



# 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 this meeting will be held remotely using Zoom Conferencing software on Wednesday 21<sup>st</sup> October 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. Alternatively, members of the public can contact the submit a question (s) to the Town Clerk for consideration at the meeting**

## A G E N D A

- 20077. Apologies:** To receive apologies
- 20078. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20079. Urgent Business:** To approve exclusion of the Press and Public for this item as the information is of a confidential nature relating to an ongoing consultation and negotiation
- 20068. Minutes:** To consider and approve Minutes of meeting held on Wednesday 16<sup>th</sup> September 2020.
- 20069. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
  - 1. Public discussion
  - 2. Correspondence
  - 3. Members updates and information only reports since the last meeting
    - a) Town Mayor
    - b) General updates and matters and issues (All Councillors)
  - 4. Reports of Ward and County Councillors
  - 5. 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

**20070. 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  |
|-----------------|--|
| 20/00838/FUL    | Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth LA5 9JH                                       |
| 20/00912/FUL    | Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth                |
| 20/00978/CU     | Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU |
| 20/01071/FUL    | Demolition of existing single storey rear extension & side garage, erection of a two-storey side extension, installation of a flue & widening of existing access point & driveway – 3 Crag Bank Crescent, Carnforth LA5 9EQ                    |

- 20071. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 20072. Asset Management Committee:** To consider report of the Asset Management Committee of meetings held on 22<sup>nd</sup> September 2020 and 13<sup>th</sup> October 2020 (Cllr Brayan – Minutes of the meeting on 13/10/20 to follow)
- 20073. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 5<sup>th</sup> October 2020 (Cllr Watkins)
- 20074. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 5<sup>th</sup> October 2020 (Cllr Grisenthwaite)
- 20075. Date & Time of next meeting:** To consider date and time of next meeting (18<sup>th</sup> November 2020)

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

**16 October 2020**

**Tel: 07828254149 Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**



# Carnforth Town Council

## Minutes of the meeting held at the Council Offices on Wednesday 16<sup>th</sup> September 2020

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

**Present:** Councillors Branyan (Deputy Mayor); Armstrong; Gardner; Grisenthwaite; Holbrook; Parker; Reynolds; Smith; Watkins & Watson

**In attendance:** Bob Bailey, Town Clerk; City Councillors Guilding and Yates and County Councillor Williamson

- |              |   |
|--------------|---|
| <b>20068</b> | <b>Apologies:</b> Apologies were received from Councillors Bromilow (Town Mayor) and Jones. The Deputy Mayor welcomed the Town Clerk following his recent absence and the Town Clerk thanked all the Members of the Town Council for their support.   |
| <b>20069</b> | <b>Declaration on interests and dispensations:</b> Councillors Watkins declared an interest in planning application 20/00752/FUL and Councillor Gardner declared that he is now a Director of the Station Trust. .  |
| <b>20070</b> | <p><b>Urgent Business:</b> Members raised urgent business on the following matters:</p> <p>1) <b>Motion on face to face meetings:</b> In line with Standing Orders, Councillors Armstrong and Gardner proposed the following motion: <i>"That all council meetings now be held to public in the civic hall. The main hall is large enough to accommodate the town council and meet the social distance guideline. It is unlikely at that the Air Cadets will return in the near future. Any member of the public that wishes to attend or speak can do so by contacting the town clerk to regulate to numbers attending. The emergency amendment to the local government act on council meetings only a applies to the larger councils such as city and county councils. Town and parish councils can meet in public providing that they meet the social guidelines."</i></p> <p>Councilor Grisenthwaite and the Town Clerk informed Members that despite easing of lockdown restrictions since the beginning of July both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) '...strongly advise local councils to continue to meet remotely, without the need for face-to-face contact'. The Town Clerk reminded Members that he had, nevertheless, previously circulated a checklist, provided by NALC/SLCC, of a range of risks that would need to be addressed in accordance with relevant regulations and requirements before any face-to-face meeting can take place.</p> <p>There was a discussion on the practicalities of having face-to-face meetings at the present time and it was confirmed that both Lancaster City and Lancashire County Councils are continuing to meet remotely.</p> <p>Councillor Armstrong then withdrew the motion</p> <p>2) <b>Scheme of Delegation:</b> The Town Clerk referred to a draft Scheme of Delegation that he had recently circulated for Members consideration setting out proposed authority to make decisions on the Town Council's functions and activities. <b>ACTION:</b> Members were asked to provide comments by the end of September for subsequent referral to the Finance &amp; Governance Committee for consideration and recommendation to the Town Council. .</p> |
| <b>20071</b> | <b>Minutes:</b> After some comments it was <b>RESOLVED</b> that the Minutes of the meeting held on Wednesday July 15 <sup>th</sup> 2020 be approved.  |



