



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 17th July 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19069 To receive apologies for absence
- 19070 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19071 To consider items of urgent business not on the agenda
- 19072 To consider draft Minutes of the meeting held on Wednesday 19th June 2019 (see Agenda Pack)
- 19073 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) Lancashire County Council Liaison meeting
 - d) 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
 - d) Carnforth Neighbourhood Plan Working Group
 - e) Carnforth Carnival Committee

- 19074 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
19/00545/HYB	Hybrid application comprising a full application for proposed alterations to land levels and outline application for up to 8,400sqm of employment floor space with associated access – Land North of Kellet Road, Over Kellet
19/00775/FUL	Change of use of agricultural barns and land to a 3-bed dwelling and associated demolition and alterations to existing buildings and access – Hodgsons Croft Farm, North Road, Carnforth, LA5 9LU



Carnforth Town Council

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Application No:	Description
19/00878/LB	Listed building application for demolition of agricultural barn and associated works, alterations to existing boundary walls and gateposts & creation of terraces and parking court - Hodgsons Croft Farm, North Road, Carnforth, LA5 9LU
Traffic Regulation Order: Kellet Road Area, Carnforth – introduction of a 7.5 tonne weight restriction	

- 19075 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19076 To consider report of the Asset Management Committee
- 19077 To consider report of Town Development & Planning Committee
- 19078 To consider report of Finance & Governance Committee
- 19079 To consider Payments List for approval
- 19080 To consider public consultation – Planning Application 19/00541/OUT – Lundsfield Quarry
- 19081 To consider removal of banners and Town Council planters
- 19082 To consider volunteer schemes – Lancaster City Council and Lancashire Volunteer Partnership
- 19083 To consider date and time of next meeting

Town Clerk

12 July 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 19th June 2019

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

In attendance: Bob Bailey, Town Clerk; Ward Councillors Gilding and Yates; two residents and two representatives from Homes England (part)

19055 **Apologies:** Apologies were received from Councillor Branyan and County Councillor Williamson

19056 **Declarations of Interest and Dispensations:** There were no declarations of interest.

19057 **Urgent Business:**

- a) **Carnforth Sports Day:** Councillor Gardner reported arrangements have been made for Members of the Finance and Governance Committee to meet with representatives from the Sports Day committee to discuss the proposal for support from the Community Benefit Fund and any further action. **ACTION:** Finance and Governance Committee to make a recommendation to the Town Council in due course.
- b) **Carnforth Carnival Committee:** The Town Clerk reported that a representative from the Carnforth Carnival Committee had requested the support of the Town Council for the upcoming carnival. The request centred around sharing communication and promotion of the carnival and a Town Council presence on the day. **ACTION:** Carnival to be promoted by the Town Council through social media and attended by Members on the day. A report of the event to appear in the next edition of the *Carnforth Express*.

19058 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 22nd May 2019 be approved.

19059 **Lundsfield Quarry Development:** Representatives from Homes England and Nexus Planning Ltd gave a presentation on the proposals for the Lundsfield Quarry site that are the subject of planning application 19/00541/OUT.

Background information on the site and the acquisition of the land was provided and it was reported that Homes England are expecting approval of the proposal in the Autumn and expect to have a developer in place to build up to 250 dwellings on the site by the end of 2020.

Members asked several questions and made comments covering matters such as:

- marketing of the site to potential developers and the 'type' of developer that will be selected;
- phasing of the development over a period;
- need for a housing needs assessment to determine the types, size, affordability of quality of the properties to be built on the site;
- need to establish links to the developing Carnforth Neighbourhood Plan and recent submission for technical support to undertake a housing needs assessment;
- major concerns that only one point of access is currently proposed and the potential impact that this would have on congestion and air quality etc;
- suggestions that the access currently proposed is the wrong option;

- advice and evidence provided to date by Lancaster City Council and Lancashire County Council's and their ongoing interest in any development;
- concerns about poor communication and the quality of, and limited time provided, for public consultation on the planning application;
- the combined impact of this development and others currently in the planning process and/or expected to be in the future, and
- modifications being made to the Lancaster District Local Plan that might have an impact on developments in the area;

The invited representatives answered the questions and responded to the comments made as best they could and were thanked for their presentation– they then left the meeting.

It was agreed that further discussion on the Town Council's formal response to the planning consultation be deferred until Agenda Item 19061.

19060

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 the electric vehicle charging points and the opening times of the household waste recycling centres would be discussed under other items on the agenda for the meeting. Other updates were provided on:
 - a) applications made for the balance of the funding for the development of the Carnforth Neighbourhood and for technical support to undertake a Housing Needs Assessment;
 - b) Clerk's support on air quality matters and promoting Clean Air Day
 - c) liaison with Highways England regarding the closure of the M6 between junctions 34 and 35 in September and their attendance at the Town Development & Planning Committee to discuss the implications;
 - d) publication of the *Annual Governance and Accountability Return (AGAR)* and the *Notice of Public Rights for the inspection of accounting statements*
 - e) coordination and support for Civic Sunday on 23rd June and Armed Forces Day on 29th June 2019
 - f) day to day administration and financial management duties and responsibilities

After some comments and questions, it was **RESOLVED** that the Clerk's Report be noted with thanks.

