



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, Wednesday 23rd April 2025 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 Wednesday, 23 April 2025 at 7.30pm.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Wednesday, 23 April 2025, to express your interest in attending the meeting. This helps Council answer your questions on the evening.

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 April 2025

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 meeting – for decision**

Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 17 March 2025](#) (circulated on Teams).

6) **Finance payments – for decision**

Councillors are asked to approve the payments, detailed vouchers 7– 17, in the Appendix.

For information

Vouchers 1-7 (payments previously approved since the last meeting) are detailed in the Appendix.

A receipt for the Precept of £143,056 was received, from Wyre Council, on 03/04/2025.

7) **Renewal of Direct Debit and BACS payments, Clerk/RFO – for decision**

See full report in Appendix.

Recommendation to the Council: That the variable direct debit and BACS or CHAPS payments detailed in the tables are approved.

8) **NALC - Updates to Standing Orders, Clerk – for decision**

Following the guidance from NALC, detailed below, the Clerk has updated standing orders.

We have updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with our [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated [Model Standing Order \(England \) 14](#) to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the [Civility and Respect Project](#).

(Footnote from the Clerk - These NALC links may require you to be logged in as a member. I have also placed the model templates on the meetings files).

Recommendation from the Clerk: Approve the [updated Standing Orders as circulated](#). Specific points to Garstang Town Council to remain in place.

9) **NALC - Updates to Financial Regulations, Clerk/RFO – for decision**

Following the guidance from NALC, detailed below, the Clerk has updated Financial Regulations.

We worked with our finance advisor, Parkinson Partnership LLP, to update the [Model Financial Regulations \(England\)](#). The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

Recommendation from the Clerk: Approve the [updated Financial Regulations](#) as circulated.

10) **Deputy Mayor elect 2025/2026, Clerk – for decision**

Further to minute 170(2024-25), 17/2/2025 the Deputy Mayor elect, Councillor Allard has resigned from the Council.

- i) Members are asked to approve the [updated seniority list](#) (updated to reflect Councillor Allard standing down).
- ii) Members are asked to give consideration (with reference to [Standing Orders point 26](#).) and the Council approved seniority list **to the appointment of Deputy Mayor elect** in readiness for the Annual Town Council meeting on Thursday 22 May 2025.

Councillor Perkins has confirmed that she wishes to stand as Deputy Mayor elect.

11) **Annual Report 2024 – 2025, Clerk– for decision**

For Full report, please see the Appendix.

Recommendation to Council: That the Clerk produces an Annual Report for 2024 – 2025, whereby the Annual reports, as detailed on the Annual Town meeting agenda, are collated into a hard copy report and distributed at prime locations in the town including the library.

- 12) **Provisional appointments for Annual Town Council meeting (also known as ATCM and Mayor making), 22 May 2025, Clerk – for decision**

For Full report, please see the Appendix.

Recommendation to the Council:

Councillors are asked to consider and recommend provisional appointments that will be ratified at the ATCM.

- 13) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

Reference documents:

The [minutes of the meeting held on 11/03/2025](#) and [Minutes – Special Meeting 1/4/2025](#) have been circulated. The next meeting is on 13/05/2025.

- 14) **Signage in Garstang's Conservation Area – Councillors Perkins and Webster – for decision**

Proposal: That full council support a request for Wyre Council to review the signage in Garstang's Conservation Area; signs to be checked to ensure that all signage meets the criteria that "local character is preserved and enhanced and not diminished by change".

- 15) **Request to use Kepple Lane Park for Nordic walking, Clerk – for decision.**

The Clerk has received the [circulated request form to use Kepple Lane Park](#). The Clerk has sought insurance documentation.

How does Council wish to respond to the request?

- 16) **Garstang And District Children's Festival Monday 26th May 2025, Clerk – for decision**

Garstang And District Children's Festival invite the Mayor, Councillors and staff to walk in the morning procession of this year's Children's Festival.

- Assemble at 10.30am at the Old Town Hall
- Refreshments for the Mayor and Consort at the Arts Centre after the morning procession.

Can the Children's Festival formally request permission from the Town Council to use the Moss Lane Playing Field for the Children's Activities on Monday the 26th of May?

The Clerk has sent an application form to use Moss Lane Playing Field

How does Council wish to respond to the request?

- 17) **Catterall Gala 2025, Clerk – for decision**

Further to minute 204(2024-25) *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.*

Does another councillor wish to attend in retired Councillor Allard's place?

- 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 May 2025** by notifying the Clerk by **11 May 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.

For Information Only

19)

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 June's meeting.

b) Internal Audit

The Internal audit is scheduled for 14 and 15 May 2025.

c) Snapewood Solar farm - west side of Park Lane, Cabus/ Winmarleigh

The Clerk has [circulated correspondence from Abei Energy Group](#) in relation to the above development. [A plan](#) has also been circulated.

20)

Councillor Report

a) Allotments update - Councillor Pearson.

