the 2026 Remembrance Sunday event is delegated to the Clerk. Consultation will be carried out with the Lengthsman team, the project team (Councillors Allan and Pearson and additional Councillors), as required.

To delegate all payments to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to be allocated to budget code 45 (budget £815).

14) **Publicity & Engagement with Community - Council surgery dates and Green Focus magazine team, Councillor Perkins and Clerk – for decision**

The proposals are:

- a) approve that Council surgeries continue to be held in Booths; meeting in July (already in the diary), September, November 2026, January, March and May 2027 on a Saturday between 10.00am and 12 noon.
- b) Each surgery to be attended by two Councillors, with a third Councillor on standby in case they are required.
- c) To invite County Councillor James Tomlinson and Wyre Councillors to attend alongside. Attendance would offer a valuable opportunity for residents to also engage with their County and Borough representatives on local matters.
- d) Outstanding lanyards/name badges and the pull up display board to be actioned by the Clerk.

- e) The Clerk advises that all Councillors contribute to the Town Council column in the *Green Focus* magazine, together with the Clerk. The Clerk will coordinate and organise contributions.

15) **Natter at Navarro's, Councillor Dickinson – for decision**

The Full Report is detailed in the Appendix.

Proposal: As a recently appointed Town Councillor, I would like to propose a new community initiative that I believe could make a meaningful difference to the young people of Garstang and the community.

16) **Strategic Plan, Clerk - for decision**

The Full Report is detailed in the Appendix.

The Clerk advises that, following the retirement of two members of the team, additional councillors are invited to join Councillors Atkinson and Hesketh on the working group to help progress the Strategic Plan.

17) **Lancashire County Council (LCC) Consultations, Clerk – for decision**

- a) SEND school places in Lancashire,
- b) Invitation to Participate in the Consultation on the Local Transport Plan (LTP) - Implementation Plan 2026 to 2030

The Full Report is detailed in the Appendix.

How does the Council wish to respond to the 2 consultations?

18) **Greater Garstang Partnership Board, Councillor Pearson – for discussion and information**

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

[Minutes of the meeting 12 May 2026](#). Next meeting 14 July 2026

Planned event - 29 July 2026 meet the Artist Day. Planning a celebratory event with Town Trust & sports club & partners from UKSPF.

19) **Personnel Committee, Clerk – for decision**

Council are asked to approve that Councillor Webster is appointed onto the Personnel Committee.

20) **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 **20 July 2026** by notifying the Clerk by **12 July 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

- 21) **Clerk's Report**
a) **Lancashire County Council – County Councillor Tomlinson** reported at the SLCC Lancashire Brance meeting, on Thursday 4 June that PROW monies will be back in budget from 1 April 2027.

- 22) **Councillor Report**
a) **Councillor Perkins**
4/6/2026 Meeting with Mark Trent, Wyre Council, Community Liaison Officer – regarding finance for youth projects.

- 23) **Outside body representatives**
None.

- 24) **Mayor's engagements**

Date	Event
21 May 2026	Annual Town Council meeting aka Mayor Making
23 May 2026	Churchtown Children's festival
24 May 2026	Civic Sunday – St Thomas' Church
25 May 2026	Garstang And District Children's Festival
30 May 2026	Catterall Gala
6 June 2026	Garstang Armed Forces & Veterans Breakfast Club

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
55	15/06/2026	£633.24	£-	£633.24	Mayor's allowance	Cllr Perkins	Unity Trust Bank
54	15/06/2026	£30.00	£-	£30.00	Refreshments	St Thomas Church	Unity Trust Bank
53	15/06/2026	£30.00	£-	£30.00	Annual subscription	The Ancient & Honourable Guild of Town Criers (AHGTC)	Unity Trust Bank
52	15/06/2026	£2,000.00	£400.00	£2,400.00	Playground Inspections	Wyre Council	Unity Trust Bank
51	15/06/2026	£24.16	£4.83	£28.99	Plants	Daisy Clough Nurseries (Reimbursement to Cllr Perkins)	Unity Trust Bank
50	15/06/2026	£27.08	£5.42	£32.50	Plants	Barton Grange Garden Centre (Reimbursement to Cllr Perkins)	Unity Trust Bank
49	15/06/2026	£6.67	£1.33	£8.00	Office Remote Wi-Fi	ID mobile	Unity Trust Bank
47	15/06/2026	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
46	15/06/2026	£9.93	£1.99	£11.92	Repair Lengthsman machines	Mowerpower Ltd	Unity Trust Bank
45	15/06/2026	£1,408.99	£-	£1,408.99	Pension	Lancashire County Council	Royal Bank of Scotland
44	15/06/2026	£32.46	£6.49	£38.95	Mobile phone	Vodafone	Unity Trust Bank
43	15/06/2026	£7.09	£1.42	£8.51	Materials	C&C Supplies Collinson Ltd	Unity Trust Bank
41, 42 & 48	15/06/2026	£4,964.13		£4,964.13	Staff salaries	Salaries to be paid electronically on 26/06/2026. 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 9: Scout Hut Lease, Councillor Pearson & Clerk**