- 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 noted the positive press coverage and comments that the *Brief Encounter II* (train) planter had recently received, and the good and constructive responses from residents from articles in the latest edition of the *Carnforth Express* including general comments about the good work of the Town Council and, more specifically, on actions being taken in relation to air quality and traffic management.

Carnforth Business Network have similarly commented on Town Council's actions regarding the installation of electric vehicle charging points and the developing Carnforth Neighbourhood Plan.

Members noted that the notice of vacancy for a Town Councillor for the Crag Bank Ward had been published and expressions of interest awaited. After some comments and questions, it was **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 commented on plans being made for Civic Sunday and the Armed Forces Day and she will be continuing to meet with local community groups in the coming weeks, including members of the Carnforth Carnival Committee and residents at Keeforde View residential properties.
 - b) **Outdoor Maintenance:** It was reported that a suitable piece of limestone had been chosen to be placed on the land at junction of North Road and Kellet Road. Arrangements are being made for it to be collected from the Quarry and placed in-situ. Town Council liaison with the Outdoor Maintenance Officer is to again be led by Councillor Parker.
 - c) **Air Quality & Clean Air Day:** Councillor Smith provided an update on the contact made with local schools in support of the Clean Air Day on 20th June. Letters to each of the schools requested that the day be promoted and supported. It is understood that there is good coverage in the local press on the Town Council's position and activities in relation to air quality and clean air. This is a key issue for the town and actions to maintain or improve air quality in future years will be an important element of the developing Carnforth Neighbourhood Plan and the Town Council will continue to work closely with Lancaster City and Lancashire County Council's going forward.
 - d) **Road at the rear of the Queens Hotel:** Work has now started on re-instating the road as agreed at the last meeting of the Town Council. So far, the concrete has been dug up and the 'recovered road sets' have been acquired. Work is expected to start soon.
 - e) **General matters & issues:** Councillor Smith requested that 'Version Control' be introduced as part of the Town Council's governance arrangements to help keep track of changes to Council policies and documents. **ACTION:** Town Clerk to produce a paper on the purpose and benefits of version control

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 commented on their activities in the last month and reported on important and relative matters arising from the services and functions of Lancaster City Council. Matters raised included:
- Changes in the senior management and administration of Lancaster City Council. The coalition Cabinet are now putting together a 'manifesto' for the next two years;
 - Lancaster City Council have agreed a strategy on Climate Change;

- Changes are being made to the Lancaster District Local Plan, following the examination of the Planning Inspector. Some of these changes will have an impact on the local area and the developing Carnforth Neighbourhood Plan;
- Lancaster City Council are pursuing a '*commercialisation*' agenda that will seek to take advantage of commercial opportunities and a '*lean*' approach to the way that the Council delivers its services;
- Lancaster City Council and South Lakes District Council have agreed partnership working in the Bay area;
- Purpose and objectives of the Lancaster Vision Board and arrangements for the Town Council's involvement going forward;
- Carnforth should be cognisant of, and seek to benefit from, opportunities arising from the proposed Eden Project in Morecambe;
- The Town Council were congratulated on its work around air quality and traffic management and has the full support of Ward Councillors
- Specific public realm and grounds maintenance matters have been raised with officers at Lancaster City Council.

Ward Councillors welcomed the initiative to invite Home England representatives to the meeting to discuss the Lundsfield Quarry development. Town Council Members disagreed with a suggestion that the representatives had not been made to feel welcome, stating that there had been a good and frank debate on the proposals and position of Homes England and on concerns raised by the residents that the Town Council represents.

After some further comments, it was then **RESOLVED** that the reports of Ward Councillors be noted.

6) **Reports from outside bodies:**

- Carnforth Business Network (CBN):** Nothing to report
- Carnforth & District Twinning Association:** The Twinning Association had held a Film Night on 25th June that had been attended by 22 people.
- Quarry Liaison:** Nothing to report. Next meetings are scheduled until September

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

19061 **Planning Applications:** Members considered the following planning applications:

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
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

Members considered each of the above planning applications in turn. It was **RESOLVED** to support the applications in principal subject to a comment on the proximity of the crossing to the property referred to in planning application 19/00514/FUL.

Regarding planning application 19/00541/OUT it was **RESOLVED** that a formal request be made for an extension to the consultation period to enable the Town Council to undertake its own public consultation (date to be confirmed and subject to an extension being granted) before submitting its formal response to the planning application.

19062 **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 six planning applications had been permitted and seven are awaiting decision. The Town Council and several residents had objected to planning application 18/01183/FUL – erection of a 118-bed care home on Scotland Road – but this had been permitted by Lancaster City Council's Planning Committee. It was noted that the decision notice in relation to this development (available on the planning portal) sets out many conditions that have to be met as part of the application.

