



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

## Summons to attend meeting on Wednesday 18<sup>th</sup> March 2020 at 6:30pm at the Council Offices, Market Street, Carnforth

- 20024 To receive apologies for absence
- 20025 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20026 To consider items of urgent business not on the agenda
- 20027 To consider draft Minutes of the meeting held on Wednesday 19<sup>th</sup> February 2020 (see Agenda Pack)
- 20028 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion
  - 2) Action plan update (to follow)
  - 3) Correspondence (see Agenda pack)
  - 4) Members updates and actions
    - a) Town Mayor
    - b) General matters and issues:
      - o Booths car parking
      - o Covid-19 (Coronavirus)
      - o Market Street traffic
      - o Crag Bank Play Area Group
      - o VE Day 75
    - 5) Reports of Ward and County Councillors
    - 6) Reports from outside bodies:
      - a) Carnforth Business Network
      - b) Carnforth & District Twinning Association
      - c) Quarry Liaison
      - d) Carnforth Neighbourhood Plan Working Group
      - e) Carnforth Carnival Committee
- 20029 To consider planning applications and temporary road closures set out below: (Planning applications can be viewed online at: <https://www.lancaster.gov.uk/planning/view-applications-and-decisions/>):

Application No:	Description and site
20/00159/FUL	Installation of replacement roof arrangements] to create fourth floor accommodation – Hillcroft Nursing Home, North Road, Carnforth LA5 9LX

- 20030 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 20031 To consider report of the Town Development and Planning Committee ((See Agenda pack)



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 20032 To consider report of the Asset Management Committee (See Agenda pack)
- 20033 To consider report of the Finance & Governance Committee (See Agenda pack)
- 20034 To consider date and time of next meeting

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

**Town Clerk**

**13 March 2020**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

**Tel: 07846 256 006**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**



# Carnforth Town Council

## Minutes of the meeting held at the Council Offices on Wednesday 19<sup>th</sup> February 2020

**Present:** Councillors Bromilow (Town Mayor); Armstrong; Gardner, Grisenthwaite; Holbrook; Jones, Parker, Reynolds, Smith and Watson and County Councillor Williamson

**In attendance:** Bob Bailey, Town Clerk

20013 **Apologies:** Apologies were received from Councillors Branyan and Watkins and Ward Councillors Guilding and Yates.

20014 **Declarations of Interest and Dispensations:** There were no declarations of interest on items on the agenda. Councillor Jones was given dispensation to comment on any matters relating to the Salvation Army or Carnforth Carnival Committee.

20015 **Urgent Business:** The Town Mayor wanted to put on record the Town Council's thanks to the City Council's Civil Contingencies Officer for keeping parish/town councils up to date during the recent storms. Councillor Smith reported that he had written to the Civil Contingencies Officer on the Council's behalf.

Councillor Grisenthwaite reported on the first meeting of the Civic Hall Task Group on 18<sup>th</sup> February. Details of the group's terms of reference and proposed action plan were outlined. This included, seeking quotations to deal with the priorities outlined in the completed architects survey and to put together a 'Forward Maintenance Plan' as well as consider the possibility of suitable alternative sites. It is the 'ambitious' aim of the task group to complete this work by the start of the Summer.

In response to a question, Councillor Grisenthwaite commented that it had been made very clear to the Civic Hall Manager that his involvement on the group was in an advisory capacity, with no voting rights and that he may not be involved in some of its discussions. Councillor Armstrong will join the task group for its next meeting to be held on 10<sup>th</sup> March 2020.

20016 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 15<sup>th</sup> January 2020 be approved.

20017 **Adjournment for public discussion and information only updates:**

1) **Public discussion:** There was no public discussion.

- 2) **Action Plan update:** The Town Clerk presented the up-to-date position on the action plan and individual activities assigned to the Town Clerk, Council Members; task groups and Ward Councillors.

Members noted that many actions had been completed and others in progress or being planned.

Councillor Gardner gave an update on the latest position regarding the installation of two bus shelters that the Town Council has recently invested in. It was reported that County Highways have raised some issues with the installation that are being addressed.

- 3) **Correspondence:** The Town Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received.

After some comments and questions, it was **RESOLVED** that the action and schedule of correspondence received, and actions taken and planned be noted.

- 4) **Members updates and reports:** Members provided updates and reported on the following matters:

- a) **Town Mayor:** The Town Mayor reported on her activities in the last month, including attendance at a Service at Blackburn Cathedral. Members were informed that the local Police had recently carried out a session to provide security marking and registration onto the Bike Register online database, as well as other security advice. It was reported that another event is planned at the Carnforth Fire Station on a date to be confirmed.