Proposal: That the boundary be updated to include the kitchen area (to the rear of the hall) and outside storage areas; effectively extending the boundary to make a square shape (outlined in blue). The existing boundary is detailed in red.



Background Information:

From the Finance & Governance Committee there is an outstanding action. 8 Tenancy Agreement requires alteration due to incorrect boundary being detailed

In the lease agreement, dated 1/3/2010 between the Town Council and the Garstang Scout & Guide Headquarters Association, the boundary detailed is incorrect.

DATED 1st March 2015
2009

THE TOWN COUNCIL OF GARSTANG (1)

- and -

JULIE BELL and KEITH RAWCLIFFE as Trustees of the
GARSTANG SCOUT & GUIDE HEADQUARTERS ASSOCIATION (2)

LEASE

- of -

Scout and Guide Headquarters, Kepple Lane,
Garstang, Lancashire

3) **Item 10: Fleetwood Town Community Trust, Clerk – for decision**

Background:

I have recently joined Fleetwood Town Community Trust as CEO.

Possessing over 16 years senior leadership experience in the charity sector, I've been proud to have collaborated with many parish and town councils to help align and deliver programmes that align with their strategic objectives.

Having developed an understanding of the Trusts operations in Garstang, I'd very much welcome the opportunity to meet with you to discuss these further, alongside some ideas around how through joint working, we may be able to amplify the reach of such services.

Over the past ten years both in Lancashire and in Greater Manchester, I have taken pride in collaborating with parish and town councils, in order to develop and deliver place based programmes that meet the local need and desires of communities the organisations I lead serve.

Working in partnership with Garstang Town Council, I would welcome the opportunity to explore how as a partnership we may be able to enhance engagement opportunities for local residents, through both the upscaling of current provision and drawing down of external investment.

In particular, I would welcome the opportunity to focus on the following themes;

- Opportunities for young people and youth work.
- Family support activities.
- Isolation reduction activities.
- Work, skills and employability activities.
- Youth social action activities.

As a starting point for potential collaboration.

Tom Hutton, CEO, Fleetwood Town Community Trust

4) **Item 11: Feasibility Study for a High Street Pop-up Retail Initiative, Councillor Kelly**

The recommendation is that Garstang Town Council:

- i) Approves initial inquiries into the feasibility of a High Street pop-up shop initiative;
- ii) Authorises contact with estate agents, landlords, and Wyre Council regarding possible participation and funding opportunities;
- iii) Requests that findings and recommendations be reported back to Council at the next meeting.

2.0 Background Information:

This proposal includes:

1. Engagement with Local Estate Agents and Property Representatives

To approach estate agents and property representatives currently advertising vacant retail premises on Garstang High Street in order to:

- gauge landlord interest,
- identify suitable premises,
- assess likely rental expectations,
- and explore willingness to offer short-term occupation licences.

2. Engagement with Wyre Council

To approach Wyre Council regarding:

- potential town centre regeneration support,

- business support funding,
- UK Shared Prosperity Fund opportunities,
- and any existing “meanwhile use” or economic development initiatives.

3. Assessment of Potential Local Demand

To assess potential interest from:

- local start-up businesses,
- online retailers seeking physical presence,
- craft and artisan traders,
- seasonal businesses,
- and community enterprises.

3.0 Background Documents:

None.

4.0 Implications to be completed by the Councillor and Clerk: At this stage, the proposal is exploratory only.

No commitment to expenditure is currently requested beyond:

- councillor time,
- email correspondence,
- and preliminary discussions.

Any future financial commitments or pilot scheme proposals would be brought back to Council for consideration following completion of initial inquiries.