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

19063 **Report of the Finance & Governance Committee:** Councillor Grisenthwaite reported on the comments, actions and resolutions arising from the meeting of the Committee on Wednesday 12th June, including:

- a) appointment of Councillors Gardner and Grisenthwaite as Chair and Deputy Chair for the municipal year 2019/2020;
- b) change of authorised signatories to the Council's bank accounts;
- c) Town Clerk to set out details of the co-option process for the appointment of a Councillor to the vacancy in the Crag Bank ward;
- d) recommendation that the Town Council approves the renewal of insurance for 2019/2020 with Zurich PLC;
- e) matters relating to the land at the rear of the Shovel Inn and recognition of Honorary Freemen of the Town to be discussed further at the next meeting of the committee;
- f) Councillors Bromilow and Gardner to work with the Town Clerk to achieve the Foundation Award of the Local Council Award Scheme;
- g) updates on the application for additional funding and technical support for the developing Carnforth Neighbourhood Plan to be noted and supported;
- h) recommendation that the Town Council approves all payments subject to clarification of the works carried out at the Civic Hall (Voucher 24 refers);
- i) follow up of quotations for the provision of CCTV cameras and a survey and options appraisal for the Civic Hall;
- j) publication of the *Notice of Public Rights and publication of the Annual Governance and Accountability Return 2018/2019*.

After some comments and questions, it was **RESOLVED** that the Finance and Governance Committee report be noted.

19064 **Payments List:** The Town Clerk presented the payments list that has been automatically generated from the Town Council's new accounting package *Scribe* and had been recommended for payment by the Finance and Governors Committee, except for voucher number 24 regarding work at the Civic Hall that requires further clarification before payment is authorised.

After some comments and questions, it was **RESOLVED** that all invoices, expenses and salary payments be approved and that the new automated reporting provided by *Scribe* be welcomed.

19065 **Report of Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the meeting of the Committee on Monday 17th June, including:

- a) appointment of Councillors Watkins and Holbrook as Chair and Deputy Chair for the municipal year 2019/2020;
- b) arrangements for the Highways England Scheme for the closure of all three lanes of the M6 motorway over three weekends (Friday to Sunday) from 20th September during the hours of 9pm and 5am;
- c) matters relating to the electric vehicle points and parking at Carnforth (Booths) Car Park raised by a local businesses and resident;
- d) recommendations relating to planning applications considered;
- e) establishment of a Member task and finish group to take forward matters relating to maintaining or improving air quality in the local area linked to Lancaster City Council's Air Quality Strategy, currently under review;
- f) updates on the application for additional funding and technical support for the developing Carnforth Neighbourhood Plan;
- g) options for supporting or leading on activities, initiatives and events designed to improve/enhance the town;
- h) public realm proposals to be further considered by the Finance & Governance Committee;
- i) Updates on specific activities relating to:
 - Carnforth in Bloom Competition and Brief Encounter II planter;
 - Land at the junction of North Road and Market Street and Pocket Parks;
 - Blue Heritage Plaques and Heritage Guided Walks

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

19066 **Electric Vehicle Charging points:** Councillor Smith reported that with the help of County Councillor Williamson a written response had been received from Lancashire County Council outlining the rationale and evidence behind the scheme to implement electric vehicle charging points around the district, including Carnforth.

Lancashire County Council had rebutted concerns that had been raised by the Town Council regarding lost parking spaces, the choice of location for the charging units and the units themselves which are not in keeping with the location.

Regarding the Town Council's comments that the proposals should have been subject to formal consultation the response received made it clear that there had been a conscientious decision that consultation would be '*kept to a minimum*'.

It was stated that the location of the charging units had been based on their '*Traffic Engineering Knowledge*' and after consideration of the impact on residential properties, businesses and the local area.

Members had previously agreed that the responses received to date did not sufficiently address the concerns of the Town Council and the local community and as a result, County Councillor Williamson had coordinated a meeting with representatives from Lancashire County Council on Thursday 20th June 2019.

There was further discussion about the issues raised by the implementation of the electric vehicle charging points and the failure to adequately consult with the local community.

It was then **RESOLVED** that the latest position be noted and that the outcome of the meeting with Lancashire County Council be reported back to the Town Council.

- 19067 **Household Waste Recycling Centres (HWRC):** Members were reminded that Lancashire County Council had previously consulted on proposals to change the opening times of several HWRC's across the district, including Carnforth. The proposal is to have fixed opening times of 9am to 5pm all year round and to reduce the number of days to that the HWRC's are open to five.

At the time, the Town Council had objected to the proposal, arguing that it would have a negative impact on waste recycling in the town, increases in fly-tipping and would be detrimental to the staff who work at the Carnforth HWRC.

