



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 16th December 2020 at 6:30pm

Members of the public wishing to attend the meeting may do so by following this link:
<https://us02web.zoom.us/j/84513855056>

Alternatively, members of the public can submit a question (s) to the Town Clerk for consideration at the meeting

A G E N D A

- 20100. Apologies:** To receive apologies
- 20101. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20102. Urgent Business:** To receive matters of urgent business not on the agenda including:
1. Covid 19 updates;
 2. Carnforth Civic Hall update and formal approval that the NHS be given sole use of the building for use as a vaccination centre;
- 20103. Minutes:** To consider and approve Minutes of meeting held on Wednesday 18TH November 2020.
- 20104. 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 and updated Action Plan (to follow)
 3. Members updates and information only reports since the last meeting
 - a) Town Mayor
 - b) General updates, matters and issues (All Councillors)
 4. Reports of Ward and County Councillors
 5. Reports from outside bodies:
 - c) Carnforth Business Network
 - d) Carnforth & District Twinning Association
 - e) Quarry Liaison
 - f) Carnforth Neighbourhood Plan Working Group
 - g) Carnforth Carnival Committee
- 20105. 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> :



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Application No:	Description
20/00752/FUL	Demolition of agricultural buildings, conversion of two barns into two dwellings (C3), erection of five dwellings (C3) with associated access and erection of a garage for farmhouse – Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU
20/00808/LB	Listed building application for conversion of adjoining barn into dwelling - Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU
20/0248/TPO	Felling of a Sycamore tree - Old Coal Yard, North Road, Carnforth
20/01379/AD	Agricultural determination for erection of a storage building - Field At Grid Reference 351950 471570, Netherbeck, Carnforth, Lancashire
Road Traffic Regulation Order: Temporary prohibit traffic on John Street from its point with 52 Lancaster Road, Carnforth from 0900 hours on Thursday 10 th December 2020 until 1900 hours on Monday 14 th December 2020 or until completion of the works within this period.	

- 20106. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 20107. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 1st December 2020 (Cllr Branyan or Cllr Watson to report)
- 20108. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 7th December 2020 (Cllr Watkins to report)
- 20109. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 9th December 2020 (Cllr Grisenthwaite to report)
- 20110. Date & Time of next meeting:** To approve the date of the next meeting which will be the annual budget and precept setting (16th December 2020)

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

11 December 2020

Tel: 07828254149 **Email: clerk@carnforthtowncouncil.org**



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Minutes of the meeting held on Wednesday 18th November 2020

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

Present: Councillors Bromilow (Town Mayor); Armstrong; Branyan; Gardner; Grisenthwaite; Jones; Parker; Reynolds; Smith; Watkins & Watson
In attendance: Bob Bailey, Town Clerk; City Councillor Yates and Ward Councillor Guilding

20088 Apologies: Apologies were received from Ward Councillor Yates and County Councillor Williamson.

20089 Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live. Councillor Jones was given dispensation to report on the activities of Carnforth Carnival Committee.

20090 Urgent Business: Members raised urgent business on the following matters:

1) **Covid19 Updates:** The Town Clerk provided an update on the latest Covid19 information to support residents and business following the Government's decision to place the country into a four-week lockdown period. Details of the new information has been posted on the Council's website and social media pages. It was noted that the three-tier system is being reviewed and that the Tier that each region is to be placed in will be announced when lockdown ends on December 2nd.

It was reported that the Town Council has now received a laptop from Lancaster City Council and remains ready to support anyone applying for the Emergency Assistance Grant Scheme. Despite promoting the scheme locally there has been no requests for assistance to date.

2) **Certificate of Recognition:** The Town Mayor was pleased to confirm the announcement that Carnforth community had been awarded a *Covid19 Certificate of Recognition* from the High Sheriff of Lancashire. The certificate has been awarded in recognition of the support and advice given to vulnerable people to keep them safe and well from the beginning of the pandemic. The Town Mayor and Councillors acknowledged their pride in what the community had achieved during these difficult and challenging times.

