



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of Carnforth Town Council. Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud meetings application on Wednesday 17th June 2020 at 6:30pm

Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting

- 20046 **Apologies for Absence:** To receive apologies for absence
- 20047 **Declaration of Interests:** To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20048 **Urgent Business:** To consider other items of urgent business not on the agenda.
- 20049 **Minutes:** To consider draft Minutes of the meeting held on Wednesday 20th May 2020 (see Agenda Pack). Note: This meeting was held remotely due to the Coronavirus pandemic
- 20050 **Public Participations & Information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion: Chair of Carnforth Business Network
 - 2) Action plan / Record of decisions update (To follow)
 - 3) Correspondence (see Agenda pack)
 - 4) Members updates and actions
 - a) Town Mayor
 - b) Covid-19 (Coronavirus) latest updates and activities
 - c) Proposed Bridge Works A601(M0)
 - d) Market Street – shops re-opening and self-distancing measures
 - e) Brewers Barn
 - f) General matters and issues
 - o Citizen of Merit Award
 - 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



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

20051

Planning Applications, Temporary Road Closures: To consider planning applications and temporary road closures set out below: (Planning applications can be viewed online at:

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

Application No:	Description and site
20/00559/AD	Agricultural determination for the erection of a storage building
Temporary Road Closure Order: Kellet Road to its junction with Fairfield Close from 0001 on Tuesday 19 th May until 1700 hours on 22 nd May 2020 to end unplanned interruption of supply or service provide by United Utilities	

20052

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

20053

Town Development and Planning Committee: To consider report of the Town Development and Planning Committee held on 1st June 2020 (See Agenda pack)

20054

Asset Management Committee: To consider report of the Asset Management Committee held on 9th June 2020 (See Agenda pack)

20055

Finance & Governance Committee: To consider report of the Finance & Governance Committee held on 10th June 2020 (See Agenda pack)

20056

Date of next meeting: - Wednesday 15th July 2020 commencing at 6:30pm

Town Clerk

11 June 2020

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 20th May 2020

**Due to the Covid19 pandemic and related restrictions the meeting will
be held remotely using the Zoom Cloud meetings application**

Present: Councillors Bromilow (Town Mayor); Branyan; Grisenthwaite;
Holbrook; Jones, Parker, Reynolds, Smith, Watkins and Watson

In attendance: Bob Bailey, Town Clerk and Chair of Carnforth Business Network

20035 **Apologies:** Apologies were received from Councillors Armstrong and Gardner and
Ward Councillors Guilding and Yates.

20036 **Declarations of Interest and Dispensations:** Councillors Grisenthwaite, Smith and
Watkins were given dispensation to comment on the decision of the planning authority
relating to planning application 16/00335/OUT, Land between Brewers Barn and
A601(M). Councillor Jones was given dispensation to comment on any matters relating
to the Salvation Army or Carnforth Carnival Committee.

20037 **Urgent Business:** Members were advised that a local resident and former Town
Councillor had offered his assistance with plans for Victory in Japan day, subject to
Covid19 restrictions, scheduled for 15th August 2020. It was **RESOLVED** that the offer
be welcomed and noted. **ACTION:** Cllr Watkins to liaise with the resident on plans for
a service and events on the day.

20038 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of
the meeting held on Wednesday 18th March 2020 (Please note: Note: No formal
meeting of full Council was held in April due to the Coronavirus pandemic)

20039 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** The Chair of Carnforth Business Network (CBN) set out details
of initial thoughts and discussions that they had considered as the country moves
into the 'restart' and then the 'recovery' phase of the coronavirus pandemic. A
range of options were highlighted and discussed relating to the reopening of
businesses in the coming weeks, including measures that will: enable self-
distancing; tackle traffic and parking related matters; increase walking and cycling
capacity and make Market Street safe for pedestrians.

With the support of County Cllr Williamson such matters had been previously
raised by the Town Council with the Deputy Leader of Lancashire County Council

and Cabinet Member for Highways and Transport. His response referred to the fact that following a recent announcement from the Secretary of State for Transport (9th May 2020) guidance had been published for local authorities on managing their road networks in response to Covid-19.

Emerging information and guidance included several key issues which must be considered before any restart such as *'the need to provide more space for walking and cycling'* that *'will help shift capacity from public transport and enable social distancing'*

It was acknowledged that the layout of Market Street presents several problems for maintaining social distancing, particularly as some sections of footways are less than two metres wide and the need to retain access for the local Fire Station that presents challenges to arrange, install, enforce and maintain in an effective, practical and sustainable way.

Several practical solutions were suggested including actions that local shops and businesses could take to help with social distancing. After much discussion it was **RESOLVED** that the Chair of CBN be thanked for addressing the Town Council and that dialogue continues with CBN and the principal authorities to address issues as shops start to reopen to the general public.

- 2) **Action Plan update:** The Town Clerk presented the up-to-date position on the action plan and individual activities assigned to the Town Clerk, Council Members; task groups and Ward Councillors. It was noted that a risk assessment relating the impact of the Covid19 pandemic had not yet been finalised but actions had been taken to mitigate operational and community matters. All other actions have been completed. **ACTION:** Annual risk assessment, including Covid19 assessment to be presented to the July meeting of the Town Council.
- 3) **Correspondence:** The Town Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received.

