Annual Meeting &
Mayor Making
Wednesday 16th May 2018 at
Council Offices, Market Street, Carnforth commencing at 6:30pm

1. To receive apologies for absence
2. To confirm the Minutes of the last Annual Meeting on Wednesday 17th May 2017
3. To elect Town Mayor (Chair of the Town Council) for the municipal year 2018 - 2019
4. To elect Deputy Mayor of the Town Council for the municipal year 2018 – 2019
5. To sign Declaration of Acceptance of Office of Town Mayor and Deputy Town Mayor
6. To receive any changes to Declarations of Interest of Town Councillors
7. To appoint Membership of Town Council Committees:
    a) Asset Management Committee
    b) Finance and Governance Committee
    c) Town Development Committee
8. To appoint Internal Auditor for the municipal year 2018 – 2019
9. To elect officers and representatives on outside bodies and groups for the municipal year 2018 – 2019
    a) Outdoor Maintenance Liaison
    b) Carnforth & District Twinning Association
    c) 2246 Squadron ATC Committee
    d) Carnforth & District Chamber of Trade
    e) Carnforth Station & Railway Trust
    f) Quarry Committees
    g) LALC (Lancaster Area Committee)
    h) Tree Warden
    i) Manserghs Apprentice Trust
10. To consider date and time of the next Annual Meeting of Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Bob Bailey
Town Clerk
28 Wilson Grove
Heysham,
Morecambe, LA3 2PQ
Tel: 07846 256 006
Email: clerk@carnforthtowncouncil.org
Website: www.carnforthtowncouncil.org

11 May 2018

CARNFORTH TOWN COUNCIL

Annual Meeting - Minutes

18:30 Wednesday 17th May 2017

17 /1 Election of Town Mayor (Chairman of the Council) and declaration of acceptance of office.

The Mayor, Councillor Parker addressed the Town Council and thanked them for their support during his year as Mayor

It was proposed that Councillor Wooff should serve as Mayor of Carnforth for the year 2017-18.

Proposed: Cllr P Gardner, Seconded: Cllr Watkins

By unanimous approval it was resolved that Councillor Wooff should serve as Mayor of Carnforth for the year 2017-18.

The Mayor welcomed County Councillor Philippa Williams along with two members of the Gideons to the meeting.

Councillor Parker addressed the Council to thank The Town Councillors and ask that Liz Aspin to be included in his thanks and that thanks be passed on her for the hard work she had done whilst serving as a Town Councillor.

17 /2 Notice of Goodwill

Councillor Wooff was presented with a bible by the Gideons. The Town Council were lead in a brief prayer.

17 /3 To receive any Change to Interest forms.

No Change to Interest forms were received at this time.

17 /4 Appointment of Deputy Town Mayor and declaration of acceptance of office.

It was proposed that Councillor Roe should serve as Deputy Mayor of Carnforth for the year 2017-18.

Proposed: Cllr Parker, Seconded: Cllr Branyan

By unanimous approval it was resolved that Councillor Roe should serve as Deputy Mayor of Carnforth for the year 2017-18.

17 /5 To receive apologies for absence.

Apologies were received from Cllr J Gardner.

17 /6 Appointments to committees

Assets Management	Members of the Asset Management Committee: Cllr Bromilow, Cllr Wooff, Cllr Taylor, Cllr Parker, Cllr Roe
Finance and Governance	It was proposed that the resignation from this committee by Cllr Branyan should be accepted and that Cllr Taylor should be elected to this committee. Proposed: Cllr Branyan, Seconded: Cllr Watkins By unanimous approval it was resolved that the resignation from this committee by Cllr Branyan should be accepted and that Cllr Taylor should be elected to this committee. Members of the Finance and Governance Committee: Cllr Watkins, Cllr P Gardner, Cllr Parker, Cllr Taylor
Town Development	Members of the Town Development Committee: Cllr Barbu, Cllr Watkins, Cllr Taylor, Cllr J Gardner, Cllr Smith

17 /7 Appointment of internal auditors and signatories to accounts

It was proposed that the Internal Auditor should be The North Lancaster Audit Consortium

Proposed: Cllr P Gardner, Seconded: Cllr Watkins

By unanimous approval it was resolved that the Internal Auditor shall be The North Lancaster Audit Consortium.

It was proposed that the Council scrutineers be Cllr Roe, Cllr Parker and Cllr Watkins.

By unanimous approval it was resolved that Cllr Roe, Cllr Parker and Cllr Watkins be the Council scrutineers.

It was proposed that the bank signatories be Cllr Watkins, Cllr Parker and Cllr Roe.

Proposed: Cllr P Gardner, Seconded: Cllr Branyan

By unanimous approval it was resolved that Cllr Watkins, Cllr Parker and Cllr Roe be the bank signatories.

17 /8 Appointment of Officers and Representatives to outside bodies.

