



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

## **Summons to attend meeting on Wednesday 19<sup>th</sup> December 2018 at 6:30pm at the Council Offices, Market Street, Carnforth**

- 18117 To observe one minutes silence in memory of Councillor Pat Wooff
- 18118 To receive apologies for absence
- 18119 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18120 To consider items of urgent business: Draft tender for architectural survey & options appraisal
- 18121 To consider Minutes of the meeting held on Wednesday 21<sup>st</sup> November 2018 (see Agenda Pack)
- 18122 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- a) Public discussion
  - b) Clerk's report (to follow)
  - c) Correspondence (See agenda pack)
  - d) Members updates and actions
    - Town Mayor
    - Outdoor Maintenance
    - County Council proposal for paid parking on Market Street
    - General matters and issues not in the agenda
  - e) Reports of Ward and County Councillors
  - f) Reports from outside bodies:
    - Carnforth & District Chamber of Trade
    - Carnforth & District Twinning Association
    - Quarry Liaison
- 18123 To consider updated CCTV proposals (itnetuk ltd to attend)
- 18124 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report – See Agenda pack)
- 18125 To consider draft report and recommendations of the Finance and Governance Committee (Chair to report – See Agenda pack)
- 18126 To consider report of the Air Quality Group (Councillor Smith to report – see Agenda pack)
- 18127 To consider Virgin Media works and multi-way signals, Lancaster Road & Kellet Road, Carnforth (Councillor Smith to report)



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

18128 To consider planning applications set out below and recommendations of the Town and Development Committee: (Please note that planning applications can be viewed online at:

<https://www.lancaster.gov.uk/planning/view-applications-and-decisions:>

Application No:	Description
18/00752/FUL	Erection of 2 two storey detached dwellings - Land At Carnforth Brow Carnforth ( <i>TD&amp;PC recommendation to object</i> )
Application No:	Description
18/01524/FUL	Installation of 4 car charging units – Booths Supermarket Car Park, Scotland Road ( <i>TD&amp;PC recommendation to support in principal</i> )
18/0196/TPO	T1 crown reduction, T2 crown raise, T3 stem removal - 25 Crag Bank Crescent Carnforth Lancashire LA5 9EQ ( <i>TD&amp;PC recommendation to obtain additional information and request an extension of time to respond</i> )
18/01183/FUL	Erection of Care Home (amendment) – Land off Scotland Road Carnforth ( <i>TD&amp;PC recommendation to obtain additional information and request an extension of time to respond</i> )
18/01503/FUL	Erection of six general industrial units with associated parking – Ironworks House, Warton Road, Carnforth ( <i>not previously considered</i> )
18/01563/FUL	Erection of a first-floor side extension – 4 Johnsen Close Carnforth LA5 9UJ ( <i>not previously considered</i> )

18129 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

18130 To consider for approval Schedule of Payments and Receipts (See Agenda pack)

18131 To consider date and time of next meeting

Town Clerk

18 December 2018

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# Carnforth Town Council

## Draft Minutes of the meeting held at the Council Offices on Wednesday 21<sup>st</sup> November 2018

**Present:** Councillors Roe (Chair); Barbu; Bromilow; Grisenthwaite; Holbrook; Jones; Parker; Smith; Watkins; Wooff

**In attendance:** Bob Bailey, Town Clerk; two residents and County Councillor Williamson.

18102 **Apologies:** Apologies were received from Councillors Branyan, Gardner and City Councillor Guilding and Yates.

18103 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted. Councillor Jones declared an interest in planning application(s) in Agenda item 18/111.

18104 **Urgent Business:** There were no items of urgent business not otherwise on the Agenda for the meeting

18105 **Minutes of the previous Meeting:** It was proposed by Councillor Woof, seconded by Councillor Watkins and **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 17<sup>th</sup> October 2018** be approved.

18106 **Election of Mayor and Deputy Mayor 2019/2020:** The Town Clerk reported that after much deliberation, Councillor Gardner had decided to stand down as Deputy Mayor of the Town Council with immediate effect.

The Town Mayor paid tribute to Councillor Gardner for his time as the Deputy Mayor and then proposed that, subject to Member agreement, Councillor Barbu be appointed Deputy Mayor for the remainder this municipal year and Town Mayor in 2019/2020, with Councillor Bromilow being appointed the Deputy Mayor for that year.

Following their acceptance of office, Councillor Watkins proposed, Councillor Wooff seconded and all were in favour that Councillor Barbu be appointed Deputy Mayor with immediate effect and that he be Town Mayor in 2019/2020 and Councillor Bromilow, Deputy Mayor.

18107 **Adjournment for public discussion and information only updates:**

a) **Public discussion:** The applicant for retrospective planning application 18/01903/FUL addressed the Town Council providing detailed information and explanation on the purpose of the timber cabin (pod) as a retail outlet and provision of local tourist information, promotion of local activities and businesses.

The applicant commented that the pod is essential to supplementing The Canal Turn Public House and had been developed as a 'community hub' following pre-application advice and support from Lancaster City Council officers on planning matters, tourist information and car parking arrangements.

Members were advised that a range of retail gifts and crafts will be available from the pod and that as part of the scheme a community 'honesty' parking machine is to be installed with the monies raised from this being shared equally with local groups. Members were also informed about a wide range of recent and planned activities.

In response to questions raised by Members, the applicant commented that the height of the pod is lower than the original hedges and that these had only been removed to accommodate the structure by agreement with the City Council's Conservation Officers. There was a further explanation of the pre-application process undertaken and it was confirmed that the completed scheme resulted in the loss of only one car parking space. The applicant conceded that early consultation with the Town Council and residents would have been beneficial for all concerned.

The Town Mayor, then proposed and Members agreed to consider planning application 18/01093/FUL and Members attention was drawn to the recommendation of the Town Development & Planning Committee at its meeting on 5<sup>th</sup> November. After some discussion it was **RESOLVED** that planning application 18/01903/FUL be supported in principle.

- b) **Clerk's Report:** The Clerk presented his report on activities carried out and supported since the last meeting, including:
- 1) A well-attended and successful **Remembrance Day** despite the wet weather. The Clerk thanked Members for their support in the lead up to, and on, the day. Lessons learned from this year's event will be used to make small improvements.
  - 2) The launch of ***The Men on the Monument: The Carnforth Poppy Trail*** leaflet had been well attended and there has been lots of interest and positive comments about the leaflet and the 'poppy trail' since then. Councillor Grisenthwaite was thanked for his involvement in its success. **ACTION:** Send a letter of thanks be sent to the author of the leaflet.
  - 3) The latest version of the *Carnforth Express* was ready for going to print and the Clerk thanked Members for their contributions. Members had seen a draft copy and approved the content for printing. **ACTION:** Arrange for approved *Carnforth Express* to be printed and distributed.

