



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 17th August 2026 Minutes

Chairman; Councillor Perkins

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

Also present: Town Clerk, Edwina Parry, Wyre Councillor Alice Collinson, PCSO's Creighton and Yates and 3 members of the public that included a representative from the Garstang and District Heritage Society.

051(2026-27) Apologies for absence

Councillors Atkinson and Dickinson.

County Councillor Tomlinson

Councillor Webster reported Councillor Brooks apologies.

The Clerk reminded Councillors that, under Assertion 10 (Digital and Data Compliance), council business should be conducted using authority-owned email accounts to ensure compliance with data protection requirements.

The Clerk further reminded Councillors of the Council's Email and Teams Protocol for Councillors and Officers (Minute 101 (2024-25), 21 October 2024), which states that emails received from Councillors' personal email accounts should not be responded to and should be deleted. Responding to such emails would be contrary to the Council's approved policy.

052(2026-27) Declaration of Interests and Dispensations

058(2026-27) Councillor Perkins declared an 'other interest'. She is a member of the Garstang and District Heritage Society.

053(2026-27) Public participation

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

A summary is provided below.

The PCSOs reported that they and Sgt Eliot had no updates, which was welcomed.

Councillors requested an update/raised the following on:

- i) the electric bike purchased with contributions from local parishes;
- ii) people gathering outside No. 19 High Street and spilling onto the pavement and highway. The PCSO's advised that Wyre Council's

- Licensing team could provide guidance on the rules for taking drinks outside;
- iii) noise at the Eagle & Child public house. The PCSO's advised that Wyre Council's Environment Health team could provide guidance

Councillor Alice Collinson was asked to follow up items ii) and iii) with Wyre Council.

The Council noted that PCSO Yates is leaving to join the police. Councillors wished her well in her new career and thanked her for her hard work in Garstang.

Wyre Councillor Collinson reported that there were no updates on how unitary arrangements will develop and said an update would be provided at the next meeting.

The meeting was reconvened.

054(2026-27) Announcements

The Mayor reported that she had attended various wonderful events; a highlight being the Garstang Armed Forces & Veterans Breakfast Club Ball on Saturday evening (15/8/2026)

055(2026-27) Minutes of the last meetings

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 July 2026.

Resolved: The minutes of the Town Council meeting held on 20 July 2026 were confirmed and signed as a true record.

056(2026-27) Finance payments, Clerk/RFO

Councillors were asked to approve the payments, detailed vouchers 88 – 97, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 88 – 97, as detailed in the Appendix.

057(2026-27) Wyre Council Planning, Clerk

- a) **Application Number: 26/00611/FUL**
Proposal: Proposed first floor rear extension.
Location: 17 Yewlands Drive Garstang

Resolved: No objections

- b) **Application Number: 26/00617/FUL**
Proposal: New Gates over 1 meter high fronting a highway
Location: 2 Myrtle Cottage Church Street Garstang

Resolved: No objections

058(2026-27) Noticeboard update, Heritage Society representative, Clerk

The representative from the Garstang and District Heritage Society gave the Council an update on the Noticeboard project.

The Trail leaflets have been amended and the updated versions are available to download from the Council's website. QR codes for the blue plaques are currently with the printers and will be attached once received and tested.

Wyre Council is kindly printing an A1 copy of the heritage side of the information boards. Once approved and sent to print, the leaflets can be printed at the same time. The business group is still finalising the map side of the board, which will also require Council approval before printing.

Resolved: The Town Council approved the posters and agreed that the information would be displayed in accordance with the Council's approved [Noticeboard policy](#).

059(2026-27) Wyre Council Hackney Carriage and Private Hire Licensing Policy Consultation, Clerk

Wyre Council is consulting on a new taxi licensing policy that will set out the requirements for the licensing and safe operation of hackney carriage and private hire vehicles within the borough.

Resolved: The Council delegated the response to the Clerk, stating that the Town Council supports the use of licensed local taxi drivers to transport residents in Garstang, rather than licensed taxi drivers from outside the area, such as Knowsley, Harrogate and Leeds.

060(2026-27) Safeguarding Policy, Chair of Personnel Committee, Councillor Hesketh

It was noted that not all Councillors had been able to access the circulated Safeguarding Policy.