- b) **General matters and issues:** Councillor Smith reported on several matters that he is currently acting on including:

- A meeting with Carnforth Cricket Club to show the Town Council's support for their plans to lay a new tarmac footpath and other environmental improvements to the surrounding area. It was reported that the Cricket Club had expressed its gratitude to the Town Council for showing and interest in and supporting their plans. Details will be reported in the next edition of the *Carnforth Express*

- Liaison with Lancaster City Council and Canals and River Trust to improve signage around the town to promote and celebrate its heritage and visitor offer;
- Preparations made to provide resilience and to support the local community during the recent storms through the Carnforth Community Emergency Plan;
- Continuing to liaise with County Highways and local hauliers with the aim of minimising standing traffic, improving air quality and the safety of pedestrians on Market Street;

5) **Reports of Ward and County Councillors:** County Councillor Williamson reported on the Lancashire County Council budget and its plans for 2020/21 including additional bus services and more money for museum and library services and mobile libraries. There will also be investment in improving our roads and in local education. Councillor Williamson encouraged residents to support the local library service and its facilities.

A 'budget' grant of £500 is available to community groups for a variety of projects and there is no limit of the number of applications that can be made.

Ward Councillor Reynolds similarly reported on the Lancaster City Council budget and its plans in the coming year, including support for vulnerable people and additional staff to support the delivery of services. Members were informed that these initiatives will benefit the local community.

Councillor Reynolds also reported on the latest position of the Local Plan; the Council's decision to purchase Mellishaw Park in Morecambe and a consultation on Houses in Multiple Occupation.

Ward Councillor Guilding had sent a written report providing an update on the proposal for a crossing at Keerford View and comments about the recent edition of the *Carnforth Express*. Councillor Guilding has expressed an interest in plans for the Crag Bank Play area and the community group being established with the Town Council's support.

After a few comments and questions County Councillor Williamson and Ward Councillors were thanked for their reports and the work that they do to support the Town Council and the local community.

6) **Reports from task groups and outside bodies/committees:**

- a) **Carnforth Business Network (CBN):** Nothing to report
- b) **Carnforth & District Twinning Association:** Councillor Parker reported on the Twinning Association meeting on 3<sup>rd</sup> February which included a discussion on plans for the visit of friends from Saily-sur-la Lys in August. It was noted that the association will continue to run the bar for the Town Council film nights until August. The Association's annual general meeting will be held at The County Hotel from 7:30pm on Monday 2<sup>nd</sup> March.
- c) **Quarry Liaison:** Nothing to report.
- d) **Carnforth Neighbourhood Plan:** The Town Clerk reported on a recent meeting held with representatives from Lancaster City Council. Several questions and comments were made about the draft Housing Needs Assessment that have been sent back to AECOM the consultants for comment. Conclusion of the 'design codes' work, also from AECOM, is still awaited.
- e) **Carnforth Carnival Committee:** Councillor Jones reported on the plans for the 2020 carnival. This year will be bigger and better than ever. The Committee would welcome volunteers to help on the day with the events. Councillor Armstrong volunteered to help on the gate. The committee would welcome an opportunity to provide refreshments on the monthly film nights.

After some comments and questions, it was **RESOLVED** that the reports and actions arising from the task groups and outside bodies/committees be noted.

20018 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
19/01485/FUL	Removal of existing portacabin and siting of one storage container and temporary siting of 2 portacabins for use as changing facilities – Carnforth Rangers FC, Lundfield, Kellet Road, Carnforth
20/00037/FUL	Erection of two-storey extension to existing office accommodation and siting of 1 portacabin – WCF Fuels NW, Station Goods Yard, Warton Road, Carnforth
20/00059/FUL	Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth

20/00108/FUL	Erection of a single storey rear extension – Sunnyside, Queen street, Carnforth LA5 9EB
<p><b>Temporary prohibition of traffic order:</b> Length of B6254 Kellet Road, Carnforth from a point outside No. 22 Kellet Road to its junction with Price Avenues between 0001 until 2359 Sunday 23<sup>rd</sup> February and Sunday 1<sup>st</sup> March to allow the replacement of Carnforth Canal Footbridge</p>	

Members considered the recommendations of the Town Development and Planning Committee and commented on each application.

Questions had been raised about planning application 20/00059/FUL and the Town Council had requested to meet with officers from the planning authority to discuss and get a better understanding of the implications of the proposals on the local area. Lancaster City Council had responded that due to the current backlog of work, no meeting could be arranged, and the Town Council's concerns should be submitted in writing.