The Town Mayor thanked the Clerk and Members for their efforts in the last few weeks, it was then **RESOLVED** that the Clerk's Report be noted.

- c) **Correspondence:** The 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 discussion, it was **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

- d) **Members updates and reports:** The Town Mayor, Councillor Roe, reported on a variety of events and meeting that he had attended and supported in the last month, including the Remembrance Day Parade and Service; launch of the Poppy trail and *Men on the Monument* leaflet and the opening of the new Scout Hut. The Town Mayor made suggestions for the relocation of the *Silent Soldiers* and the positioning of the plaque in memory of Councillor Janette Gardner in time for Lancashire Day on 27<sup>th</sup> November.

Councillor Grisenthwaite outlined the plans for the next scheduled Film Night on 8<sup>th</sup> December and a family film to be shown in the afternoon of the same day.

Councillor Holbrook referred to the state of a 'private road' close to Carnforth Cricket Club. **ACTION:** Councillor Holbrook to make further enquiries with a view to establishing ownership of this stretch of road.

Councillor Smith advised that he had recently spoken to an individual who had placed an advertising board on the fence of the substation on North Road. The banner on the junction of Lancaster Road and Market Street should also be removed following recent damage to the barrier. **ACTION:** Deadlines for the removal of these notices to be given to those concerned, after which arrangements will be made by the Town Council.

No other matters, not included in the Agenda, were raised and it was **RESOLVED** that Members updates and reports be noted and action(s) taken where necessary.

- e) **Reports of County and Ward Councillors:** There were no Ward Councillors present at the meeting. County Councillor Williamson outlined the County Council budget plans for 2019/2020 aiming to make substantial savings whilst protecting adult social care. County officers and Members are working to achieve a three-year balanced budget. There are no planned changes to the local library of bus services, but the local waste recycling centre may come under scrutiny as part of the planned savings.

There is to be further consultation and further deliberations on the future of the Carnforth Station office and capital highways projects are in the pipeline including further resurfacing works in Carnforth and pothole repairs.

Councillor Williamson also reminded Members of the availability of funds (up to £30k) through the Lancashire Environmental Fund for community projects.

Members asked questions on the matters raised and Councillor Williamson was asked if she could enquire as to whether the Town Council could take back responsibility for maintaining the small piece of land in front of the Shovel Inn.

It was then **RESOLVED** that the reports of the Lancashire County and Ward Councillors be noted.

- f) **Reports from outside bodies:** It was reported that the last meeting of the Chamber of Trade had been well attended and that they continue to support the installation of CCTV and establishing a Carnforth Business Improvement District.

The Twinning Association have a 'Lancashire night' planned on Lancashire Day, 27<sup>th</sup> November. There was no report on the Quarry meetings

It was then **RESOLVED** that the updates from outside bodies be noted and Members were agreed that the Chamber of Trade and other organisations are working positively to improve the town and good partnerships with the Town Council have been established.

- 18108 **Report of the Asset Management Committee:** Councillor Roe reported that the scheduled meeting of the Committee on 6<sup>th</sup> November had not been quorate, but it had been necessary to discuss an urgent matter regarding the boiler in the flat at the Civic Hall. At the time of the meeting, one quotation had been received with others being sought in accordance with Standing Orders. Given the urgent need to get the boiler replaced, the Town Mayor approved that Members of the Town Council be advised that a decision on the preferred supplier could be made either at an emergency meeting, or agreement by email.

Members noted that two quotations were subsequently received and that the lowest quote was agreed through email correspondence and the replacement boiler authorised.

18109 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee meeting held on 5<sup>th</sup> November the following key resolutions, actions and matters:

- a) **Planning applications:** That the Town Council be **recommended** to support in principle planning application 18/01093/FUL (previously discussed) and 18/01308/FUL;
- b) **Budget monitoring and planning:** That the expected financial outturn for 2018/2019 within the devolved budget of £2,500 allocated to the committee. Considering planned expenditure in 2019/2020 the Committee **recommends** an increase to £3,000;
- c) **Carnforth Neighbourhood Plan Group:** Planning Consultants Troy Hayes gave a presentation on the services and support that they can provide and have been asked to submit a fully costed programme, subject to which, they will be **recommended** as the preferred service provider for the development of the Carnforth Neighbourhood Plan;
- d) **Planned Events:** Update on progress for Remembrance Day, Lancashire Day, Christmas lights switch on and best decorated house/garden competition;
- e) **Activities:** Updates on final agreements for sponsorship of the blue heritage plaques before an order is placed; the next edition of the *Carnforth Express* and proposals for self-watering planters and 'packet parks'. The 'train' to be carved out of wood and located at Crag Bank is due to be completed in the coming weeks.

After some comments, it was **RESOLVED** that the report and recommendations of the of the Town Development & Planning Committee be approved in principal and that further updates on actions outlined in the report be provided in due course.

18110 **Report of the Finance & Governance Committee:** The Town Clerk reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions, actions and matters:

- a) **Urgent business:** That the lowest quotation received to replace the boiler in the Civic Hall flat be funded from existing reserves and balances;
- b) **Financial monitoring and payments:** That the financial monitoring report as at 31<sup>st</sup> October 2018 be noted and that the Town Council be **recommended** to approve the Schedule of Payments and Receipts on the Town Council agenda;
- c) **Budget planning:** That the draft budget for 2019/2020 as drafted by the Finance & Governance Committee be considered by each Committee with a view to any revised budget being considered further at the December meeting of the Town Council and annual precept being demanded in January 2019.

After some comments and questions, it was **RESOLVED** that the report and recommendations of the Finance and Governance Committee be approved and that further updates on actions outlined in the report be provided in due course.



18111 **Planning Applications:** Members considered the following planning applications:

Application No:	Description
18/01903/FUL	Retrospective application for the siting of a timber cabin for retail and tourist information use – The Canal Turn, Lancaster Road, Carnforth
18/01303/FUL	Erection of 2 semi-detached 2 bed dwellings with associated garden and parking – Land to the side of former Police Station, Grosvenor Road, Carnforth

Having already **RESOLVED** to support, in principle, planning applications 18/01903/FUL (Minute no 18107 a) also refers), Members discussed planning application 18/01303/FUL and **RESOLVED** to also support this application, in principle.

18112 **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 noting that there had been a recent amendment to planning application 18/01183/FUL – erection of Care Home – although it was unclear what changes had been made. **ACTION:** That the Town Clerk make enquiries as to what amendments have been made to the original planning application. It was then **RESOLVED** that the update of planning authority decisions be noted.