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

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

- a) **Town Mayor:** The Town Mayor reported on her activities in the last month,
- b) **General matters and issues:** Councillors were advised that articles were needed for the next edition of the *Carnforth Express*. It was suggested and, after discussion, agreed that the next edition could focus on key updates on the Covid19 information and guidance as well as more positive stories from residents and volunteers during the pandemic.

Members commented on the weekly informal meetings that had been beneficial in keeping up to date on the latest information and guidance relating to the pandemic as well as important operational matters. It was again noted that urgent decisions and actions made at the 'informal' Town Council meetings had been recorded and subsequently discussed at formal Town Council meetings for scrutiny by members of the public in line with requirements of the Coronavirus Act 2020

5) **Reports of Ward and County Councillors:** The Town Clerk read our written reports received from City Councillors Guilding and Yates on recent activities and matters of note. Councillor Reynolds provided a detailed update on significant issues being planned by Lancaster City Council for the next stage of the Covid19 pandemic. It was reported that the cost of the pandemic for the City Council had been over £10M some of which be recouped from Central Government but will, inevitably, mean tough financial decisions being made going forward.

Updates were also provided on the Local Plan and planning services; Eden project and HS2. In response to a question, it was reported that the Local Plan is still awaiting the report of the Planning Inspectorate.

All three Ward Councillors had congratulated the Town Council and the Carnforth and surrounding areas Covid19 support group and Carnforth Salvation Army for everything that they had done to support our local community during these extremely challenging times.

Councillor Williamson also reported on the latest position at Lancashire County Council as it plans to move into the 'recovery' stage of the coronavirus pandemic.

The forecast additional expenditure arising from the pandemic is in excess of £100M. As with the City Council a high percentage of staff and resources had been used to support our communities during the pandemic.

It had been pleasing that the temporary morgue created at British Aerospace had not been needed and there are early signs of things getting back to 'normal' with the recent re-opening on Household Waste Recycling Centres (HWRC), although Carnforth HWRC remains closed for the time being. A booking system had been introduced at HWRC's which is working very well. Museums and Libraries are planned to be re-opened in July.

Councillor Williamson also commented on the next steps relating to the Eden Project and the funding bid relating to the A601(M) and there was a general discussion about the implications of this work in the town. Councillor Williamson reported that we should start to now see more highways activity and she was asked to follow up on the planned resurfacing works at Grosvenor Road.

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

- a) **Carnforth Business Network (CBN):** Councillor Watkins gave a short report on the activities of the CBN who are now starting to look at plans for re-opening in the coming weeks;
- b) **Carnforth & District Twinning Association:** The planned twinning visit has been cancelled due to the coronavirus pandemic;
- c) **Quarry Liaison:** Nothing to report;
- d) **Carnforth Neighbourhood Plan:** The planning consultants are continuing to work on the emerging neighbourhood plan. The group have submitted several local green space assessments for consideration by the consultants, but progress had been curtailed by the coronavirus pandemic.

A date for a remote meeting with the Design Code specialists is being planned for early June. **Carnforth Carnival Committee:** Nothing to report.

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

20040 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
20/00453/VCN	Demolition of existing building and erection of three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth LA5 9BY
20/00476/FUL	Erection of an attached garage to side elevation; 12 Calder Close, Carnforth, Lancashire LA5 9UT

After some discussion, it was **RESOLVED** that the planning applications be supported in principle.

20041 **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 application had been permitted and three were awaiting a decision.

There was much discussion about the planning authority's decision to permit application number 16/00335/OUT – outline application for the erection of 158 dwellings at land between Brewers Barn.

This long outstanding and controversial application has been raised with the planning authority by the Town Council on numerous occasions and it was very disappointing to find that had been permitted without the Town Council being given any further opportunity to comment. Lancaster City Council had conceded that given the Town Council's previous interest and objection to the application it should have been advised that a decision on the application was being considered.

There was an acknowledgment that permission had been granted in March 2017 subject to several conditions and that since then there had been numerous planning and legal matters. Nevertheless, residents are again raising major concerns about a development on green belt land and the proposals.

After much discussion it was **RESOLVED** that the update on planning authority decisions be noted and that further representations be made in respect of planning application 16/00335/OUT.

20042 **Asset Management Committee:** Cllr Branyan reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 7th April 2020 including:

- 1) Follow up on the order for two Victory in Europe 75 flags;
- 2) Recommendation that the contract to carry out identified remedial works at Carnforth Civic Hall be awarded to local contractors RJM Joinery subject to the approval by full Council;
- 3) A proposal that Civic Hall task group considers the acquisition of land off Kellet Road for use as a car park for Civic Hall events;

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

20043 **Town Planning & Development Committee:** Cllr Watkins reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 4th May 2020 including a range of options and opportunities to improve and enhance the town and its public realm and other more general activities. Due to the coronavirus pandemic and lockdown, limited progress has been made. Planters had now been relocated to other places around the Town that are acceptable to County Highways and although planned outdoor events for VE Day 75 had been cancelled arrangements are being made to promote a 'Stay at home VE day 75 Party'.

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

20044 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 13th May 2020 including:

- 1) Agreement that volunteers of the established Carnforth and surrounding areas Covid19 support group could claim reasonable out-of-pocket expenses, including mileage at standard rates;
- 2) Recommendation that the payments list presented be approved by Town Council;
- 3) Recommendation that, subject to internal audit, approval of the accounts and Annual Governance and Accountability Return (AGAR) for 2019/20 be considered at the Town Council meeting on 17th June 2020;
- 4) Subject to Town Council approval the statutory inspection period of the AGAR, accounts and supporting documentation be from Monday 29th June to Friday 7th August 2020 (30 working days);

- After some comments and questions, it was **RESOLVED** that the report of the Finance and Governance Committee report be noted and that the payments as set out and recommendation made be approved.