3) **Carnforth 'Steps into the Light':** The Clerk reported that on behalf of the Town Council and Carnforth Business Network he had submitted a business case and risk assessment to Lancaster City Council requesting funding towards a project to illuminate the town and local businesses during the Winter. The Clerk was pleased to inform the Town Council that an award of £3,000 (to be paid in two instalments) had now been granted.



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Plans are already in place to acquire and install the lighting and a Christmas tree in the coming days. The Clerk was thanked for his work in securing this funding. **ACTION:** Clerk to produce a laminated sign acknowledging that the tree had been provided by Morrisons in Morecambe. Councillor Watkins to inform Carnforth Business Network that all invoices must be sent to the Town Clerk acting as the project administrator.

- 4) **Eden Project:** A specimen letter has been circulated by the Lancaster Chamber of Commerce encouraging all parish/ town councils to write to the Chancellor of the Exchequer in support of the Eden Project North's funding bid. **ACTION:** Clerk to draft a letter for approval by Councillor Grisenthwaite and subsequent submission to the Chancellor of the Exchequer and the MP for Morecambe and Lunesdale in support of the Eden project and outlining the Town Council's aspirations to be a part of it.
- 5) **Local Plan Review:** Consultation on the Local Plan review was due to end on 20th November. Councillors Grisenthwaite and Smith and the Clerk had met with representatives from the City Council's planning policy team to discuss this review and had shared with them the climate change aspects of the draft Carnforth Neighbourhood Plan. **ACTION:** Clerk to request a short extension to the consultation deadline with a view to a response – agreed with Cllrs Grisenthwaite and Smith – to be submitted.

20091 **Minutes:** Subject to a minor amendment, it was **RESOLVED** that the Minutes of the meeting held on Wednesday 21st October 2020 be approved.

20092 **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. The list includes correspondence sent by the Town Clerk where actions are needed.
- 3) **Member updates / matters:** Members commented on matters including the following:
 - a) **Town Mayor:** The Town Mayor reported that she and other Councillors had received a letter thanking the Town Council for the work that it does in the community. The Town Mayor advised that it was her intention to use some of her annual allowance to provide a Christmas Selection Box from the Town Council to every primary school pupil in the town.



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She also plans to give a small donation to community organisations who are doing good work in the community for local children. Councillors fully supported the Town Mayor's plans.

- b) **General updates and reports:** Councillor Smith advised that he is preparing a short talk for local schools on the work of Carnforth Town Council that will be presented when COVID19 restrictions allow.

Councillor Grisenthwaite reported on a recent meeting with representatives from Lancashire County Council's Strategic Planning team to gain a better understanding of their views regarding the land at Windermere Road / Back Lane. It had been useful to establish a contact with these key players and to get an opportunity to ask for advice as to what could be done longer-term to reinstate this piece of land in any future iterations of the Local Plan.

Councillor Watkins commented that the draft Carnforth Neighbourhood Plan will include a key objective that this land be used for housing. He also informed Councillors that he had been contacted by Lancaster City Council planners requesting further details about the Town Council's planning submissions to install bus shelters. Councillor Gardener has since provided further information.

Councillor Smith reported that Ward Councillor Yates had undertaken to arrange a meeting with hauliers about safety matters regrading HGV's turning at the Market Street / Scotland Road junction. The Clerk responded that Councillor Yates had advised that he hopes to arrange a meeting in the next few weeks.

The Town Mayor requested that following a 'near miss' involving a child Lancashire County Council be asked to consider installation of an additional bollard adjacent to the Co-Op to prevent parking on the footpath. **ACTION:** Clerk to report to Lancashire County Highways and ask County Councillor Williamson for support.