Potential future funding sources may include:

- Wyre Council regeneration funding,
- UK Shared Prosperity Fund programmes,
- and any Lancashire economic development initiatives.

Yes	Yes/No	Detail
Staffing Implications	N	
Council objectives	Y	the aim is to support existing businesses as well as attract new activity
Equalities & diversity	N	
Community safety	N	
Sustainability	N	the council would act as a facilitator
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	N	

Yes	Yes/No	Detail
There is provision within the budget	N	
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	
Other legal considerations:	N	
Risk Management (including health and safety)	N	

5) **Item 12: Memorial policy, Councillor Pearson**

Introduction

The Town Council owns & controls a number of areas of land in the Town and receives requests for memorials to be located on these sites in memory of persons or events. The memorials most usually requested are of individual or groups of trees, with or without memorial plaques, benches, again with or without memorial plaques, or simply memorial plaques. Whilst the Council is sympathetic to all such requests it is often placed in difficulties in responding as the requests are sometimes for memorials that do not accord with the Council's management strategies for the areas concerned. They could also create a precedent that make it difficult for the Council to refuse (If it wanted to) subsequent applications for similar memorials in the same or a different location.

Background:

[Amenities & Public Realm Committee Meeting, 10th February 2025 Minutes](#)
048(2025-26) Memorial plaques and trees, Clerk

Policy

The Council has concluded that as there already many memorials in the Town, it will now only consider the placement of memorials such as benches or trees by the Council itself for major Civic /Public events, Coronations, the passing of a Monarch etc

The Council will provide areas within the Town where standard sized plaques can be added to a memorial area/item, such as a bench. These items will be charged as a one-off price which will cover the production installation and maintenance of the plaque, which will be determined by the Clerk/RFO.

Notes

1. Accepting the policy in this form sets the basic principles for the memorials within the Town but would allow changes to be made as areas become 'full'
2. Future areas can be added and alternatives offered without change to the

basic policy

3. The policy can easily be maintained by the Clerk without further reference to the Council

4. Additional areas can be incorporated into future plans for areas the Council controls

Suggested Area 1

The recently installed benches on Kepple Lane Park [these are already in situ and a conversation with the former Councillor who proposed the siting of these benches indicates that he would like to see them used in this way] The infrastructure is already in place and the cost would be set so as to be cost positive to the Council to allow for long term maintenance

Suggested Area 2

Any of the benches on the Pat Seed garden which are not currently 'memorialised'

The infrastructure is already in place and the cost would be set so as to be cost positive to the Council to allow for long term maintenance

Suggested Area 3

The creation of a brick-sett pathway on an area within the Kepple Lane Park into which memorial bricks can be inserted. This would require the installation of the path which would be part of the continued development of the Park and the pricing of the carved bricks. [This suggestion has not been priced for either the installation or the individual bricks

Examples brought forward from the Lead Lengthsman are:

[Buy a brick within our Walk of Life](#)

[Remembrance Garden](#)

6) **Item 13: Remembrance Sunday 8 November 2026, Councillors Allen, Pearson and Clerk - for decision**

Proposal: That Full Council approves the organisation of the 2026 Remembrance Sunday event is delegated to the Clerk. Consultation will be carried out with the Lengthsman teams, the project team (Councillors Allan and Pearson and additional Councillors), as required.

To delegate all payments to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to be allocated to budget code 45 (budget £815).

Remembrance Sunday falls on 8th November 2026.

The event includes organising the parade, the service at St Thomas' and the service at the War Memorial. The wider project team will include representatives from the Armed Forces and Military Veterans Breakfast Club, St Thomas's Church and the Garstang Lions.

The Clerk will handle the administrative aspects of the event, including:

- i) coordinating with Pilling Band,
- ii) arranging the road closure,
- iii) managing printing requirements,
- iv) organising refreshments at the Arts Centre,
- v) inviting dignitaries and community groups, and
- vi) securing first aid provision.

Yes	Yes/No	Detail
Staffing Implications	Y	The Clerk will be required to spend up to 5 days of effort
Council objectives	Y	Decision
Equalities & diversity	N	
Community safety	N	Risk Assessments will be completed by TC and HOGs. Lions will provide event Marshals
Sustainability	N	
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	Y	First Aid, Printing, Pilling Band and Arts Centre
There is provision within the budget	Y	Costs covered by budget Code 45 Remembrance Sunday £815.00
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	
Other legal considerations:	N	
Risk Management (including health and safety)	Y	Risk Assessments to be prepared

7) **Item 15: Natter at Navarro's, Councillor Dickinson – for decision**

As a recently appointed Town Councillor, I would like to propose a new community initiative that I believe could make a meaningful difference to the young people of Garstang and the community.