It was reported that having considered the consultation responses received and available data and evidence, Lancashire County Council's Cabinet had decided that the Carnforth HWRC will close for two days during the week, excluding Friday, as this is often the busiest weekday. The actual days when the centre will be closed has not yet been determined but the changes are due to be implemented by 1st October 2019.

Members were advised that feedback from the consultation had directly led to a decision being made that all sites will be open on Bank Holidays, even if a facilities normal closure day is a Monday, for example.

In response to concerns that the proposals would lead to increased fly-tipping, Lancashire County Council commented that there is no evidence of this when HWRC's have been closed in the past and that the majority of local communities care for their environment and do not risk criminal penalties arising from fly-tipping.

Members commented further on the potential implications of the decision and it was then **RESOLVED** that the decision of Lancashire County Council to close Carnforth HWRC's on two days a week be noted with regret and that arrangements are made for the Town Council to be informed, as soon as practicable, of the days when the Centre will be closed.

- 19068 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 17th July 2019 commencing at 6:30pm**. Before the meeting was closed Ward Councillors were reminded that the opportunity for them to comment on matters on the Agenda of the Town Council is when they are invited to address the Town Council and give their report, or in response to a direct question put to them by Town Councillors. The meeting closed at 8:35pm



Planning Application Comments & Decisions July 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	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	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



Planning Application Comments & Decisions July 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/00514/FUL: Creation of a vehicular access & installation of railings to existing front boundary wall – 112 Kellet Road Carnforth LA5 9LR	Support the planning application in principle – Comment on the proximity of the works to the pedestrian crossing	Awaiting decision
19/00541/OUT: Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – request an extension of time to allow the Town Council to consult with residents	Awaiting decision
19/00615/FUL: Erection of a single storey extension to front elevation – 23 Crag Bank Road, Carnforth LA5 9EH	Support the planning application in principle	Application Permitted
19/00685/FUL: Change of use of public house to mixed unit – Taps on the Green – 77 Kellet Road Carnforth LA5 9LR	Support the planning application in principle	Awaiting decision
19/00729/FUL: Demolition of existing conservatory & erection of a single storey rear extension – 26 St Austell Place, Carnforth LA5 9TU	Support the planning application in principle	Awaiting decision



Correspondence – July 2019



Date	Sender	Topic
14/06/2019	Town Clerk	Town Council meeting Agenda Pack
16/06/2019	Lancashire County Council	Changes to opening hours and days at Household Waste Recycling Centres
17/06/2019	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
18/06/2019	Town Clerk	Clerk's Report – Town Council meeting
19/06/2019	Town Clerk	Minutes of Town Development & Planning Committee on 17 th June 2019
19/06/2019	Highways England	M6 junctions 34 – 35 closure
20/06/2019	Town Clerk	Request to complete declarations of interest and skills & experience form
20/06/2019	Town Clerk	Request for articles for the <i>Carnforth Express</i>
20/06/2019	Town Clerk	Armed Forces banner
20/06/2019	Town Clerk	Resident parking matter – Hunting Hill Road
20/06/2019	Town Clerk	Update on planning application 18/00183/FUL – erection of care home
21/06/2019	Town Clerk	Crag Bank Ward Vacancy
21/06/2019	Town Clerk	Actions and points from meeting with Lancashire County Council officers
26/06/2019	Lancashire County Council	Community Champion Volunteers scheme
26/06/2019	Town Clerk	Carnforth Town Council website
26/06/2019	Lancashire County Council	New maintenance campaign
27/06/2019	Lancashire County Council	Response to Actions and points from meeting with Carnforth Town Council
28/06/2019	Town Clerk	Armed Forces Day poster
28/06/2019	Town Clerk	Asset Management Committee Agenda pack
29/06/2019	Town Clerk	Neighbourhood Plan Working Group agenda pack
04/07/2019	Locality Groundworks	Award of Technical Support for a Housing Needs assessment
04/07/2019	Lancashire County Council	Proposal to introduce a 7.5tonne weight restriction on various roads
04/07/2019	Lancaster City Council	Approval of extension of time to allow further consultation on planning application 19/00541/OUT
05/07/2019	Lancaster City Council	Planning application 19/00545/HYB



Correspondence – July 2019



Date	Sender	Topic
05/07/2019	Town Clerk	Town Development & Planning Meeting Agenda pack
05/07/2019	Lancashire County Council	Code of practice on the control & placing of items within the highway
05/07/2019	Town Clerk	Finance & Governance Meeting Agenda pack
08/07/2019	Locality Groundworks	Award of funding for Carnforth Neighbourhood Plan
08/07/2019	Town Clerk	Website update
09/07/2019	Town Clerk	Proposed date and time for Lundsfield Quarry consultation
09/07/2019	Town Clerk	Request to use the War Memorial Gardens
10/07/2019	Town Clerk	Press coverage re removal of banners and planters
11/07/2019	Town Clerk	Update on the Station building repairs
11/07/2019	Lancaster City Council	Planning Application 19/00775/FUL
11/07/2019	Lancaster City Council	Planning Application 19/00878/LB



Asset Management Committee

**Minutes of meeting held on 2nd July 2019
at 5:00pm at the Council Offices, Market Street, Carnforth**

This meeting was not quorate

Notes:

1. The Town Council be asked to approve an amendment to the terms of reference of the Asset Management Committee to reduce the number of meetings to eight in a municipal year as required.
2. The post of Outdoor Maintenance Officer be advertised subject to the agreement of the Finance & Governance Committee and the Town Council.
3. Arrangements be made for the Town Council to undertake a full review of its assets during 2019/2020.