18113 **Schedule of Payments and Receipts:** The Clerk presented the schedule of payments due as **recommended** by the Finance and Governance Committee. Members attention was drawn to payments due in relation to Remembrance Day and printing of the Men on the Monument leaflets which had helped to raise the profile and reputation of the Town Council. After some comments and questions, it was **RESOLVED** that the schedule of payments for November be **APPROVED** and income received noted.

18114 **Emergency Plan electrical works:** Councillor Smith reported that one of the main lessons learned from a recent exercise of the Town Council's Community Emergency Plan was that getting power to the Civic Hall had resulted in many trailing leads around the building that are impractical and a potential trip hazard. To eliminate this and improve the speed with which the building can be 'powered up', it is proposed to install additional bulkheads, conduit and accessories to supply the emergency socket and lighting power.

A quotation had been received from BARN electrical solutions – who previously carried our similar work in the building – the total cost of which can be met from the remaining funds of the emergency fund grant. Member were asked to approve this expenditure. After some comments in support of the emergency plan and the proposal, Members **RESOLVED** that the quotation from BARN electrical solutions be approved and arrangement made for the necessary works to be carried out.

18115 **Civic Hall feasibility study:** The Town Mayor, as Chair of the Asset Management Committee, referred to the proposal within the draft budget for 2019/2020 for a feasibility study on the condition, maintenance needs and costed options to upgrade and increase footfall and use of the building. The Town Mayor advised that previous upgrades to the building had been reactive rather than planned or strategic and, as the building gets older, there is a real need to have a longer-term view of its potential use and maintenance.

The Town Mayor, then proposed that Members approve that tenders be sought for an architectural survey and options/needs appraisal of the Civic Hall. Members asked some questions about the current state of the building and commented on its future use. It was then **RESOLVED** that Councillor Grisenthwaite and the Town Clerk develop a tender specification for and architectural survey and options appraisal of the Civic Hall.

18116 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 19<sup>th</sup> December 2018 at 6:30pm.** The meeting closed at 8:25pm.



# **CARNFORTH CIVIC HALL**

## **Tender for Architectural Survey and Options Appraisal**

### **Introduction**

Carnforth Town Council is inviting tenders from interested parties to:

1. Undertake a full architectural condition survey of Carnforth Civic Hall
2. Prepare a schedule of planned maintenance needs with costings
3. Propose a range of costed options to upgrade the present structure and facilities identifying potential financial and community benefits
4. Identify potential sources of financial support and grant aid to fund developments.

### **Specification**

Carnforth's Civic Hall is a multi-use community building that dates back to the 1920s. It is owned by Carnforth Town Council and initially its primary use was as a military drill hall. It still incorporates an underground firing range. The rest of the public space is at ground floor level and includes a fully fitted and equipped kitchen, public toilets, two medium sized rooms adjacent to the front door and the main hall itself. Disabled access is not an issue.

The building is constructed largely from brick with stone facings and the roof is of slate.

There is a Civic Hall manager who lives on-site in a first floor flat.

The building has been upgraded over the years but upgrading work has tended to be reactive rather than planned or strategic. It is apparent that the building increasingly struggles to meet the needs of potential user groups and organisations and is therefore not generating sufficient income to keep pace with refurbishment and maintenance costs.

Although it is well-situated in the centre of the community, the Civic Hall lacks adequate car parking and there is little space to expand within the curtilage of the site.

We envisage this piece of work providing us with a better understanding of the on-going maintenance needs of the Hall (with time line) and the potential for development of the existing site (with an indication of costs). Additionally, we would like to see consideration of more radical options for future development (e.g. sale of the existing building, etc) together with an indication of likely financial/ grant sources that might be available to Carnforth Town Council.



## Correspondence – December 2018



Date	Sender	Topic
21/11/2018	Town Clerk/County Cllr Williamson	Damaged railings and traffic/parking matters
22/11/2018	Rural Services Network	e-Newsletter
22/11/2018	Lancaster City Council	Invitation to Budget & Performance Panel 22/01/2018
23/11/2018	Lancaster City Council	Online training course – 'Staying safe'
23/11/2018	Resident	Traffic concerns – Lancaster Road Carnforth
26/11/2018	Town Clerk	Lancashire Day arrangements
26/11/2018	Lancaster City Council	Weekly Planning list
27/11/2018	Met Office	Severe weather warning
28/11/2018	Town Clerk	Urgent action re Town Council statement on Lancashire County Council proposals for car parking charges on Market Street
29/11/2018	Town Clerk	As above – agreed statement
30/11/2018	Town Clerk	Town Development & Planning Committee agenda pack
30/11/2018	Town Clerk	Asset Management Committee agenda pack
30/11/2018	Public Sector Executive Online	e-Newsletter
30/11/2018	Public Sector Executive Online	e-Newsletter
30/11/2018	Morecambe Bay Partnership	Press release - £50k award to test Arnside viaduct walkway and cycle crossing
30/11/2018	Public Sector Executive Online	e-Newsletter
05/12/2018	Town Clerk	Copy of email and photographs sent to Lancashire County Highways re Virgin Media works Lancaster Road
06/12/2018	County Councillor Williamson	Response and follow up to Virgin Media works
06/12/2018	Lancaster City Council	Planning application 18/01503/FUL
07/12/2018	Town Clerk	Follow up on outcome of Lancashire County Council Cabinet decision on paid parking on Market Street
07/12/2018	Lancashire County Council	Budget consultation
07/12/2018	Town Clerk	Finance & Governance Agenda pack
10/12/2018	Town Clerk	Lancashire Day arrangements



## Correspondence – December 2018



Date	Sender	Topic
10/12/2018	County Cllr Williamson	Update: A601(M) revocation of special road status – Cabinet decision
11/12/2018	Lancaster City Council	Planning application 18/01563/FUL
12/12/2018	Chamber of Trade	Minutes of December meeting
13/12/2018	Met Office	Severe weather warning
13/12/2018	LALC	Urgent alter from Lancashire Constabulary



# Town Development & Planning Committee

## Draft Minutes of the meeting held on Monday 3<sup>rd</sup> December 2018 at 5:00pm at Council Offices, Market Street Carnforth

**Present:** Councillors Watkins (Chair); Barbu; Holbrook; Parker; Smith, Grisenthwaite (Part)

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

18088 **Apologies:** Apologies were received from Councillors Bromilow and Wooff

18089 **Declarations of Interest and Dispensations:** Councillors Smith and Watkins declared an interest in planning application 18/00752/FUL. Approval for dispensation on matters on the agenda was given to Councillor Barbu.