~~Robert B. Bailey~~

30th May 2020

Email: clerk@carncorinthtowncouncil.org



Correspondence – June 2020



Date	Sender	Topic
15/05/2020	Town Clerk	Agenda pack – 20 th May 2020 meeting
17/05/2020	Town Clerk	Agenda – informal Town Council meeting
18/05/2020	Town Clerk	Carnforth Express May/June Newsletter
19/05/2020	Town Clerk	Link to Remote Town Council meeting
20/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
20/05/2020	Lancashire County Council	Temporary Road Closure – Kellet Road, Carnforth
20/05/2020	Lancaster City Council	New guidance on staying safe outside
20/05/2020	Ward Cllrs Guilding & Yates	Report for Town Council meeting
21/05/2020	County Cllr Williamson	A601(M) funding information
21/05/2020	Carnforth Integrated Care Community	#ok2ask campaign
21/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
22/05/2020	Lancaster City Council	Coronavirus testing
22/05/2020	Lancaster City Council	Community hub statistics & performance
23/05/2020	Resident	Views on Coronavirus pandemic and links to 5G
24/05/2020	County Cllr Williamson	Re-opening of Household Waste Recycling Centres (HWRC)
25/05/2020	Cllr Grisenthwaite	Carnforth Citizen of Merit Award Week 5
27/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
29/05/2020	Town Clerk	Town Development & Planning Agenda Pack
29/05/2020	Town Clerk	Agenda – weekly informal Town Council meeting
31/05/2020	County Cllr Williamson	Re-opening of Carnforth HWRC
01/06/2020	Cllr Watkins	Lancashire Resilience Forum Update
01/06/2020	Cllr Grisenthwaite	Carnforth Citizen of Merit Award Week 6
02/06/2020	Resident	'Brewers Barn' planning application
05/06/2020	Lancaster City Council	20/00559/AD planning application
05/06/2020	Town Clerk	Finance & Governance Agenda Pack
05/06/2020	Town Clerk	Asset Management Agenda Pack
06/06/2020	Town clerk	Agenda – informal Town Council meeting
08/06/2020	Cllr Grisenthwaite	Carnforth Citizen of Merit Award Week 7
08/06/2020	County Cllr Williamson	Newsletter on updates in recent weeks
09/06/2020	Carnforth Business Network	June meeting Minutes
10/06/2020	Cllr Watkins	Lancashire Resilience Forum Update



Correspondence – June 2020



Date	Sender	Topic
10/06/2020	Town Clerk	Article in the Westmorland Gazette re Carnforth Citizen of Merit award
11/06/2020	Lancashire County Council	Public Rights of Way - Local Delivery Scheme 2020/21



Planning Application Comments & Decisions June 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
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 – Comments posted following consultation with the local community	Awaiting Decision
19/01394/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
20/00059/FUL: Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth	Comment on the application & arrange to meet with Planning Officer to discuss	Awaiting Decision
20/00453/VCN: Demolition of existing building and erection of three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth LA5 9BY	Support the planning application in principle	Awaiting Decision
20/00476/FUL: Erection of an attached garage to side elevation; 12 Calder Close, Carnforth, Lancashire LA5 9UT	Support the planning application in principle	Awaiting Decision



Town Development & Planning Committee

Minutes of the meeting held on Monday 1st June 2020 at 5:00pm

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using video-conferencing software

Present: Councillors Watkins (Chair); Branyon; Bromilow, Grisenthwaite, Holbrook, Parker, Smith and Watson

In attendance: Bob Bailey, Town Clerk

20025 **Apologies:** There were no apologies

20026 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensations.

20027 **Urgent Business:** Cllr Smith requested that better use be made of the Town Council's noticeboards to promote Town Council activities and the wider town. It was acknowledged that little has been able to be done during the lockdown due to Covid19 but that the noticeboards could be utilised better. **ACTION:** Town Clerk to liaise with Councillor Smith on making better use of the Council's noticeboards.

The 'Stay at home – VE Day 75 party' had been promoted on the Town Council's website and social media and had been well supported and enjoyed by the local community;

20028 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 4th May 2020 be approved.

20029 **Planning Applications & Policy Matters:** No planning applications or planning policy matters had been received at the time of the meeting.

It was reported that there had been no response from the Leader of the Council on Planning application 16/00335/OUT. There has been no further update on the Local Plan. The Town Clerk will contact the planning case officer seeking a (remote) meeting to discuss aspects of planning application 20/00059/FUL - Erection of 3 industrial buildings (B1) and construction of internal roads and parking areas; Ironworks House Warton Road Carnforth.

20030 **Town Development / events:** With the onset of the Coronavirus pandemic and the subsequent lockdown, it was recognised that resources had been concentrated on other areas in recent weeks, but the following general updates were provided:

- 1) **Victory in Japan Day:** Plans will be made to have a celebration service to mark VJ 75 day on 15th August 2020 from 11am. A resident has offered to help with the



Town Development & Planning Committee

planning of the event.