After some discussion, it was **RESOLVED** that the planning applications be supported in principle, but comments be made to highlight the questions raised in relation to planning application 20/00059/FUL.

20019 **Planning Authority Decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. It was noted that two planning applications had been permitted and seven are awaiting a decision.

It was then **RESOLVED** that the update on planning authority decisions be noted.

20020 **Town Planning & Development Committee:** Cllr Holbrook reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 3<sup>rd</sup> February 2020 including:

- 1) The Outdoor Maintenance Operative will be relocating the planters previously removed from railings and locations have been established for a variety of new planters to be installed around the town. The planter at the top of Haws Hill is in a poor state and will be repaired. A schedule for maintaining and replanting the Town's planters is now in place;
- 2) Plans for promoting the town with flags, banners and advertising boards are being taken forward;

- 3) A revised plan for a pocket park at Windermere Road will be sent to Lancaster City Council for comment and permission to develop the area;
- 4) There was a short discussion on the plans being made to commemorate VE Day 75 over the weekend of 8<sup>th</sup> – 10<sup>th</sup> May;

After some comments and questions, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted and that recommendations be approved.

20021 **Asset Management Committee:** Cllr Watson reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 4<sup>th</sup> February 2020 including:

- 1) A valuation of the Civic Hall had now been received. A task group will be established to consider the implications, options and plans for the future of the Civic Hall;
- 2) The Town Clerk has now completed the Asset Register on the Council's accounting system following the recent review of the Council's assets. It was reported that the total value of the Council's assets (excluding the recent valuation of the Civic Hall) is £66,739;
- 3) The Civic Hall Manager highlighted that remedial electrical work needs doing to wire the new bathroom fan; install new modern LED lights to the outside of the building and fit an emergency light outside the generator room. There is a need to develop promotion of the Civic Hall as a commercial venue for meetings and events and the Civic Hall Manager was given permission to make some alternations to the rented flat.

After some comments and questions, it was **RESOLVED** that the report of the Asset Management Committee be noted and that recommendations be approved.

20022 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 12<sup>th</sup> February 2020 including:

- 1) Cllr Gardner has stood down as Chair of the Committee. Cllr Grisenthwaite was elected as the new Chair and Cllr Jones, Vice-Chair. Cllr Gardner was thanked for his time as Chair of the Committee and Members were pleased that he would continue as a committee member;





## Correspondence – March 2020



Date	Sender	Topic
16/02/2020	Lancaster City Council	Update on Storm Dennis
18/02/2020	Lancaster City Council	Right to Build Task Force Workshop
18/02/2020	Lancaster City Council	Lancaster District, People's Jury, Climate Outreach Event
18/02/2020	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
18/02/2020	Lancaster City Council	Flood Guidance Statement
21/02/2020	Lancashire County Council	Resurfacing and lining work, North Road, Carnforth
23/02/2020	Lancashire County Council	Roadworks, Kellet Road, Carnforth
25/02/2020	Lancashire County Council	A601M Partial Revocation Scheme 2019
28/02/2020	Lancaster City Council	20/00159/FUL Planning application
28/02/2020	Town Clerk	Town Development & Planning Committee Agenda Pack
03/03/2020	Groundwork UK	Neighbourhood Planning Programme – Affordable Housing
03/03/2020	Carnforth Business Network	Carnforth Business Network Annual General Meeting
04/03/2020	County Councillor Williamson	Update on road markings on North Road, Carnforth
06/03/2020	Town Clerk	Finance & Governance Committee meeting
09/03/2020	Councillor Holbrook	Covid-19 (Coronavirus) Community Emergency Groups



# Planning Application Comments & Decisions March 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>16/00335/OUT:</b> Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn and A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision
<b>19/00541/OUT:</b> Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – Comments posted following consultation with the local community	Awaiting decision
<b>19/01141/VCN:</b> Erection of a car showroom, maintenance workshop and preparation building – Land north of Kellet Road, Ober Kellet	Support the planning application in principle	Awaiting decision
<b>19/01394/FUL:</b> Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision
<b>19/01452/ADV:</b> Advertisement application for the display of 2 externally illuminated hanging signs – The Royal Station Hotel Ltd, Royal Station Hotel. Market Street, Carnforth LA5 9BT	Support the planning application in principle	Awaiting decision
<b>19/01602/FUL:</b> Demolition of existing building and erection of a three-bedroom dwelling; 24 – 30 Preston Street Carnforth	Support the planning application in principle	Application Permitted
<b>19/01445/FUL:</b> Change of use of hotel, shop and estate agency to hotel, 3 shops, estate agency and micro-brewery/pub, the installation of a new ground floor window opening and first floor Juliet balcony and an entrance gate to the Haws Hill elevation and alterations to existing window openings to create enlarged openings and new doorways to the internal yard and Haws Hill elevations	Support the planning application in principle	Awaiting decision
<b>19/01485/FUL:</b> Removal of existing portacabin and siting of one storage container and temporary siting of 2 portacabins for use as changing facilities – Carnforth Rangers FC, Lundfield, Kellet Road, Carnforth	Support the planning application in principle	Awaiting decision