18090 **Urgent Business:** The Town Clerk, presented a first draft of the proposed *Tender for Architectural Survey and Options Appraisal – Carnforth Civic Hall, Carnforth*, developed by Councillor Grisenthwaite, setting out a specification for the required works. Members asked questions about the proposals and commented on the potential future use of the building. It was then **RESOLVED** that the draft tender specification be noted. Councillor Grisenthwaite joined the meeting to inform Members that confirmation had now been obtained to show a family film, *Incredibles 2* in the afternoon of Saturday 8<sup>th</sup> December and *Swimming with Men* the same evening. Councillor Holbrook volunteered to help with the arrangements on the day for the family film. (Councillor Grisenthwaite left the meeting)

18091 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 5<sup>th</sup> November 2018 be approved.

18092 **Adjourn for public discussion:** Residents attending the meeting addressed Members regarding planning application **18/0196/TPO** expressing concerns around what they perceive to be the potential impact that the proposals will have on the environment and the 'visible vista'. They also commented on previous related planning applications that had subsequently been refused and noted that there was no supporting documentation on the planning portal setting out in detail the proposals in respect of the trees outlined in the planning consultation.

Members thanked the residents for their representation at the meeting and agreed to discuss the planning application in this part of the agenda. Members noted the concerns raised and noted the previous history relating to the location of this latest application. Members were also concerned that no supporting documentation had been provided with this application and, consequently, did not feel in a position to make any specific comments without a 'tree survey' or similar specialist report to refer to. Noting the deadline for responses to this application it was **RESOLVED** that the Town Clerk requests information relating to this application and that the deadline for statutory consultees to respond be extended to allow time for comments.

18093 **Planning Applications & Policy Matters:**

- 1) **Planning Application 18/00752/FUL: Erection of 2, two storey detached dwellings, Land at Carnforth Brow:** Members noted that some residents had objected to this application and commented that the Town Council had objected to a previous application that was subsequently refused. Objections remain around traffic and parking issues; vehicle access along North Road; surface water drainage concerns and flooding risks; potential noise pollution; diminished lines of sight.



## Town Development & Planning Committee

Members noted that this application is the latest in a series of separate planning applications apparently by the same applicant that currently total 11 properties. After some consideration, it was **RESOLVED** the Committee **recommends** that the Town Council objects to this application and that a short extension of time is requested to allow the Town Council to consider and comment.

- 2) **Planning Application 18/01308/FUL – Installation of 4 vehicle charging units, Booths Scotland Road:** Members commented on the importance of accommodating electrical vehicles now and in the future and supported the planning application in principle.
- 3) **Planning Application 18/0196/TPO –** See Minute 18092
- 4) **Planning Application 18/01183/FUL – Erection of a Care Home off Scotland Road:** Members noted that further to their previous objection to this application further notification had been received about subsequent amendments to the proposed scheme, although there has been no indication as to what these are. After some discussion, it was **RESOLVED** that the Committee **recommends** that a short extension of time is requested to allow the Town Council to consider the amendments and whether it wishes to make any further comments.

- 18094 **Budget planning 2019/2020:** Members considered the updated draft budget for 2019/2020 noting that, as recommended, the devolved budget for this committee has been increased to £3,000 reflecting planned expenditure for the coming year. Referring to the developing neighbourhood plan (see also Agenda item 18094) and the recently received work programme received from the appointed planning consultants it was considered prudent to include expenditure for local consultation and other engagement costs, and as a contingency for any additional expenditure above secured funding for the neighbourhood plan.

After some discussion, it was **RESOLVED** that the devolved budget for this committee of £3,000 in 2019/2020 be confirmed and that the Finance & Governance Committee be **recommended** to include £5,000 in the draft budget for the purposes of the neighbourhood plan.

- 18095 **Carnforth Neighbourhood Plan Group:** The Chair and Clerk reported on the meeting of the group held on 26<sup>th</sup> November 2018, outlining the main details of the work programme and associated costs submitted by the appointed consultants. It was reported that the programme aimed for a completed and published neighbourhood plan by October 2019 at a total cost of £16,590 (excluding VAT). Members were advised that the Town Council are eligible to initial funding of £9,000 that could be claimed part in 2018/2020 and part in 2019/2020. An additional grant funding of £8,000 can be made available depending on the eligibility.

It was reported that the consultants, working with the Town Clerk, will write and submit the necessary claim forms free of charge. Given the work that the neighbourhood plan group will need to do as part of the developing plan it had been recommended that a sum of £5,000 be included in the Town Council's budget for 2019/2020 (Agenda item 18094 refers)

After some discussion, on the elements of the proposed work programme, it was **RESOLVED** that the update from the Carnforth Neighbourhood Plan Group be noted and that the recommendation for an additional £5,000 in the 2019/2020 budget be endorsed.



## Town Development & Planning Committee

- 18096 **CCTV proposal:** The Clerk reported that there had been further discussions by the Chamber of Trade on their contribution towards extending CCTV coverage around the town. The Town Mayor had also discussed with itnetuk, the inclusion of CCTV cameras at the Shovel Inn that will cover some of Market Street and Lower North Road, including the Civic Hall. An invoice has subsequently been received from the company for £1,000 (excluding VAT) for the installation of cameras at the Royal Station Hotel and the Ratcliffe & Bibby building.

Members generally welcomed the opportunity for the installation of CCTV to act as a deterrent and to assist in future events etc, but also raised questions on the nature and reliability of surveillance and whether there needed to be any policies in place to meet legislative requirements.

After some discussion, it was **RESOLVED** that the Director of itnetuk limited be invited to attend a future meeting of the Town Council to fully explain the installation and operation of CCTV and the coverage that could be achieved should all contributions be made.

- 18097 **Road Traffic matters:** Members considered a range of road traffic matters that had recently been raised by residents, specifically at Lower North Road and Lancaster Road where it is perceived that speeding is a major issue. In respect of Lower North Road concerns have been raised over the risk of a serious accident given the two schools and Civic Hall on that stretch of road which have all increased evening activities in recent years. In respect of Lancaster Road, a resident has suggested that vehicles travel at speed, particularly at quiet times.

Members acknowledged the concerns raised and noted that the Town Council has a power to install traffic calming measures should it wish to do so. Monies have also been included within the draft budget 2019/2020 for a speed detector device. It was also felt that there may also be an opportunity to improve signage, collaborate further with Lancashire County Council on traffic management matters generally and/or include traffic management solutions as part of the developing neighbourhood plan.

**ACTION:** Keep these matters under review as part of the budget process and longer-term plans.

Councillor Barbu highlighted several local road signs that need repair/replacement –

**ACTION:** Councillor Barbu to provide photographs and locations of the signs in question for referral to Lancashire County Council.