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

Town Clerk

12 July 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 01524 858557

Email: clerk@carnforhtowncouncil.org



Town Development & Planning Committee

**Minutes of the meeting held on Monday 8th July 2019
at 5:00pm at Council Offices, Market Street Carnforth**

This meeting was not quorate

Notes:

1. The full Town Council to consider planning applications and temporary road closures.
2. The Town Council plans for a public 'drop-in' event on Monday 22nd July 2019 at Carnforth Civic Hall for consultation on planning application 19/00541/OUT (Outline application for the demolition of existing buildings and the erection of up to 250 dwellings with an associated new access , Lundsfield Quarry). Suggested times to be 10am – 12pm and 5pm – 7pm.
3. Update on the work of the Carnforth Neighbourhood Plan Working Group and request for funds to establish a Carnforth Local List for non-designated heritage assets be reported to Finance & Governance Committee and Town Council.
4. Community volunteering opportunities be considered by the Town Council.
5. The direction from Lancashire County Council that banners and planters be removed from guardrails around the town be considered at the Town Council meeting. Some alternative locals have been suggested by Members and the local community.
6. A base made of sleepers for the Carnforth 'train' planter is recommended.
7. Four of the eight heritage plaques are now in place and the others will be fixed soon.

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

Town Clerk

12 July 2019

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 10th July 2019

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

In attendance: Bob Bailey, Town Clerk

19053 **Apologies:** There were no apologies.

19054 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19055 **Minutes of previous meeting:** Members **RESOLVED** that the Minutes of the previous meeting held on 12th June 2019 be approved.

19056 **Urgent Business:** There was a discussion about the recent instruction from Lancashire County Council that banners and planters on guardrails near roadsides be removed. It was noted that a post on social media had received numerous comments from the local community objecting to the removal of the planters. The story is also being reported in the local press.

The Town Clerk reported that as instructed he had requested and had received a very technical and detailed '*Code of Practice on the Control and Placing of items within the highway*'. The Town Development & Planning Committee have considered alternative locations for the existing planters. It was noted that should the planters be removed, and no suitable alternative found, sponsors of the planters will need to be refunded.

After some discussion it was **RESOLVED** that the matter be raised at the Town Council meeting and Lancashire County Council informed.

The Town Clerk reported that the Outdoor Maintenance Officer has now resigned. It was **RESOLVED** that the Town Council be **recommended** to fill the post at its earliest opportunity.

19057 **Public discussion:** No members of the public were present.

19058 **Payments List:** The Town Clerk presented Members with the Payments List for **recommendation** to the July meeting of the Town Council.

Members noted payments for the recent Civic Sunday and Armed Forces Day events and Society of Local Council Clerks training for the Town Clerk and Councillor Gardner.

The total amount of expenditure to be considered by the Town Council is £4,730.89 (including VAT) and it was **RESOLVED** that Town Council be recommended to approve all payments.

19059 **Quarterly Budget Monitoring:** The Town Clerk presented the budget monitoring report for the first quarter of the financial year. The report, produced automatically from the newly acquired accounting package Scribe, indicates the budget, actual and variance of receipts and payments for all cost centres.

It was acknowledged that at this early stage of the year there are no financial matters that need addressing.



Finance and Governance Committee

There were some comments about the format of the report and areas that could be clarified and/or simplified, but it was acknowledged that this (or similar) report will be useful in monitoring the annual budget. It was felt that the report should also show the Community Benefit Fund and Reserves allocations.

It was then **RESOLVED** that the budget monitoring report for Quarter 1 be noted and the report considered at the end of each quarter.

- 19060 **Community Benefit Fund applications:** Members considered an application received from Millhead Football Club who were requesting a grant of £1,850 to cover the cost of the supply and installation of new car park gates as part of a wider scheme to '*..provide a safe and secure place to play sport for both adult and children teams*'.

It was commented that the football club is located within Warton Parish Council, but it was acknowledged that residents of Carnforth who are connected to the football teams would also benefit. Questions were also raised around the need for confirmation that the project was supported by the Trustees of the football club and that any planning permissions had been considered.

It was then **RESOLVED** that, subject to further clarification, the Town Council be **recommended** to award £500 from the Community Benefit Fund to Millhead Football Club.

It was also reported that Members of the Finance & Governance Committee and Town Mayor had recently met with representatives from the Carnforth Sports Day Committee, who had since submitted a list of planned expenditure for the 2020 Sports Day.