# Planning Application Comments & Decisions March 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>20/00037/FUL</b> Erection of two-storey extension to existing office accommodation and siting of 1 portacabin – WCF Fuels NW, Station Goods Yard, Warton Road, Carnforth	Support the planning application in principle	Application Refused
<b>20/00059/FUL:</b> Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth	Comment on the application & arrange to meet with Planning Officer to discuss	Awaiting decision



## Asset Management Committee

### Minutes of the meeting held on 3<sup>rd</sup> March 2020 at 5:00pm at the Council Offices, Market Street, Carnforth

**Present:** Councillors Armstong, Branyan; Bromilow, Parker and Watson (Chair)

**In attendance:** Rik Marsden, Civic Hall Manager;

20010 **Apologies:** Apologies were received from Terry Allum Outdoor Maintenance Operative

20011 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20012 **Minutes:** It was **RESOLVED** that notes of the meeting held on 4<sup>th</sup> February 2020 be approved.

20013 **Urgent Business:** Cllr Watson has requested 3 quotes from local contractors for work of an urgent nature regarding maintenance of the Civic Hall. One contractor has arranged to visit the Civic Hall on Friday 6<sup>th</sup> March. We are still awaiting confirmation of site visits from the other 2 contractors.

An invoice for £183.94 from Mike Ashton has been received for labour and materials for work carried out last July assisting Don Astley with the installation of railway sleepers for the Carnforth Train planter at Crag Bank. It was **RESOLVED** that payment be approved.

Cllr Parker requested that 2 new good quality Union flags be purchased for the War Memorial Gardens in addition to 2 VE 75flags, one of which was to go to Gail Brown. It was **RESOLVED** that Cllr Branyan should order the new flags. Members of the Asset Management Committee recommend that funding should be from the Town Development Committee Budget.

20014 **Public Discussion:** No members of the public were present at the meeting.

20015 **Asset Register:** The Asset Register is currently up to date and the Town Council will be requested to formally adopt the Asset Register at the annual meeting of the Town Council in May. Arrangements should be put in place to undertake a review every six months.

20016 **Outdoor Maintenance:** No report was received from the Outdoor Maintenance Operative. Rik Marden has requested that the work be carried out to clean up the side of the Civic Hall.



## Asset Management Committee

20017 **Carnforth Civic Hall:** A Task Group has been established to consider the implications, options and plans for the future of the Civic Hall. The Group members are Cllrs Branyan and Watson. The Chair is Cllr Grisenthwaite. The first meeting was on Tuesday 18 February. Minutes have been circulated Carnforth Town Council members. Cllr Branyan has proposed that future requests for expenditure in regard to the Civic Hall be referred to the Task Group as part of a planned maintenance programme. The exception being emergency repairs. The next meeting of the Task Group is Tuesday 17 March.

The Civic Hall Manager reported on the following matters:

- 1) PAT testing of Council electrical equipment is nearly completed. He is concerned that the dishwasher in the ground floor kitchen has failed the PAT test and will request that this be retested when the electrical contractor is next on site.
- 2) The electrical contractor has completed essential work to wire the new bathroom fans; replace the exterior flood lights with modern LED lights; install an emergency light outside the generator room and install an outdoor lockable double 13 Amp socket to the side of the Civic Hall.
- 3) The Civic Hall Manager has obtained a quotation from R.E Salt in the sum of £312 plus VAT to remove the existing towel rail radiator in his kitchen flat and replace it with a new one in a different location. The Civic Hall Manager will personally pay for new worktops and installation and requests that the Town Council covers the cost of relocating the radiator. The task group has recommended approval and it was **RESOLVED** that this work be carried out at the earliest possible opportunity.
- 4) The wood panelling in the front room of the Civic Hall needs replacing. The Civic Hall Manager has said that he could do the work himself. When asked why the wood was deteriorating, he said that damage was due to damp. It was **RESOLVED** that this matter be passed to the Task Group to investigate the ingress of water in line with the planned maintenance program.