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## 20072 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** No members of the public were present at the meeting
- 2) **Correspondence:** The Town Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Town Clerk / Councillors / Committees to address matters arising from the correspondence received.
- 3) **Member updates / matters:** Members commented on matters including the following:
  - a) Councillor Grisenthwaite reported on a recent remote meeting with senior officers from Lancaster City Council's Regeneration & Planning Services which had been a useful opportunity to open good lines of communication and dialogue on a range of planning policy and matters that affect the town. It had been agreed that it would be of benefit to both councils to have periodic meetings to discuss matters of interest and build understanding;
  - b) Councillor Smith reported that he would be placing an order for leather bookmarks to be awarded to all recipients of the Citizen of Merit Awards;
- 4) **Reports of Ward and County Councillors:** City Councillors Gilding, Reynolds and Yates commented on a variety of matters that they had dealt with in the last month on behalf of the local community and Lancaster City Council planning and policy. The Town Council was congratulated on the quality of its newsletter the *Carnforth Express* which is receiving a great deal of praise within the local community. City Councillors welcomed and encouraged the Town Council to continue to support the City Council on initiatives such as dealing with litter and dog-fouling, supporting well-being and helping the whole district during the coronavirus pandemic.

Councillor Reynolds reported that after much consideration in recent weeks he had decided to leave the Labour Party and is now an Independent Member of Lancaster City Council.

County Councillor Williamson reported on regular County Council Cabinet meetings to discuss the coronavirus pandemic and its impact on all parts of the County and its residents and businesses. Any decisions that are being made in Lancashire is based on the latest COVID-19 data and evidence and local knowledge. The cost of COVID-19 in the County is being properly budgeted for.

It was reported that the options for the A601(M) had now been completed and presented to the County Cabinet Member for Highways. Members again commented on the potential implications of the plans and the benefit of having a dialogue with County Council representatives and officers to discuss these matters and gain a wider understanding of the proposals. **ACTION:** County Councillor Williamson to follow up with a view to a remote meeting being arranged to discuss the A601(M) plans and implications for the town.

- 5) **Reports from outside bodies:** Members attention was drawn to the recent Minutes of the Carnforth Business Network and their suggestion that Carnforth would benefit from the appointment of a Town Manager – the Minutes indicating that the funding for such a post could be met by the Town Council.

Councillors felt strongly that such an appointment would come under the remit of the business community, perhaps as part of a Business Improvement District arrangement in the town. In any eventuality, there would be a need to build a strong business case justifying such an appointment.

There were no further updates from other outside bodies.



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It was then **RESOLVED** that everyone be thanked for their contributions and the information only matters and updates be noted.

**20073** **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

| Application No: | Description  |
|-----------------|--|
| 20/0141/TCA     | Cheery Tree – Reduce 1 side back past the wooden sleepers & reduce the rest of the width – 105A North Road, Carnforth LA5 9LX  |
| 20/00713/FUL    | Erection of first floor extension – 101 Crag Bank Road, Carnforth  |
| 20/00740/FUL    | Erection of equipment storage building – Northside Caravan Park, North Road, Carnforth   |
| 20/00752/FUL    | Demolition of agricultural buildings, conversion of two barns into two dwellings, erection of five dwellings with associated access & erection of a garage farmhouse – Hodgson's Croft Farm, North Road, Carnforth LA5 9LU |
| 20/0808/LB      | Listed building application - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU  |
| 20/00871/ADV    | Advertisement application for the display of non-illuminated signage comprising of one fascia sign, two free-standing signs & five window signs – Tyre Force NW Ltd, Haws Hill, Carnforth                                  |

Councillor Smith commented on each application which had been considered by Members during the Summer break and in the absence of the Town Clerk. Members noted that Councillor Smith had submitted a detailed objection on the Town Council's behalf on related planning applications 20/00752/FUL and 20/00808/LB. All other planning applications had been supported in principle.

It was then **RESOLVED** that the Town Council's responses to the above planning applications be noted.

**20074** **Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. It was noted that three planning applications had been permitted and a further six were awaiting a decision. After some comments it was **RESOLVED** that the latest position on planning authority decisions be noted.

**20075** **Asset Management Committee:** The Deputy Mayor, Councillor Branyan reported on the inspection that he and Councillor Watson had recently undertaken at the Civic Hall. He was pleased to report that the Civic Hall Manager had carried out several remedial repairs and maintenance in recent weeks as well as preparing the Civic Hall to re-open in line with COVID-19 regulations and guidance.

It was noted that the government had recently provided guidance on the safe use of multi-purpose community facilities and that this has been supplemented by a COVID-19 Risk Assessment for re-opening Village and Community Halls.



## Carnforth Town Council

A risk assessment is currently being drafted and will be presented to the Asset Management Committee for consideration and recommendation to the Town Council that will form the basis for a formal decision on the reopening of the Civic Hall.

The Deputy Mayor also reported on further essential work needed at the Civic Hall, including the treatment of some dampness and a battery for the defibrillator – the cost of both will be met from the Asset Management Committee's budget in line with Financial Regulations.