It was proposed that the following members of the town council shall act as officers and representatives to outside bodies as follows:

Outdoor Maintenance Liaison:	Cllr Taylor
Carnforth & District Twinning Association:	Cllr Parker
2246 Squadron ATC Committee:	Cllr Wooff, Cllr Taylor
Carnforth & District Chamber of Trade:	Cllr Watkins
Carnforth Station and Railway Trust:	Cllr P Gardner

Quarry Committees:	Cllr Parker, Cllr Bromilow
LALC (Lancaster Area Committee):	Cllr P Gardner, Cllr Bromilow
Tree Warden:	Cllr J Gardner
Mansergh's Apprentice Trust:	Cllr Taylor

By unanimous approval it was resolved that the above members of the town council shall act as officers and representatives to outside bodies.

17 /9 Council Procedures:

1) To approve Standing Orders, including any proposed amendments.

Proposed: Cllr Taylor, Seconded: Cllr Watkins

By unanimous approval it was resolved that Standing Orders were approved.

2) It was proposed that the Code of Conduct by approved.

Proposed: Cllr P Gardner, Seconded: Cllr Parker

By unanimous approval it was resolved that Code of Conduct be approved.

3) It was proposed that the Risk Management Statement, including any proposed amendments, including a line specifying an upper limit of £750.00 above which best value tenders must be sought be approved

Proposed: Cllr Taylor, Seconded: Parker

By unanimous approval it was resolved that the Risk Management Statement including amendments be approved.

4) It was proposed that Council policies listed be approved:

- Health and Safety Policy – Proposed: Cllr Branyan, Seconded: Cllr Taylor
- Equality and Diversity Policy – Proposed: Cllr Parker, Cllr Branyan
- Data Protection – Proposed: Cllr Bromilow, Seconded: Cllr Taylor
- Freedom of Information Publication Scheme – Proposed: Cllr P Gardner, Seconded: Cllr Branyan
- Complaints Procedure – Proposed: Cllr Watkins, Seconded: Cllr Parker
- Training Policy – Proposed: Cllr Branyan, Seconded: Cllr Watkins

By unanimous approval it was resolved that the Council policies listed be approved.

Meeting closed: 18:55pm

Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting to be held on Wednesday 16th May 2018 at 6:30pm at the Council Offices, Market Street Carnforth

18020 To receive apologies for absence

18021 To receive declarations of interest and consider dispensations relevant to items on the Agenda

18022 To consider items of urgent business

18023 To consider Minutes of the meeting held on Wednesday 18th April 2018 (see supporting papers)

18024 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)

(i) Public discussion
(ii) Clerk's report
(iii) Correspondence (see supporting papers)
(iv) Members updates and reports
(v) Reports of District and County Councillors
(vi) Reports from outside bodies

18025 To consider planning applications set out below: (Please note that planning applications can be viewed online at: https://www.lancaster.gov.uk/planning/view-applications-and-decisions:

Application No:	Description
18/00268/FUL	Erection of a replacement bowling pavilion - Rear of Taps on the Green, 77 Kellet Road, Carnforth La5 9JR
18/00269/FUL	Erection of office, storage & distribution building with associated parking and access - Carnforth Business Park, Oakwood Way, Carnforth
18/00463/FUL	Erection of a 2 storey dwelling, creation of an access and parking area and erection of a single storey rear extension to existing dwelling – 17 Towpath Walk, Carnforth

Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

18/00494/OUT	Outline application for the erection of a dwelling and detached garage and creation of an access – Land adjacent to 18 Crag Bank Road, Carnforth
18/00546/FUL	Construction of a balcony and external staircase to rear – The Hollies, 20 Crag Bank Road, Carnforth LA5 9EH

18026 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

18027 To consider for approval Schedule of Payments and Receipts (paper to follow)

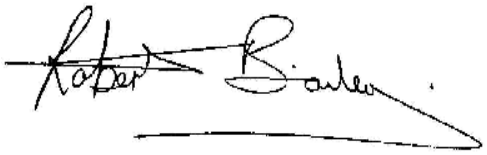
18028 To consider report and recommendations of the Asset Management Committee (see Agenda Pack)

18029 To consider update on Town Development Committee activities (Chair to report)

18030 To consider report and recommendations of Finance and Governance Committee (See Agenda Pack)

18031 To consider proposal to change the layout of tables at Town Council meetings (Councillor Gardner to propose)

18032 To consider date and time of next meeting



Town Clerk **11 May 2018**

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org

Carnforth Town Council

Minutes of the meeting of Carnforth Town Council held at the Council Offices, Market Street, Carnforth on Wednesday 18th April 2018

Present: Councillor Wooff (Chair); Councillor Barbu; Councillor Bromilow; Councillor Grisenthwaite; Councillor Parker; Councillor Smith; Councillor Watkins

In attendance: City Councillors Guilding; Reynolds and Yates; County Councillor Williamson; Chief Inspector Martin; Bob Bailey, Town Clerk
Three residents

Before the start of the meeting there was a minutes silence in remembrance of Councillor Janette Gardner.

18001 **Apologies:** Apologies were received from Councillors Roe; Branyan and Gardner

18002 **Declarations of Interest and Dispensations:** There were no declarations of interest for items on the Agenda. Councillor Barbu and was granted dispensation to participate in the discussion of Agenda 180010

18003 **Urgent Business:** There were no matters of urgent business for consideration.

18004 **Minutes of the previous Meeting**: It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 21st March 2018 be approved. Members commented that they approved of the revised format for the monthly Minutes.