20018 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 7<sup>th</sup> April 2020. The meeting closed at 5:30pm



# Finance and Governance Committee

## Minutes of the Finance & Governance Committee held on Wednesday 11<sup>th</sup> March 2020

**Present:** Councillors Grisenthwaite (Chair); Branyan; Bromilow; Gardner, Parker and Watson

**In attendance:** Bob Bailey, Town Clerk

20011 **Apologies:** Apologies were received from Councillor Jones.

20012 **Declarations of Interest and Dispensations:** There were no declarations of interest relevant to items on the agenda.

20013 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 12<sup>th</sup> February 2020 be approved.

20014 **Urgent Business:** Councillor Bromilow asked Members to consider funding for a defibrillator to be located at Crag Bank Village Hall. Members discussed the how a defibrillator located at the Village Hall would benefit the local community in Crag Bank. Councillor Grisenthwaite informed Councillors that to coincide with the VE Day celebrations a member of the Air Cadets is doing a cycle ride (1st – 9<sup>th</sup> May) to raise awareness and money to support veterans suffering from combat stress.

The Town Clerk reported that Councillor Smith had highlighted that Councillors may wish to consider risks to the Council relating to business continuity in light of the threat of coronavirus, or any other risk that may have a negative impact on the Council to carry out its functions. There followed a general discussion about business risk and how they could be mitigated.

As resolved at the last meeting the Sports Day Committee has applied for £500 funding from the Town Council for their annual Sports Day event. Members considered the request and commented on the detail in the application and the annual event.

After some discussion, it was **RESOLVED** that:

- a) representatives from Crag Bank Village Hall be requested to apply to the Town Council requesting a contribution towards the cost of a defibrillator;
- b) support for the cycle ride be provided through promotion in the Carnforth Express;
- c) That as part of the annual governance review, the Finance and Governance Committee consider in detail the Council's risk assessment at its meeting on April for recommendation to the Town Council;



## Finance and Governance Committee

- d) £500 be awarded to the Sports Day Committee towards the cost of the 2020 Sports Day and that it be specified that there will be an expectation that future events will be self-sufficient.

20015 **Public discussion:** No members of the public were present.

20016 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the March meeting of the Town Council. Members commented on payments relating to the printing and distribution of the latest edition of the *Carnforth Express*; fuel supplies for the Civic Hall heating system; expenditure on sleepers to repair and replace planters and the purchase of two Union Jack flags.

It was then **RESOLVED** that the payment list be **recommended** for approval by the Town Council.

20017 **Updates on activities:**

- a) **Bus Shelters:** Councillor Gardner provided an update on problems that had arisen regarding the installation of bus shelters near the Canal Turn and on Back Lane. Following advice received from County Highways arrangements are now being made for the shelters to be installed in line with Highways requirements. It may also be necessary for planning permission and a base to be laid for the Back Lane bus shelter. There will also be an additional cost if the bus shelters cannot be installed on the same day by the suppliers, however, the current date for installation is 21<sup>st</sup> April;
- b) **Civic Hall Maintenance work:** Cllr Watson provided an update on the findings from three contractors who had recently visited the Civic Hall with a view to providing a quotation for the essential maintenance work set out on the building condition report provided by the appointed architects. It was reported that the nature and extent of the external repairs and the equipment needed to carry them out is likely to exceed the amount budgeted for the 2020/21 (£4,000). **ACTION:** Quotations will be considered, and decisions made on funding these essential works;



## Finance and Governance Committee

- c) **Eden project:** Cllr Grisenthwaite reported on a recent meeting with the Head of Economic Development at Lancaster City Council. Members were informed that City and County Council's had only recently begun to discuss plans related to the Eden project development, which includes a Park and Ride scheme.

It was acknowledged that Carnforth must be part of the wider plans and be involved in the discussions going forward and that these include encouraging tourists to visit the town as part of the 'Eden experience'. At this early stage, Members are asked to consider what they would like to see in Carnforth. The message was to 'Think Big!'

20018 **Date and time of next meeting:** The next meeting of the Finance and Governance Committee will be held on Wednesday 8<sup>th</sup> April 2020 at 5:15pm

A handwritten signature in black ink, appearing to read "Robert B. B. B.", with a long horizontal line extending from the end of the signature.

**Town Clerk**

**13 March 2020**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

**Tel: 07846 256 006; Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**