- 2) **Walking / cycling routes:** There was a discussion around encouraging people to undertake more walking and cycling to improve health and well-being and reduce use of public transport because of the difficulties with social distancing. It was felt that whilst several routes are well established more could be done to raise awareness of local footpaths/public rights of way, including the possible production of a map indicating the best places to walk and cycle.
- 3) **Heritage building funding:** Historic England have announced that they have launched a second emergency fund to support the heritage sector to recover from the Coronavirus pandemic, with grants of up to £25k to fix urgent problems.
ACTION: Cllr Parker to consider further and, if appropriate, speak to contacts of the West Coast railway on whether they can take advantage of these additional funds.
- 4) **Land Purchase:** The Town Council had considered a suggestion from Cllr Holbrook that the Town Council investigate the possible acquisition of land at Kellet Bridge as a potential car park for patrons of Carnforth Civic Hall. It is understood that this piece of land is currently owned by Homes England. If the land is for sale a sound business case for the proposal will need to be produced and considered further by the Town Council.

20031 **Public Realm:**

- 1) **NHS/Keyworkers seat:** The proposal to provide a bench dedicated to our NHS and keyworkers was considered and it was suggested that an ideal place for this would be in the proposed Pocket Park at Windermere Road. **ACTION:** Cllr Holbrook to follow up with Lancaster City Council, Council Housing Services to gain permission to install such a bench in this location;
- 2) **Trees – footpath No.8:** It was noted that Carnforth Cricket Club had completed the improvements adjacent to this path and now more needs to be done to deal with the weeds, vegetation and overgrowth along footpath no. 8. **ACTION:** Outdoor Maintenance Operative to be asked to draw up options on how best to sustainably deal with the growth along footpath no 8.
- 3) **Pocket Parks:** Little progress has been made but will be followed up (see also 20031 1))



Town Development & Planning Committee

20032 **Updates on activities / community matters:** Members considered any updates on ongoing actions and activities including:

- 1) **Eden project update:** Following on from previous discussions on whether Carnforth could/should be connected to the Eden project as part of a wider offer to travelling visitors, some options were considered around the town's railway heritage. Specifically, whether with the appropriate support, collaboration and funding there may be an opportunity that West Coast Railways could be encouraged to develop their site as a public attraction, as it was over a decade ago. some 10 years ago.

Given the towns location it was also felt that the offer could explore promoting shopping and accommodation in the town and its proximity to popular areas to the west of Carnforth, the lakes and western dales etc. **ACTION:** Cllr Grisenthwaite to draft a short business case on how the 'Carnforth offer' can strongly support the Eden Project North.

- 2) **Household Waste Recycling Centre (FWRC) & Library:** It was reported that the Carnforth HWRC is due to re-open on Thursday 4th June 2020. There is no advice as yet as to when Carnforth Library will re-open.
- 3) **Neighbourhood plan:** More potential local green spaces and photographs of the towns heritage sites have been sent to our planning consultants, Troy Hayes Design for consideration as part of the emerging neighbourhood plan. The Neighbourhood Plan Working Group have a Zoom meeting arranged for Monday 8th June 2020 to consider the draft Design Code document received at the end of February that has generated several comments from the group

The meeting closed at 5:55pm

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

11 June 2020

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Asset Management Committee/Civic Hall TG

Minutes of the meeting held on 9th June 2020 at 5:00pm
Due to the Covid19 pandemic and related restrictions the meeting was held
remotely using video-conferencing software

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

In attendance: Bob Bailey, Town Clerk; Terry Allum, Outdoor Maintenance Operative and
Rik Marsden, Civic Hall Manager

20028 **Apologies:** There were no apologies.

20029 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20030 **Minutes:** It was **RESOLVED** that notes of the meeting held on 7th Aril 2020 be approved.

20031 **Urgent Business:** Cllr Parker reported that he had been approached by a group of people who would like to refurbish and existing bench at the War Memorial in memory of their late friend who was a resident of the town. This was instead of an original plan to install a new one and relocate an existing bench. There followed a discussion about the state of other benches around the town. **ACTION:** Cllr Parker to liaise with the group with a view to refurbishing an existing bench at the War Memorial and a review to be carried out on the state of other Council owned benches, involving the local community.

Cllr Watson reported on plans to hold the Annual General Meeting of the Crag Bank Park Group through a video-conference so that the Group can be formally constituted and further consideration given to the results of the ongoing survey and plans taken forward, including the submission of funding bids. It was reported that the online survey had been a success with 135 responses being received to date. **ACTION:** Cllr Watson to lead on making necessary arrangements to formally constitute a Friends group for the Crag Bank Play Area and surrounding land.

20032 **Asset Register:** The Town Clerk presented an up-to-date Asset Register which includes purchases during the financial year 2019/20 including the recently purchased, but not yet installed bus shelters.

Details of the Council's assets are now recorded within the Scribe accounting system as a permanent record of the assets description; date acquired; purchase and current value; location; estimated life and usage.



Asset Management Committee/Civic Hall TG

Members were advised that whilst not all the required information was known, the review of the Council's assets in 2019 had helped to compile a much more accurate record. With the recent evaluation of the Civic Hall (£225k) the value of the Town Council's assets is estimated as £299,0903.

Members suggested some amendments to provide some clarity on the individual cost of a small number of items and their location, it was **RESOLVED** that the amended Asset Register be recommended for approval by the Town Council.