18005 **Adjournment for public discussion and information only updates:**

1) **Public discussion**:

a) Chief Inspector Martin attended the meeting to provide a quarterly update on crime statistics. It was reported that the crime statistics for the year could not be broken down into the Carnforth area alone but was included within the statistics for Morecambe.

In the year ended 31st March 2018, 6000 crimes were reported an increase of 15% on 2016/2017, however, the method of recording crime has changed in that period where all crimes are reportable, including any dealt with within a 72-hour period.

Most reportable crimes are theft, although there has been a big reduction in vehicle theft due to improved technology. Serious domestic violence is reducing and whilst there have been 45 serious assaults in the year, most (over 300) are classed as 'low level'.

In the last quarter of 2017/2018 (January – March) calls to the Police to attend incidents in the Carnforth area totalled 359. This included 27 calls regarding anti-social behaviour, which is a very low compared to another areas in the Lancaster district. The main source of crime in the Carnforth, Warton and Silverdale area relates to vans being broken into to steal tools, although a number of these were concentrated around a short period of time, indicating that they were a specific target. Several farms buildings have also been broken into.

In terms of response times, targets locally had been met, including 21 emergency calls responded to within 15 minutes. It was reported as 'encouraging' that most of the call outs were for low risk/follow up crimes that could be responded to within 24 hours.

There were questions about the recent attempted robbery of the ATM at the Co-op in Carnforth. Chief Inspector Martin confirmed that the robbery had failed and commented that Police think they know who the perpetrators are. There is some concern that other superstores are vulnerable to this type of attempted robbery.

Chief Inspector Martin was thanked for attending the meeting and for his report.

b) A resident attended the meeting to thank the Town Council for their support on submitting an objection against planning application 18/00103/OUT for the erection of one dwelling and new access on land at Crag Bank Crescent, Carnforth. Members were informed that residents had spoken at a recent Planning Committee meeting, the outcome of which was that Members of the Planning Committee would defer a decision until after a sit visit on 30th April.

Members thanked the resident for his comments and advised that the Town Council is in the early stages of developing a neighbourhood plan for Carnforth. A key element of its success will be engagement with, and feedback from, residents and local businesses

There followed a general discussion about the Crag Bank ward during which City Councillor Yates informed the meeting that a new 'tree warden' would be required following the sad passing of Councillor Janette Gardner.

It was **RESOLVED** that the update on crime statistics for the year ended 31st March 2018 and the proposed site visit to Crag Bank Crescent on 30th April be noted. It was also proposed by Councillor Watkins, seconded by Councillor Bromilow and passed unanimously that Councillor Barbu be appointed the tree warden for Crag Bank.

2) **Clerk's Report**: The Clerk thanked Members for giving him the opportunity to be the Clerk to the Town Council. presented his report and the schedule of correspondence received since the last meeting of the Town Council following his recent retirement from Lancaster City Council.

The Clerk then provided a short update on activities since the last meeting of the Town Council including an outline of matters to be considered later in the Agenda being an update on neighbourhood planning and Lancaster City Council's four-year plan known as *Ambitions*.

The Clerk is now maintaining and responding to posts on the Town Council's Facebook page @carnforthtowncouncil and a Twitter account has now been set up @carnforthtc. It was reported that whilst it is still early days there are signs that residents are starting to respond to posts and tweets being made.

It was **RESOLVED** that the Town Clerk's report be noted.

3) **Correspondence:** The Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that, where necessary, appropriate action had been taken by the Committees of the Town Council and the Town Clerk to address any general matters arising from the correspondence received. Matters requiring a decision by the Town Council are included elsewhere in the Agenda.

   It was **RESOLVED** that the schedule of correspondence received be noted.

4) **Members updates and reports**: Members provided updates on the following activities and actions since the last meeting of the Town Council.

   a) Councillor Grisenthwaite reported that grants are available from the War Memorials Trust with up to 75% of the cost of repairs can be met to a maximum value of £30,000. There are four opportunities to apply for grants during the year, with the next one being 30th June 2018 – no applications can be made retrospectively. Councillors Grisenthwaite and Parker will liaise with the Town Clerk when applying for a grant.

   b) Councillor Smith reported that the latest edition of the Carnforth Express had now been prepared and will be printed and distributed in the next few weeks.

   c) Councillor Parker reported that the subsidence at the Civic Hall had now been dealt with to a very good standard. The Civic Hall Manager is dealing with the re-painting of yellow lines at the Civic Hall.

   d) The Town Mayor reported on the various events and meetings that she has attended representing the Town Council. She will soon be attending a dinner marking 100 years of the Royal Air Force.

   e) Councillor Parker reported on the current and planned work of the Outdoor Maintenance Operative, including re-staining public benches and new plants going into the planters around the town. There was a short discussion about the general state of planters and sponsorship by local businesses. It was reported that a planter is being organised for Carnforth High School and that the proprietor of Sue Shields Hairdressers had provided a large planter located outside the shop which is very eye-catching. The Clerk was asked to thank them on behalf of the Town Council for their contribution to the Town.

   It was **RESOLVED** that Members for information only updates and actions be noted.