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

**20076 Town Development & Planning Committee:** Councillor Watkins reported on the notes of the meeting held on 7<sup>th</sup> September, including:

- 1) Agreement that plans for a Service on Remembrance Day should go ahead in line with current government guidelines. No decision has yet been made on whether there will be a Civic Reception at the Civic Hall this year. The fluctuating position in relation to the coronavirus locally will continue to be closely monitored in the coming days and weeks and recommendations made as appropriate;
- 2) Acknowledgement and agreement that any decisions on the re-opening of the Civic Hall be based on the planned inspection and risk assessment to be carried out by Councillors Branyan and Watson;
- 3) Recommendations that planning applications considered at this meeting be supported in principle;
- 4) Councillor Grisenthwaite provided an update on the production of a WW2 map/booklet;
- 5) Having considered the Government's Heritage Building Fund it had been established that this would not be utilised for the Railway Cooling Towers;
- 6) Progress on the pocket park and installation of an NHD+S/Keyworkers bench is not subject to a *Grassland Management Strategy* being developed by Lancaster City Council;
- 7) A town walkabout is again being planned aimed at identifying areas in need of attention and two volunteer clean ups on 27<sup>th</sup> September at Crag Bank and 5<sup>th</sup> October around upper North Road

Following some questions, it was reported that the first of the clean-ups will be run by the Crag Bank Pay Area Group and that arrangements had been cleared with Lancaster City Council to provide the required equipment and for the clean up to be carried out in line with COVID-19 guidance.

It is intended that the clean up on 5<sup>th</sup> October be led by the Town Council with arrangements again being in place to ensure compliance with the latest COVID-19 guidelines.

There followed a discussion about the risks associated with the Town Council taking the lead on a clean-up event and what would need to be in place to mitigate these. There was also a feeling that the Town Council should not be seen to be encouraging gatherings that may in some way compromise the government's guidance.

After some discussion, it was **RESOLVED** that the reports and recommendations of the Town Development and Planning Committee be noted, and that the clean-up planned for 5<sup>th</sup> October be deferred until further notice





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**20077 Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 9<sup>th</sup> September including:

- 1) Implementation of a three-stage debt recovery process being 1<sup>st</sup> Reminder sent 7 days after the due date; 2<sup>nd</sup> Reminder sent 14 days after the due date and 'letter before action' sent 21 days after the due date. It was noted that debts outstanding at the end of 2019/20 had been followed up and several had now been paid;
- 2) Recommendation that the Town Council seeks legal advice on the Town Council's freehold interest in the Council office at 46-48 Market Street, Carnforth and in relation to Crag Bank Village Hall;
- 3) Recommendation that the Payments list be approved by the Town Council
- 4) Approval of an urgent request from the Civic Hall task Group to replace several double-glazed window units at an approximate cost of £1,170;
- 5) Completion of the World War II leaflet / map which will now go into print;
- 6) A review of existing Standing Orders and Financial Regulations during this financial year;
- 7) Acknowledgment that a fund for the planned Transport Heritage Festival in 2021/22 will need to be established during the budget process

It was **RESOLVED** that the report of the Finance & Governance Committee be noted, and recommendations approved by the Town Council, including the payments schedule as presented.

**20078 Date of next meeting:** The next meeting of the Parish Council will be on **Wednesday 21<sup>st</sup> October 2020**. The meeting closed at 8:25pm

Clerk to the Council    Date:

Chair

Date:



# Carnforth Town Council

## Correspondence – October 2020 meeting



| Date       | Sender                                | Topic   |
|------------|---------------------------------------|---|
| 09/09/2020 | Town Clerk                            | September Agenda Pack   |
| 14/09/2020 | Town Clerk                            | Additional papers – Town Council meeting  |
| 14/09/2020 | KCS Development Ltd                   | Potential development site at Scotland Rd update  |
| 14/09/2020 | Town Clerk                            | NALC/SLCC advice on continuing remote meetings and checklist for holding in-person meetings |
| 14/09/2020 | Lancaster City Council                | Planning application 20/00838/FUL   |
| 14/09/2020 | Lancaster City Council                | Planning application 20/00912/FUL   |
| 15/09/2020 | NALC                                  | Coronavirus update  |
| 15/09/2020 | County Cllr Williamson                | Small Grant application form – Clubs/Activities for young people                            |
| 16/09/2020 | Carnforth Business Network            | Minutes of September meeting  |
| 17/09/2020 | Central Government                    | Updated Guidance for the safe use of multi-purpose community facilities                     |
| 17/09/2020 | Lancaster City Council                | Invitation to a 'Community Conversation'  |
| 17/09/2020 | Town Clerk                            | Draft Scheme of Delegation for comment  |
| 17/09/2020 | Town Clerk                            | New email addresses for the Civic Hall and Outdoor Maintenance Operative                    |
| 17/09/2020 | Town Clerk                            | Civic Hall test and trace QR code and advice on NHS Covid19 app                             |
| 18/09/2020 | Town Clerk                            | Asset Management Committee meeting notice   |
| 18/09/2020 | Town Clerk                            | Weekly catch up meeting   |
| 18/09/2020 | Lancaster City Council                | Invitation to briefing and questions on new Covid19 restrictions in Lancashire              |
| 21/09/2020 | Town Clerk                            | Asset Management Committee Agenda Pack  |
| 21/09/2020 | University Hospitals of Morecambe Bay | Article on how Carnforth has supported vulnerable people during the coronavirus pandemic    |
| 22/09/2020 | Town Clerk                            | Response to question on the 'legal status' of weekly catch up meetings                      |