- 20033 **Outdoor Maintenance:** The Outdoor Maintenance Operative reported that he is now back working within the Government guidelines. All planters have now been relocated and Summer plants in place. The newly acquired mower is being used to maintain several grassed areas around town, including the park adjacent to Alexandra Road which residents have welcomed. The land on the junction of Market Street and North Road around the Memorial stone is also being maintained.

Permission will be sought from Lancaster City Council to enable the mowing/stripping of the area around the planters at Lancaster Road and Longfield Road, Crag Bank.

In response to a question about the flower beds at the War Memorial Gardens it was reported that Summer flowers and plants had now been purchased and planted, although it may be a few weeks before they are in bloom. The Outdoor Maintenance Operative was asked to consider and cost options to deal with weeds and overgrowth at footpath 8 which had recently been improved with support from Carnforth Cricket Club.

Members supported the Outdoor Maintenance Operative's request that permission be sought from the landlord of the Council offices for an outside tap to be fitted.

- 20034 **Carnforth Civic Hall:** The Civic Hall Manger then reported on work that he had done and plans to do to maintain the Civic Hall and the Council offices during lockdown, including maintenance and decorating at both the Civic Hall and Council Offices. All PAT testing had now been completed and all equipment had safely passed the test.

ACTION: Civic Hall Manager to provide the Town Clerk with the relevant paperwork relating to the PAT of Council equipment for safe-keeping and scrutiny if required.

Cllr Watson gave an update on the latest position regarding the essential remedial works needed at the Civic Hall following the building condition report commissioned by the Town Council. Unfortunately, due to the onset of the Coronavirus pandemic and the national lockdown commencement of the works had been delayed.



Asset Management Committee/Civic Hall TG

Cllr Watson reported that the impact of Covid 19 had also resulted in the appointed contractors not having the necessary resources to do the work in full - including a subcontractor who is no longer trading.

The appointed contractor has now provided a significantly reduced quotation for the elements of the work that he is able to carry out. This, however, means that the Town Council needs to find another contractor to carry out the remainder of the necessary building work.

After some discussion it was **RESOLVED** that the planned and actual work of the Civic Hall Manager be noted and that Finance and Governance Committee be asked to consider the revised quotation received from the approved contractor and that expressions of interest be sought from suitable contractors for the remaining work.

20035 **Date of next meeting:** The next meeting of the joint Asset Management Committee and Civic Hall Task Group to be confirmed. The meeting closed at 5:34pm.



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 10th June 2020
Due to the Covid19 pandemic and related restrictions the meeting was held
remotely using video-conferencing software

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

In attendance: Bob Bailey, Town Clerk

20027 **Apologies:** There were no apologies

20028 **Declarations of Interest and Dispensations:** Councillor Jones declared an interest on any discussions relating to the Salvation Army and/or Carnforth Carnival Committee.

20029 **Minutes of previous meeting:** With one minor amendment, it was **RESOLVED** that the Minutes of the previous meeting held on 13th May 2020 be approved.

20030 **Urgent Business:** The Town Clerk informed Members that the notice to renew the Town Council's insurance policy had just been received. Members considered the policy schedule noting that the Civic Hall building is insured for over £1M. Members considered all the liabilities set out in the policy and, after some discussion it was **RESOLVED** that the policy schedule provides adequate insurance cover for all liabilities with the exception of fixtures and fittings and contents which needs to be updates in line with the recent review of the Town Council's fixed assets. **ACTION:** Town Clerk to provide the insurers with the up-to-date schedule of fixed assets.

Further to Minute 20033 c) the Town Clerk showed Members the debtor invoices outstanding as at 31st March 2020. At that date there were 19 unpaid accounts totalling over £1,500 (including three accounts over £100). All are for the hire of Carnforth Civic Hall and include eight accounts due at the year-end and eleven unpaid accounts, despite previous reminders, to just two hirers. It was acknowledged that the coronavirus lockdown will have had an impact on some outstanding debts (including the possibility that some may no longer be trading) but several need to be chased for payment. After some discussion, it was **RESOLVED** that the Town Clerk and Cllr Jones review the outstanding debts, taking necessary action, and report back to the Finance and Governance Committee.



Finance and Governance Committee

20031 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the June meeting of the Town Council. Members noted that the payments included the amount due for the annual insurance and a repayment of the Covid-19 Business Support Grant from Lancaster City Council (£10,000) that was awarded 'in error'. A letter explaining the reasons for this error had been received from Lancaster City Council and previously circulated.

After some comments, it was **RESOLVED** that, subject to any amendments to the insurance policy invoice, the payment list be recommended for approval by the Town Council.

20032 **Risk Assessment 2020:** The Town Clerk presented and updated assessment of the risks facing the council, including risks associated with the Coronavirus pandemic.

Members were reminded that an annual review of risks and arrangements to mitigate them is an essential internal control and a statutory requirement of the Annual Governance and Accountability Return (AGAR).

Members noted that the risk assessment includes a range of risks associated with the governance, accountability, reputation and business continuity of the Town Council as well as physical and health and safety related hazards.

Members agreed that the risk log was a comprehensive assessment of current risks and the controls in place and/or actions needed to mitigate or eliminate their impact on the business of the Council. It was acknowledged that in many cases there will always be an inherent risk and that some level of risk is essential to realise opportunities.

An additional risk around the mitigation around the loss of the Town Clerk due to Covid19 was suggested and there was a question about how the Council assesses and manages risks throughout the year, not just at the end of the municipal year when required to do so.