5) **Reports of District and County Councillors**: City Councillor and County Councillor Williamson all expressed their sincere condolences to Councillor P Gardner and the Town Council for the sad loss of Councillor J Gardner. Councillors then reported on several matters of interest and provided updates on activities and actions in the last month. These are summarised below:

   a) County Councillor Williamson brought Members attention to Warton Mire, also referred to as the 'Salmesbury Enterprise Zone Development Update'. It was reported as part of the planning permission the ecological assessment required identification of a site to attempt to relocate/redirect migratory birds. As the preferred site Warton Mire will attract a significant amount of investment to acquire the site and undertake infrastructure work to encourage migration of ground nesting birds to the site. The scheme has the potential to draw in up to £500k for the local economy.

   b) Lancashire County Council have provided an updated and easier to understand highways policy that includes detailed information for the most common defects or hazards including a clear definition, photographs, risk impact ratings and associated investigation criteria, as well as risk matrices and recommended actions.

c) Following a review and consultation by Lancashire County Council on Library opening times across the district the opening hours of Carnforth Library have been increased to 34 hours between Tuesday and Saturday inclusive each week. Councillor Williamson has asked for further detailed information on the number of users of the library and for what purpose.

   Members were advised about the Home Library Service currently provided and proposals for a 'Home Collection Service' as well as other initiatives such as help and support with information/digital technology and 'family history sessions'.

d) There was a further update and general discussion about the state of the A6 between Tesco junction and Market Street and the planned resurfacing works in August. Members were informed that in the interim period measures are being taken to raise awareness of the potholes on this stretch of the road, including suitable signage and provision of temporary solutions to lessen the impact. Following some questions, Councillor Williamson confirmed that she receives and responds to many calls and emails regarding the state of the A6. It was unclear whether recent works carried out close to the A6 had been part of the 'temporary solution' discussed.

e) City Councillors and County Councillor Williamson have requested gully cleaning along the local stretch of the A6 which should be completed by the end of June.

f) All Councillors were agreed that, whilst there are real signs of improvement, there is still insufficient focus on Carnforth from both City and County Councils. Councillors pledged to continue to support the Town Council in raising local matters and shaping the future of the town.

g) City Councillors also thanked the Town Council for their contribution and support on recent planning applications which had proved invaluable, including the development on Scotland Road and the Porsche garage.

h) City Councillors have undertaken several activities in the last month or so including initiatives supporting elderly persons and vulnerable people; debris on the Motorway/A6 link road; fly-tipping and general litter nuisance; anti-social behaviour issues and encouraging investment in public spaces and local parks/play areas.

i) City Councillors have supported residents regarding the proposed closure of the ticket office at Carnforth Station and two litter picks have been arranged in Crag Bank on 12th May and Millhead on 19th May.

It was **RESOLVED** that County Councillor Williamson and City Councillors be thanked for their reports and that the updates and actions be noted.

6) **Reports from outside bodies:** Councillor Watkins provided a report on behalf of the Chamber of Trade, including notification that the Chamber may ask for permission to use the War Memorial Gardens for an Arts Festival being planned for the beginning of August.

The Chamber fully supports plans to keep the Carnforth Station ticket office open in some form and are asking local businesses to support the initiative to sponsor flower boxes/planters around the town and the provision of two new flower boxes in Market Street.

18006 **Planning Applications:** Members considered the following new planning applications:

Application No:	Description
18/00261/ADV	Advertisement application for 3 fascia signs – 44 Market Street, Carnforth
18/00365/OUT	Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow/Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth

Members discussed in some detail the proposed major development as set out in planning application number 18/00365/OUT, expressing that they had been impressed by the plans as presented by the developers and the level of detail of the supporting evidence and extensive engagement with stakeholders in and around the town.

It was then **RESOLVED** that no representation be made regarding planning application 18/00261/ADV and that the Town Council fully supports planning application number 18/00365/OUT.

18007 **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. Members noted that the proposed development at land between Brewers Barn and the A601(M) (16/00335/OUT) was still 'awaiting decision'. The Town Council have previously written to the planning authority on two occasions and had no reply. City Councillors were asked to follow this up. Members welcomed the decision of the planning authority to permit the erection of the Porsche Garage (17/01133/FUL).

It was **RESOLVED** that the decisions of the planning authority be noted.

18008 **Schedule of Payments and Receipts:** The Clerk presented a revised *Schedule of Payments and Receipts* for April. As Members had requested the document now indicates the specific budget heading for each transaction.

Members commented on the good work that had been done at very short notice to address the subsidence at the Civic Hall and noted that equipment had been purchased to support the Town Clerk in working directly from the Council Offices. Members noted that the precept demanded for 2018/2019 of £50,470 had been received.

It was **RESOLVED** that the schedule of payments and receipts be approved.

18009 **Report of the Asset Management Committee:** The April meeting of the Asset Management Committee had not been quorate so no decisions could be made

18010 **Report of the Town Development Committee:** Councillor Watkins presented the Minutes of the meeting of the Town Development Committee held on 10th April. Members attention was drawn to plans and community events to improve and maintain the cleanliness and attractiveness of the Town.

Plans were well in hand for the free Heritage Trail of the Town on Saturday 5th May starting from the War Memorial Gardens. Leaflets of the Heritage trail are now available and take-up has been so good that more are having to be ordered!

