



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 21st September 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, 21 September 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, 21 September 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

16th September 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 [17 August 2026](#).

b) Full Council Extraordinary Meeting [8 September 2026](#)

6) **Councillor vacancy arising from the resignation of Councillor Atkinson, Clerk – for decision.**

Councillor Atkinson's resignation has been notified to Wyre Council in accordance with the statutory requirements. If no request for a by-election is received within the prescribed period; the expiry date for any requests to hold an election is 6 October 2026, the Council will be required to fill the vacancy by co-option as soon as practicable.

The Clerk contacted the applicant who received the second-highest number of votes in the co-option process on 8/9/2026 to ask whether he remained interested in the vacancy. He has confirmed that he has since pursued other opportunities and is no longer available for co-option.

How does the Council wish to proceed if there are no election requests from Wyre Council?

- 7) **Removal of Resigned Councillor Atkinson as an approved signatory**
With immediate effect of his resignation, the RFO removed Councillor Atkinson, as an approving signatory, from the Unity Trust Account (current account).

Councillors are asked to appoint a replacement councillor on the bank mandates outlined in the table below adhering to Financial Regulations 6.1. *The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee.*

	Current signatories
Unity Trust Bank	Clerk & Councillor Atkinson, Allan, Halford & Pearson
Royal Bank of Scotland	To be confirmed by bank – will be reported at meeting.
Nationwide	Clerk & Councillors & Allan Atkinson
Lloyds Bank	Clerk & Councillor Atkinson
Hinckley & Rugby Building Society	Clerk & Councillor Atkinson

- 8) **Finance payments and matters, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 108 - 124, in the Appendix.

i. **For noting: LGA 2026 Local Government Pay Settlement, 24/8/2026**
The Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026.

The agreed pay award covers the period from 1 April 2026 to 31 March 2027, and employers are being encouraged to implement the increase as quickly as possible. The RFO advises that, as per employment contracts, the backdated pay will be included in September's payroll.

- ii. **For decision:** Suffolk ALC, the Council's new payroll provider, has advised the Council to:
- approve basic salaries as normal each month; (detailed on Scribe) and
 - process mileage claims under delegated authority and report them to the Council at its next meeting.

These arrangements are consistent with Financial Regulation 6.6, which permits the Council to authorise in advance a schedule of regular payments arising from continuing contractual or statutory obligations, including salaries, PAYE, National Insurance, pension contributions and similar payments.

- iii. **For decision:** Following ongoing issues with the Council's desktop computer, (16/09/2026 report taken to the Personnel Committee), Council approves the purchase of a replacement hard drive from CTRL ALT DEL IT, funded from the EMR IT Maintenance Reserve (current

balance £1,092.86). The Clerk has been advised that a new Dell desktop would be circa £610 or last year's model would be circa £450.

How does the Council wish to proceed?

9) **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: 26/00629/FUL**

Proposal: Erection of loft Conversion with rear Dormer

Location: 2 West View, Park Hill Road, Garstang

10) **Completion of the limited assurance review for the year ended 31 March 2026, RFO – for decision**

Usual practice for the September meeting is to report the completion of the review of the Annual Governance & Accountability Return (AGAR) for the year end 31 March 20xx.

At the time of publishing this agenda, no formal response has yet been received. A final report will be presented to Council once confirmation from the auditor is received.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what the Town Council must do at the conclusion of the review. In summary, the Town Council are required to:

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Recommendation to Council:

The Council are asked to resolve that points a) to d) are enacted by the RFO.

11) **Remembrance Sunday - Informal Meetings: Suggested New Structure, Clerk – for decision**

Councillors are asked to consider the [circulated report](#) prepared by the Clerk, Councillor Alec Allan has been involved in the preparation of the report.

Recommendation: That the planning of the Remembrance Sunday event be overseen by the Amenities and Public Realm (A&PR) Committee, this concurs with the Committee's ToR (*Assisting Full Council and the Lengthsman for Town Council Events*); that practical coordination continue through informal planning meetings; and that all matters requiring formal authority or expenditure be referred through the Council's approved decision-making arrangements.

- 12) **Precept/Budget 2027/2028, RFO – for decision**
The Finance Committee will meet on 23 September 2026 to discuss the budget for 2027/2028. Councillors are asked to provide the RFO with projects and associated finance requirements/budgets (based on estimates obtained), at the meeting so that they may be verbally reported at the Finance committee meeting and included in next year's precept.

- 13) **Grant applications to the Town Council, Clerk/RFO – for decision**
The full report is detailed in the Appendix.

Recommendation to Council:

That the Town Council consider and review the 1 grant application received from Greater Garstang Men's Shed who is seeking a grant of £950, against the Town Council's policy and allocate the budget of £2,700 accordingly.

- 14) **LCC - Parish and Town Council Conference, Saturday 14/11/2026, Clerk – for decision**
We are pleased to invite you to register for the [Parish and Town Council Conference](#), from 9.30am to 3.00pm, at The Exchange, County Hall, Preston. The conference will be followed by the LALC AGM for delegates who wish to remain for this session. Registrations must be completed by Sunday 18 October.

Decision required from the Council: Who would like to attend this event?

- 15) **LALC - Consultation on Future Legal Structure - Response Required from Member Councils, Clerk – for decision**
LALC is [consulting member councils](#) on whether it should continue exploring the option of becoming a Company Limited by Guarantee.
Please read the consultation pack and discuss the proposal as a council. LALC is seeking a response that represents the council's collective view, ideally agreed and minuted at a formal meeting.
Online information sessions will be held on:
- Tuesday 29 September 2026 at 6.30 pm
 - Saturday 10 October 2026 at 11.00 am
- Responses must be received by **12 noon on Friday 6/11/2026**. The matter will be considered at LALC's AGM on Saturday 14/11/2026 at 3.00 pm.

Decision required from the Council: How does the council wish to respond?

- 16) **Lease boundary for the Garstang Scout & Guide Headquarters Association – Clerk, for decision**
Background: 15 June 2026 Minute 014(2026-27)
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). Council are asked to consider the [3 quotations](#)

Recommendation to council: That Wellers Law Group, be appointed, to prepare the necessary deed to amend the lease boundary for the Garstang Scout & Guide Headquarters Association at a cost of £950 plus VAT, and that

the Clerk be authorised to provide the required documentation and progress the matter. The cost to be met from EMR 51 Legal & Consultancy contingency

17) **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.

[14 July 2026 minutes](#)

[15 September agenda](#)

18) **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 **19 October 2026** by notifying the Clerk by **11 October 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.

19)

Clerk's Report

a) Local Government Reorganisation (LGR)

The Government has paused and is reviewing Lancashire's Local Government Reorganisation proposals; May 2027 elections will still take place on existing boundaries, councils continue to operate as normal, and a revised implementation timetable may push any new unitary arrangements back to 2029.

LCC

Discussions are already underway about the next steps following the decision to pause and review Local Government Reorganisation (LGR) in Lancashire. Ministers have recognised the hard work that has taken place so far, while also acknowledging the frustration this review may cause. The government has reiterated its commitment to LGR and its role in supporting devolution during this Parliament.

The review will look at all aspects of LGR, including legal considerations and the proposals that have already been submitted. I do not yet have a timetable, other than being told it will be a rapid review covering all 14 areas affected across the country. Based on current government statements, and assuming the shadow elections now take place in 2028, the likely Vesting Day would be April 2029.

Work on the Lancashire LGR Programme will continue. Councils across Lancashire are continuing to work together and will adapt our plans as the review progresses, ensuring we are prepared for whatever decision is made.

The government has published a set of FAQs, which you can find here: [Lancashire LGR Your Questions Answered](#). I recognise the uncertainty this will cause and will work with government officials to restore some clarity to our programme as soon as possible. I would also like to thank you for your engagement, feedback and support so far.

b) Town and Parish Council Elected Member Briefing

On Tuesday 2nd September, the parish council team at LCC delivered a briefing to elected members regarding how we should work and communicate with parish councils. The briefing was also attended and supported by members of LALC.

It was suggested that this information may also be useful for parish clerks and councillors, so we are attaching the [presentation](#) and [associated documents](#) for your information.

20)

Councillor Report

Council surgery attended by Councillors Dickinson and Halford, Saturday 12/9/2026 along with County Councillor (CC) James Tomlinson.

A resident enquired about the progression of the Zebra Crossing on Park Hill Road. He raised concerns on safety of crossing the road and asked why it's taking so long to be installed as the planning application was approved in 2014.

CC Tomlinson has since responded that LCC previously secured the zebra crossing on Park Hill Road through the Kepple Lane development (Planning Application 14/00266/OUTMAJ).

The crossing was to be delivered by the developer, Hollins Homes; however, following the company's administration in 2024, the future of the scheme remains uncertain. CC Tomlinson has submitted a further request to LCC seeking an update on the project.

21) **Outside body representatives**

None.

22) **Mayor's engagements**

Date	Event
15th August 2026	Towers and Gornall Bake Day
15th August 2026	Veterans Ball
29th August 2026	Bingo Angels Charity Event
31st August 2026	Sam Forever 18 Charity Event
9th September 2026	St Thomas' School
10th September 2026	Opening of new Hive shop
13th September 2026	St Thomas' Church Historical Exhibition
13th September 2026	Poetry Competition Prize Presentation
13th September 2026	Heritage Day

Appendix

1) Item 8: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
124	21/09/2026	£15.00	£-	£15.00	Printing	Preston City Council	Unity Trust Bank
123	21/09/2026	£52.00	£-	£52.00	Annual subscription	Information Commissioner's Office	Unity Trust Bank
122	21/09/2026	£15.00	£-	£15.00	sundries	reimbursement to Town Clerk (CTRL ALT DEL IT)	Unity Trust Bank
121	21/09/2026	£46.66	£9.32	£55.98	Fuel & Sundries	Houghtons	Unity Trust Bank
120	21/09/2026	£69.14	£13.82	£82.96	Fuel & Sundries	Houghtons	Unity Trust Bank
119	21/09/2026	£82.45	£16.49	£98.94	Fuel & Sundries	Houghtons	Unity Trust Bank
118	21/09/2026	£36.61	£7.32	£43.93	Fuel & Sundries	Houghtons	Unity Trust Bank
117	21/09/2026	£357.66	£71.53	£429.19	Lengthsman machinery	Dennis Barnfield Ltd, Groundcare Division	Unity Trust Bank
116	21/09/2026	£45.12	£9.02	£54.14	Lengthsman machinery	Dennis Barnfield Ltd, Groundcare Division	Unity Trust Bank
114	21/09/2026	£5.78	£1.16	£6.94	Mobile phone	TalkMobile	Unity Trust Bank
113	21/09/2026	£6.67	£1.33	£8.00	Office Remote wifi	ID mobile	Unity Trust Bank
112	21/09/2026	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
111	21/09/2026	£1,408.99	£-	£1,408.99	Pension	Lancashire County Council	Royal Bank of Scotland
110	21/09/2026	£33.71	£6.74	£40.45	Mobile phone	Vodafone	Unity Trust Bank
108,109 & 115	21/09/2026	£4,997.23		£4,997.23	Staff salaries	Salaries to be paid electronically on 25/09/2026. 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 11: Grant applications to the Town Council, RFO– for decision

1 grant application has been received, adhering to the Council's approved grant policy.

2.0 Background Information:

An application has been received from:

Greater Garstang Men's Shed application for the Garstang Town Council Grant

3.0 Background Documents:

On file

4.0 Financial Implications:

There is a budget of £2,700.00 for grant applications for the 2026-27 financial year.