- i. The Community Payback team finished on site on 19/03/2025. Councillors Atkinson and Pearson and staff met on 25/03/2025 to discuss the letting of the plots. The Clerk and Lengthsman are making arrangement to clear the site of the debris, which includes plastic.
- ii. 8 plots are to be made available and online and hard copy forms (made available at the library) have been launched to register residents on the waiting list and any new applications. The advert is detailed in the Appendix.

b) Civic Sunday - Councillor Webster

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

c) VE Day celebrations, Councillor Halford on behalf of working group

The [notes of the meeting held on 07/04/2025](#) have been circulated.

21)

Outside body representatives

None received

22)

County Turner report **Garstang Flood Gates**

The local EA team reports that they will shortly be completing the first phase of works at the Garstang Flood Basin, which is to repair the east gate. This has been a lengthy process due to the need to improve/strengthen the 'crane pads' on which the heavy-duty crane will stand when it lifts the west gate for repairs in the second phase of works. Temporary barriers (called 'stop logs') have been installed to divert water away from the east gate, which will remain until these repairs are complete and will be routinely inspected so that any deterioration can be put right promptly.

EA officers have apologised that the second phase of repair works (to the west gate) has had to be paused, whilst they await the completion of the national review of funding for flood risk management projects including maintenance. As

you know, works 'in progress' have been allowed to continue but anything that could physically be halted has been stopped for now. We expect to hear more about resuming halted projects in coming months when DEFRA's review is finished.

In the meantime, the existing west gate remains operational. When activated over the New Year, it was evident that the Garstang Flood Basin can still store over 1,000,000 cubic metres of flood water. For comparison, a typical event will see 325,000 cubic metres stored.

The EA's officers are keen to give this reassurance to local communities and would be grateful for your help in passing the message on.

23) **Mayor's engagements**

12/03/2025	Garstang Millennium Green ' One for the Road'
15/03/2025	CRY Pop-up shop
15/03/2025	Garstang Foodbank Market Hall
23/03/2025	Bleasdale Heritage Event
24/03/2025	Garstang Foodbank - Behind the Scenes
26/03/2025	Lent Lunch- All Churches Together
29/03/2025	St John's Lent Lunch
03/05/2025	Inner Wheel Coffee Morning
05/04/2025	St Lukes Coffee Morning
05/04/2025	Armed Forces Breakfast Club
05/04/2025	Garstang Football Club End of Season Game
08/04/2025	Community Coffee Morning Westmorland Homecare
11/04/2025	Scouts Chocolate Bingo
12/04/2025	MS Society
12/04/2025	Cry Pop-up shop

24) **Town Crier's engagements**

Activity January - March

6/2/25	URC coffee morning
13/2/25	Meeting with councillors Allard & Forshaw and Clerk
6/3/25	URC - coffee morning
29/3/25	Craft fair - Art centre

Appendix

1) Item 6: Finance payments

For approval:

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
17	23/04/25	660	132	£ 792.00	Scribe Accounts	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
16	23/04/25	6676.4	1335.28	£ 8,011.68	Supply Christmas Lights	LITE	Unity Trust Bank
15	23/04/25	25.3	5.06	£ 30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
14	23/04/25	21.75	0	£ 21.75	room hire	LCC (Lancashire County Council)	Unity Trust Bank
13	23/04/25	58.8	11.76	£ 70.56	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
12	23/04/25	1315.78	0	£ 1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
11	23/04/25	26.53	5.33	£ 31.86	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
10	23/04/25	2945.42	0	£ 2,945.42	P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
9	23/04/25	140.79	28.15	£ 168.94	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
7 & 8	23/04/25			£ 3,428.36	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

Payments made in between March and April meetings (previously approved)

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
6	02/04/2025	32.46	6.49	£ 38.95	Works to storage containers	New Venture Products Ltd	Unity Trust Bank
5	02/04/2025	50.51	10.1	£ 60.61	Works to storage containers	Jones and Son Pest Control Supplies Ltd	Unity Trust Bank
4	02/04/2025	10.96	2.2	£ 13.16	Works to storage containers	Universal Silk Screen Printers & Signmakers	Unity Trust Bank
3	02/04/2025	11.84	2.37	£ 14.21	Works to storage containers	Amazon Services Europe S.a.r.L	Unity Trust Bank
2	02/04/2025	99.96	19.99	£ 119.95	Works to storage containers	Amazon Services Europe S.a.r.L	Unity Trust Bank
1	02/04/2025	675.69	0	£ 675.69	Electrical works	LJ Electrical (North West) Ltd	Unity Trust Bank

2) **Item 7: Renewal of Direct Debit and BACS payments, Clerk/RFO – for decision**

Financial regulations state at points

7.9 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

BACS Payments	Bank
Staff salaries	Unity Trust

Direct Debit Payments	Bank	Product
Lancashire County Council	Unity Trust	Staff pension
Easy websites	Unity Trust	Website
Vodafone	Unity Trust	Staff mobile phones
Microsoft	Lloyds payment card	Online services

3) **Item 11: Annual Report 2024 – 2025, Clerk/RFO**

Historically the Town Council has produced an Annual report.