It was then **RESOLVED** that subject to the suggested amendment the Risk Assessment and Log for 2020 be recommended to the Town Council and that arrangements be put in place to review, in more detail, high level risks and all general risks at least twice a year.



Finance and Governance Committee

20033 **Standing Orders and Financial Regulations:** The Town Clerk reminded Members that they had agreed to fully review the existing Standing Orders and Financial Regulations in 2020/21.

It was reported that revised model versions are now available from the National Association of Local Councils (NALC) that appear to be more streamlined or, it could be argued, less comprehensive than the Town Council's which were last reviewed in detail some years ago.

After some discussion, it was **RESOLVED** that Councillors Gardner, Jones and Branyan (if required) assisted by the Town Clerk undertake a full review of the Town Council's Standing Orders and Financial Regulations and reports back to the Finance and Governance Committee in due course.

20034 **Updates on activities:**

- a) **Bus Shelters:** Cllr Gardner provided an update on the latest position with the two bus shelters to be installed on Back Lane and Lancaster Road. Necessary permissions, planning applications and other associated paperwork have been established and ready to be submitted. There will be an initial cost to both City and County Council's for the planning permission, although the requirement for the Town Council to pay these will be challenged later.

The Outdoor Maintenance Operative has provided a quote for the materials to lay the base for the Back Lane shelter. Arrangements need to be made to provide adequate traffic management arrangements for the period of the installation of both bus shelters in late August.

- b) **Civic Hall maintenance work:** Cllr Watson gave an update on the latest position regarding the essential remedial works needed at the Civic Hall following the building condition report commissioned by the Town Council. Unfortunately, due to the onset of the Coronavirus pandemic and the national lockdown commencement of the works had been delayed. Cllr Watson reported that the impact of Covid 19 had also resulted in the appointed contractors not having the necessary resources to do the work in full - including a subcontractor who is no longer trading.



Finance and Governance Committee

The appointed contractor has now provided a significantly reduced quotation for the elements of the work that he is able to carry out. This, however, means that the Town Council needs to find another contractor to carry out the remainder of the necessary building work.

After some discussion, it was **RESOLVED** that update on the installation of the bus shelters and next actions be noted and that the revised quotation provided by the approved contractor be accepted and that expressions of interest be sought from suitable contractors for the remaining work.

20035 **Date and time of next meeting:** The next meeting of the Finance and Governance Committee will be held on Wednesday 8th July 2020 at 5:00pm. The meeting closed at 5:55pm

A handwritten signature in black ink, which appears to read "Robert B. Bailey". The signature is written over a horizontal line.