There was a discussion about the Sports Day event on the town's annual calendar and the current financial position and governance arrangements of the committee. Members consider that the Carnforth Sport Day is deserving of the Town Council's support in some capacity and it was **RESOLVED** that a further meeting will be held with the Carnforth Sports Day committee with a view to a recommendation being made to the Town Council later.

- 19061 **Draft Standing Orders and Financial Regulations:** The Town Clerk introduced Members to a revised Standing Orders and Financial Regulations based on the model provided by the National Association of Local Councils (NALC).

It was acknowledged that these are not as detailed as the current documents but do adequately set out the rules for the routine conduct of Town Council and Committee meetings and business. (Standing Orders) and the regulation and control of its financial affairs and accounting procedures (Financial Regulations).

After a short discussion it was **RESOLVED** that the Town Clerk be thanked for presenting the documents and that any decision to recommend their adoption be deferred to allow more time to fully consider these important documents and the financial and governance arrangements proposed.



Finance and Governance Committee

- 19062 **Draft Reserves Policy:** As previously requested, the Town Clerk presented a draft Reserves Policy for consideration.

It was explained that it is a requirement of the Local Government Finance Act 1192 for public bodies to consider the '*level of reserves needed to meet estimated future expenditure when calculating the budget requirement*'.

It was acknowledged that whilst this is done in practice a formal Reserves Policy is needed to provide a means of determining the level and type of reserves required each year based on an assessment of financial risks.

It was proposed to have a *General Fund Balance* to cushion the impact of any unexpected short-term calls on the council's finances and *Earmarked Reserves* to meet known and predicated requirements or liabilities.

After some discussion, it was **RESOLVED** that the Town Council adopts and publishes the Draft Reserves Policy as presented and that this be reviewed, and the balances determined, as part of the 2020/2021 budget process.

- 19063 **Carnforth Neighbourhood Plan Funding:** The Town Clerk reported that Carnforth Neighbourhood Plan Working Group (CNPWG) had been successful in its application for the balance of the 'basic funding' for the development of a neighbourhood plan being £5,103 (net) making a total funding of £9,000.

In addition, there has been a successful application for the provision of technical support to undertake a detailed Housing Needs Assessment that will inform the developing Carnforth Neighbourhood Plan on the size and type of housing needed in the future.

The Town Clerk advised Members that the CNPWG had identified the need to formally establish a *Carnforth Local List* of non-designated heritage assets within the Carnforth neighbourhood area. It was reported that this work, does not form part of the 'basic funding' and that the CNPWG were requesting a sum of £2,000 from the Town Council for this important work to be carried out by the appointed planning consultants.

After some comments and questions, it was **RESOLVED** that the CNPWG be congratulated on securing additional funding and technical support and that the Town Council be **recommended** to fund the cost of the *Carnforth Local List* from the council's finances.

- 19064 **Land behind the Shovel Inn:** Councillor Gardner reported that he had been working with local solicitors to determine ownership of the piece of land behind the Shovel Inn. From local land searches it had been established that the land is owned by Lancashire County Council, although they do not accept this.

General options, risks and benefits of the ownership of the land being transferred to the Town Council were discussed and it was then **RESOLVED** that the matter be deferred until further enquiries had been made with Lancashire County Council.



Finance and Governance Committee

19065 **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. Possible recipients of such an award were suggested.

There was a general discussion about the purpose and possible alternatives ways of recognising individuals' contributions to the local community.

It was then **RESOLVED** that the matter be deferred until a later date to allow further consideration and recommendations to be made.

The meeting closed at 6:40pm

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

Town Clerk

12 July 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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



Carnforth Town Council

Draft Reserves Policy

Introduction

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three main purposes;

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;
- A contingency to cushion the impact of unexpected events or emergencies- this also forms part of the general reserves;
- A means of building up funds, often referred to as earmarked reserves, to meet known or predicated requirements; earmarked reserves are accounted for separately but remain legally part of the general fund.

The 2018/19 Internal Audit Report advised the Council as follows:

The level of reserves at the end of the year (£17k at 31/03/2019) is much reduced against the previous year (£29k at 31/03/2018), reflecting higher financial demands during 2018/2019. The increase in precept for 2019/20 is justified with reference to this additional spending and to spending plans for 2019/20.

Given the above, it is important that robust financial monitoring continues during 2019/20 and that work is continued to assess financial risks and determine an appropriate level of reserves in the long-term.

General Fund Balance

The general fund balance, commonly termed the 'working balance', is a balance on the council's revenue account which is not held for any specific purpose other than to cushion the council's finance against any unexpected short-term calls on the council's cash flow.

The general fund balance is to be maintained at a level based upon a risk assessment carried out annually by the Finance and Governance Committee, supported by the Responsible Finance Officer (RFO) when setting the budget for the forthcoming year.