Several places of interest have been identified as suitable for the commemorative / heritage (blue) plaques and funding is being obtained from local sources and the Town Council.

Sponsorship for six flower displays in planters have been secured from local businesses and plans are underway for Carnforth in Bloom in the summer which this year will include competitions for both adults and children with the prizes for the children being vouchers to spend at local outlets.

There was a discussion about the best way to commemorate the life of Councillor Janette Gardner with suggestions of a flower planter or flower bed in her name.

Arrangements for the future production and publication of the Carnforth Express are to be reviewed. The terms of reference of the Town Development Committee will be revised and it is **recommended** that the Committee be responsible for considering significant (size to be determined), commercial and strategically important planning applications with responses being suggested to the Town Council.

After some questions, it was **RESOLVED** that the report of the Town Development Committee be noted, that a flower bed in the War Memorial Gardens be commemorated to Councillor Janette Gardner and that in future the Town Development Committee be responsible for considering, in detail, significant commercial and strategically important planning applications.

18011 **Report of the Finance and Governance Committee:** The April meeting of the Finance and Governance meeting had not been quorate so no decisions could be made

18012 **Report of the Neighbourhood Plan Group:** Councillor Watkins presented the first draft of a vision, values and objectives for the Carnforth Neighbourhood Plan, entitled *Make a plan, Make a Difference*.

The justification of the proposed objectives includes a recognition that after *'..very low levels of development growth over recent decades with very little new housing being delivered in the town'* it is important that our neighbourhood plan '*...provides opportunities for expansion in the town'* including the potential to provide opportunities for expansion to meet housing needs, improve walking and cycle links and to address known issues such as the poor air quality caused by emissions from adjacent corridors of high-volume traffic. Members were informed that, subject to the agreement of Town Council, the document will be the basis for engagement with the local community.

Members were advised that an application had been made to the principal authority for the area indicated on a map of the district to be officially designated as the neighbourhood plan designation area. Confirmation of this designation is awaited.

After several comments and questions, it was **RESOLVED** that the *Make a plan, Make a Difference* as presented, be adopted as the neighbourhood plan vision, values and objectives and be the basis for further engagement with the local community, subject to formal designation being granted by Lancaster City Council.

18013 **Town Council Vacancies:** Members were advised that there had been three applications for the Casual Vacancy in the Town Ward. Arrangements for interviewing the candidates were discussed and it was **RESOLVED** that, subject to a suitable date for interviews the panel be made up of Councillors Bromilow, Grisenthwaite, Parker, Watkins and Woof.

18014 **CCTV options:** The Town Mayor raised the matter of whether CCTV in the town is fit-for-purpose following the recent attempted robbery and current standards for effective CCTV provision. Members are aware that a new system to replace existing CCTV cameras with more advanced versions have been installed in Lancaster and Morecambe including mobile CCTV cameras that are being used at fly-tipping hotspots to help catch offenders.

18015 Members considered that Carnforth is vulnerable to the sort of unwanted event recently experienced and would benefit from more and improved CCTV monitors that could also be a more pro-active deterrent anti-social behaviour, litter dropping/fly-tipping and dog fouling, as well as assist with managing large events in the town.

After much discussion, it was **RESOLVED** that the matter be raised with the Carnforth & District Chamber of Trade, Lancaster City Council and Police and that the longer-term plans for CCTV be part of the Town Council's developing approach to forward planning and its neighbourhood plan should this be adopted. City Councillors undertook to raise the issue with Lancaster City Council.

18016 **A6/Market Street traffic lights:** Councillor Parker raised the issue of apparent problems with the traffic lights at Market Street that is causing traffic to 'back-up'. It was considered that the sensors are faulty and that, in any event, traffic flow would benefit from the addition of 'green filters'.

It was **RESOLVED** that the matter be reported to County Highways for action.

18017 **Layout for Town Council meetings:** In the absence of Councillor P Gardner, this agenda item was deferred to a later date.

18018 **Statement of Community Involvement:** The Clerk introduced the revised *Statement of Community Involvement (SCI)* which forms part of the Local Plan 2011 – 2031 that Lancaster City Council are currently consulting on.

It was explained that the SCI sets out how, and when, the planning authority will engage with the community and other key stakeholders on planning applications.

The revised SCI reflects changes in legislation in relation to neighbourhood planning and development management practice over the last few years and provides several other clarifications including summary of how the Council now provides pre-planning application advice.

After some discussion, it was **RESOLVED** that the revised Statement of Community Involvement be noted.

18019 **2018 – 2022 Council Plan**: The Clerk reported that Lancaster City Council are in the process of engaging with the district on its developing Council Plan 2018 – 2022 called 'Ambitions'. The plan sets out the City Council's '*priorities and vision for the Lancaster district to grow and thrive as a vibrant regional centre in the north west of England*' and includes four ambitions with supporting priorities, outcomes and measures for the next four years. The four ambitions are:

- A thriving and prosperous economy
- Clean and safe neighbourhoods
- Healthy and happy communities
- A smart and forward-thinking Council

The Clerk advised that the City Council is inviting members of the public to attend a number of drop-in-sessions to discuss its plans, the first of which was held on April 12th at The Storey in Lancaster.