The Clerk advised that Lancashire County Council had responded that the damaged railings on Warton Road and Hunter Street do not comply with safety requirements and that these are to be replaced by bollards which will provide protection for vehicle incursion whilst not compromising the footway for pedestrian use. In 2019/2020, Lancashire County Council will also provide an upgraded mobility crossing point in this location.

It was then **RESOLVED** that the matters raised be kept under review and actioned as necessary.

- 18098 **Events:** Members reviewed the recent Remembrance Day and Lancashire Day events in the town. The Remembrance Day has widely been considered as a successful event given the level of organisation in the lead up to, and on, the day and the high numbers of organisations and members of the public attending despite the bad weather.



## Town Development & Planning Committee

Nevertheless, it was felt that there are lessons that can be learned to make marginal improvements at future events – **ACTION:** That a *lessons learned log* be created and used to make improvements.

There had been a small turnout on a cold day for Lancashire Day despite the event being promoted locally and on social media and on the Town Council's website. It was felt that little more could have been done to increase numbers in attendance, although the posting of an annual diary of events may help in the future.

It was then **RESOLVED** that the reviews and planned actions be noted and acted on as necessary.

18099 **Updates on activities:** Members considered updates on ongoing actions:

- 1) **Blue Heritage Plaques:** It was reported that subject to final confirmation from the Co-op all sponsorship of the blue heritage plaques is now in place and an order for eight plaques will be placed soon;
- 2) **Carnforth Express:** All Members agreed that the content, quality of paper, printing and distribution of the *Carnforth Express* were an improvement;
- 3) **Self-watering planters:** Councillor Barbu confirmed that the Outdoor Maintenance Officer had advised that he would be able to put up and, when required, fill the tanks of the self-watering planters, although a risk assessment will need to be carried out and specialist equipment may be required. Subject to final costings and sufficient budget, it was suggested that up to six self-watering planters be purchased – four to be located near Carnforth Railway Station and two close to the Council Offices. **ACTION:** Councillor Barbu to arrange for the suppliers to contact the Clerk with additional advice and costings and, in due course, a risk assessment to be undertaken.
- 4) **Pocket Parks:** Councillor Holbrook continues to develop plans for a pocket park at Windermere Road / Back Lane, working with Public realm officers at Lancaster City Council. A draft design of the park and costing will be provided and Councillor Holbrook will seek the views of residents in the immediate area. Further details will be published in the next edition of the *Carnforth Express*.
- 5) **'A new train for Carnforth':** Councillors Barbu and Watkins to meet with the carver to take this forward.

The meeting closed at 6:25pm

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

Town Clerk

15 December 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07846 256 006

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





# Finance and Governance Committee

## Draft Minutes of the Finance & Governance Committee held on Wednesday 12<sup>th</sup> December 2018

**Present:** Councillors Gardner (Chair); Jones and Grisenthwaite

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

- 18096 **Apologies:** Apologies were received from Councillors Branyan and Parker.
- 18097 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.
- 18098 **Minutes:** It was **RESOLVED** that subject to the inclusion of Councillor Evans attendance at the meeting the Minutes of the Finance and Governance Committee held on 14<sup>th</sup> November 2018 be approved.
- 18023 **Urgent Business:** The Town Clerk, presented a first draft of the proposed *Tender for Architectural Survey and Options Appraisal – Carnforth Civic Hall, Carnforth*, developed by Councillor Grisenthwaite, setting out a specification for the required works. Members asked questions about the proposals and commented on the potential future use of the building. There was also a discussion on the past and current management and administrative arrangements at Crag Bank Village Hall and whether there is any possibility of reviewing its use also. It was then **RESOLVED** that the draft tender specification be noted, and it be **recommended** to the Town Council that enquiries be made as to the contractual and administrative arrangements at Crag Bank Village Hall.
- 18099 **Public discussion:** No members of the public were present.
- 18100 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 30<sup>th</sup> November 2018. The Town Clerk drew Members attention to expenditure on the installation of LED lighting at the Civic Hall and remedial work on the boiler in the flat; printing of the *Men on the Monument* leaflet and Remembrance Day expenditure including the *Order of Service* and catering and drinks at the Reception. Income had been received from the hire of the civic hall; film night and advertising in the *Carnforth Express*. It was reported that as at 30<sup>th</sup> November balances stood at £38,361. After some comments and questions, it was **RESOLVED** that the financial transactions and bank reconciliation to 30<sup>th</sup> November be accepted.
- 18024 **Budget planning:** Following further consideration of the draft budget for 2019/2020 by the Town Development and Planning Committee the Clerk presented a second version for consideration. Members were advised that the Town Development and Planning Committee had confirmed that, based on their plans for the coming municipal year they require a budget increase of £500 to £3,000. The Clerk also reported that following the receipt of the planned work programme and costings for the development of the Carnforth Neighbourhood Plan and taking account of the potential funding available, the Carnforth Neighbourhood Plan Group had recommended that a sum of £5,000 be included in the Town Council's budget for 2019/2020 as a contingency. Allowance had also been made in this version of the draft budget for the income and expenditure from the newly acquired drinks machine at the Civic Hall.
- The Town Clerk also outlined the calculation of the precept for 2019/2020 based on planned income and expenditure, balances carried forward and contingencies.



## Finance and Governance Committee

After some discussion, it was **RESOLVED** that the updated (Ver 0.02) of the draft budget for 2019/2020 be further considered by the Town Council with a view to the annual precept being approved at the January meeting and subsequently demanded from the principal authority (Lancaster City Council) by the deadline of 1<sup>st</sup> February 2019.

- 18025 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the December meeting of the Town Council. The Town Clerk highlighted the cost of the supply and installation of a new litter bin on Market Street and the annual water and second half heating invoices for the Civic Hall. Members attention was also drawn to an invoice received from itnetuk for the supply and installation of CCTV equipment. There was some discussion about the plans for the provision of CCTV in the town and Members endorsed the recommendation of the Town Development and Planning Committee that the Director of itnetuk ltd be invited to discuss the plans at a meeting of the Town Council. Subject to representation by itnetuk ltd, it was **RESOLVED** that the Town Council be **recommended** to approve payments set out on the schedule.
- 18101 **Community Fund Application Form:** The Town Clerk presented a draft *Community Fund Application Form* as previously requested. The Clerk reported that he had aimed to keep the form relatively simple to complete whilst providing enough information on the planned project and the financial and governance arrangements of groups applying. This would allow Members to make an informed decision on the community benefits and eligibility and the groups capacity to deliver the proposed project.
- Members discussed the content and format of the draft form, suggesting some small amendments and commented on its practicality and usefulness. It was then **RESOLVED** that the Town Clerk drafts guidance to support the form (as amended) for further consideration by the Finance and Governance Committee.
- 18102 **Update on Committee actions and recommendations:** The Town Clerk reported that Asset Management Committee had not met in November and advised that the key matters and activities arising from the meeting of the Town Development & Planning Committee had already been brought to Members attention.

**The meeting closed at 6:15pm**

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal flourish extending to the right.

**Town Clerk**

**18 December 2018**

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

**Tel: 07846 256 006**

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

**Budget Outturn and Planning - December 2018 (ver 0.02)**

Income / Expenditure Description	Sub-heading	Full Year Budget	Forecast Outturn 2018/2019	Forecast Outturn 2019/2020	Comments
<u>Expenditure</u>					
<b>Civic Hall Expenditure</b>	Electricity	-783	-783	-820	
	Heating Oil	-3,600	-3,600	-4,000	
	Water	-1,152	-1,152	-1,200	
	Cleaning	-1,500	-1,500	-1,500	
	Maintenance	-1,440	-1,440	-1,500	
	Waste & Recycling	0	-837	-1,000	Not previously budgetted for
	Drinks machine	0	-410	-520	New in 2018/2019
	Feasibility study	0	0	-3,000	Proposal for 2019/20
	<b>Civic Hall Expenditure Total</b>	<b>-8,475</b>	<b>-9,722</b>	<b>-13,540</b>	
<b>Capital Expendiure</b>	War Memorial Gardens	-3,000	-1,000	-1,000	Cist less than expected
	Civic Hall	0	-5,500	-5,000	2018/19 includes cost of replacement boiler
	Council Offices	0	0	-1,000	
	Allotments	0	0	-3,000	Subject to match funding
	Bus shelters	-4,000	0	-8,000	Not used in 2018/2019; 2 new bus shelters proposed 2019/20
	Speed Indicator Device	-2,500	0	-2,500	Not used in 2018/2020
	<b>Capitail Expenditure Total</b>	<b>-9,500</b>	<b>-6,500</b>	<b>-20,500</b>	
<b>Committees - Devolved Expenditure</b>	Asset Management	-8,000	-6,500	-7,500	Agreed with AMC
	Town Development & Planning	-2,500	-2,400	-3,000	Agreed with TD&PC
	<b>Devolved Expenditure Total</b>	<b>-10,500</b>	<b>-8,900</b>	<b>-10,500</b>	
<b>Neighbourhood Plan</b>	Task and Finish Group	0	0	-5,000	Subject to successful funding £17,000
	<b>Neighbourhoodn PlanTotal</b>	<b>0</b>	<b>0</b>	<b>-5,000</b>	
<b>Staff - salaries</b>	Civic Hall Salaries	-13,248	-14,500	-15,000	
	Town Clerk Salary	-9,228	-11,000	-12,500	
	Outdoor Maintenance Salary	-4,258	-4,258	-4,258	
	<b>Salaries Total</b>	<b>-26,734</b>	<b>-29,758</b>	<b>-31,758</b>	
<b>Staff - expenses</b>	Civic Hall Expenses	-180	-180	-180	
	Town Clerk Expenses	-1,200	-150	-150	
	Outdoor Maintenance Expenses	0	-1,200	-750	
	<b>Expenses Total</b>	<b>-1,380</b>	<b>-1,530</b>	<b>-1,080</b>	
<b>Staff - training</b>	Civic Hall Training	-200	-200	-500	Mr & Mrs Marsden training
	Town Clerk Training	-400	-400	-300	
	Outdoor Maintenance Training	0	0	-200	H & S or similar training
	<b>Training Total</b>	<b>-600</b>	<b>-600</b>	<b>-1,000</b>	

**Budget Outturn and Planning - December 2018 (ver 0.02)**

Income / Expenditure Description	Sub-heading	Full Year Budget	Forecast Outturn 2018/2019	Forecast Outturn 2019/2020	Comments
<b>Staff Other Costs</b>	PAYE	-3,600	-5,000	-5,000	
	Pensions	-92	0	0	
	<b>Other Costs Total</b>	<b>-3,692</b>	<b>-5,000</b>	<b>-5,000</b>	
<b>Members</b>	Allowances	-1,584	0	-1,500	Not taken up 2018/2019
	Expenses	-150	0	-200	Not taken up 2018/2020
	Training	-250	-100	-500	New Members in 2019/2020
	<b>Councillors Total</b>	<b>-1,984</b>	<b>-100</b>	<b>-2,200</b>	
<b>Mayor</b>	Allowances	-900	-900	-600	Proposed reduction
	Expenses	-300	0	-300	Not taken 2018/2019
	<b>Mayor Total</b>	<b>-1,200</b>	<b>-900</b>	<b>-900</b>	
<b>Events</b>	Remembrance	-3,000	-3,000	-2,000	100 years of WW1 in 2018/2019
	End of Steam	-1,000	0	0	Not used in 2018/2019 and removed
	Twinning	-200	-100	-200	
	By-Election	0	-5,687	-5,000	By-election 2018/2019 and Local elections in 2019/2020
	<b>Remembrance Total</b>	<b>-4,200</b>	<b>-8,787</b>	<b>-7,200</b>	
<b>Computing</b>	Broadband	-592	-592	-625	
	Capital	-750	-711	-250	New equipment for Town Clerk 2018/2019
	Domain & web hosting	-120	-120	-120	
	Software	0	-80	-1,300	Software for new Councillors 2019/2020
	<b>Computing Total</b>	<b>-1,462</b>	<b>-1,503</b>	<b>-2,295</b>	
<b>Professional Fees &amp; Services</b>	Legal Fees	-250	-125	-250	
	Audit Fees (Internal & External)	-500	-760	-600	Full internal and external audit undertaken in 2018/2019
	Insurance	-2,000	-1,166	-1,250	
	LALC Subscriptions	-250	-250	-250	

