



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th June 2026 Minutes

Chairman; Councillor Perkins

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

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

The Mayor welcomed Councillor Allan back to the meeting

010(2026-27) Apologies for absence

Councillors Atkinson, Brooks, Halford and Webster.
PCSO Creighton

011(2026-27) Declaration of Interests and Dispensations

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

012(2026-27) 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) £5 million pounds had been budgeted for roads for this year, involving 100 plus miles of surface dressing
- ii) CC Ella Worthington is championing 'Civic Pride', The initiative aims to transform Lancashire into a county where every resident feels connected, valued, and proud of their community. A practical example is encouraging litter picking in the community.
- iii) LCC is cracking down on shops that sell vapes to children

The Mayor thanked him for personally filling potholes on Park Hill Road in preparation for the Children's Festival.

Wyre Councillor Dulcie Atkins reported:

- i) She had attended the Wyre Flood Forum meeting; on 22nd June a crane is scheduled to arrive to carry out works at the flood barrier, with completion expected by September.
- ii) The Rivers Trust have planted 34,000 trees.

Wyre Councillor Alice Collinson spoke on planning matters, including the potential development of Green Belt land.

Wyre Councillor Robert Atkins reported:

- i) On the potential impact of Local Government Reorganisation on Wyre; noting that Blackpool Council has submitted a planning application for 700 houses within Wyre's boundary.
- ii) He also advised that food waste collection is progressing well. In September, LCC will be using the waste for compost.
- iii) the Sports Club has been receiving favourable comments from visitors.

A member of the public, representing the group Garstang4Business reported: Booths are hosting the Garstang4Business AGM 16th June 5.30pm to start at 6pm, with light refreshments.

Councillor Pearson reported on the outstanding works at the bus stop near the Arts Centre and extended an invitation to Garstang4Business to attend the GGPB Stakeholder Engagement Event. The issue of food waste bins being blown around on collection days was also discussed.

The meeting was reconvened.

013(2026-27) Announcements

The Mayor reported that:

- i) She had enjoyed attending Garstang Children's, and the neighbouring parish, festivals.
- ii) Her meeting with Mark Trent – detailed in 'For information'
- iii) Thanks to Councillor Dickinson for her agenda item 'Natter at Navarro's', that supported her aim of encouraging greater involvement from younger people in our community.

014(2026-27) Minutes of the last meetings

Councillors were 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.

Resolved: The minutes of the Town Council meetings held on:

- a) Full Council meeting, 18 May 2026
- b) Annual Town Council meeting, 21 May 2026.

were confirmed and signed as a true record.

015(2026-27) Finance payments, Clerk/RFO

Resolved: Councillors approved the payment voucher numbers 41 – 55, as detailed in the Appendix. The Council noted that the Clerk is following up advice received from the Internal Auditor with regards to payment of the Mayor's allowance.

016(2026-27) Wyre Council Planning, Clerk

- a) **Application Number: 26/00424/ADV**
Proposal: Proposed installation of external signs and associated lighting.
Location: Eagle And Child High Street Garstang

Resolved: No objections

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

Resolved: No objections

017(2026-27) Year-end accounts and Annual Governance and Accountability Return 2025/26 Part 3, 1 April 2025 – 31 March 2026, Clerk/RF0

a) Internal Audit, Annual Governance and Accountability Return Statement

The Council received and noted:

- 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

Resolved: The Council approved the statutory receipts and payments 31/03/2026.

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

Resolved: The Council completed and approved Section 1, Annual Governance Statement.

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

Resolved: The Council approved Section 2, Accounting Statement.

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

The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Thursday 18th June - 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 2025, between these dates.

018(2026-27) Scout Hut Lease, Councillor Pearson & Clerk

Councillor Pearson reported that there is an outstanding action from the Finance & Governance Committee: 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.

Resolved: The Council approved 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).

019(2026-27) Fleetwood Town Community Trust, Clerk

Resolved: The Council wished to engage with Fleetwood Town Community Trust. The Council **further resolved** that Councillors Hesketh, Hodgson and Perkins attend the introductory meeting.

020(2026-27) Feasibility Study for a High Street Pop-up Retail Initiative, Councillor Kelly

Resolved: The Council approved to 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. by

- 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.

The Chair of GGPB, Councillor Pearson agreed to invite Councillor Kelly to the next GGPB meeting.

021(2026-27) Memorial policy, Councillor Pearson

Resolved: The Council adopted the Memorial policy.

022(2026-27) Remembrance Sunday 8 November 2026, Councillors Allen, Pearson and Clerk

Resolved: The Council approved that 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).

023(2026-27) Publicity & Engagement with Community - Council surgery dates and Green Focus magazine team, Councillor Perkins and Clerk

Resolved: The Council approved:

- a) approve that Council surgeries continue 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.

024(2026-27) Natter at Navarro's, Councillor Dickinson

Councillors considered a proposal for Natter at Navarro's, a regular informal gathering for young people at Navarro's Coffee Shop to encourage social interaction, wellbeing, and signposting to support services where needed.

Resolved: The Council approved the initiative and supported further engagement with local youth organisations and schools to promote participation. The Council **further resolved** that permission be sought from the Town Trust to hold the event in the indoor market.

025(2026-27) Strategic Plan, Clerk

The Clerk advised 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.

Resolved: The Council approved that Councillors Hodgson and Kelly join the working group.

026(2026-27) Lancashire County Council (LCC) Consultations, Clerk

Resolved: The Council approved that:

- a) SEND school places in Lancashire; the survey be completed by the Clerk and Councillor Hesketh.
- b) Invitation to Participate in the Consultation on the Local Transport Plan (LTP) - Implementation Plan 2026 to 2030; the survey be completed by the Clerk and Councillor Pearson.

027(2026-27) Greater Garstang Partnership Board, Councillor Pearson

Minutes of the meeting held on 12/05/2026 had been circulated. The next meeting is on 14 July 2026. The GGPB Stakeholder Engagement Event will take place on Monday 29 June, from 3:00 to 5:00 pm, at Garstang Library. There will be exhibition boards showcasing recent projects, including the new artwork recently added to the town, and refreshments will be provided. The event will also provide an opportunity to meet members of the Board and network with others who have an interest in Garstang and the surrounding area. The Maker's Market is to be held this Sunday 21/06/2026.

028(2026-27) Personnel Committee, Clerk

Resolved: The Council approved that Councillor Webster is appointed onto the Personnel Committee.

029(2026-27) 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.

The Meeting Finished at: 8.15pm

030(2026-27) 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.

031(2026-27) Councillor Report

a) **Councillor Perkins**

4/6/2026 Meeting with Mark Trent, Wyre Council, Community Liaison Officer – regarding finance for youth projects.

032(2026-27) Outside body representatives

None.

033(2026-27) 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