# Carnforth Town Council

## Correspondence – October 2020 meeting



| Date       | Sender                     | Topic  |
|------------|----------------------------|--|
| 22/09/2020 | Town Clerk                 | Notification of 'Town Walkabout' on 26 <sup>th</sup> September                                 |
| 23/09/2020 | Lancaster City Council     | Planning application 20/00978/CU   |
| 23/09/2020 | Town Clerk                 | Report on briefing on new Covid19 restrictions in Lancashire                                   |
| 24/09/2020 | Town Clerk                 | Parking and safety issue raised by a resident  |
| 24/09/2020 | Town Clerk                 | Request for articles for the <i>Carnforth Express</i>  |
| 24/09/2020 | Town Clerk                 | Carnforth Council Offices test and trace QR code and advice on NHS Covid19 app                 |
| 24/09/2020 | Lancaster City Council     | Proposed bike stands on Market Street  |
| 25/09/2020 | Lancaster City Council     | Covid19 – new guidance for businesses  |
| 28/09/2020 | Town Clerk                 | Weekly catch up meeting  |
| 28/09/2020 | Lancashire County Council  | Temporary prohibition of through traffic   |
| 28/09/2020 | Lancaster City Council     | Consultation on a review of the Local Plan   |
| 28/09/2020 | Town Clerk                 | Website post on Crag Bank Clear Up   |
| 29/09/2020 | AECOM                      | Carnforth Neighbourhood Plan – Design Codes  |
| 29/09/2020 | Town Clerk                 | Year at a Glance 2020-21 (draft)   |
| 30/09/2020 | Lancaster City Council     | Grants available to support local charities and community groups                               |
| 01/10/2020 | Town Clerk                 | Town Development & Planning Committee Agenda Pack  |
| 02/10/2020 | Lancaster City Council     | Update from GOV.UK – COVID-19: Guidance for the safe use of multi-purpose community facilities |
| 05/10/2020 | Town Clerk                 | Carnforth Express – October 2020 edition   |
| 05/10/2020 | County Cllr Williamson     | County Highways – Verges and weed clearing   |
| 08/10/2020 | Town Clerk                 | Finance & Governance Committee Agenda Pack   |
| 09/10/2020 | Town Clerk                 | Asset Management Committee Agenda Pack   |
| 12/10/2020 | Carnforth Business Network | Carnforth Business Network Meeting Agenda  |



## Carnforth Town Council Correspondence – October 2020 meeting



| Date       | Sender                                   | Topic  |
|------------|--|--|
| 12/10/2020 | Town Clerk                               | Scam / phishing e-mail   |
| 12/10/2020 | Town Clerk                               | Weekly Catch Up meeting  |
| 12/10/2020 | Town Clerk                               | Payments Schedule  |
| 12/10/2020 | Lancaster City Council                   | Planning Application 20/01071  |
| 12/10/2020 | KCS Development Ltd                      | Potential Development Site at Scotland Road, Carnforth - Monthly Update                        |
| 13/10/2020 | Town Clerk                               | Finance & Governance Committee meeting – additional papers                                     |
| 13/10/2020 | Lancaster City Council                   | Update from GOV.UK – COVID-19: Guidance for the safe use of multi-purpose community facilities |
| 14/10/2020 | Lancashire Association of Local Councils | Finance Training   |
| 16/10/2020 | Town Clerk                               | Email security alert   |



# Carnforth Town Council

## Planning Application Comments & Decisions

### October 2020 meeting



| Application Number / Description   | Parish Council Comment  | Planning Authority Decision / Status |
|--|---|--------------------------------------|
| <b>19/00541/OUT:</b> 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                    |
| <b>19/01394/FUL:</b> Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth   | Object to the planning application  | Application Refused                  |
| <b>19/01525/VCN:</b> Erection of 2 one-bedroom apartments & 8 two-bedroom apartments & relevant demolition of existing detached outbuilding  | Object to the planning application  | Awaiting decision                    |
| <b>20/00059/FUL:</b> 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                    |
| <b>20/00596/FUL:</b> Installation of seven lanterns- – The Canal Turn, Lancaster Road Carnforth  | Support the planning application in principle   | Application Permitted                |
| <b>20/00607/VCN:</b> Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth | Object to the planning application subject to advice from a planning consultant                                 | Awaiting decision                    |
| <b>20/0141/TCA:</b> Cheery Tree – Reduce 1 side back past the wooden sleepers & reduce the rest of the width – 105A North Road, Carnforth LA5 9LX  | Support the planning application in principle   | Application Permitted                |
| <b>20/00713/FUL:</b> Erection of first floor extension – 101 Crag Bank Road, Carnforth   | Support the planning application in principle   | Application Permitted                |
| <b>20/00740/FUL:</b> Erection of equipment storage building – Northside Caravan Park, North Road, Carnforth  | Support the planning application in principle   | Awaiting decision                    |



