



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 19th June 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19055 To receive apologies for absence
- 19056 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19057 To consider items of urgent business not on the agenda
- 19058 To consider draft Minutes of the meeting held on Wednesday 22nd May 2019 (see Agenda Pack)
- 19059 To receive a presentation on Planning Consultation 19/00541/OUT Lundsfield Quarry development (Homes England)
- 19060 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion
 - 2) Clerk's report (to follow)
 - 3) Correspondence (See Agenda pack)
 - 4) Members updates and actions
 - a) Town Mayor
 - b) Outdoor Maintenance
 - c) Air Quality & Clean Air Day
 - d) Cobbled Street – Queens Hotel
 - e) General matters and issues not on the agenda
 - 5) Reports of Ward and County Councillors
 - 6) Reports from outside bodies:
 - a) Carnforth Business Network
 - b) Carnforth & District Twinning Association
 - c) Quarry Liaison
- 19061 To consider planning applications and temporary road closures set out below: (Planning applications can be viewed online at: <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>):

Application No:	Description
19/00514/FUL	Creation of a vehicular access & installation of railings to existing front boundary wall – 112 Kellet Road Carnforth LA5 9LR
19/00541/OUT	Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth
19/00615/FUL	Erection of a single storey extension to front elevation – 23 Crag Bank Road, Carnforth LA5 9EH



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19/00685/FUL	Change of use of public house to mixed unit – Taps on the Green – 77 Kellet Road Carnforth LA5 9LR
19/00729/FUL	Demolition of existing conservatory & erection of a single storey rear extension – 26 St Austell Place, Carnforth LA5 9TU

- 19062 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19063 To consider report of the Finance & Governance Committee (See Agenda pack)
- 19064 To consider Payments List for approval (See Agenda pack)
- 19065 To consider report of Town Development & Planning Committee (Verbal report)
- 19066 To consider installation of electric vehicle charging points and related parking matters
- 19067 To consider changes to Household Waste Recycling Centres opening times
- 19068 To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish underneath.

Town Clerk

14 June 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Draft Minutes of the meeting held at the Council Offices on Wednesday 22nd May 2019

Present: Councillors Roe (Chair); Armstrong; Branyan; Bromilow; Gardner; Grisenthwaite; Holbrook; Parker; Smith; Reynolds; Watkins

In attendance: Bob Bailey, Town Clerk; Ward Councillors Guilding and Yates; County Councillor Williamson and two residents

19040 **Apologies:** Apologies were received from former Councillor Barbu

19041 **Declarations of Interest and Dispensations:** Councillors Roe requested dispensations relating to items on the Agenda that were accepted. Councillor Reynolds declared an interest as the City Council's Cabinet Member for Planning & Regeneration and an employee of Booths Limited.

19042 **Urgent Business:**

- a) **Carnforth Sports Day:** Councillor Gardner reported on the work undertaken by a small number of residents who voluntarily organise and run the annual sports day. Councillor Gardner proposed that the Town Council considers contributing £500 towards the cost of running the Sports Day from the Community Benefit Fund. After some discussion, it was **RESOLVED** that the award of £500 be agreed in principle, subject to further discussions between the Finance and Governance Committee and the Carnforth Sports Day committee.
- b) **Casual Vacancy:** It was noted that following the local elections a vacancy existed in the Crag Bank Ward. The Town Clerk reported that legislation provided for any vacancies to be filled by co-option following a contested election within a specified time. **ACTION:** Town Clerk to advertise the vacancy and make the necessary arrangements for filling the vacancy by co-option.

19043 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 20th March 2019 be approved.