- 4) **Reports of Ward and County Councillors:** Ward Councillor Guilding reported on her activities in the last month, including highways matters with County Councillor Williamson including Crag Bank Road and the ongoing support being provided by Lancaster City Council during the COVID19 pandemic. She congratulated the Town Council on the award of the *Covid19 Certificate of Recognition*.

Councillor Reynolds also congratulated the Town Mayor and the Town Council for the award stating that this was testament to the leadership and support that the Town Mayor and Town Council has provided to the local community during the pandemic.



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Following information from County Councillor Williamson, Councillor Reynolds is now advising local schools how the new government funding is being distributed and he has dealing with much correspondence recently relating to the deregulation of the A601(M) and other planning matters that he will report further on in due course.

He attended the last meeting of the Carnforth Business Network to talk about the brochure in relation to the Eden project produced on behalf of the Town Council. Following their feedback some amendments are now being made ahead of its formal publication.

Councillor Reynolds encouraged the Town Council to consider and respond to the Morecambe Bay Unitary Authority proposals which he believes will be important to Carnforth in the future.

In response to a question from Councillor Smith, Councillor Reynolds reported that the City Council's Enforcement Team are following up the issue with the access to communal areas at the rear of the Queens Hotel development.

- 5) **Reports from outside bodies:** Councillor Watkins commented on the recent meeting with the Carnforth Business Network. They would appreciate the Eden Project brochure to include the future of Carnforth as a creative and 'artisan' centre to sit alongside its heritage. They had thanked the Town Council for securing the funding for the 'Carnforth Steps onto the Light' Project. They had developed a *Carnforth Virtual High Street* Facebook page which is proving to be very popular and they have put in place plans for a 'virtual' Santa experience.

The Clerk reported that following two recent meetings involving the Carnforth Neighbourhood Plan Working Group (CNPWP) and Town Councillors a final draft of the Carnforth Neighbourhood Plan is now being produced that will be the subject of formal consultation in the first part of 2021.

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

- 20093** **Morecambe Bay Proposal:** Councillors considered the joint proposal of Barrow Borough Council, South Lakeland District Council and Lancaster City Council to form a new Bay authority that would merge the three councils and 'draw down' powers from Cumbria and Lancashire County Councils, and create a new single tier local authority for the area. The deadline for the submission for the proposals to central government is December 9th.



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Councillors had reservations that the proposals were being consulted on with very short notice being given by the government and during the COVID19 pandemic. It was argued that this did not allow for a detailed debate on the implications for the district of the proposals. There was a discussion on the political make up and leadership of a new unitary authority; the potential savings, efficiencies and resources needed to deliver services; the perceived economic, social and environmental benefits and the timescales involved in implementing the proposals should they be accepted by central government. There was also a question about the future role of parish / town councils in a Bay unitary authority.

It was then **RESOLVED** that the Town Council would be submit questions and be represented at a meeting arranged by Lancaster City Council on 25th November 2020 where parish / town councils have been invited to hear more detail about, and comment on, the proposals.

20094 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/0226/TCA	Various tree reductions – Carnforth House Farm. 109 North Road, Carnforth LA5 9LX. Recommendation: Support in Principle
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. (second consideration). Recommendation / Decision: Neutral comments about the potential for increased traffic along North Road
20/0214/TPO	Fell 3 x Ash trees – 25 Crag Bank Crescent, Carnforth LA5 9EQ. Recommendation/Decision: Objection on grounds that the trees in question appear to be healthy
20/1156/FUL	Erection of a first-floor extension, 1 Hunter Street, Carnforth, LA5 9BP (not previously considered). Decision: Support in Principle
20/01228/FUL	Demolition of existing conservatory & erection of a replacement single storey extension – 10 Grosvenor Road, Carnforth LA5 9DJ (not previously considered). Decision: Support in Principle



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Councillor Watkins explained the reasoning behind the recommendations made by the Town Development & Planning Committee (TW & PC) relating to planning applications 20/0226/TCA; 20/00912/FUL and 20/0214/TPO.