# Carnforth Town Council

## Planning Application Comments & Decisions

### October 2020 meeting



| Application Number / Description  | Parish Council Comment                        | Planning Authority Decision / Status |
|---|---|--------------------------------------|
| <b>20/00752/FUL:</b> Demolition of agricultural buildings, conversion of two barns into two dwellings, erection of five dwellings with associated access & erection of a garage farmhouse – Hodgson's Croft Farm, North Road, Carnforth LA5 9LU | Object to the planning application            | Awaiting decision                    |
| <b>20/00808/LB:</b> Listed building application - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU   |   |                                      |
| <b>20/00871/ADV:</b> Advertisement application for the display of non-illuminated signage comprising of one fascia sign, two free-standing signs & five window signs – Tyre Force NW Ltd, Haws Hill, Carnforth                                  | Support the planning application in principle | Awaiting decision                    |

# ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 22<sup>nd</sup> September 2020

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

**Present:** Councillors Branyan (Chair); Bromilow, (Town Mayor); Gardner; Grisenthwaite; Parker & Watson

**In attendance:** Bob Bailey, Town Clerk, Rik Marsden, Civic Hall Manager,

|              |  |
|--------------|--|
| <b>20019</b> | <b>Apologies:</b> There were no apologies  |
| <b>20020</b> | <b>Declaration on interests and dispensations:</b> There were no declarations of interest or dispensations on items on the agenda  |
| <b>20021</b> | <p><b>Urgent Business</b> Councillor Gardner reported that he is currently dealing with a matter involving an allotment holder. This has highlighted the need to review the Town Council's role and its responsibilities at the Carnforth Allotments. Councillor Gardner has located a copy of the Health &amp; Safety Guidelines and the Rules and Regulations of Carnforth Allotments Association dates April 2018.</p> <p>There is a document that transferred ownership of the allotments to Carnforth Town Council but no clear policy/agreement setting out landlord (Carnforth Town Council) and tenant (Carnforth Allotments Association) governance and accountability. There has been a long-standing arrangement that the allotments are provided to the Carnforth Allotments Association who manage activities on site without the Town Council's direct involvement.</p> <p>After some discussion, it was <b>RESOLVED</b> that long-standing arrangements with the Carnforth Allotments Association be reviewed and recommendations made on future management and governance of the site.</p> |
| <b>20022</b> | <b>Minutes:</b> It was <b>RESOLVED</b> that the Minutes of the meeting held on Wednesday 7 <sup>th</sup> April 2020 be approved.   |
| <b>20023</b> | <b>Public Participation:</b> No members of the public were present   |
| <b>20024</b> | <p><b>Maintenance Planner:</b> Councillor Watson explained the purpose and benefits of the Civic Hall Maintenance Planner that he had originally drafted in April and had recently updated. The planner sets out month-by-month the key regulatory and maintenance tasks that should be carried out and recorded as necessary. The spreadsheet also includes tasks that are required bi-annually; annually; five-yearly and ten yearly.</p> <p>It was noted that a discussion and adoption of the planner had slipped in recent months but that several of the tasks identified have been carried out. After some discussion, it was <b>RESOLVED</b> that the Civic Hall Maintenance Planner be adopted and be a standing item for consideration at each meeting of the Asset Management Committee.</p>  |
| <b>20025</b> | <p><b>Civic Hall:</b> Councillor Branyan and Watson and the Civic Hall Manager reported that following an inspection of the building on 11<sup>th</sup> September a range of measures had been put in place and further preparations planned to ensure that the Civic Hall is safe to use under current COVID19 regulations and guidelines. This includes placing responsibilities on hirers to have their own policies in place to ensure that COVID19 requirements are met.</p> <p>Having considered in detail the government guidance a risk assessment has been drafted setting out the risk areas identified, what actions should be taken to mitigate each risks and supplementary notes. A traffic light system has been used to identify the likelihood and impact of each perceived risk.</p> <p>The Committee were advised that action need to be taken to replace several double-glazed windows and to deal with an area of dampness. Following approval by the Finance &amp; Governance Committee an order had been placed to replace the window units.</p>                                    |

The Civic Hall Manager advised that he will be on annual leave in week commencing 12<sup>th</sup> October. Given this and the fact that school half-term is week commencing 26<sup>th</sup> October, it was suggested that the Civic Hall be reopened from Monday 2<sup>nd</sup> November.

It was then **RESOLVED** that:

- 1) the COVID19 Safety preparations as presented be approved;
- 2) Councillors review the draft risk assessment for comment and approval at the October meeting of the Committee;
- 3) Approval be given for the dampness at the Civic Hall to be addressed;
- 4) Subject to preparations being completed and any further changes to COVID19 regulations and guidelines Carnforth Civic Hall be re-opened on Monday 2<sup>nd</sup> November

**20026 Outdoor Maintenance:** The Outdoor Maintenance Officer reported on recent activities and advised that a trailer had now been acquired. Arrangements are being made to make remedial repairs to the Carnforth Express wooden train at Crag Bank and to make sure that it is well preserved.

