



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

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Full Council Meeting, 17th March 2025 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 17 March 2025, 7.30pm.

Present

Chairman; Councillor Halford

Councillors present: Allan, Allard, Brooks, Halford, Keyes and Pearson.

Also present: Town Clerk, Edwina Parry and PCSO Creighton.

Wyre Councillor Dulcie Atkins and County Councillor Turner

192(2024-25) Apologies for absence

Councillors Atkinson, Perkins and Webster.

PC Duff

193(2024-25) Declaration of Interests and Dispensations

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

Wyre Councillor Dulcie Atkins and County Councillor Turner arrived

194(2024-25) Public participation

The meeting was adjourned to allow members of the public to speak. A summary is provided below.

PCSO Creighton reported:

- i) that there was damage to the toilets at the High Street car park.
- ii) There was a requirement to get Pub Watch back on the agenda.

Councillors reported a person sleeping rough by Sainsbury's and parking on the footpath along Lancaster Road (related to the local rugby club at the Community Sports Club).

Wyre Councillor Dulcie Atkins gave apologies for Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson.

She reported that the refurbishment of the skateboard park was ongoing.

Councillor Brooks reported, from the Wyre Making Space for Water meeting on 25/02/2025, that plans to repair the Garstang flood gate are now on hold. While works on installing the crane pads are complete, the Environment Agency is now reevaluating the project – no further works are planned at this moment.

County Councillor Turner reported:

- i) he had attended the scrutiny Committee earlier in the day.
- ii) Resurfacing at Park Hill Road - he would follow up why the works haven't gone up to the roundabout. Councillors reported that there was no advance notice of works; even the buses were not aware of the closure.

The Mayor asked if a highway inspection had taken place for the Children's Festival? County Councillor Turner reported that this was in hand. As always, he encouraged the use of Love Street App.

The bus stop works should be completed by the end of April.

The meeting was reconvened.

195(2024-25) Announcements

Councillor Halford announced:

- i) He thanked everyone for attending his charity bingo event on 27/02/25; the event had raised over £600.

196(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 17 February 2025.

Resolved: The minutes of the meeting held on 17 February 2025 were confirmed and signed as a true record.

197(2024-25) Finance payments

Councillors were asked to approve the payments, detailed vouchers 205 – 212, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 205 – 212, as detailed in the Appendix.

198(2024-25) 4 Casual vacancies, Clerk

Councillors noted that Wyre Council had informed the Town Council that 'there had been no request for an election for your Casual vacancy at Garstang, so you are free to proceed to co-opt.'

The Clerk reported that the Town Council should now co-opt a total of 4 new town councillors as soon as practicable.

Resolved: The Council approved the following provisional timescale.

Date	Action
18/03/2025 up to Sunday 4/5/2025	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 13/5/2025.
End of Sunday 4/5/2025	Deadline for applications
Wednesday 7/5/2025	Publish agenda for extraordinary council meeting to be held on Tuesday 13/5/2024 to consider Councillor vacancies.

Date	Action
Tuesday 13/5/2025	Extraordinary council meeting 19.30

199(2024-25) Civility & Respect Pledge, Councillor Keyes and Clerk

Resolved: The Council resolved to sign up to the Civility and Respect Pledge.

200(2024-25) Dignity at work policy, Councillor Keyes and Clerk

Resolved: The Council resolved to sign up to the Dignity at work policy.

201(2024-25) Lengthsman container – electrical supply, Kepple Lane, Clerk

The Council considered the 3 quotations to 'supply, wire and install a power supply to the Lengthsman's container at the Scout and Guides Headquarters. The supply would be fed from existing Town Council meter in Scout and Guides building. A catenary wire will span gap between building and container' received by the Clerk.

Resolved: The Council accepted Quote B.

202(2024-25) First Aid Training Lengthsman, Clerk

Resolved: That the Lengthsman attends a first aid at work (FAW) course (usually a 3 day training event) at a cost ranging from £359 - £399.00 (exc. VAT). Costs to be met from budget code 23 Health and Safety £262.48 and EMR Health and safety £220.80.

203(2024-25) Greater Garstang Partnership Board (GGPB), Councillor Pearson

The agenda for the meeting on 11/03/2025 had been circulated.