There was some discussion and comments about the 'ambitions' of the City Council and how these might specifically improve the delivery of services and meet the future needs of Carnforth. Members commented that the local community would benefit from a 'drop-in session' held in the town.

It was then **RESOLVED** that the developing Council Plan 2018 – 2022 be noted and that the Clerk liaise with Lancaster City Council for a drop-in session to be held in Carnforth.

18020 **Date and time of next meeting:** The next meeting of the Town Council will be the Annual Meeting and Mayor Making and appointments to committees and outside bodies followed by the 'ordinary' monthly meeting on **Wednesday 16th May 2018 at 6:30pm.**

The Annual Town Assembly will be held on **Wednesday 23rd May at 6:30pm at the Station Heritage Centre, Furness Hall**.

The meeting closed at 8:25pm.

Correspondence – May 2018

Date	Sender	Topic
20/04/2018	Lancaster BID	Invitation of notice in the BID community magazine
23/04/2018	Lancashire County Council	Consultation of Street Lighting Maintenance
23/04/2018	Lancaster City Council	Weekly list of planning applications
23/04/2018	Lancaster City Council	Drinking water fountain
25/04/2018	Lancashire County Council	Your Mile Your Way
25/04/2018	Rural Vulnerability Service	Fuel Poverty
25/04; 27/04; 01/05; 03/05; 04/05/2018	Lancaster City Council	Notification and estimated cost of By-Election
03/05/2018	LALC	New Cllrs & Clerks Workshops
03/05/2018	Lancaster City Council	Community Governance Review
09/05/2018	Aggregate Industries UK Ltd	Action to Clean-up A601
09/05/2018	Lancaster City Council	Weekly list of planning applications
09/05/2018	Rural Services Network	Newsletter
11/05/2018	Carnforth Chamber of Trade	Agenda for meeting on 14/05/2018
11/05/2018	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update

Planning Application Comments & Decisions
May 2018

Application Number / Description	Town Council Comment	Planning Authority Decision / Status
16/00335/OUT: 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 The A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Objection	Awaiting decision
17/01264/VCN: Erection of five 2-storey detached dwellings with associated access (pursuant to the variation of condition 2 on planning permission 16/01257/FUL to amend the site layout and variation of house type) - Land Adjacent, 153 North Road, Carnforth	Supported in principle	Awaiting decision
18/00103/OUT: Outline application for the erection of one dwelling and creation of new access - Land adjacent to 25 Crag Bank Crescent, Carnforth LA5 9EQ	Objection	Application Refused
18/00261/ADV: Advertisement application for 3 fascia signs – 44 Market Street, Carnforth	Supported in principle	Application Permitted
18/00365/OUT: Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow / Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth	Supported in principle	Awaiting decision

Carnforth Town Council

Minutes of the Assets Management Committee held at the Council Offices, Market Street, Carnforth on Tuesday 01 May 2018

Present: Councillor Roe (Chair); Councillor Woof, Councillor Bromilow;

In attendance: Bob Bailey, Town Clerk

18013 **Apologies:** Apologies were received from Councillor Parker

18014 **Declarations of Interest and Dispensations:** There were no declarations of interest

18015 **Minutes:** It was **RESOLVED** that the Minutes of the Asset Management Committee held on 6th March be approved. It was noted that the scheduled meeting on 3rd April was not quorate

18016 **Urgent Business:** There were no matters of urgent business

18017 **Adjourn for public discussion:** No members of the public attended the meeting.

18018 **War Memorial Repairs:** Members again discussed the quotations received for the repairs to the War Memorial and, following the subsequent agreement of the Town Council to pursue the repairs, it was **RESOLVED** that the lowest quotation received of £774 plus VAT be accepted and that the work be carried out as soon as practicable.

18019 **Acquisition of flags:** The Clerk reported that a quotation had been received from Hampshire Flag Company for a replacement United Kingdom national flag and a Lancashire County flag. Each flag is 5' by 3', roped and toggled and fitted with an 'anti-fray' solution. The cost of both flags, including delivery is £86.79 plus VAT. There followed a discussion about the purchase of a RAF ensign flag to mark 100 years of the Royal Air Force.

It was then **RESOLVED** that an order be placed for the United Kingdom National and the Lancashire flags and that a RAF Ensign flag also be purchased subject to a budget of less than £50.

18020 **Civic Hall matters:** Now that the area of subsidence had been addressed the Civic Hall Manger will undertake the re-lining of the car park. The Civic Hall Manager reported that he would need to purchase fibre glass materials and other items to deal with problems with the guttering.

It was **RESOLVED** that the Civic Hall Manager purchases the items he needs to repair the Civic Hall guttering.

18021 **Noticeboard for the Welmar Estate:** As requested, the Clerk has been liaising with Carnforth Neighbourhood Watch regarding the acquisition of a noticeboard at the Welmar Estate to be shared with the Town Council.

It was reported that a number of options had been considered with the preferred one being a Varicase Wall Mounted Noticeboard, side hinged and in a burgundy colour with a five-year guarantee and a printed internal header and logo.

The suppliers are based in Kendal and have offered a 10% discount to the Town Council and free delivery. The unit price of the noticeboard is £724 plus VAT.

Carnforth Neighbourhood Watch have reached an agreement with a local farmer for the noticeboard to be fixed to a wall on his property.