19044 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** There were matters raised by members of the public present.
- 2) **Clerk's Report:** The Town Clerk presented his report on activities and actions taken since the last meeting. It was noted that actions relating to air quality management, CCTV and parking at the Carnforth (Booths) car park would be discussed under other items on the agenda for the meeting. Other updates were provided on:
 - a) The work of the Neighbourhood Plan working group and the conclusion of the *Carnforth Baseline Assessment* of evidence and data in support of the developing Neighbourhood Plan;
 - b) Completion of the end of year accounts and completion of the draft Annual Governance and Accountability Return (AGAR) and supporting documents and the positive outcome from the Internal Audit of the Town Councils accounts and financial controls and governance arrangements;

- c) The extensive work carried out by the Town Clerk in liaising with Lancaster City and Lancashire County Councils resulting from the collapsing building on Warton Road and the subsequent closure and partial re-opening of the road. Throughout this period the Town Clerk kept the local community up-to-date via social media and the Town Council's website
- d) Early intervention when Booths erected '*Booths Customer Only*' signage in the Carnforth Car Park. This resulted in the signs being removed and opened to all visitors for a maximum period of two hours – in line with historical planning conditions. The Town Clerk again kept the local community informed through social media and the Town Council's website;
- e) Latest edition of the *Carnforth Express* has been drafted and is ready for publication.

The Town Clerk was thanked for his report and after some comments and questions, it was **RESOLVED** that the Clerk's Report be noted.

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

Members welcomed the news that the running of the Ticket Office at Carnforth Station was to be taken on by the Morecambe / Leeds Transport Community Group and existing staff retained. **ACTION:** County Councillor Williamson to provide contact details for the Community Group.

It was then **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

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

- a) **Town Mayor:** The Town Mayor, Councillor Bromilow, reported that there had been a good attendance at the recent presentation of the new facilities at Carnforth Cricket Club, which was the last civic duty of the outgoing Town Mayor, Councillor Roe. The Town Mayor is very much looking forward to her year in office, representing the Town Council and the local community.
- b) **Outdoor Maintenance:** The Town Clerk reported on the recent activities of the Outdoor Maintenance Officer
- c) **General matters & issues:** Councillor Parker commented that the 'Brief Encounter II' planter had received good comments from the local community but that there is a feeling that it should be raised up in some way.

Councillor Smith commented on the proposed installation of electric vehicle charging points around Carnforth and expressed his disappointment that the programme of works and positioning of the charging points had been established with no consultation with the Town Council or the local community. It was strongly felt that the position proposed for the erection of the charging point on Market Street was not appropriate.

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

- 5) **Reports of Ward and County Councillors:** Councillors Reynold, Yates and Guiding congratulated the new Town Mayor and Councillors on being elected to the Town Council. All are pleased to have been re-elected to the City Council and are looking forward to continuing to work with the Town Council for the benefit of the local community. Councillor Yates thanked a local young resident for organising a litter pick in the town recently.

Councillor Reynolds advised that he is now the Member responsible for planning and regeneration on Cabinet at Lancaster City Council which will enable him to provide some insight on the planning decisions made. It was then **RESOLVED** that the report of the Ward Councillor be noted.

County Councillor Williamson also congratulated the Town Mayor and Councillors. She reported on the annual budget and reserves approved by Lancashire County Council and commented on the plans being made to deal with the budget deficit including reviews of services, working in partnership and making 'smart' improvements to the way that it delivers its services.

She also commented on the annual budget across Lancashire in relation to County Highways work and outlined planned work in the Carnforth area.

Efforts are still being made to improve general communications by the County Council to the Town Council and the wider community - a prime example being the complete lack of consultation regarding the installation of the electric charging points across the whole of Lancashire as well as Carnforth. There followed a lengthy discussion on the electric vehicle scheme. **ACTION:** County Councillor Williamson to contact the Electric Vehicle team at Lancashire County Council with a view to establishing the planning behind the scheme and dialogue with the Town Council.

There was also a report on the good work of the Children and Young People's Services and their plans to improve and widen the services provided, including strategies for developing youth councils and groups and tackling knife crime. Councillor Williamson encouraged the Town Council to inform her of any opportunities there may be locally to develop and implement policies and strategies relating to children and young people.