The Chair of GGPB, Councillor Pearson, reported:

- i) that work on the pinch point on the High Street would not be completed this financial year. It was apparent that the road closures had not been applied for, by LCC. Wyre were looking to complete the works in the next round of funding. Councillors Allan and Pearson had expressed their disappointment at the meeting to Mike Fenton.
- ii) The Weinds have been resurfaced and entrance has been repainted.
- iii) The Community Sports Club have submitted their invoices.
- iv) Cherestanc Square had been pressure washed. 9 trees (White stem birch) were to be planted in cubed planters. New lighting and projections would be rolled over into 2025-26.
- v) Both Councillors Allan and Pearson had asked Wyre what was happening to the money that would not be utilised this financial year; Wyre still to respond to questions raised.

204(2024-25) Catterall Gala 2025, Clerk

Resolved: Councillors Allard and Keyes to attend Catterall Gala, alongside the Mayor and Consort, on Saturday 31st May. The procession will leave Catterall village hall at 1.30 pm.

205(2024-25) Celebration of 80 years since VE (Victory in Europe), Working group meeting, Councillor Halford

The Mayor reported that the working group had met on Teams on 11/03/2025; the meeting notes had been circulated.

Resolved: To amend the Flag policy at point 1.5 vii) Victory in Europe Day (VE Day); commemorating 8 May 1945, and allow the flag to be flown at both flag poles; the War Memorial and Kepple Lane Park.

206(2024-25) 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 **23 April 2025 (the 3rd Monday of the month falls on a bank holiday, Easter Monday, hence the meeting being held on Wednesday 23 April 2025)** by notifying the Clerk by **13 April 2025**. 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: 8.16pm

207(2024-25) Clerk's Report

a) Councillor Town Crier representative

17/02/2025 Full Council minute 176(2024-25) A Councillor representative would be sought to replace former Councillor Forshaw at March's Town Council meeting.

The Clerk is advising that this item will be tabled at the next meeting on 23/4/2025.

b) Clerk's Training

The Clerk has passed The Principles of Internal Auditing Local Councils (PIALC); an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. A certificate was awarded on 3/3/2025 and the Clerk has earned 8 CPD points for this achievement.

c) Wyre Council - Garstang skate park – update 10/03/2025

I would like to provide a follow up to my previous email about the consultation and provide an update on progress:

- The skate park consultation received a generally positive response to improvements to the facilities and concluded that people would support a new improved facility.
- This project has been approved for funding to make improvements to the whole site including the skatepark, multi-use games area, youth shelter as well as the fencing. This is an exciting opportunity and will be a great improvement and asset for Garstang.
- As this scheme is not just going to be replacing like for like, it is important we need to follow the Councils procurement procedure for any new facility. We have had an initial meeting with procurement about this scheme and are in the process of preparing the details of a design and build scheme and specifying requirements which will follow the procurement process in appointing an appropriate contractor to complete the specialised works.

I will keep you updated with detailed timescales when we are a bit further ahead with this process.

d) Lengthsman reported to Clerk

Lancashire County Council - All drains and gullies being flushed in county for 2025/26.

6. Changes to Codes of Practice in Relation to Highway Gully Cleansing Cabinet considered a report that set out a proposed change on the codes of practice in relation to highway drainage cleansing, to deliver more effective cleansing of all gully assets.

Resolved: That i. The 2 year (2025/2026 and 2026/2027) expansion of the cyclic gully cleansing programme and risk based approach to reactive gully cleansing to encompass all highway gully assets within the county council's remit, be approved;

and ii. The Director of Highways and Transport be authorised, in consultation with the Cabinet Member for Highways and Transport, to make the associated amendments to the county council's guidance and codes of practice in relation to gully cleansing.

208(2024-25) Councillor Report

a) Councillor Pearson – Allotments update.