Planning applications 201156/FUL and 20/01228/FUL received after the TW & PC meeting were also considered. After some discussion it was **RESOLVED** that the Town Clerk implements the decisions of the Council relating to each planning application as set out above.

20095 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 decisions on eight planning applications were awaiting decisions and two had been rejected as invalid applications.

20096 Asset Management Committee: The Deputy Mayor, Councillor Branyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 13th October and 3rd November 2020, including:

- 1) Purchase of a new printer for the Clerk to use whilst working at home and a **recommendation** that the purchase of a laptop be approved for use by the Clerk on Town Council business;
- 2) Update on the maintenance programme;
- 3) Update on the position regarding several matters raised by the Carnforth Allotments Committee and an Allotment holder and the longer-term governance and management responsibilities of the Town Council;
- 4) Update on use of the Civic Hall during the coronavirus pandemic and work being carried out to prepare the building for a possible change of use for a temporary fixed term period;
- 5) Approved proposals to employ a local company to carry out annual tests and maintenance of the fire alarm system and emergency lights with full certification on the outcome of those tests;
- 6) Quotation for a security alarm system with an annual maintenance check to be given further consideration by the Assets Management Committee;
- 7) A free energy audit of the Civic Hall that will provide a detailed report on potential ways in which the building can be more energy efficient and reduce costs;
- 8) Details on the latest budget position; commitments until 31st March 2021 and 2021/22 plans to be considered in December for reporting to Finance & Governance Committee.



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After some comments and questions, it was **RESOLVED** that the report be noted and that:

- The purchase of a laptop be approved;
- Councillor Branyon arranges an urgent meeting with representatives from the Allotments Committee to discuss and find solutions to the matters raised, and;
- Draft contracts arising from the annual fire testing and from any subsequent installation of a security system be considered by Finance & Governance Committee and reported to Town Council.

20097 **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held 2nd November 2020, including:

- 1) Remembrance Sunday Service under COVID19 restrictions and the relative success of the live streaming of the event. Several people were at the War Memorial of Armistice Day and Councillor Watkins suggested that a short service be held on this day in addition to Remembrance Sunday in the future;
- 2) Successful bid for funding for the Carnforth 'Steps into the Light' project;
- 3) Latest draft of the World War 2 heritage trail brochure being sent to the printers to design the layout;
- 4) A list of the key activities relating to the Heritage Transport Festival passed to the Clerk to produce a project plan for further consideration;
- 5) An opportunity to 'sell' the Heritage Trail App idea to MSc students with a view to the project being taken on by one of them on behalf of the Town Council;
- 6) Contact to be made with a representative from McCarthy and Stone with a view to the cost of suggested new planters being shared;
- 7) Clearance and tidy up of Footpath 8 on Sunday 6th December;
- 8) Litter bins to be supplied by Lancaster City Council have not yet been delivered;
- 9) A site visit with an officer from Lancaster City Council's Planning Policy team to discuss a proposal for bike stands adjacent to Ashtrees Surgery;

It was suggested by Councillor Reynolds that when the Eden Project brochure is published a virtual meeting be arranged to discuss the Town Council's proposals with key stakeholders. Lancaster City Council's Economic Development team have agreed to facilitate this conversation and the Town Council's agreed to support this initiative.



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It was also suggested and agreed that the Town Council arranges a virtual presentation evening in early January 2021 to celebrate the achievements of over 90 people nominated as a *Citizen of Merit* during the coronavirus pandemic.

It was then **RESOLVED** that the reports and recommendations of the Town Development and Planning Committee be noted and approved.