Carnforth Town Council

Draft Reserves Policy

Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

Financial Risk Management

To assess the adequacy of the general fund when setting the annual budget, the Finance and Government Committee will take account of the strategic, operational and financial risks facing the council.

The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon risk assessment of the council's main areas of income and expenditure and consider any provisions and contingencies that may be required.

The main items to be considered are:

Financial Risk	Analysis of Risk
Loss of staff due to long term sickness – Contractually salaries must be paid for 6 months.	Council could not function effectively – Additional costs would be incurred to pay for staff cover.
Pay inflation is greater than budgeted.	The cost of living increase is above the level allowed for in the estimates.
Contractual inflation is greater than budgeted.	A general assumption is made when estimating the percentage increase on rates and utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
By-Elections expenses greater than budgeted amount.	As assumption is made that an average ward by-election would cost £6,000 and this amount is included within the budget each year – see earmarked reserves.
Insurance Claims	Good claims management (cost of excess on 10 claims per year)

Statutory Reserves

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. Carnforth Town Council has no requirements to maintain statutory reserves.



Carnforth Town Council

Draft Reserves Policy

Earmarked Reserves

Earmarked Reserves represent amounts that are generally built up over a period which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects.

The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- The reason/purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the Council:

No	Purpose of Reserve	Amount (£)
1	Asset Replacement Fund (office equipment, SplD; Bus Shelters; Civic Hall equipment)	To be confirmed
2	Election Fund	£6,000
3	Planned Capital Expenditure	To be confirmed
Total		To be confirmed

Review of the adequacy of balances and reserves

In accessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be considered. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

Bob Bailey

Responsible Finance Officer

July 2019

Carnforth Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Drinks Machine	05/06/2019		Unity Trust - Current	Direct Debit	Drinks Machine lease	Henry Howard Finance	Z	156.00	0.00	156.00
52	Broadband	26/06/2019		Unity Trust - Current	Direct Debit	ICT	Plusnet	S	23.50	4.70	28.20
53	Cleaning	05/07/2019		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	14.62	2.92	17.54
54	Civic Sunday	05/07/2019		Unity Trust - Current		Catering	On a Roll	Z	495.00	0.00	495.00
55	PAYE	05/07/2019		Unity Trust - Current		PAYE	HMRC	Z	606.51	0.00	606.51
56	Members	05/07/2019		Unity Trust - Current		Training	SLCC	S	75.00	15.00	90.00
57	Town Clerk	05/07/2019		Unity Trust - Current		Training	SLCC	S	75.00	15.00	90.00
58	Armed Forces Day	05/07/2019		Unity Trust - Current		Catering	Royal Station Hotel	S	136.12	27.23	163.35
59	Electricity	05/07/2019		Unity Trust - Current	Direct Debit	Electricity	British Gas	L	249.96	12.49	262.45
60	Electricity	05/07/2019		Unity Trust - Current	Direct Debit	Electricity	British Gas	L	51.08	2.55	53.63
61	Town Clerk	05/07/2019		Unity Trust - Current		Salary	Bob Bailey	E	839.43	0.00	839.43
62	Town Clerk	05/07/2019		Unity Trust - Current		Telephone	Bob Bailey	E	10.00	0.00	10.00
63	Town Clerk	05/07/2019		Unity Trust - Current		Salary	Bob Bailey	E	16.00	0.00	16.00
64	Civic Hall Manager	05/07/2019		Unity Trust - Current		Salary	Rik Marsden	E	873.92	0.00	873.92
65	Civic Hall Manager	05/07/2019		Unity Trust - Current		Expenses	Rik Marsden	E	15.00	0.00	15.00
66	Outdoor Maintenance Officer	05/07/2019		Unity Trust - Current		Salary	Don Astley	E	283.67	0.00	283.67
67	Outdoor Maintenance Officer	05/07/2019		Unity Trust - Current		Expenses	Don Astley	E	72.90	0.00	72.90
68	Assets	05/07/2019		Unity Trust - Current		Grounds Maintenance	Laburnham Nurseries Ltd	S	48.00	9.60	57.60
69	Broadband	05/07/2019		Unity Trust - Current	Direct Debit	ICT	Plusnet	S	24.74	4.95	29.69
70	Legal Fees	05/07/2019		Unity Trust - Current		Professional services	Oldfield Solicitors	S	25.00	5.00	30.00
71	Cleaning	09/07/2019		Unity Trust - Current		Cleaning	Moor 'N' Wife	S	450.00	90.00	540.00
Total									4,541.45	189.44	4,730.89

Memorandum of Understanding between Our Lancashire/Lancashire Volunteer Partnership (LVP) and the Parish / Town Council

Community Champion Volunteers

The purpose of this MOU is to formally record the relationship between Our Lancashire/LVP, the Parish / Town Council and Community Champion Volunteers. This MOU will remain in effect until modified or terminated by mutual consent, with one months' notice required.