There is a 'town walkabout' on Saturday 26<sup>th</sup> September and a Clean Up arranged by the Crag Bank Park Group on Sunday 27<sup>th</sup> September. The Outdoor Maintenance Officer will be attending both with any works identified being built into his work programme subject to no alternative solution and the amount of additional work required.

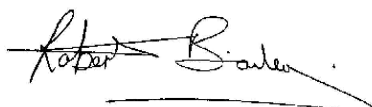
Works necessary to improve Footpath 8 will be reconsidered as part of the town walkabout. It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

**20027 Budget:** The Town Clerk presented the up-to-date position for the Environmental and Asset Management Committee budgets. It was reported that including the receipt of £500 from the Lancashire County Council Local Delivery Scheme almost £1,700 remains in the Environmental budget with only just over £400 being spent to date.

A balance of £3,202 remains of the £3,500 allocated to the Asset Management Committee. Capital Expenditure on the Civic Hall has already been accounted for through the repairs to the roof of the building. Further remedial works have now been identified that will be paid for in the second half of the year along with more expenditure on making the Civic Hall COVID19 safe. At this stage, however, savings in both budgets can be expected.

After some discussion, it was **RESOLVED** that the current budget position be noted, and that further consideration be given on planned expenditure in the second half of the year and in 2021/22 for consideration as part of the budget planning process.

**20028 Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 13th October 2020** at 5:00pm



Clerk to the Council Date:

Chair

Date:



# TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 5<sup>th</sup> October 2020

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

**Present:** Councillor Watkins (Chair); Bromilow (Town Mayor); Holbrook; Parker; Smith and Watson

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

- 20032 Apologies:** There were no apologies
- 20033 Declaration on interests and dispensations:** There were no declarations of interest or dispensation requests for items on the agenda
- 20034 Urgent Business: Carnforth Heritage App:** Councillor Smith is pursuing an idea to request that Lancaster University Students develop an app for Smartphones and devices about the town and its heritage.
- 20035 Notes of previous meeting:** It was **RESOLVED** that the notes of the meeting held on Monday 7<sup>th</sup> September 2020 be approved and that Councillor Bromilow, Town Mayor be thanked for doing these in the absence of the Town Clerk
- 20036 Public Participation:** No members of the public were present

## **20037 Planning Applications**

| Application No: |  |
|-----------------|--|
| 20/00838/FUL    | Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth LA5 9JH                                       |
| 20/00912/FUL    | Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth                |
| 20/00978/CU     | Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU |

After some discussion it was **RESOLVED** that the Town Council be **RECOMMENDED** to 'Support in Principle' planning applications 20/00838/FUL and 20/00912/FUL. In relation to Planning Application 20/00978/CU the Town Council is **RECOMMENDED** to 'Object' to the application on the grounds that the proposed opening times of the unit are not in keeping with the commercial core of the town centre.

## **20038 Town Development:**

- 1) **Noticeboards & Promoting the town:** Councillor Smith reported that he and his family had been updating and adding interesting content to the Town Council's noticeboards at Highfield Estate Spar Shop; War Memorial Gardens and Crag Bank Village Hall. The noticeboard on North Road, could not be accessed.

Councillor Smith informed the Committee that leaflets had been added and there are plans to keep them maintained, up-to-date and interesting, including laminated copies of the professional photographs recently acquired by the Town Council. The existing boards are difficult to use and would benefit from being replaced by a cork board covering.

One lock on the War Memorial noticeboard is not working and the one at North Road needs weather-proofing and spare keys. Spare keys are also needed for the War Memorial Gardens and Crag Bank Village Hall noticeboards – the latter will be maintained by Councillor Watson.

There was a discussion about what could be included on the town's noticeboards that would be of interest to the local community and visitors. **ACTION:** Town Clerk and Councillors given authority to purchase items needed to upgrade and maintain existing noticeboards using the Committee's allocated budget;

2) **Events:**

a) **Remembrance Day:** The Town Council is still awaiting details from Lancaster City Council on this event considering the coronavirus pandemic. Notwithstanding this, the Town Council acknowledges that whilst Covid-19 is again changing rapidly it would be inappropriate to organise any event that would result in a large gathering of people. Given the attendance in previous years, it would not be possible to ensure that the usual Remembrance Sunday Parade and Service complies with government rules on social distancing.

There was a discussion about holding a small-scale Service at 11am providing that this was acceptable to the principle authority, Lancaster City Council and within COVID-19 guidelines prevalent at the time. **ACTION:** Provide early communications that this year's Remembrance Day Parade has been cancelled and that a small-scale Service will take part in line with current COVID-19 guidance. The local community will be invited to lay a wreath(s) privately throughout the day;

b) **Lancashire Day:** The date for Lancashire Day is Friday 27<sup>th</sup> November. **ACTION:** Plan to announce the 'Proclamation' at 11am in the War Memorial Gardens, but not to formally promote this event;

c) **WW2 Heritage Trail** – No further update;

d) **Heritage Transport Festival** – Contact has been made with the Canal & Rivers Trust and the Carnforth Station Heritage and Ribble Bus Heritage groups. The plan is to hold this event at the beginning of May 2021. **ACTION:** Arrange a remote meeting with all interested parties on Monday 19<sup>th</sup> October at 5pm subject to availability;

e) **Eden project** – No further update. This issue will be discussed at Carnforth Town Council meetings as progress is made.