The idea is called "Natter at Navarro's", a relaxed, informal evening held once or twice a month at Navarro's Coffee Shop, providing a welcoming space where young people can come together to talk, socialise, and discuss any concerns or challenges they may be facing.

The aim is not to provide counselling or professional mental health services, but to create an environment where conversations are encouraged, friendships are built, and young people know where they can be signposted for further support if needed. In a time when social media and mental health challenges continue to affect many young people, I believe providing a local space to connect could have significant benefits.

I would also like to explore working alongside Garstang Community Academy, subject to their agreement, by delivering an assembly to introduce the initiative

and potentially inviting student representatives from each year group to become ambassadors, helping to encourage attendance and ensure the sessions remain relevant to young people.

The initiative would strengthen the community, encourage early intervention for wellbeing concerns and demonstrate Garstang's commitment to investing in its younger generation.

8) Item 16: Strategic Plan

The Clerk advises that, following the retirement of two members of the team, additional councillors are invited to join Councillors Atkinson and Hesketh on the working group to help progress the Strategic Plan.

Background

20/10/2025 [Agenda item 17 & Appendix](#)

Minute 113(2025-26)

Lee-Bromley Strategic Plan

That the Town Council approves the implementation of the first stage towards a Strategic Plan (as set out in Section 3).

19/1/2026 [Agenda item 16](#)

Minute 173(2025-26)

Atkinson Strategic Plan

Council agreed that temporary support is needed in 2026 to progress strategic planning and reorganisation work, with up to £3,000 approved from reserves and authority delegated to the Clerk (with relevant chairs) to manage spending and staffing.

Summary

The working group proposes a first stage to develop a Strategic Plan through a community awareness campaign, a resident survey, and analysis of results using SWOT to set clear priorities (core, improvements, transformation).

The long-term aim is to create a 3–5 year plan aligned with community priorities, improving decision-making, transparency, and engagement with stakeholders.

The approach will benefit the Council, residents, and partners by providing clearer governance, stronger community input, and an evidence-based strategy.

If approved, next steps include developing the campaign and survey, analysing responses, and bringing findings back to Full Council to agree future priorities.

9) Item 17: Lancashire County Council (LCC) Consultations

a) [Have your say on new SEND school places in Lancashire](#)

The council is planning several building projects to create more special school places across Lancashire. This is to help meet current and future need.

The SEND team are starting formal consultations on five new SEND projects. What people tell them during these consultations will help inform plans for each project. Click on the links above and below, for information about five potential projects, and to submit your online responses to the relevant project(s):

[LCC Consultation: new SEND school places in Lancashire](#)

People can take part by completing an online survey to share your views on each proposal. **The surveys are open until 26 June 2026.**

The expansion is part of the SEND Capital Strategy, which the council approved in February 2026. The strategy is based on feedback from parents, carers and professionals.

People can share their views again during the planning process in September 2026. This will include feedback on the proposed building changes.

For queries about the consultation, or to request information in alternative formats, please email inclusion.north@lancashire.gov.uk

b) We are writing to invite Parish, Town, and local Councils representatives to take part in the consultation for the Local Transport Plan (LTP) - Implementation Plan.

This plan forms a key component of the wider Lancashire Local Transport Plan and sets out in detail how improvements to travel and transport will be delivered at a local level over the next four years.

Your views are vital in helping us to develop a transport system that supports a stronger, fairer and sustainable future for Lancashire.

Your organisation's input will help us to inform the final version of the Local Transport Implementation Plan, and ensure it reflects the priorities and aspirations of those who live, visit and work in Lancashire.

Here is the consultation webpage:

<https://lancashire-cca.gov.uk/have-your-say/local-transport-plan-ltp-implementation-plan-2026-2030>

The webpage has some materials to support your review, including:

- Lancashire Local Transport Implementation Plan
- Integrated Sustainability Appraisal (ISA)
- The Habitats Regulations Assessment (HRA).

We're asking if you could review the draft plan and share your feedback by completing our online survey.