Lancashire Volunteer Partnership will;

- Develop and agree with the Parish Council the role description for Community Champion Volunteers.
- Waiver any administration costs incurred by Our Lancashire/LVP in relation to the recruitment and training of agreed Community Champion Volunteers. If there is to be any proposed charge levied this will be discussed with the Parish / Town Council prior to any request for payment being made.
- Not take responsibility for out of pocket expenses unless involving events organised by Our Lancashire/LVP
- Provide Community Champion Volunteers with a uniform that is fit for the role which they will be undertaking, reasonable replacement costs will also be met by Our Lancashire/LVP.
- Provide the Council with a single point of contact for enquires.
- Give the council a veto on all proposed appointments however if exercised cognisance must be given to the Our Lancashire/LVP inclusion policy. Where conflict occurs Our Lancashire/ LVP will convene a meeting which seeks to resolve any issues.
- Deliver sufficient training to Community Champion volunteers for them to be able to undertake the role safely. Minimum training requirements will include Health and Safety, Safeguarding Adults, Safeguarding Children and Young People, Equality and Diversity, First Aid with additional training offered around event and traffic management.
- Support and provide guidance to the Council in the running of the scheme
- In relation to GDPR will ensure Our Lancashire/ LVP ICT systems protect the data supplied by the Council and the Volunteers.

The Parish / Town Council will;

- Ensure that Volunteering is covered by their public liability insurance.
- Provide a single point of contact for any volunteers operating in this capacity and with whom Our Lancashire/LVP can communicate.
- Agree with Volunteers any process for the payment of pre-agreed out of pocket expenses.
- Take responsibility for the day to day tasking of the volunteer.
- Not task Community Champion volunteers outside of the remit agreed with Our Lancashire/LVP and which is detailed in the generic role description.
- Inform Our Lancashire/LVP of any issues arising out of the deployment of Community Champion Volunteers including any complaints that are made.
- Inform Our Lancashire/LVP if any volunteer is released from their role and the reasons why (Our Lancashire/LVP can assist with any conflict resolution process).
- Ensure adequate risk assessments are carried out by the volunteer in relation to their day to day activity. Guidance will be provided in this aspect.
- Take cognisance of registered Our Lancashire/ LVP branding and will not use or publish such without prior agreement of Our Lancashire/LVP.
- Provide support and consider any welfare issues the volunteer may have.

Parish / Town Council –

Signature _____

Date (MOU Effective from this date) _____

Point of Contact Details;

Name _____

Tel / Email _____

Signed on behalf of Our Lancashire/Lancashire Volunteer Partnership

Signature _____

Name **Paul Haunch**

Date _____

Paul.Haunch@lancashire.pnn.police.uk

Our Lancashire/LVP, Hutton Hall, Preston, Lancashire. PR4 5SB

Post Title:	Community Champion
Commitment:	Flexible – 2-6 hrs weekly
Location:	Local Area
Responsible to:	Parish/Town Council
Role Purpose:	To support Parish and/or Town council priorities in a uniformed and tasked capacity
Grade:	Volunteer
Vetting level:	DBS enhanced

This role involves being at the heart of the local community and being a point of contact for the Parish / Town Council. It is a uniformed role that will require being visible to the public and ready to answer enquires and assist people wherever possible in a professional and respectful way. The post holder will be expected to liaise with local public services and assist in the planning of local events. This role is about building resilience, encouraging social action and empowering local residents to help each other to resolve local issues of concern.

Tasks

- ✓ To provide a visible uniformed presence
- ✓ To help in the planning of local events
- ✓ To assist in dealing with minor traffic concerns and environmental issues
- ✓ To assist in identifying and supporting vulnerable people
- ✓ To support social action groups and promote community resilience
- ✓ To facilitate partnership working that adds value to local services
- ✓ To attend local Parish or Town council meetings
- ✓ To take direction from a nominated Council representative

Training

All training will be provided and will either be part of a distance learning package, accessible through a computer, or will involve face to face learning. All training is mandatory and all applicants must complete it before being confirmed in role.

Skills and Behaviour

- ✓ Excellent Communication and Interpersonal
- ✓ Ability to work alone or as part of a team
- ✓ Good organisational and planning skills
- ✓ Able to work on own initiative
- ✓ Able to problem solve effectively
- ✓ Able to deal with difficult situations in a professional manner
- ✓ Respects Race and Diversity and promotes equal opportunities

Other Requirements

- ✓ Considers health and safety both in the delivery of service and the treatment of others.
- ✓ Complies with data protection legislation and associated regulations
- ✓ Participates in an annual wellbeing review
- ✓ Willing to attend mandatory training courses for this role
- ✓ Physically fit and able to travel
- ✓ Has an email address that allows local people to make contact
- ✓ Is accessible on the 'Our Lancashire' website
- ✓ Has access to a computer and social media channels
- ✓ Access to own mobile phone

DECLARATION

I have read the above and confirm that I consider myself fit and able to perform all of the stipulated tasks.

Volunteer Name: _____

Volunteer Signature: _____

Engagement Officer: _____