Resolved: That the decision be deferred to the September meeting on 21/9/2026, to allow all Councillors the opportunity to consider the draft Safeguarding Policy.

061(2026-27) Lancashire Fire and Rescue Service - Community Risk Management Plan consultation, Clerk – for decision

The Council considered Lancashire Fire and Rescue Service's phase two consultation on its draft Community Risk Management Plan 2027–32. The consultation seeks views on the community risks identified in the plan and the proposed approach to preventing and responding to them.

Resolved: That authority be delegated to the Clerk, in consultation with the Mayor, to complete the online survey by 9/10/2026.

062(2026-27) Greater Garstang Partnership Board, Councillor Pearson

Councillor Pearson reported that the minutes for the last meeting (14/7/2026) had been approved and circulated earlier in the day.

The recent stakeholder engagement event (29/6/2026) had showcased recent projects gave examples of strengthen partnerships and projects across Greater

Garstang. A Councillor expressed frustration that several shop premises remain vacant despite having been sold.

063(2026-27) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

The Council resolved that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

064(2026-27) Payroll provider, Clerk/RFO

Resolved: That the Council terminates the service with Morecambe Town Council. The Council **further resolved**, after reviewing quotations, that Suffolk Association of Local Councils be appointed to provide the payroll service.

065(2026-27) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

The Council resolved that, the confidential business having been concluded, the press and public be re-admitted to the meeting.

066(2026-27) Items for next Council monthly agenda

Councillors were 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 **21 September 2026** by notifying the Clerk by **13 September 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: 8.20pm

067(2026-27) Clerk's Report

a) Wyre Planning Policy - July 2026 Newsletter

Contained within this newsletter is information relating to:

Permanent Article 4 Direction

Community Infrastructure Grant Programme

Biodiversity Net Gain Update

068(2026-27) Councillor Report

Strategic Plan meeting held on 6/8/2026, Councillor Hesketh, Hodgson & Kelly

The Strategic Plan Project Team met on 6 August 2026 to discuss the development of a clear strategic direction for Garstang Town Council.

The group agreed on the importance of establishing a shared vision for Garstang over the next five years, ensuring that future projects and initiatives align with agreed priorities and the Council's core responsibilities.

Discussion focused on undertaking a SWOT analysis, engaging with local community groups and residents to gather views on Garstang's future, and improving communication to raise awareness of the Council's work and achievements. The team also agreed to meet monthly to progress the Strategic Plan and will begin work on community consultation and a coordinated communications programme.

069(2026-27) Outside body representatives

None.

070(2026-27) Mayor's engagements

Date	Event
11th July 2026	Meadowcroft Open Day
15th July 2026	Churchtown in Bloom regional judging
16th July 2026	Dolly and the Mixtures Sing-a-thon
16th July 2026	Scouts AGM
20th July 2026	Meeting with Community Police
22nd July 2026	Garstang in Bloom
25th July 2026	Youth Market
25th July 2026	Beating the Retreat
1st August 2026	Garstang Show
5th August 2026	Churchtown in Bloom national judging

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
97	17/08/2026	£9.93	£1.99	£11.92	Repair Lengthsman machines	MOWERPOWER LTD	Unity Trust Bank
96	17/08/2026	£4.98	£1.00	£5.98	Mobile phone	TalkMobile	Unity Trust Bank
94	17/08/2026	£6.67	£1.33	£8.00	Office Remote wifi	ID mobile	Unity Trust Bank
93	17/08/2026	£437.75	£0.00	£437.75	room hire	Lancashire County Council	Unity Trust Bank
92	17/08/2026	£1,727.21	£0.00	£1,727.21	Pension	Lancashire County Council	Royal Bank of Scotland
91	17/08/2026	£32.86	£6.57	£39.43	Mobile phone	Vodafone	Unity Trust Bank
90	17/08/2026	£92.34	£11.10	£103.44	Materials	C&C Supplies Collinson Ltd	Unity Trust Bank
88, 89 & 95	17/08/2026	£5,069.07		£5,069.07	Staff salaries	Salaries to be paid electronically on 26/08/2026. 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