**20039 Public Realm:**

1) **Planters:** On the recent 'Town walkabout' it was suggested that more planters on the railings next to Carnforth Station and floor mounted planters purchased/built for placement on Lancaster Road would be of benefit. **ACTION:** Contact County Highways to gain authority for planters to be placed as suggested

2) **Grass verges:** There have been comments / complaints from residents in recent weeks about the state of several grass verges around the town. These matters have been raised several times and explanations given. The latest information is that County Highways are now intending to use their own resources to tackle key areas from next week, with the rest of Carnforth and Crag Bank to follow soon after. **ACTION:** Monitor progress over the next few weeks;

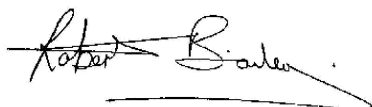
3) **PROW – Footpath 8:** The footpath was considered again at the recent town walkabout and the Outdoor Maintenance Officer asked to provide another plan and costings to improve the area between Tesco and the Cricket Club. **ACTION:** Review revised plans and take action as appropriate;

4) **Town Clear Up:** There was a discussion about a planned clear-up event to be led by the Town Council in early October. **ACTION:** Cancel this event until further notice;

- 5) **Key workers seat:** Plans to develop a Pocket Park at land off Windermere Road and install a seat dedicated to key workers have not progressed. Currently waiting for Lancaster City Council to publish its *Grassland Management Strategy* before taking plans further.

**20040 Budget:** The Town Clerk reported that as at 30<sup>th</sup> September 2020, the actual expenditure from the Town Development & Planning Committee budget was £510, leaving a positive variance against budget of £2,490. **ACTION:** Committee to consider planned expenditure for the remainder on 2020/21 and 2021/22 over the coming weeks as part of the Town Council's budget planning and precept setting arrangements.

**20041 Date of next meeting:** The next meeting of the Town Development & Planning Committee will be on 2<sup>nd</sup> November 2020



Clerk to the Council    Date:

Chair

Date:

# FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 14<sup>th</sup> October 2020

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

**Present:** Councillors Grisenthwaite (Chair); Branyan; Bromilow (Town Mayor); Gardner; Jones (part); Parker & Watson

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

|              |  |
|--------------|--|
| <b>20052</b> | <b>Apologies:</b> There were no apologies  |
| <b>20053</b> | <b>Declaration on interests and dispensations:</b> There were no declarations of interest or dispensations on items on the agenda  |
| <b>20054</b> | <p><b>Urgent Business:</b> The following items of urgent business was considered:</p> <ol style="list-style-type: none"><li><b>External Audit of the 2019/20 Annual Governance &amp; Accountability Return (AGAR):</b><br/>It was reported that the government appointed external auditors examining the AGAR for 2019/20 and supporting statements had raised three questions. The Town Clerk explained his responses to the questions asked. Members were informed that due to the coronavirus pandemic the deadline for the AGAR to be signed off by the external auditors is now 30<sup>th</sup> November 2020. It was then <b>RESOLVED</b> that the questions raised by the external auditors be noted and the Town Clerk's response endorsed;</li><li><b>Community Benefit Fund applications:</b> Members considered two applications for funding received from Carnforth Community Swimming Pool and Friends of Carnforth Christ Church. Questions were asked about the purpose of both projects and their planned funding from other organisations and through their own fund-raising efforts. There was a discussion as to whether the applications received met the criteria for funding through the Community Benefit Fund and it was considered that they did.<br/><br/>The Town Clerk reported that with the recent receipt of £3,426 from Back Lane Quarry the balance of the Community Benefit Fund is currently £9,964.<br/><br/>After some discussion, it was then <b>RESOLVED</b> that the Town Council be <b>RECOMMENDED</b> to award a sum of £1,000 to both Carnforth Community Swimming Pool and the Friends of Carnforth Christ Church for their planned projects;</li><li><b>Cloud storage &amp; file sharing:</b> The Town Clerk reported that the Council's email and domain providers, IONOS, currently have offers available for cloud storage and file sharing of documents and information. This would mean that important standing information and joint working could be stored in the 'Cloud' for immediate access and version control. Members commented on the offers available and questioned whether the number of users able to access these packages would be limited. It was then <b>RESOLVED</b> that the Town Clerk be requested to carry out further research and report back to the Committee;</li><li><b>Venues in Carnforth:</b> Members <b>RESOLVED</b> that this item of business be exempt due to the information under consideration being in relation to ongoing consultations and negotiations. This matter will be considered in more detail at the meeting of the Town Council on Wednesday 21<sup>st</sup> October.</li></ol> |
| <b>20055</b> | <b>Notes of previous meeting:</b> The Chair outlined the main items of discussion and the resultant resolutions and actions arising from the meeting of the Committee held on 9 <sup>th</sup> September 2020. It was <b>RESOLVED</b> that the notes of the meeting held on Wednesday 9 <sup>th</sup> September be agreed.  |
| <b>20056</b> | <b>Scheme of Delegation:</b> The Town Clerk presented a draft Scheme of Delegation requested by the Town Council and previously circulated to all Councillors for comment. Members were informed that it is good practice for local authorities to adopt a scheme of delegation, in line with the Local Government Act 1972.   |

This is so that the Council's functions can be carried out effectively and that the Town Clerk, Committees and Council itself can be confident that they have the delegated authority to make decisions and that these are clearly set out.