20098 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 11th November including:

- 1) Councillors are encouraged to complete and return the Skills Audit & Members Development form by 30th November to be used to support the development of Town Councillors and to make the best use of skills and experience to continuously improve the Town Council;
- 2) Research options for effective storage of information in the Cloud and file sharing across the Town Council to improve efficiency;
- 3) Proposal to 'add on' additional storage to the existing Zoom license to record all meetings initially until the 31st March 2021 at a cost of £32 per month;
- 4) Notification of Conclusion of the Audit for 2019/2020 with the government appointed external auditors concluding that '*..the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met*'. It was reported that the Town Council is now required to approve publication of the final AGAR and a notice inviting inspection of the accounts by members of the public;
- 5) The Committee further debated the draft Scheme of Delegation and made additional amendments taking account of Councillors views. The Town Council were asked to approve the latest version;
- 6) Update on the latest budget position; a planned review of commitments until 31st March 2020 and consideration of plans for 2021/22 with a view to a final draft budget to be considered for approval by the Town Council at the January Budget meeting. Committees were asked to review their plans and submit these for consideration by the Finance & Governance committee in December;



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7) A review of the first 'assertion' in the AGAR covering Internal Controls as part of the wider review of the annual requirement of the effectiveness of internal controls – a formal requirement of the Accounts and Audit Regulations. The review identified that the Council largely meets the required standards save for a procedural improvement around the approval of bank reconciliations.

8) The updated Payments list was recommended for approval by the Town Council.

Following some comments and observations, including a suggestion that the Council produces an Annual Report of its activities, which was agreed, it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations be approved.

20099 **Date of next meeting:** The next meeting of the Parish Council will be on **Wednesday 16th December 2020**. In closing the Town Mayor and Councillors paid tribute to Councillor Val Armstrong following his recent passing. The meeting closed at 8:20pm

A handwritten signature in black ink, appearing to read "Robert B. Bailey".

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Planning Application Comments & Decisions

December 2020 meeting



Application Number / Description	Parish Council Comment	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
19/01525/VCN: Erection of 2 one-bedroom apartments & 8 two-bedroom apartments & relevant demolition of existing detached outbuilding	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	Neutral comment on the application	Application Permitted
20/00607/VCN: 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
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	Object to the planning application	Awaiting decision
20/00808/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	Support the planning application in principle	Application Permitted



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Planning Application Comments & Decisions

December 2020 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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	Support the planning application in principle	Awaiting decision
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	Neutral comment around waste arrangements & late opening times	Awaiting decision
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	Support the planning application in principle	Awaiting decision
20/0226/TCA: Various tree reductions – Carnforth House Farm. 109 North Road, Carnforth LA5 9LX.	Support in Principle	Application Permitted
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. (second consideration)	Neutral comments - potential for increased traffic along North Road	Awaiting decision
20/0214/TPO: Fell 3 x Ash trees – 25 Crag Bank Crescent, Carnforth LA5 9EQ	Objection - trees in question appear are healthy	Application Refused
20/01156/FUL; Erection of a first-floor extension, 1 Hunter Street, Carnforth, LA5 9BP	Support in Principle	Awaiting decision



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Planning Application Comments & Decisions

December 2020 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
20/01228/FUL: Demolition of existing conservatory & erection of a replacement single storey extension – 10 Grosvenor Road, Carnforth LA5 9DJ (not previously considered).	Support in Principle	Awaiting decision
20/0226/TCA: Various tree reductions – Carnforth House Farm. 109 North Road, Carnforth LA5 9LX.	Support in Principle	Application Permitted

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 1st December 2020 at 5:00pm

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); Parker & Watson

In attendance: Bob Bailey, Town Clerk

20052 **Apologies:** There were no apologies

20053 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda

20054 **Urgent Business:** The Clerk outlined the up-to-date position regarding the discussions with the Reserve Forces' & Cadets' Association for the North West (RFCA) on the revised lease subject to a final agreement on a 'license to occupy' the Civic Hall agreed between Carnforth Town Council and the National Health Service (NHS). Councillors were advised that it is not yet known whether the NHS will need the room/office currently used by the Air Training Corps. Legal / contractual matters are being finalised between the Town Council's Solicitor and one appointed by the RCFA.