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

- 6) **Reports from outside bodies:**

- a) **Carnforth Business Network (CBN):** CBN now have a new logo. They will be considering further the CCTV proposals at their next meeting and issues around parking in the town and the electric vehicle charging points.
- b) **Carnforth & District Twinning Association:** It was reported that the Twinning Association will be holding a Film Night on Saturday 25th June at 6:30pm. A group will be visiting Saily in August and there will be a Twinning Association presence at Open Evening at Carnforth High School.
- c) **Quarry Liaison:** Nothing to report. Next meetings are scheduled for September

It was then **RESOLVED** that the reports of Outside bodies be noted.

19045

Planning Applications: Members considered the following planning applications:

Application No:	Description
19/00074/FUL	Erection of a single storey side & rear extension - 1 Conder Brow Carnforth LA5 9XQ
19/00083/FUL	Erection of an agricultural workers dwelling & associated installation of a package treatment plant – March House Farm, Crag Bank lane, Carnforth LA5 9EG
19/00307/VCN	Erection of office & storage & distribution building with associated parking & access – Carnforth Business Park, Carnforth
19/00380/FUL	Retrospective application for the installation of gravity pipework, sewage pump & electrical cabinet – Land off Carnforth Brow, Carnforth
19/00495/VCN	Demolition of existing building & erection of a new building to be used as a church conference & resource centre and associated new car parking - Former Filter House, Kellet Road, Carnforth, Lancashire, LA5 9XJ
Temporary prohibition of traffic North Road (Hawk Street to Carnforth Brow) – Saturday 11 th May 2019 between 09:00 and 15:30	
Temporary prohibition of traffic The Shore, Bolton-le-Sands – Saturday 19 th May 2019 between 00:01 and 09:00	
Temporary prohibition of traffic A6070 Burton Road, Warton - Tuesday 28 th to Thursday 30 th May 2019 between 20:00 and 05:00	

Members considered each of the above planning applications and temporary road closures. After some discussion, it was **RESOLVED** that the planning applications be supported in principle except for 19/00495/VCN where Members agreed with the objection made by County Highways that the lack of car parking is likely to result in overspill and be a highway safety concern. It was further **RESOLVED** that the temporary road closures be noted.

19046

Planning Authority Decisions: Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. It was noted that one planning application had been withdrawn, one permitted and eight are awaiting decision.

As requested the Town Clerk has requested further information from Lancaster City Council’s Development Management team on the Section 106 position relating to planning application 16/00335/OUT and 18/00365/OUT and the delay in a decision being made on planning application 18/01183/FUL – a response is awaited.

After some discussion, it was **RESOLVED** that the update of planning authority decisions be noted.

- 19047 **Payments List:** The Town Clerk presented the payments list that has been automatically generated from the Town Council's new accounting package *Scribe*. After some discussion, it was **RESOLVED** that all invoices, expenses and salary payments be approved.
- 19048 **Closed Circuit Television:** Councillor Grisenthwaite reported on the quotation received from Lancaster City Council/Vodafone for the installation of three CCTV cameras at strategic points around the town.
- Members were advised that a meeting had been held with a representative of the Carnforth Business Network to discuss the quotation and to establish whether, as previously indicated, they remained willing to contribute towards the overall costs. It had subsequently been established that the Carnforth Business Network had changed their position somewhat and now preferred an alternative scheme, previously considered.
- Members acknowledged the long-term benefits and the perceived reduced risks associated with the Lancaster City Council/Vodafone scheme, but **RESOLVED** to seek a further quotation before making a final decision. **ACTION:** Councillor Gardner to obtain a tender/quotation from a supplier recommended by Carnforth Business Network and the Town Clerk to seek assurance from Lancaster City/Vodafone that the quotation received will be held until a decision is made.
- 19049 **Carnforth Business Improvement District:** Councillor Gardner reported on a recent meeting held with representatives from Carnforth Business Network, Lancaster BID and Lancaster City Council to discuss the potential for establishing a Business Improvement District in Carnforth. Officers from Lancaster City Council explained the process for establishing a BID and outlined the advantages and potential difficulties of doing so. It was made clear that this would need a significant contribution from, and led by, the local businesses to succeed and to generate enough funds to bring substantial and sustainable improvements and benefits to the town.
- Guidance and the offer of further support was provided by Lancaster City Council which the Carnforth Business Network will consider further, calling on the Town Council for support where necessary and applicable.
- It was then **RESOLVED** that the report be noted.
- 19050 **Old Road rear of Queen Hotel:** Councillor Smith presented a paper on a proposed restoration scheme following prolonged negotiations with the developers. It was reported that the proposal is to remove the concrete pad currently in place and to restore the entire road with '*recovered stone sets*'. It was noted that whilst the proposal will not reinstate the road as it was before being erroneously dug up, it will give the appearance of an '*old style road*'.
- There was some discussion and question around the long-term maintenance of the road that will be clarified, notwithstanding which, it was **RESOLVED** that the proposal be approved.
- 19051 **Carnforth (Booths) Car Park:** *Councillor Reynolds declared an interest in this agenda item and took no part in the discussion.*
- Councillor Smith presented a paper on the recent formalisation of a 2-hour maximum stay period by Booths on the Carnforth Car Park. It was acknowledged that its implementation had had a positive impact on reducing the number of vehicles being parked, freeing up space for Booths customers, residents and visitors to use the car park.

It was argued that 2 hours is not long enough to encourage people to shop in the town without running the risk of a £100 fine being imposed on them and that this should be extended to a 3-hour maximum stay period in line with other supermarkets in the town. Members had mixed views on whether to pursue this proposal and, after much discussion, it was **RESOLVED** that the position be monitored and that further talks, and representations be made with Booths management as the need arises.

19052 **Air Quality and Clean Air Day:** Councillor Smith reported that as a result of the positive working relationships built up with officers from Lancaster City and Lancashire County Councils regarding air quality management the Town Council had been asked to put forward proposals for 'air quality' signage, specifically 'no-idling' signs on Market Street aimed at encouraging motorists to turn off their engines when waiting at the traffic lights. Alongside this would be a campaign to coincide with *Clean Air Day* on 20th June involving raising awareness of the impact of traffic pollution in schools and locally and outlining the simple measures can be taken to improve general air quality. There was a discussion about the practical ways in which the Town Council could raise awareness in schools and the wider community and it was then **RESOLVED** that the Town Council supports Clean Air Day on 20th July and the proposals for 'no-idling' signage subject to further information and costings.

19053 **Member portfolio holders:** Councillor Smith and the Town Clerk introduced a general discussion about identifying individual Members as the lead on a variety of potential areas of interest to the Town Council. This would result in clarity, for both the Town Council and the local community, on Member responsibilities and assigned 'portfolios'. Alongside this Members were encouraged to complete a short questionnaire aimed at establishing their skill sets, experiences and interests with a view to a 'skills audit' being undertaken that will help to quickly identify the best person for a task and the efficient and equitable use of Members time.

Some Members questioned the purpose and benefit of the suggestion and who would be assessing the completed questionnaire. After much discussion, however, it was **RESOLVED** that all Members should complete the questionnaire and return to the Town Clerk.

19054 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 19th June 2019 commencing at 6:30pm.** The meeting closed at 8:40pm.



Correspondence – June 2019



Date	Sender	Topic
13/05/2019	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
13/05/2019	Town Clerk	Town Council meeting Agenda Pack
13/05/2019	Town Clerk	Carnforth Express May/June edition
13/05/2019	Lancaster City Council	Weekly list of planning applications
13/05/2019	Lancaster City Council	Section 106 agreements advice
14/05/2019	Rural Services Network	e-Newsletter
17/05/2019	Town Clerk	Press release/coverage re 'Brief Encounter II'
17/05/2019	Lancashire County Council	Electric Vehicle Charging Points
17/05/2019	Lancashire County Council	Changes to opening hours and days at Household Waste Recycling Centres
23/05/2019	Highways England	Resurfacing of the M6 carriageway between Junctions 34 and 35
24/05/2019	Councillor Bob Roe	Farewell message
24/05/2019	Lancaster City Council	Planning Consultation 19/00615/FUL
24/05/2019	Highways England	Resurfacing of the M6 carriageway between Junctions 34 and 35
30/05/2019	Highways England	Resurfacing of the M6 carriageway between Junctions 34 and 35
31/05/2019	Town Clerk	Police incident – Market Street
31/05/2019	County Cllr Williamson	Street parking legislation advice
31/05/2019	Lancaster City Council	Weekly list of planning applications
31/05/2019	Lancaster City Council	Planning Consultation 19/00541/OUT
03/06/2019	Lancaster City Council	Tree preservation order – trees at Travellers Choice, Scotland Road, Carnforth
04/06/2019	Lancaster City Council	Planning Consultation 19/00541/OUT amendment
04/06/2019	Resident	Response to Carnforth Express article on Air Quality
04/06/2019	Town Clerk	Neighbourhood planning grant & Technical Support Application
04/06/2019	Lancashire County Council	Temporary road closure – Low Road, Halton
06/06/2019	Town Clerk	Notice of Vacancy – Crag Bank Ward
07/06/2019	Town Clerk	Neighbourhood plan - Technical Support Application
07/06/2019	Lancaster City Council	Planning Consultation 19/00685/FUL



Correspondence – June 2019



Date	Sender	Topic
07/06/2019	Lancashire County Council	Temporary road closure – Derby Rd, Back Stanley Street Carnforth
07/06/2019	Lancashire County Council	Be a Councillor Information evening
07/06/2019	Town Clerk	Finance & Governance meeting Agenda pack
10/06/2019	Lancaster City Council	Planning Consultation 19/00514/FUL
10/06/2019	Lancaster City Council	Weekly list of planning applications
11/06/2019	Resident	Comments on the Lundsfield Quarry development
11/06/2019	Town Clerk	Notes of Finance & Governance meeting 08/05/2019
11/06/2019	Lancashire County Council	Experimental Traffic Regulation Order – various roads across the County
11/06/2019	County Cllr Williamson	Action re faded road markings on Preston Street Carnforth
11/06/2019	County Cllr Williamson	Carnforth parking and other highways matters
12/06/2019	Lancaster City Council	Planning Consultation 19/00729/FUL
12/06/2019	Town Clerk	Meeting to discuss Lundsfield Quarry planning application
13/06/2019	Cllr Smith & Town Clerk	Letter to schools re Clean Air Day 20/06/2019
13/06/2019	Town Clerk	Town Development & Planning Cmte Agenda Pack
13/06/2019	Town Clerk	Lancaster City Council Planning Cmte decision on Planning Application 19/
14/06/2019	Carnforth Business Network	Views on the installation of electric vehicle charging points
14/06/2019	Carnforth Business Network	Comments and suggestions on the developing Carnforth Neighbourhood Plan



Planning Application Comments & Decisions June 2019



Application Number / Description	Town Council Representation	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 A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – Section 106 agreement outstanding but being progressed
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	Support the planning application in principle	Awaiting decision - Section 106 agreement and legal matters relating to the diversion of the public right of way are outstanding but being progressed
18/01642/FUL: Erection of three blocks each comprising of seven light industrial units (B1) with associated parking - Keer Park Warton Road Carnforth Lancashire	Support the planning application in principle	Awaiting decision
18/01183/FUL: 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-Servicemen’s Club, Scotland Road, Carnforth	Object to the planning application Further comment made requesting more information on the late amendments to the proposals	Application permitted
19/00083/FUL: Siting of a timber lodge & installation of a package treatment plant – Marsh House Farm, Crag Bank Lane, Carnforth LA5 9EG	Support the planning application in principle	Application permitted
19/00247/VCN: Erection of a two-storey extension for maintenance and MOT facilities – Travellers Choice, Scotland Road Carnforth LA5 9RQ	Support the planning application in principle	Awaiting decision
19/00279/FUL: Erection of a first-floor extension over existing garages to provide ancillary accommodation – Elpha House, Netherbreck, Carnforth LA6 1AA	Support the planning application in principle	Awaiting decision