The Town Clerk advised that subject to adoption the Council's Standing Orders and Financial Regulations would need to be reviewed accordingly.

Members acknowledged that the recent absence of the Town Clerk had demonstrated the need for clarity on decision making when carrying out Council functions. Members noted that whilst this is intended to be a generic document it would benefit from a supplementary document or checklist outlining key processes and relevant contacts.

It was also noted that the Council has yet to appoint a part-time Assistant Clerk – budgeted for in 2020/21 – who would be able to help with business continuity and resilience acting as the Town Clerk's deputy as required.

Members asked a variety of questions about how the scheme of delegation would operate and be of benefit and it was then **RESOLVED** that it be presented to the Town Council for their consideration and subsequent adoption.

**20057** **Budget Monitoring & Planning:** The Town Clerk presented a *Summary of Receipts and Payments* report as at 30th September 2020. The report sets out for each Cost Centre and individual cost code the planned *Budget*, *Actual* income and expenditure as at the end of September, the *Variance* and *Net Position* (under/overspend)

Members acknowledged that the coronavirus pandemic has had a major impact on the Council's plans for the 2020/21 financial year. This has included some unplanned expenditure; a reduction in expected income and savings from plans being cancelled or abandoned due to the government guidelines on COVID19.

The Town Clerk reported that at the mid-point of the year most budget headings are significantly underspent and, on the face of it, will be well within budget at the end of the financial year, although 2020/21 continues to be unpredictable.

Members were also informed that as at 30<sup>th</sup> September 2020 the Council's bank accounts totalled £99,600.

The Town Clerk was thanked for the report generated from the accounting system which clearly and simply sets out the current position and helps to inform effective financial management and actual performance against budget. There was then a discussion on evaluating the year-end outturn (as at 31<sup>st</sup> March 2021) and arrangements for preparing, for approval, the budget for 2021/22 and the setting of the annual precept.

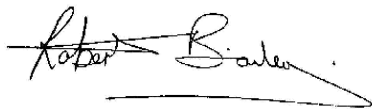
It was then **RESOLVED** that the *Summary of Receipts & Payments* report be noted; that the Chair, Councillor Grisenthwaite, informs Committees to review their plans for the remainder on 2020/21 and consider budgets required in 2021/22 and, that the Chair and Vice-Chair, Councillor Jones, supported by the Town Clerk, prepares a forecasted outturn, precept and 2021/22 budget for consideration by the Town Council in January 2020.

**20058** **Effectiveness of Internal Controls:** The Accounts and Audit Regulations 2015 requires parish/town councils to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper accounting practices.

Members considered the approach to conducting this review and the expected requirements and standards for the nine 'assertions' in the annual governance statement as set out in the *Joint Panel on Accountability & Governance Practitioners' Guide 2020 [Practitioners' Guide]*

Members recognised that robust arrangements need to be in place to provide assurance that there are effective controls in place. After comments and questions, it was **RESOLVED** that the Committee reviews one assertion at each monthly meeting to gain assurance on its relevance and effectiveness, with recommendations being made where the standards set out in the *Practitioners' Guide 2020* are not met.

- 20059 Skills Audit & Member Development:** As previously requested by the Town Council, the Town Clerk presented a proposed document aimed at gaining information on each Councillors relevant experience, skills, local interest and knowledge. The document is also intended to determine Member training requirements and attributes that will help them fulfil their role as an elected Councillor.
- It was acknowledged that Member training and development is an essential aspect in the Council being an effective and efficient organisation serving our community. It was suggested that it would be useful for Councillors to be issued with an (induction/refresher) pack of important information that will help them to understand the powers and duties of a Council and how they can effectively make lawful decisions and contribute to its work.
- It was then **RESOLVED** that the Town Council be **RECOMMENDED** to approve the revised Skills Audit and Member Development form and that every Councillor be directed to complete the form so that the Council can make the best use of its resources and can develop an effective Member training programme.
- 20060 Payments List:** The Town Clerk presented the Payments list for recommendation to the Town Council for approval. The total payments amount to £6,874.79 and include expenditure to re-glaze 17 'failed' window units; a trailer and a range of plants and flowers.
- Members asked some questions and it was then **RESOLVED** that the payments listed be **RECOMMENDED** for approval by the Town Council at its meeting on 21<sup>st</sup> October.
- 20061 Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 11<sup>th</sup> November 2020** at 5:00pm. **The meeting closed at 6:40pm**



Clerk to the Council    Date:

Chair

Date: