



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st September 2026 Minutes

Chairman; Councillor Perkins

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

Also present: Town Clerk, Edwina Parry, County Councillor Tomlinson, Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins and PCSO Creighton.

The Mayor welcomed Councillor Marcus Lord to his first meeting and gave thanks to retired Councillor Oliver Atkinson for his contributions to the Youth and Full Councils.

078(2026-27) Apologies for absence

Councillor Webster

Councillors Brooks and Dickinson were not present.

079(2026-27) Declaration of Interests and Dispensations

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

080(2026-27) Public participation

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

A summary is provided below.

PCSO Creighton reported:

- i. There had been anti-social behaviour involving young people at Moss Lane Park and Booths. Twelve youth referrals were reported.
- ii. PC Chloe would be starting in post, Council gave their best wishes to PC Mark.
- iii. There had been some recent burglaries in Garstang.
- iv. Councillor Halford asked about the electric bike in Garstang and voiced concerns about vehicles parking on the footway near the Garstang Community Sports Hub.

Wyre Councillor Dulcie Atkins thanked Oliver Atkinson for his work on the Town Council, Youth Councils and networking with Wyre Council.

Councillors reported that further complaints had been received about late-night noise from local premises on the High Street; Councillor Dulcie Atkins agreed to follow up with Wyre Council's licensing officers.

Wyre Councillor Robert Atkins reported:

- i. Following the Garstang Community Sports Hub AGM, he was honoured to become President and reported good progress, supported by several funding contributions. The project's debts were expected to be met, with completion anticipated in the near future.
- ii. The Local government reorganisation (LGR) had been paused, so normal borough council elections were expected in May 2027. Considerable officer time and expense had already been incurred, with no current indication that these costs would be reimbursed.

County Councillor James Tomlinson reported:

- i. LGR - that around 30 officers are working on the matter, with compensation also being pursued.
- ii. The raised kerb work at the Arts Centre should commence/be completed mid-Nov, the community bus project had been restarted, and resurfacing issues at the War Memorial and Moss Lane were been addressed.
- iii. Cllr Halford raised concerns regarding the proposed zebra crossing on Park Hill Road, which had been raised at the recent Council surgery and asked that the 2 authorities liaise together to progress.

081(2026-27) Announcements

The Mayor reported recent visits to local groups including the Men's Shed, schools and community coffee mornings. She congratulated Councillor Hesketh on her recent charity ride, noting the significant effort involved and expressing appreciation for her achievement.

082(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 17 August 2026.
- b) Full Council Extraordinary Meeting 8 September 2026.

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

- a) Full Council 17 August 2026.
- b) Full Council Extraordinary Meeting 8 September 2026.

were confirmed and signed as a true record.

083(2026-27) Councillor vacancy arising from the resignation of Councillor Atkinson, Clerk.

The Committee noted that 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 Council will be required to fill the vacancy by co-option as soon as practicable. The Clerk had contacted the applicant, who placed second in the co-option process on 8/9/2026 to confirm continued interest. He advised that he has since pursued other opportunities and is no longer available for co-option.

Resolved: The Council delegated to the Clerk to advertise the vacancy and organise an extraordinary meeting if no by-election was called.

084(2026-27) Removal of Resigned Councillor Atkinson as an approved signatory

The Council noted that with immediate effect of his resignation, that the RFO had removed Councillor Atkinson, as an approving signatory, from the Unity Trust Account (current account).

Councillors were asked to appoint a replacement councillor signatory on the bank mandates 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.*

Resolved: Councillor Pearson was the approved signatory to replace retired Councillor Atkinson on the Royal Bank of Scotland, Nationwide, Lloyds Bank payment card and Hinckley & Rugby Building Society bank mandates.

085(2026-27) Finance payments and matters, Clerk/RFO

Councillors were asked to approve the payments, detailed vouchers 108 - 124, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 108 - 124, as detailed in the Appendix.

The Council noted:

i. **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 advised that, as per employment contracts, the backdated pay will be included in September's payroll.

ii. **The Council resolved** following the advice from Suffolk ALC, the Council's new payroll provider, 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.

In line 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. Following ongoing issues with the Council's desktop computer, (16/09/2026 report taken to the Personnel Committee), **the Council resolved** to purchase a new Dell desktop circa £610 from CTRL ALT DEL IT, funded from the EMR IT Maintenance Reserve (current balance £1,092.86).

086(2026-27) Wyre Council Planning, Clerk

- a) **Application Number: 26/00629/FUL**
Proposal: Erection of loft Conversion with rear Dormer
Location: 2 West View, Park Hill Road, Garstang

Resolved: No objections

087(2026-27) Completion of the limited assurance review for the year ended 31 March 2026, RFO

The RFO reported that the 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. 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.

Resolved: The Council resolved that points a) to d) are enacted by the RFO.

088(2026-27) Remembrance Sunday - Informal Meetings: Suggested New Structure, Clerk

Councillors considered the circulated report prepared by the Clerk and noted that Councillor Allan had been involved in the preparation of the report.

Resolved: 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.

089(2026-27) Precept/Budget 2027/2028, RFO

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

Resolved: No further projects were proposed for inclusion in the budget beyond those already included.

090(2026-27) Grant applications to the Town Council, Clerk/RFO

Resolved: Councillors considered the one grant application against the Town Council's policy and the allocated budget of £2,700 and awarded a grant of £950 to the Greater Garstang Men's Shed.

091(2026-27) LCC - Parish and Town Council Conference, Saturday 14/11/2026, Clerk

Councillors were asked who would like to attend the Parish and Town Council Conference. The conference will be followed by the LALC AGM for delegates who wish to remain for this session.

Resolved: No Councillor came forward at the meeting to attend and the Mayor asked that if anyone wished to attend, they should inform the Clerk by the end of Wednesday 23/09/2026.

092(2026-27) LALC - Consultation on Future Legal Structure - Response Required from Member Councils

The Council noted the consultation pack which asks if LALC should continue exploring the option of becoming a Company Limited by Guarantee.

Resolved: The council agreed that LALC should continue exploring the option of becoming a Company Limited by Guarantee.

093(2026-27) Lease boundary for the Garstang Scout & Guide Headquarters Association

Background: 15 June 20267 - Minute 014(2026-27)
Council were asked to consider the 3 quotations.

Resolved: 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.

094(2026-27) Greater Garstang Partnership Board, Councillor Pearson

The 14 July 2026 minutes and 15 September 2026 agenda had been circulated.

Councillor Pearson reported:

- i. The re-enactment of the siege of Greenhalgh Castle item had previously appeared as an update only, with no funding request, and no further information has been received.
- ii. UKSPF has now concluded, with most projects completed and only minor tasks outstanding. The board is beginning to explore new funding sources and short-term improvement options alongside a longer-term strategy.
- iii. A proposal to review Garstang's marketing and organisational approach was noted, with a workshop planned to consider consistency across local groups' websites and promotion. Councillors were invited to review the circulated document; a query was raised about reinstating High Street banners for future events.

095(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 **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.

The Meeting Finished at: 8.24pm

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096(2026-27) 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.

097(2026-27) 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.

098(2026-27) Outside body representatives

None.

099(2026-27) 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.

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