Town Clerk

11 June 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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

CARNFORTH TOWN COUNCIL

RISK ASSESSMENT AND LOG

Date: June 2020

Author: Bob Bailey, Town Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R1.	Personal injury / damage to members of the public or their property arising from defects on the council's property	Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required.	Medium	Outdoor Maintenance Operative and Civic Hall Manager maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims	Council / Staff
R2.	Compensation claim by employee or contractor in respect of injury sustained in the cause of his / her employment / engagement	The nature of the Town Clerks work means that there is a low risk of injury. There is a medium risk of injury from work carried out by the Outdoor Maintenance Operative and Civic Hall Manager	Medium	Insurance includes employee liability cover for staff. Annually review insurance cover to mitigate compensation claims and associated costs	Council
R3.	Loss of cheques / cash held on behalf of council	A small amount of income is received by cash / cheque. Any losses are covered by insurance. Income is banked promptly and precept / VAT reimbursements are directly paid into the bank account	Low	Annually check adequacy of insurance cover	Council / Town Clerk
R4.	Financial loss due to banking error	Every month, bank statements are scrutinised and reconciled by the Town Clerk and accounts transactions / bank reconciliations reported to Finance & Governance Committee. Banking arrangements were reviewed in April / May 2018 and accounts are annually checked by internal / external auditors	Low	Annually review banking arrangements to secure best possible terms and conditions	Council / Town Clerk
R5.	Loss of monies due to fraudulent action by employee(s)	All BACS / cheque transactions are authorised by two councillors. All expenditure is approved by the Town Council and transactions subject to monthly scrutiny by Finance & Governance Committee. Internal and external auditors examine accounts annually. Audited accounts are open to public scrutiny annually.	Low	Check adequacy of insurance. Undertake a formal annual review of internal control arrangements as part of the AGAR	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R6.	Damage to council property by third party	Some property is intended for public use and potentially at risk of damage by a third party. Maintain property in good condition and ensure adequate insurance cover	Medium	Regularly check property and adequacy of insurance cover	Council / Staff
R7.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given controls in place. Maintain adequate insurance cover and ensure Town Council decisions are based on full information including professional advice where necessary	Low	Check adequacy of insurance cover. Monitor and review governance arrangements.	Council / Town Clerk
R8.	Actions against the council for libel or slander	Meetings are conducted in accordance with standing orders and financial regulations. These were last reviewed in 2015/16. FOI Publication Scheme approved in June 2018	Medium	Review Standing Orders and Financial Regulations and other policies during 2019/2020	Council / Town Clerk
R9.	Failure to represent community interest adequately in relation to matters likely to impact significantly on the town	Community engagement is provided through social media, website (new in 2018/20019) and the Carnforth Express. Formal consultation arrangements include occasional public meetings and there will be wide consultation on the developing Neighbourhood Plan. Town council is consulted by principal authorities and agencies. Membership of NALC / LALC provides professional advice	Medium	Develop community engagement arrangements through online surveys, public meetings, posts on social media and website. Press and Media and Social Media policy adopted 2018/2019	Council / Town Clerk
R10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	Precept for the following year considered in January following a robust budgetary process. Receipt of precept checked by Town Clerk. Precept based on plans for the town in the coming year and forecasted difference between income and expenditure.	Low	Precept submitted before deadline each year. Amount of precept required based on plans for the coming year and the forecasted difference between income and expenditure. Budget process was reviewed and improved in 2018/2019 (see Internal Audit Report)	Council / Town Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R11.	Financial records inadequately / incorrectly maintained	Town Clerk is a qualified accountant / audit professional and trained as a professional Clerk with many years' experience. Financial records are checked by internal and external auditors annually.	Low	A comprehensive cash- book or similar accounting record now established as the prime source of financial reporting, including bank reconciliations, budget monitoring, VAT returns, etc. Budget monitoring reports were improved in 2018/2019 providing clear information on any exceptions and areas requiring attention / remediation (see Internal Audit Report)	Council / Town Clerk
R12.	VAT incorrect / not reimbursed / not properly accounted for	VAT returns submitted quarterly. VAT records checked by internal and external auditors	Low	VAT properly analysed in accounts maintained by Town Clerk and scrutinised by Finance & Governance committee and Town council	Council / Town Clerk
R13.	Unidentified / inadequate general and / or earmarked reserves	Considered in budget setting / review of annual accounts	Medium	Amount of reserves required for the following year was considered as part of the budget process based on available funds and costed plans for the coming year. Reserves policy will be produced in 2019/2020	Council / Town Clerk
R14.	Minutes are inaccurate / illegal	Minutes are approved by the Town Council and committees at every meeting. Town Clerk has undergone necessary training	Low	Support Clerk's professional development and Councillor's attending training where necessary	Council
R15.	The Town Council undertakes / makes a payment that is illegal / outside its powers	Town Clerk advises Members on the council's legal powers and duties and has undergone appropriate training to be able to advise the Town council	Low	Ensure Members are aware of, and kept up-to-date on, the legal powers of parish councils	Council / Town Clerk
R16.	Employee(s) performance is inadequate / underdeveloped	Annual appraisal of Town Clerk's performance and development to be established. Town Clerk is a member of SLCC and is undergoing CiLCA training	Low	Maintain annual performance / development appraisal. Town Clerk to undertake training and continuous development as required. CiLCA to be completed in 2019/2020	Council / Town Clerk
R17.	Loss of key staff through long term illness / early resignation etc.	Cover for Civic Hall Manager is in place. Alternative arrangements will be made to cover Outdoor Maintenance Operative. Clerk in good health but no cover for absences currently in place.	Low	Monitor risk and manage as necessary. Consider cover for Town Clerk if absent	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R18.	Inadequate management of financial and other risks associated with the activities of the council	Risk assessment and register carried out and adopted on 2018/2019 following qualification of accounts	Low	Review/revise risk register and monitor actions throughout the year action has been taken to ensure that risks are identified and mitigated. Review significant risks annually	Council / Town Clerk
R19.	Compliance with Transparency Code for Smaller Authorities (the Code)	New compliant website established	Low	New website now includes information required by the Code.	Council / Town Clerk
R20.	Compliance with General Data Protection Regulations (GDPR)	Implications of GDPR brought to Members attention and privacy notice and data protection and information policy approved in early 2018	Low	Clerk appointed as the Data Protection Officer. GDPR came into effect on 25 th May 2018. Controls will be reviewed to ensure ongoing compliance and to mitigate the risk of any GDPR breaches.	Council / Town Clerk
R21.	Compliance with Freedom of Information Act 2000	Requirements and implications of the Freedom of Information Act 2000 brought to Members attention and Publication Scheme approved in June 2018	Low	Review publication scheme and FOI requirements / expectations annually.	Council / Town Clerk
R22.	Failure to comply with Accounts and Audit Regulations 2015 and Audit Commission Act 1998	Requirements of the acts brought to Members attention and accounts produced in accordance with them. Accounts audited annually.	Low	Internal Auditor concluded that the financial records met all the objectives of the Annual Governance & Accountability Return Part 3 and was in full compliance with relevant legislation. All 13 recommendations from the 2017/2018 Audit were implemented during 2018/2019.	Council / Town Clerk
R23.	Failure to comply with the Representation of the Peoples Act 1983	Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections) to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team	Low	Develop a checklist to ensure that all requirements of the Town Council are met. Include potential costs in budget setting process	Council / Town Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
COVID19 Risk Assessment					
R1.	Council Offices closed in lockdown	Closure of Council Offices	H	Postpone council and committee meetings Place notices on noticeboards, website and social media	Council
R2.	Civic Hall closed in lockdown	Closure of Council Offices	H	Notify all hirers; Place notices on noticeboards, website and social media	Council
R3.	Non - Attendance of Councillors, staff and the public		H	Identify potential risks to Councillors, staff and public; Consider alternative means of communication (videoconferencing); Consider whether there is a need to suspend Standing Orders	Council
R4.	Annual Town Meeting cannot be held	LGA 1972 sets requirement for Annual Town Meeting	H	Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation	Council
R5.	Annual Town Council meeting cannot be held	LGA 1972 sets requirement for Annual Town Council Meeting in May	H	Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation; Liaise with Mayor/Deputy Mayor/Cllrs as necessary	Council
R6.	Decisions (operational/strategic) cannot be made		H	Review Scheme of Delegation; Record actions and decisions made so that they can be subsequently reported and scrutinised	Council
R7.	Access to accounting software	Town Clerk has remote access to the accounting software	L		Town Clerk
R8.	Payment of invoices		M	Identify alternative arrangements for the approval of payments (e.g. email/remote meetings)	Town Clerk / Council
R9.	Inability to pay staff	Town Clerk has remote access to HMRC PAYE basics	L		Town Clerk
R10.	Inability to meet statutory duties for the approval and sign off of end of year accounts and Annual Governance & Accountability Return (AGAR)		M	Town Clerk to carry out end of year process as planned, subject to guidance from NALC and MHLCC	Town Clerk / Council