Planning Application Comments & Decisions June 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/00289/FUL: Demolition of existing conservatory and erection of a single storey rear and front extension and creation of a raised terrace – 141 Lancaster Road Carnforth LA5 9EE	Support the planning application in principle	Application permitted
19/00074/FUL: Erection of a single storey side & rear extension - 1 Conder Brow, Carnforth LA5 9XQ	Support the planning application in principle	Application permitted
19/00083/FUL: Erection of an agricultural workers dwelling & associated installation of a package treatment plant – March House Farm, Crag Bank lane, Carnforth LA5 9EG	Support the planning application in principle	Application permitted
19/00307/VCN: Erection of office & storage & distribution building with associated parking & access – Carnforth Business Park, Carnforth	Support the planning application in principle	Application permitted
19/00380/FUL: Retrospective application for the installation of gravity pipework, sewage pump & electrical cabinet – Land off Carnforth Brow, Carnforth	Support the planning application in principle	Awaiting decision
19/00495/VCN: Demolition of existing building & erection of a new building to be used as a church conference & resource centre and associated new car parking - Former Filter House, Kellet Road, Carnforth, Lancashire, LA5 9XJ	Object to the planning application – Lack of car parking is likely to result in overspill and be a highway safety concern.	Awaiting decision



Finance and Governance Committee

Draft Minutes of the Finance & Governance Committee held on Wednesday 12th June 2019

Present: Councillors Grisenthwaite (Chair); Bromilow, Jones and Parker

In attendance: Bob Bailey, Town Clerk

19042 **Appointment of Chair and Deputy Chair:** It was proposed by Councillor Parker, seconded by Councillor Bromilow and **RESOLVED** unanimously that Councillor Gardner be appointed Chair and Councillor Grisenthwaite Deputy Chair of the Finance & Governance Committee for the Municipal year 2019 2020.

19043 **Apologies:** Apologies were received from Councillors Branyan and Gardner.

19044 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19045 **Note of previous meeting:** Members **RESOLVED** that the notes of the previous 'business as usual' meeting of the Finance and Governance Committee held on 8th May 2019 be approved.

19046 **Urgent Business:** The Town Clerk reported that new signatures are required to authorise payments and transfers from the Town Council's bank accounts. Councillor Gardner had previously nominated three signatories to the accounts, being: Councillors Bromilow, Grisenthwaite and Parker. It was noted that two of the three signatories are required to authorise the payments. After some discussion it was **RESOLVED** that Councillors Bromilow, Grisenthwaite and Parker be appointed signatories.

The Town Clerk informed Members of his intention to include an item on the Agenda of the next meeting to review the Terms of Reference of this Committee. In advance of that Members were asked to consider whether the Asset Management Committee could be subsumed into the Finance and Governance Committee. There was a general discussion about this suggestion with any firm conclusion being held over until the next meeting.

Members were informed that following notice of the vacancy in the Crag Bank ward of the Town Council, three expressions of interest had been received. Having agreed the co-option process with the Town Mayor, details have been sent to each candidate asking them to submit a letter in support of their application.

Members were advised that having informed Lancaster City Council of the planned arrangements and the Notice of Casual Vacancy, they had confirmed that a new Councillor could be co-opted within a 'reasonable time' after the allowed 35 days following the local election. **ACTION:** Town Clerk to share the agreed co-option process with all Members.

19047 **Public discussion:** No members of the public were present.



Finance and Governance Committee

- 19048 **Insurance Renewal:** The Town Clerk outlined the insurance renewal policy schedule received from Zurich PLC. Members commented that the policy as presented provides adequate cover for the Town Council's current needs. It was noted, however, that the schedule of assets under the current policy will need to be amended for 2020/2021 in line with the planned review of the Town Council's assets to be carried out during the year. After some discussion, it was **RESOLVED** that the Town Council be recommended to approve the renewal of insurance cover with Zurich PLC for 2019/2020.
- 19049 **Land behind the Shovel Inn:** In the absence of Councillor Gardner it was **RESOLVED** to defer this agenda item for a future meeting
- 19050 **Honorary Freeman of the Town:** Members considered a proposal made by Councillor Gardner for a policy for the award of a 'Title of Dignity' to a person in recognition of significant contributions made to the local community. Councillor Gardner had also suggested two possible recipients of such an award, being former Town Councillors. There was some discussion about the purpose and benefits to the individual and the Town Council of this title and it was generally felt that this may be a suitable match for the nature and ethos of the work carried out by Town Councillors on behalf of the local community. There was a suggestion that this may be better served by a 'Long Service Award'. **ACTION:** That the matter be discussed further at the next meeting with a view to a recommendation being made to the Town Council.
- 19051 **Local Council Award Scheme:** The Town Clerk reported that no further progress had been made on assessing the Town Council against the Quality criteria on the Local Council Award Scheme. It was generally felt, however, that the Town Council had made enough progress in the last few years to meet many of the expected standards. Councillor Bromilow informed Members that she had carried out a similar assessment a few years ago with the former Town Clerk, although the conclusion of the assessment had not been subsequently submitted. **ACTION:** Councillor Bromilow offered to work with Councillor Gardner and the Town Clerk to take this forward and make a submission for Quality Status in due course.
- 19052 **Carnforth Neighbourhood Plan Funding:** The Town Clerk reported that Locality had only recently released application forms for the 2019/2020 neighbourhood plan funding. The Town Clerk has now applied for the balance of the funds available for the development of the neighbourhood plan (£5,003 excluding VAT). In addition, as requested, a further application has been made for technical support to carry out a Housing Needs Assessment, with funds available up to a maximum of £27,000. Members were informed that Locality had since complemented the application made for the additional support and arranged for the appointed technical support consultants, AECOM, to contact the Town Council to discuss the purpose of the Housing Needs Assessment and its objectives and outcomes.



Finance and Governance Committee

The Town Clerk reported that there has subsequently been a telephone conference with AECOM, involving Councillor Smith, two representatives from consultants helping with the Neighbourhood Plan. It had been very positive experience and all the signs are that funding to carry out the Housing Needs Assessment will be awarded in due course.

Members congratulated the Town Clerk and Councillor Smith and acknowledged the benefits and impact that a completed Housing Needs Assessment will have on the Carnforth Neighbourhood Plan.

- 19053 **Payments List:** The Town Clerk presented Members with the Payments List. It was noted that these included works carried out by Drainaway at the Civic Hall; supply of plants and flowers for the Town planters, including the new 'Carnforth train' planter and annual insurance with Zurich Municipal PLC. Members were advised that two additional payments from Eden Arts for recent Film Nights had just been received and were not included on the payments list.

It was noted that the total amount of expenditure to be considered by the Town Council is £5,851.47 (including VAT) and it was RESOLVED that Town Council be recommended to approve all payments, subject to clarification of the works carried out by Drainaway.

