



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th August 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, 17 August 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, 17 August 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

12th August 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 meeting held on [20 July 2026](#).
- 6) **Finance payments, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 88 – 97, in the Appendix.
- 7) **Wyre Council Planning, Clerk – for decision**
The Town Council has been consulted on the following applications; the Council is asked to respond.
 - a) **Application Number: 26/00611/FUL**
Proposal: Proposed first floor rear extension.
Location: 17 Yewlands Drive Garstang
 - b) **Application Number: 26/00617/FUL**
Proposal: New Gates over 1 meter high fronting a highway
Location: 2 Myrtle Cottage Church Street Garstang
- 8) **Noticeboard update, Heritage Society and Garstang4Business representatives, Clerk – for decision & information**
A summary to date is provided in the Appendix.

Town Council approval is sought for the information to be displayed on the Town Council owned noticeboards. The Clerk is advising that any further decisions for the noticeboard are delegated to the Clerk.

9) **Wyre Council Hackney Carriage and Private Hire Licensing Policy Consultation, Clerk – for decision**

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. The [letter](#) relating to our Draft Hackney Carriage and Private Hire Licensing Policy 2026 and [Draft Policy Document](#) have been circulated.

How does the Town Council wish to respond?

10) **Safeguarding Policy, Chair of Personnel Committee, Councillor Hesketh – for decision**

Further to Personnel Committee minute 012(2026-27), 15/7/2026

Resolved: *The Committee approved the policy and will recommend to Full Council, on 17 August, that the Safeguarding Policy be adopted and reviewed annually.*

Proposal: That the Town Council approve the [circulated Safeguarding Policy](#).

11) **Lancashire Fire and Rescue Service - Community Risk Management Plan consultation, Clerk – for decision**

Views are being sought to help shape our draft Community Risk Management Plan (CRMP) 2027-32. The draft CRMP sets out how we will make Lancashire safer over the next five years (2027 to 2032) based on the greatest risks to the people and communities of Lancashire. It explains the outcomes we want to achieve, the areas we will focus on, and how we will measure success.

This is **phase two** of our consultation: we want your views on the community risks identified in our plan and how we intend to prevent and respond to them. Your feedback will be used to shape the final version of the CRMP and how we deliver services in the future. As one of our most important partners, your views are essential, and I would be most grateful if you could complete our [online survey](#) before 9/10/2026.

Recommendation to Council: That authority be delegated to the Clerk, in consultation with the Mayor, to complete the survey.

12) **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. The minutes for the last meeting was on [14 July 2026](#) are scheduled for approval w/b 17/8/2026.

13) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

To resolve 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.

14) **Payroll provider, Clerk/RFO – for decision**

The Full report is detailed in the Appendix.

15) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

16) **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 **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.

17) **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

18) **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.

19) **Outside body representatives**

None.

20) **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

2) **Item 8: Noticeboard update, Heritage Society and Garstang4Business representatives, Clerk – for decision & information**

The Heritage Society and Garstang4Business representatives will attend to update the Council on the noticeboard project. The heritage board artwork is progressing and the business group are developing the town map side. Trail guides and a window sticker for businesses offering free guides are also being finalised.

Update 11/8/2026 - The Trail leaflets are amended, new versions available to download off our website. QR codes for blue plaques are at the printers. We will get them fixed to the blue plaques as soon as we get them and have checked that they work.

Wyre are very kindly printing us an A1 size copy of the heritage side of the information boards. Town Council approval is sought. Once this panel is approved and goes to print, we can send the leaflets for printing at the same time. Awaiting the business group to finalise their map half of the board out then get it approved by the council and off to print.