Council reports are being submitted in readiness for the Annual Town meeting on 26 April 2025.

Local Council Award scheme details

The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events.

The Clerk is recommending that the Clerk produces an Annual Report for 2024 – 2025, whereby the Annual reports, as detailed on the Annual Town meeting agenda, are collated into a hard copy report and distributed at prime locations in the town including the library.

4) **Item 12: Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 22 May 2025, Clerk – for decision**

At the ATCM, the following appointments will be made to:

- i. Committees and
- ii. the listed 'outside bodies'

In preparation, Councillors are asked to consider and recommend provisional appointments that will be ratified at the ATCM.

	The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allan
2.	Atkinson
3.	Halford
4.	Keyes
5.	Pearson
6.	
ex-officio	Webster
ex-officio	Perkins (pending outcome of agenda item 10)

	The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Atkinson
2.	Brooks
3.	Keyes
4.	Perkins
5.	
6.	
ex-officio	Webster
ex-officio	Perkins (pending outcome of agenda item10)

	The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allan
2.	Keyes
3.	Perkins
4.	
5.	
6.	
ex-officio	Webster
ex-officio	Perkins (pending outcome of agenda item10)

Garstang Town Council outside bodies representatives	
Lancashire Association of Local Council (LALC - Area Committee, 3 seats)	Pearson, Perkins and a vacancy
Fairtrade Steering Group	Allan
Garstang Flood Action Group	Brooks
Greater Garstang Partnership Board	Allan, Pearson and a vacancy

Garstang Town Council outside bodies representatives	
Millennium Green Trust	Halford
Planning Ambassador	Keyes
Town Trust	Allan, Halford, Perkins and Webster

5) Item 14: Signage in Garstang's Conservation Area – Councillors Perkins and Webster

1.0 Proposal:

To ask for full council to support a request for Wyre Council to review the signage in Garstang's Conservation Area.

2.0 Background Information:

The extract below has been taken from Wyre Council's website.

Conservation areas in Wyre

We choose conservation areas based on their special architectural features or historical interest and character.

The emphasis for conservation areas is to ensure local character is preserved and enhanced and not diminished by change. Conservation areas provide a much broader protection than individually listed buildings, as all features within a conservation area are recognised as part of its character, and therefore protected.

Conservation areas are provided for by the Planning (Listed Building and Conservation Area) Act 1990. Current planning policy/guidance regarding conservation is given in the [National Planning Policy Framework \(NPPF\)](#), the [National Planning Practice Guidance \(NPPG\)](#) and the [Adopted Local Plan](#)

In Wyre there are seven conservation areas. Conservation area appraisals are used to research and record the special interest and unique characteristics of existing and proposed conservation areas, so their reason for designation can be understood. Conservation area appraisals can act as justification for planning application decisions and further conservation policies, management and protection of an area."

We believe it is time for the signage in Garstang to be reviewed by Wyre's planning department and Conservation Officer, signs to be checked to ensure that all signage meets the criteria that "local character is preserved and enhanced and not diminished by change".

3.0 Background Documents:



4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications	Yes	Liaising with Wyre Council
Council objectives	N	
Equalities & diversity	N	
Community safety	N	N
Sustainability	N	
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	N	
There is provision within the budget	N	
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	
Other legal considerations:	N	
Risk Management (including health and safety)	N	

8 Renovated Allotment Plots Available in Garstang – Expressions of Interest Now Open!

[Share](#)

3rd of April, 2025

Are you looking for a peaceful, productive space to grow your own vegetables, improve your health, and become part of a supportive community? We are excited to announce that **8 renovated allotment plots** are now available in **Garstang**!

Benefits of an Allotment:

1. **Homegrown Vegetables:** Enjoy the satisfaction and taste of fresh, homegrown produce.
2. **Physical & Mental Wellbeing:** Gardening provides a range of health benefits, from improving fitness to reducing stress and anxiety.
3. **Social Connection:** Engage with fellow allotment holders, share advice, and become part of a welcoming, friendly community.
4. **A Sanctuary in Nature:** Allotments offer a quiet, calming space where you can relax and escape from the hustle and bustle of daily life.

We are passionate about the positive impact our allotments have on both individuals and the wider community. Allotments aren't just about growing food—they're about growing well-being and fostering a sense of belonging.

Interested?

Submit your **expression of interest on the form** below, before the closing date of **30th April 2025**.

<https://forms.office.com/e/sXf6KFlxpX?origin=IprLink>

In order to rent an allotment from the Town Council, you must be a resident living within the township of Garstang.

(Referring to your Council Tax payment bill is a way to check which parish council area you live in).

Once the closing date has passed, the Town Council will ensure to keep you updated on the next steps and any further developments regarding your allotment request.