There were questions about the date when the NHS will be occupying the Civic Hall and agreement on the monthly rental by the NHS - both of which are being finalised.

The Clerk also reported that an order for a laptop, approved by the Town Council, had been placed but delivery had been delayed until late January.

It was then **RESOLVED** that the update on the use of the Civic Hall be noted and that the Clerk sources a different laptop of a similar price and quality for agreement by the Town Mayor and Chairs of Finance & Governance and Asset Management Committees.

20055 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Tuesday 3rd November 2020 be approved.

20056 **Public Participation:** No members of the public were present

20057 **Maintenance Planner:** Councillors noted that the PAT testing of all portable appliances is now due. After some discussion, and notwithstanding the temporary change in occupancy at the Civic Hall, it was **RESOLVED** that all portable appliances owned by the Town Council be tested by the Civic Hall Manager by 31st January 2021.

20058 Allotments: The Chair updated Councillors on the latest position following a meeting with the Chair and Secretary of the Carnforth Allotments Association and a site visit by the Councillors Branyan and Watson. There was a tentative agreement made to provide fire safety notices, an accident book and a first aid kit that had apparently been promised when Carnforth Town Council took on management responsibility for the allotments some years ago. There has also been a request that the Town Council provides two outdoor noticeboards for use by the Allotments Committee, although they had not been clear on the need for a board or the likely cost.

There followed a discussion about youths gaining access to the land and how this could be made more secure, possibly collaboratively with Lancaster City Council, Council Housing Services. It was acknowledged that Councillor Branyan, will represent the Town Council at Carnforth Allotment Association meetings until further notice.

It was then **RESOLVED** that the update be noted and that the Allotments Association be provided with basic fire and health and safety notices and accident book; that the Chair seeks further clarification on the request for noticeboards and that the security matters be raised with Lancaster City Council.

20059 Civic Hall: The Civic Hall Manger provided on update on planned and outstanding works on the internal fabric of the building that need to be completed before the new occupants move into the Civic Hall, including replacement to the damaged boarding in the 'Front Room'. Clarification was sought about the cleaning requirements and regime if / when the temporary occupancy commences. After some discussion, it was **RESOLVED** that the update be noted and that answers to the outstanding matters on the planned occupancy be sought.

20060 Outdoor Maintenance: The Operations Manager reported that he will commence work on the base for the Bus Stop at Gummers Howe as soon as there is a firm date for its installation and, hopefully, prior to his Paternity Leave in February.

Unfortunately, it is not possible to keep the bark attached to the *Brief Encounter II* wooden train at Crag Bank but the wood underneath is being preserved. Arrangements are in place for volunteers to assist with the clearance of Footpath 8 and planting of trees on Sunday 6th December from 1pm. **ACTION:** Town Clerk to ask if Lancaster City Council will remove the waste from the site at the end of the clear up and provide wood chippings to place around the trees once planted.

The Committee agreed to provide the Operations Manager with outdoor weather gear. **ACTION:** Operations Manager to provide costings to the Clerk. It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

20061 Energy Audit: The Clerk reported that, as requested, he has provided Utility Aid with the information that they required to carry out the free energy audit, the results of which are awaited. It was **RESOLVED** that the update be noted.

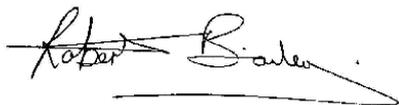
20062 Budget Planning: The Clerk presented reports on the spend to date under the Environmental and Asset Management Committee budget headings. It was noted that Environmental expenditure is on budget whilst the Asset Management Committee expenditure is currently under budget. This can be simply explained by additional planting works being carried out during the year and a reduction in general repairs and maintenance costs at the Civic Hall as a result of its closure during the coronavirus pandemic.