- 19054 **Information only update on activities:**

- a) **CCTV:** The Town Clerk reported that further to the decision of the Town Council to seek additional quotation(s) for the implementation of CCTV cameras in the town, he had contacted the officer leading the City Council and Vodafone partnership and received confirmation that the quotation already provided by them would be held. **ACTION:** Additional quotations to be followed up by Councillor Gardner and the Town Clerk.
- b) **Civic Hall – survey and options appraisal:** Councillor Grisenthwaite reported that JCA architects submitted their fee proposal and schedule of services relating to the long term planned maintenance and use of the Civic Hall. Two other architects have now been approached although no proposal has yet been received due to their work commitments and the local elections. **ACTION:** Councillor Grisenthwaite to follow up the additional service and fee proposals and report back to this Committee and/or the Town Council.
- c) **External Audit of Annual Governance & Accountability Return (AGAR):** The Town Clerk reported that he had now submitted the approved AGAR and supporting documents (including the report of the Internal Auditor) to PFK-Littlejohn, the external auditors. Members were informed that the statutory 'Notice of Public Rights and publication of Annual Governance and Accountability Return' will be published on Monday 17th June 2019. This enables the accounting and supporting records for the financial year to which the audit relates to be made available for inspection by any person interested, during a period of 30 working days ending on Friday 26th July.



Finance and Governance Committee

After some questions and discussion, it was **RESOLVED** that the Town Council be asked to reaffirm the dates for inspection of the Town Council's accounts.

The meeting closed at 6:10pm

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

Town Clerk

14 June 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006; Email: clerk@carnforhtowncouncil.org

Carnforth Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22 PAYE	11/06/2019		Unity Trust - Current		PAYE	HMRC	Z	595.11	0.00	595.11
23 Repairs & Maintenance	11/06/2019		Unity Trust - Current		Repairs and maintenance	Drainaway	E	160.00	0.00	160.00
24 Repairs & Maintenance	11/06/2019		Unity Trust - Current		Repairs and maintenance	Drainaway	E	450.00	0.00	450.00
25 Broadband	11/06/2019		Unity Trust - Current		ICT	Plusnet	S	24.83	4.97	29.80
26 Assets	11/06/2019		Unity Trust - Current		Repairs and maintenance	DIY Supplies	E	14.34	0.00	14.34
27 Assets	11/06/2019		Unity Trust - Current		Grounds Maintenance	Laburnham Nurseries Ltd	S	142.80	28.56	171.36
28 Assets	11/06/2019		Unity Trust - Current		Grounds Maintenance	Laburnham Nurseries Ltd	S	204.05	40.81	244.86
29 Cleaning	11/06/2019		Unity Trust - Current		Repairs and maintenance	Dazzling windows	E	30.00	0.00	30.00
30 Electricity	11/06/2019		Unity Trust - Current		Electricity	British Gas	L	249.96	12.49	262.45
31 Insurance	11/06/2019		Unity Trust - Current		Insurance	Zurich Municipal	L	1,286.13	154.33	1,440.46
32 Civic Hall Manager	11/06/2019		Unity Trust - Current		Salary	Rik Marsden	Z	842.02	0.00	842.02
33 Civic Hall Manager	11/06/2019		Unity Trust - Current		Expenses	Rik Marsden	Z	30.00	0.00	30.00
34 Town Clerk	11/06/2019		Unity Trust - Current		Expenses	Bob Bailey	E	24.50	0.00	24.50
35 Town Clerk	11/06/2019		Unity Trust - Current		Salary	Bob Bailey	E	839.43	0.00	839.43
36 Outdoor Maintenance Officer	11/06/2019		Unity Trust - Current		Salary	Don Astley	E	283.67	0.00	283.67
37 Outdoor Maintenance Officer	11/06/2019		Unity Trust - Current		Expenses	Don Astley	E	45.00	0.00	45.00
38 Domain & Web-hosting	11/06/2019		Unity Trust - Current		ICT	IONOS	S	8.99	1.80	10.79
39 Cleaning	11/06/2019		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	54.73	10.95	65.68
40 Cleaning	12/06/2019		Unity Trust - Current		Cleaning supplies	direct365	S	126.67	25.33	152.00
41 Film Night	13/06/2019		Unity Trust - Current		Films	Eden Arts	S	66.67	13.33	80.00
42 Film Night	13/06/2019		Unity Trust - Current		Films	Eden Arts	S	66.67	13.33	80.00
Total								5,545.57	305.90	5,851.47