**Budget Outturn and Planning - December 2018 (ver 0.02)**

Income / Expenditure Description	Sub-heading	Full Year Budget	Forecast Outturn 2018/2019	Forecast Outturn 2019/2020	Comments
	<b>Professional Fees &amp; Services Total</b>	<b>-3,000</b>	<b>-2,301</b>	<b>-2,350</b>	
<b>Council Offices</b>	Postage	0	-70	-100	Not previously a budget heading; Increased printing costs
	Telephone	0	-120	-120	
	Printing & Stationary	-180	-500	-500	
	<b>Council Offices Total</b>	<b>-180</b>	<b>-690</b>	<b>-720</b>	
<b>Carnforth Express - Expenditure</b>	Printing	-1,800	-2,200	-2,500	New Printing and distribution provider in 2018/2019
	Distribution	-780	-780	-1,800	
	<b>Expenditure Total</b>	<b>-2,580</b>	<b>-2,980</b>	<b>-4,300</b>	
<b>Emergency Planning</b>	Lighting	0	-925	0	Need to check balance of Emergency Plan funds
	<b>Emergency Planning Total</b>	<b>0</b>	<b>-925</b>	<b>0</b>	
<b>War Memorial Gardens</b>	Electricity	0	-275	-300	Not previously a budget heading
	<b>War Memorial Gardens Total</b>	<b>0</b>	<b>-275</b>	<b>-300</b>	
<b>Gross Expenditure</b>		<b>-75,487</b>	<b>-80,471</b>	<b>-108,643</b>	
<b>Income</b>					
<b>Civic Hall Income</b>	Hire	13,200	13,200	15,000	New 2018/2019
	Rent	991	991	1,000	
	Drinks machine	0	0	200	
	<b>Civic Hall Income Total</b>	<b>14,191</b>	<b>14,191</b>	<b>16,200</b>	
<b>Carnforth Express - Income</b>	Advertising	1,374	250	1,500	Reduced space for advertising
	<b>Advertising Income Total</b>	<b>1,374</b>	<b>250</b>	<b>1,500</b>	
<b>Other Income</b>	Sponsorship	0	600	600	Not previously budgetted for
	Heritage Walk	0	25	25	
	Bank Interest	0	25	25	
	Local Delivery Scheme	0	250	250	
	<b>Other Income</b>	<b>0</b>	<b>900</b>	<b>900</b>	
<b>Gross Income</b>		<b>15,565</b>	<b>15341</b>	<b>18600</b>	
<b>Net Expenditure</b>		<b>-59,922</b>	<b>-65,130</b>	<b>-90,043</b>	

## Air Quality

A small group met on 5<sup>th</sup> December to discuss air quality issues in Carnforth – here is a brief summary of the outcome.

The solution to air quality issues in Carnforth is most likely to come from traffic management – although we cannot dismiss the potential impact of Steam Town.

Given the redevelopment of the TDG site, proposals for significant increases in housing and the development of our Neighbourhood Plan, the time seems right to give some serious thought to this potentially health-impacting problem.

The group felt it was appropriate to ‘think big’ and further develop some potential options with the intention of adopting the best ideas as part of our policy in the Neighbourhood Plan.

Some of these proposals will appear to be ambitious but we should be ambitious in our desire to improve Carnforth for its residents.

Proposals are included here in no particular order.

### **Phasing of Traffic Lights**

Travelling North/South along Lancaster/Scotland road does not present significant issues as there are left/right filter lanes. Mostly [but not always], traffic turning down Market Street or towards the M6 does not impede traffic flow. That is to say that the flow of traffic can continue even where there are stationary vehicles turning. This is not true of vehicles turning left/right onto Lancaster/Scotland Road. Such vehicles invariably stop the flow of traffic, leading to vehicles ‘idling’ on market street.

Proposal – trial a three phase control.

Control of vehicles moving North/South would continue as at present. However, control of traffic travelling East/West would be phased. On one phase traffic would be allowed out of the town. On the second phase permission would be given to traffic travelling down from the direction of the Shovel. These phases could be quite short such that the overall delay to North/South traffic would only be slightly longer than at present.

### **One-way around Carnforth**

Market street would become one-way with traffic allowed to travel up Market street but not down.

This would ease the situation at the traffic lights. It also offers some other opportunities such as increased pedestrianisation of Market Street or increased parking.

Traffic travelling into Carnforth centre would be directed down Hawes Hill.

### **Re-siting of Traffic Lights.**

Traffic lights would be positioned near the Iron Works and synchronised with the main set of lights. The purpose of this proposal would be to queue traffic outside of the shopping area.

### **Box Control outside of Queens Hotel**

Ingress/egress of traffic into or out of the new Queens Hotel development has the potential to cause severe congestion on Market Street. A 'no-entry' box type junction would prevent queued traffic blocking access to and from the development.

#### **Road link to TDG site**

Increased in HGV movements associated with the TDG site re-development are not sustainable given the narrow, residential, nature of Market Street. The 'canyon' effect cause by high rise residential/business premises means that the dispersion of low level pollutants is poor. This issue needs to be addressed.

One option, to enable the further development of the old Iron Works site, would be to install a link road onto Scotland Road.

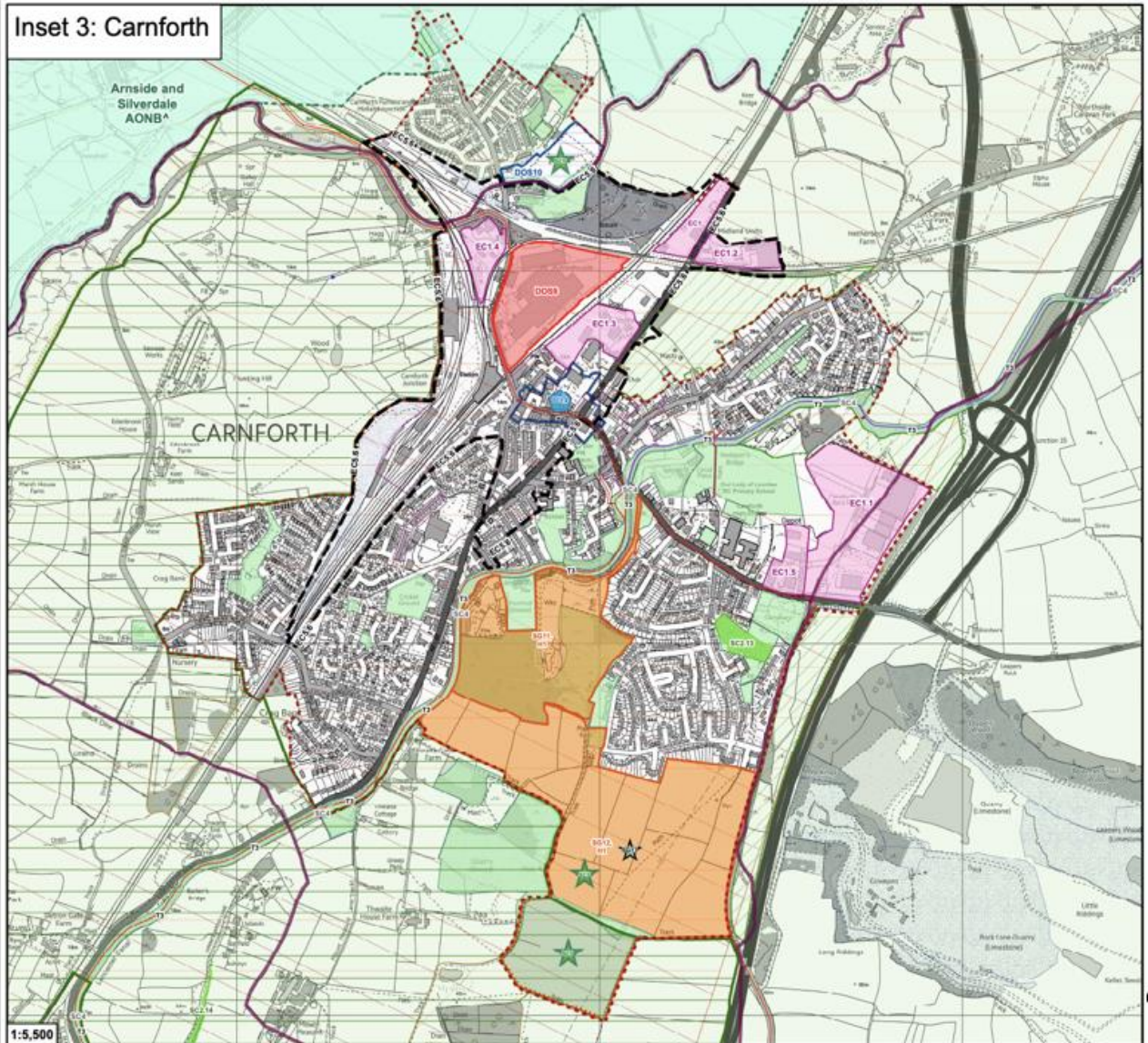
#### **Road link across Lundsfield Quarry.**