Risk no	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R11.	Staff safety and welfare		H	Town Clerk to work from home; Civic Hall Manager will carry out repairs and maintenance work; Outdoor Maintenance Officer to cease work until further notice	Council
R12.	Loss of staff due to Covid19		H	Staff to adhere to Government/Public Health England advice/instructions	Council
R13.	Short or long-term loss of Town Clerk due to Covid19		H	Consider and manage any short-term restrictions arising from self-isolation and longer-term restrictions due to illness. Make necessary arrangements for the Town Clerk's duties to be covered by a locum from a pool of parish clerks in the district or recommended by Lancashire Association of Local Councils (LALC)	Council
R14.	Emergency Plan invoked in event of a major disaster (other than Covid19)		M	In the event of a major disaster (flood/storm) open Civic Hall whilst maintaining social distance	Council
R15.	Communication on local Covid19 information and operation of Town Council		H	Regular information to be provided on social media and website and in the Carnforth Express	Town Clerk
R16.	Inability to run planned events		H	Cancel events and/or plan for remote alternatives (e.g. VE Day at home)	Council
R17.	Inability to carry out Mayoral duties		H	All Mayoral engagements cancelled and/or find alternative arrangements	Mayor / Town Clerk

Carnforth Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
24	Repairs & Maintenance	05/06/2020		Unity Trust - Current		Repairs and maintenance	Trade UK	S	190.43	38.09	228.52
25	Printing	05/06/2020		Unity Trust - Current		Carnforth Express	Bay Typsetters	Z	600.00	0.00	600.00
26	Distribution	05/06/2020		Unity Trust - Current		Carnforth Express	Bay Typsetters	S	300.00	60.00	360.00
27	PAYE	05/06/2020		Unity Trust - Current		PAYE	HMRC	Z	528.11	0.00	528.11
28	Town Clerk	05/06/2020		Unity Trust - Current		Salary	Bob Bailey	Z	863.73	0.00	863.73
29	Outdoor Maintenance Officer	05/06/2020		Unity Trust - Current		Salary	Rik Marsden	Z	932.68	0.00	932.68
30	Outdoor Maintenance Officer	05/06/2020		Unity Trust - Current		Salary	Terry Allum	Z	283.67	0.00	283.67
31	Telephone	05/06/2020		Unity Trust - Current		Telephone	Bob Bailey	Z	10.00	0.00	10.00
32	Stationery	05/06/2020		Unity Trust - Current		Stationery	Bob Bailey	Z	5.00	0.00	5.00
33	Domain & Web-hosting	05/06/2020		Unity Trust - Current	Credit Card	Broadband	IONOS	S	23.96	4.79	28.75
34	Grounds Maintenance	05/06/2020		Unity Trust - Current		Grounds Maintenance	Terry Allum	Z	39.79	0.00	39.79
35	Outdoor Maintenance Officer	05/06/2020		Unity Trust - Current		Salary	Rik Marsden	Z	15.00	0.00	15.00
36	Mileage	05/06/2020		Unity Trust - Current		Mileage	Kathryn Haigh	Z	36.80	0.00	36.80
37	Broadband	05/06/2020		Unity Trust - Current	Direct Debit	ICT	Plusnet	S	23.50	4.70	28.20
38	Software	07/06/2020		Unity Trust - Current	Credit Card	Video-conferencing	Zoom	S	11.99	2.40	14.39
39	Stationery	07/06/2020		Unity Trust - Current	Credit Card	Stationery	Staples	Z	18.90	0.00	18.90
40	Assets	07/06/2020		Unity Trust - Current	Credit Card	Flags	Midland Flags	S	24.14	4.83	28.97
41	Postage	07/06/2020		Unity Trust - Current	Credit Card	Postage	Royal Mail	Z	6.00	0.00	6.00
42	Assets	07/06/2020		Unity Trust - Current	Credit Card	Headphones	Amazon	S	24.87	4.97	29.84
43	Service Charge	07/06/2020		Unity Trust - Current	Credit Card	Service Charge	Lloyds Bank	Z	3.00	0.00	3.00
44	Grounds Maintenance	07/06/2020		Unity Trust - Current		Grounds Maintenance	Tattersall's	S	240.38	48.08	288.46
45	Insurance	10/06/2020		Unity Trust - Current		Insurance	Zurich Municipal	L	1,316.06	157.92	1,473.98
46	Covid19 Business Grant	10/06/2020		Unity Trust - Current		Business Grant	Lancaster City Council	Z	10,000.00	0.00	10,000.00
Total									15,498.01	325.78	15,823.79