After some, discussion, it was **RESOLVED** that an order be placed for the preferred noticeboard, subject to written confirmation being received directly from the farmer that permission has been given for a noticeboard to be fixed to his property.

18022 **Acquisition of IT/Office equipment:** The Clerk reported that necessary equipment to enable him to work from the Carnforth Town Council offices had been acquired and in place. This includes a HP colour LaserJet printer, a monitor and associated cabling at a cost of £511 plus VAT and a fridge and microwave. Arrangements had also been made for a dedicated mobile phone for Town Council business.

It was **RESOLVED** that the acquisition of IT and office equipment be noted.

18023 **Review of Asset Register:** The Clerk brought to Members attention that the Town Council's Asset Register was last updated in November 2015 and needs to be reviewed.

The asset register serves four main purposes:

a) forms the basis for decisions on risk and insurance;
b) provides information on the age and potential lifespan of assets;
c) provides assurance of the continued existence of Town Council property, and;
d) is included in the Annual Governance and Accountability Return (AGAR)

As Members are aware, local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Clerk advised that once recorded on the asset register, the value of assets must not change from year to year until disposal as concepts of depreciation and impairment adjustments are not appropriate for local councils.

After some discussion, it was **RESOLVED** that the Clerk works with the Civic Hall Manager and the Asset Management Committee to produce an up-to-date Asset Register and that procedures be put in place for the register to be adopted by the Town Council at the end of each Municipal Year.

18024 **Drinking water fountain:** Members discussed Lancaster City Council's proposed installation of a drinking water fountain in Carnforth Town Centre adjacent to the public toilets where there is source to water.

The aim of water fountains being installed around the district is to reduce the use of single use plastic bottles. An image of the proposed fountain had previously been circulated to Members.

The City Council has allocated funding for this and is seeking the support of County, Ward and Town Councillors.

Members had mixed views about the location and design of the water fountain whilst recognising its main purpose. After some discussion it was **RESOLVED** that support for the provision of the water fountain be given, in principle, subject to an assurance that once in place it will be the responsibility of, and maintained by, Lancaster City Council.

18025 **Forward planning and budgeting:** The Clerk introduced a discussion on the benefits of forward planning in managing and maintaining the Town Council's assets and planning to budget for the replacement and acquisition of assets in the budget.

Members considered that it would be beneficial for (as a minimum) an annual joint meeting to be held with the Finance and Governance Committee to plan for the coming financial year and beyond, where necessary.

It was then **RESOLVED** that forward planning and budgeting arrangements be developed and that it be **recommended** that the Asset Management and Finance and Governance Committees have a joint meeting at least annually to plan requirements and discuss budgeting arrangements.

Carnforth Town Council

Minutes of the Finance & Governance Committee meeting held at the Council Offices, Market Street, Carnforth on Wednesday 02 May 2018

Present: Councillor Grisenthwaite (Chair); Councillor Aspin; Councillor Parker; Councillor Roe; Councillor Woof; Councillor Gardner (part)

In attendance: Bob Bailey, Town Clerk

18014 **Apologies: :** Apologies were received from Councillors Gardner and Bromilow

18015 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation.

18016 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 14th March be approved. It was noted that the scheduled meeting on 11th April had not been quorate

18017 **Urgent Business:** There were no matters of urgent business

18018 **Adjourn for public discussion:** No members of the public attended the meeting.

18019 **Financial management, monitoring and reporting:** The Clerk reported that he had input all income and expenditure for 2017/2018 into a version of *Microsoft Money* that he already has access to for other Parish Councils and had reconciled these to bank statements for the year from Unity Trust and Barclays Bank.

The Clerk presented Members with options for the future monitoring and reporting of financial transactions. These included detailed monthly transaction reports itemised by the date of each transaction and indicating the payee; relevant bank account; budget heading – referred to as income and expenditure categories with the accounting system; the amount of a '*Running* Balance' at the time of the report.

The Clerk also proposed to develop a monthly budget report that would show for each category of income and expenditure the actual performance against budget. It was acknowledged that this report will 'evolve' and develop into a useful tool upon which future budgeting arrangements can be based.

Members commented that the reports were clear and easy to understand. After some questions, it was **RESOLVED** that the Finance and Governance Committee receives for consideration a monthly '*Transactions report*' incorporating all bank accounts and that the Clerk develops, for further consideration, a monthly '*Budget report*'.

18020 **Financial accounting systems and software requirements:** As outlined the Clerk is using Microsoft Money to enter all income and expenditure, reconcile bank statements and produce reports. It was reported that whilst the version of Microsoft Money being used is a few years old (2005), it is considered fit-for-purpose for the time being but its ongoing effectiveness will be monitored.

The Clerk reported that there is a more pressing need to acquire a suitable integrated business solution that will provide the necessary security and flexibility to ensure compliance with the General Data Protection Regulations and meet the future needs of the Town Council. The Clerk advised that such solutions included Microsoft Office 365 and G-Suite from Google.

After some discussion, it was **RESOLVED** that the Clerk research the cost and suitably of integrated customer service solutions and report back to future meetings of both the Asset Management and Finance and Governance Committees for further consideration.