The development of the Lundsfield Quarry site gives an opportunity to look at traffic routing between the M6 and the A6. This opportunity may be lost once housing development becomes more advanced.

Consideration should be given to requiring a main access road link between Back Lane and Cragg Bank. This would serve the new housing development and provide relief for the traffic lights in the centre of Carnforth.



### Inset 3: Carnforth





# Planning Application Comments & Decisions December 2018



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 – considerable delays in completion of legal agreement.
<b>17/01264/VCN:</b> 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	Support the planning application in principle	Application permitted
<b>18/00365/OUT:</b> 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	Support the planning application in principle	Awaiting decision
<b>18/00926/FUL:</b> Erection of a two-storey apartment block of 8 affordable dwellings with associated access and parking – Land adjacent to Windermere Road & Gummers Howe Walk, Carnforth	Support in principle	Application withdrawn
<b>18/00890/FUL</b> - Demolition of existing garages and erection of 22 affordable dwellings with associated access and parking – Garage site junction of Windermere Road, Dunkirk Avenue, Carnforth	Object to the planning application	Application withdrawn
<b>18/01144/FUL:</b> Erection of office and storage and distribution (B8) building with associated parking and access - Carnforth Business Park, Kellet Road, Carnforth	Support the planning application in principle	Awaiting decision



# Planning Application Comments & Decisions December 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>18/01183/FUL:</b> Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemens Club, Scotland Road, Carnforth	Object to the planning application	Awaiting decision
<b>18/01093/FUL:</b> Retrospective application for the siting of a timber cabin for retail and tourist information use – The Canal Turn, Lancaster Road, Carnforth	Support the planning application in principle	Awaiting decision
<b>18/01308/FUL:</b> Erection of 2 semi-detached 2 bed dwellings with associated garden and parking – Land to the side of former Police Station, Grosvenor Road, Carnforth	Support the planning application in principle	Awaiting decision

## Schedule of Payments

December 2018

## Payments

Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
BACS	Laburnham Nurseries	Plants & Flowers	Asset Management: Devolved Budget	-221.40	-44.24	-265.64
BACS	Laburnham Nurseries	Plants & Flowers	Asset Management: Devolved Budget	-35.20	-7.04	-42.24
BACS	Thomas Graham	Cleaning materials	Civic Hall: Cleaning	-113.55	-22.71	-136.26
BACS	Cllr J Grisenthwaitee	Wine and glass hire	Events: Poppy Launch	-22.48	-5.62	-28.10
BACS	Dazzling Windows	Window cleaning	Civic Hall: Maintenance	-30.00	0.00	-30.00
BACS	Travis Perkins	Sharp/Grit sand	Civic Hall: Maintenance	-5.18	-1.04	-6.22
BACS	Travis Perkins	Tools and materials	Civic Hall: Maintenance	-18.28	-3.66	-21.94
BACS	Trade Uk	Materials to make mobile drinks cabinet	Civic Hall: Maintenance	-58.38	-11.70	-70.08
BACS	Trade Uk	Materials to make mobile drinks cabinet	Civic Hall: Maintenance	-108.34	-21.66	-130.00
BACS	HMRC	PAYE Tax Period 8	HMRC	-553.20	0.00	-553.20
BACS	Royal Station Hotel	Drinks & Sandwiches	Events: Lancashire Day	-18.75	-3.75	-22.50
BACS	Bob Bailey	Printer Ink	Printing & Stationary	-162.24	-40.56	-202.80
BACS	Lancaster City Council	Provision and installation of litter bin	Asset Management: Devolved Budget	-440.00	-88.00	-528.00
BACS	Waterplus	Water & Wastewater	Civic Hall: Water Rates	-1,018.37	0.00	-1,018.37
BACS	Richard Marsden	Salary	Civic Hall: Salary	-840.48	0.00	-840.48
BACS	Richard Marsden	Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.67	0.00	-283.67
BACS	Don Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-46.80	0.00	-46.80
BACS	Don Astley	Materials	Outdoor Mntce Operative: Expenses	-8.00	0.00	-8.00
BACS	Bob Bailey	Salary	Town Clerk: Salary	-608.46	0.00	-608.46
BACS	Bob Bailey	Expenses	Town Clerk: Expenses	-31.75	0.00	-31.75
BACS	David Firth	Salary	Civic Hall: Salary	-279.40	0.00	-279.40
BACS	WCF Fuels	Heating oil	Civic Hall: Heating	-911.59	-45.58	-957.17
BACS	On a Roll	Food for Film Night 08/12/2018	Events: Film Night	-150.00	0.00	-150.00
BACS	itnetuk	CCTV system installation & configured	Capital Expenditure: CCTV	-1,000.00	-200.00	-1,200.00
<b>Totals</b>				<b>-6,980.52</b>	<b>-495.56</b>	<b>-7,476.08</b>

<b>Town Clerks Expenses</b>	Postage	-1.25
	Telephone	-20.00
	Mileage expenses	-9.00
	Parking	-1.50
		<b>-31.75</b>