- i. The Community Payback team started on site on Thursday 27/02/2025. At the time of printing the agenda, 90% of the site has been cleared, evident on the circulated photos. The Clerk and Lengthsman are making arrangement to clear the site of the debris, which includes plastic.
- ii. Finance & Amenities Committee minutes 8/10/2024 detail:
020(2024-25) Review of income streams as per financial regs, RFO
The Committee noted the Town Council's financial regulations point 13.2. The allotment and scout hut rent was discussed.

a) Allotments rent

Resolved: Setting of the rent for the allotments (after the plot has been cleared and the new plots marked out) was delegated to the RFO in consultation with the Chair, Councillor Atkinson and Councillor Pearson, who is the lead Councillor on the allotment project.

b) Councillor Webster – Civic Sunday.

Please put Sunday 25th May 2025 in your diary for the Civic Sunday service; 10.30am St Thomas' Church, Church Street, Garstang.

c) Section 106 funding update Garstang, Councillor Keyes on behalf of working group

Further to minute 181(2024-25); 17/02/2025,

Resolved: That the Clerk writes to Integrated Care Board (ICB) thanking them for the update and that the Town Council want to enhance the position that the current Planning Application between Nateby Marina and the A6 has not received Care Funding and that the Integrated Care Board should take this into consideration when the next development that comes forward.

The NHS Lancashire and South Cumbria Integrated Care Board replied, 'You can't apply for retrospective funding so it is simply not possible I'm afraid.'

Councillor Keyes followed up this response with Fiona Riley, Planning Policy Manager, Wyre Council to gain a better understanding, who replied as follows:

The Integrated Care Board (ICB) receives the budget from central government to commission health care provision. My simple understand of how this process works in practice, is the Integrated Care Board pay the service provider a fee for services. E.g. if a resident in the ICB catchment breaks their leg and attends Blackpool Victoria Hospital, then the cost of their treatment is recharged to the ICB, the same applies for GP treatments. So it is the ICB that receives the money and buys services from Garstang Medical Centre.

The ICB also works with Garstang Medical Centre to support/facilitate works needed to the practice to accommodate the population growth. Once again, funding its obtained from central government and S106 appears to be a small part of this. I do not have the break down, so this would have to be a question to the ICB if you want further information.

At the time, the Nateby crossing application was considered, the then CCG did not request S106 funding towards provision of medical facilities, this is simply a case that they did not request S106 at that point in time. There is no mechanism to retrospectively request S106 monies.

I explained to Ivor that there were only Fylde and Wyre that I understood accepted S106 ask from the CCG today; having spoke with the ICB since my conversation with Ivor, the ICB have suggested that this is now much wider accepted in Lancashire, I suspect this may be partially due to case law clarifying the matter.

If the development at Cockerham Road comes forward, the ICB would be consulted on any planning application, and they would have an opportunity to request S106 monies. But the calculation would only be based on that specific development only.

I would suggest that it may be beneficial (if you haven't already) for the Town Council to engage with the medical practice to understand how the practice is adapting, they may also be able to provide you with information on whether there are longer term plans and any conversations they may be having with the ICB.

d) Councillor Keyes, Council surgery, 08/03/2025.

Councillors Atkinson and Keyes attended the surgery.

Three people (residents of the town) attended.

Points raised included road repairs, parking on footpaths. Councillors informed the attendees about LCC role and the Love Clean Streets app, and how the Police attended our Council meetings and that they were aware of those parking issues, and that the Police gave feedback re other issues.

209(2024-25) Outside body representatives

None received

210(2024-25) Mayor's engagements

11/2/2025	Garstang Brownies Talk
27/2/2025	Mayors Charity Bingo
3/3/2025	Armed Forces Veterans Breakfast Club
9/3/2025	Meadow Croft Care Home Masquerade Ball 1st Birthday

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
212	17/03/2025	3,538.20	707.64	4245.84	Supply Christmas Lights	LITE	Unity Trust Bank
211	17/03/2025	21.66	4.32	£25.98	Supplies	Houghtons	Unity Trust Bank
210	17/03/2025	71.5	0	£71.5	room hire	LCC (Lancashire County Council)	Unity Trust Bank
209	17/03/2025	1,315.78	0	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
208	17/03/2025	22.83	4.57	£27.4	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
207	17/03/2025	29.17	5.83	£35.00	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
205 & 206	17/03/2025	3,404.73	0	£3,404.73	Staff salaries	Staff costs "Salary to be paid electronically on 26/02/2025, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004', Lengthsman NJC point 4 – 6 Salary Scale.	Unity Trust Bank