18021 **Banking arrangements:** The Clerk reported that all necessary forms for both Unity Trust and Barclays had now been signed and submitted and further information/action from the banks is awaited. The Clerk has also had an opportunity to add himself as an additional user for the Unity Trust Accounts, had changed passwords and other security settings and is now able to reconcile statements and post BACS transactions for authorisation. The Clerk reported that this arrangement is working very well as is using the local branch of Barclays as a means of depositing income received directly at the Civic Hall or the Council offices.

It was the **recommendation** of the Clerk that whilst on-line banking with Barclays should continue to be pursued, existing arrangements with Unity Trust should continue, subject to the Clerk being set up as the main user and the former Clerk removed.

After some discussion it was **RESOLVED** that, subject to the conditions as presented, no further changes be made to the existing banking arrangements.

18022 **Quarter 4 income and expenditure:** Having entered all 2017/2018 transactions into Microsoft Money and reconciled all bank statements the Clerk presented a draft of the income and expenditure transactions for the year ended 31st March 2018.

It was reported that total income received during the year was £63, 981 from precept, income from the hire of the civic hall, advertising on the Carnforth Exporess, VAT recoverable and some interest. Expenditure amounted to £60,250, over half of which was staff costs. Other expenditure included grant payments (£6,000), spend on the War Memorial and gardens (£2,040), publication and distribution of the Carnforth Express (£1,800) and insurance (£1,424), with the remainder largely being on the general maintenance of the Civic Hall and the town.

This represents a surplus of income over expenditure of £3,731. Balances as at 31st March 2018 were £29,172.

The Clerk went on to advise that he had made a start on reconciling the accounts ready for audit in accordance with the Accounts and Audit Regulations and in preparation for the subsequent completion and approval by the Town Council of the Annual Governance and Accountability Return (AGAR) 2017/2018.

The Clerk informed Members that in doing so he had found a 'favourable' discrepancy between the carry forward balances as at 1st April 2017 per the bank statements and that reported as the carry forward figure at the end of the 2016/2017 financial year. The Clerk will continue to try and establish the reason for this and/or agree a way forward with the internal auditor and advise Members accordingly.

Given that the Clerk is new in post and that the new external auditors are requesting accounts to be submitted by 11th June, it was **recommended** that an extension of time be requested.

After much discussion and questions, it was **RESOLVED** that the draft income and expenditure report and account balances as at 31st March 2018 be noted, and that the Clerk request an extension of time from the external auditors to enable satisfactory completion of the year end accounts.

18023 **General Data Protections Regulations update:** The Clerk provided an update on the impact and requirements of GDPR. There is still no definitive answer from either the Information Commissioners Officer (ICO) or NALC as to whether Clerks can be appointed as the Data Protection Officer (DPO) for Parish/Town Councils. It is the Clerk's view that the GDPR is an enhancement on the 1998 Data Protection Act and provided that proper controls are either in place, or are being progressed, by the 25th May there should be little impact on the Town Council.

Further guidance and templates and a checklist for compliance have now been made available and the Clerk recommended that the following actions be taken by 25th May:

a) Carry out a Data audit, essentially a compilation of a list of the data that the parish council holds, where it came from and who it is shared with;
b) Create a set of relevant privacy notices (templates provided)
c) Update or develop policies relating to data processing and protection that reflect the new requirements

After some general comments and questions, it was **RESOLVED** that the latest update on GDPR be noted and the recommendations of the Clerk be approved with further updates being provided as arrangements develop.

18024 **By-election and associated costs:** Members discussed the notification of the call for a by-election for the vacant Carnforth Town Ward and the potential significant cost to the Town Council should the election be contested.

The Clerk presented Members with a paper produced by NALC about local council election costs and the relevant legislation.

It was noted that, should the election be contested, the Town Council has few options to reduce the re-charge that will be made by the principle authority, Lancaster City Council to cover the cost of any such election.

However, consideration can be given to the Town Council being responsible for distributing poll cards and/or providing staff/volunteers to act as election staff on the day of the poll. Another option, is to advise the principal authority that the Town Council does not wish poll cards to be delivered at all for this election, should there be a need for one, as sufficient notice will be provided on social media, the Council's website and noticeboards.

After much discussion, and based on comments already received from Members of the Town Council, it was **RESOLVED** that the principle authority be advised that the Town Council did not wish poll cards to be delivered for this by-election.

18025 **Update on actions and recommendations**: Member were advised of the following updates from the Asset Management Committee:

a) **War Memorial repairs:** The lowest quotation received to carry out repairs to the War Memorial has been accepted and a recommendation was made that the works be carried out as soon as practicable;

b) **Civic Hall matters:** Subsidence has been addressed and re-lining of the car park will be completed by the Civic Hall Manager soon;

c) **Noticeboard for the Whelmar Estate:** A quotation of £724 plus VAT has been accepted for a shared noticeboard with Carnforth Neighbourhood Watch subject to formal permission being given for it to be fixed at the agreed location.

18026 **Review of Finance & Governance Committee:** Members briefly discussed the existing terms of reference of the Committee, which whilst still largely relevant, would benefit from being reviewed to ensure that they remain fit-for-purpose. It was **RESOLVED** that the Clerk draft a revised terms of reference document for consideration and approval by the Finance and Governance Committee.