Notwithstanding, the current and forecasted position, when looking ahead to plans for 2021/22 it was felt justified to recommend an increase of £500 on each budget heading to: cover price increases and maintaining open spaces and planters to a high standard; to allow for additional repair and maintenance costs arising out of the potential daily use of the Civic Hall over the next 12 months; benches and litter bins and a small budget supporting the Carnforth Allotments. If approved, this would increase these budgets to £4,000 (Asset Management Committee) and £2,000 (Environmental) respectively.

Further planned expenditure was suggested to cover the cost of planned/scheduled maintenance of the Civic Hall (arising from feasibility study); and a proposed bus stop near Aldi.

After some further discussions, it was **RESOLVED** that the Clerk produces a schedule of the budgets proposed to Finance & Governance Committee for consideration as part of developing the full Budget for 2021/22 to be recommended at the Budget Meeting of the Town Council in January.

20063 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 5th January 2021 at 5:00pm**. The meeting closed at 6:25pm.



Clerk to the Council

Chair

Date:

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 7th December 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 and Watson

In attendance: Bob Bailey, Town Clerk

20053 Apologies: Apologies were received from Councillors Branyan and Smith

20054 Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live.

20055 Urgent Business: It was reported that a further supply of sanitiser had been delivered by Lancaster City Council and that final dispenser has now been placed in Carnforth Bookshop.

20056 Minutes: It was **RESOLVED** that the notes of the meeting held on Monday 2nd November 2020 be approved.

20057 Public Participation: No members of the public were present.

20058 Planning Applications

Application No:	Description
20/00752/FUL	Demolition of agricultural buildings, conversion of two barns into two dwellings (C3), erection of five dwellings (C3) with associated access and erection of a garage for farmhouse – Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU Recommendation: Object to the planning application
20/00808/LB	Listed building application for conversion of adjoining barn into dwelling - Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU Recommendation: Object to the planning application
20/01191/FUL	Erection of a retail food store (use class E) with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Carnforth Business Park Kellet Road Carnforth Recommendation: Support in Principle

Application No:	Description
20/0248/TPO	Felling of Sycamore – Old Coal Yard, North Road, Carnforth Recommendation: Support in Principle

It was noted that Planning Applications 20/00752/FUL and 20/00808/LB had been previously considered by the Town Council and objections submitted. Those now under consideration were as a result of amendments to the original plans. It was felt that the revised plans do not materially affect the decision that the Council had made previously made although there was some debate about whether two properties had now been removed from the original plans.

There followed a discussion about the size of the proposed new properties planned to be built behind the listed buildings and whether a comment should be made about the need, - in line with the specification in the Carnforth Neighbourhood Plan - for more affordable houses and the current state of the site. It was noted that no mention had been made on the potential impact of more vehicles on North Road and it was considered that this should be taken into account in light of the potential increase in traffic should the County Council remove North Road bridge and replace it with a junction on the A601(M)

In relation to Planning Application 20/01191/FUL, the Council had been asked for its position given that the applicants are the Plymouth Brethren and a suggestion that the proposed shop might be for the exclusive use of their membership. The Committee considered that this does not represent a material consideration that would justify comment on the application.

It was then **RESOLVED** that the Town Council considers the recommendations of the Committee, set out above, and determines actions to be taken

20059 Carnforth Neighbourhood Plan: It was reported that the latest draft of the neighbourhood plan – following two recent meetings of the Working Group to do through the draft in detail - had now been completed and is planned to be consulted on in February 2021/22. Councillors were advised that only small, rather than material, amendments can still be made before the next meeting of the Working Group scheduled for 18th January 2021, where arrangements for the consultation process will be determined. **ACTION:** Clerk to complete and submit a Foreword on behalf of Cllrs Bromilow and Watkins.

It was **RESOLVED** that the update be noted.

20060 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Events:** The committee considered the following events:
 - a) **Remembrance Day:** The Remembrance Sunday Service, under COVID19 restrictions, had been a relative success with the event being streamed live. Several people were at the War Memorial of Armistice Day and Councillor Watkins suggested that a short service be held on this day also in future;
 - b) **Lancashire Day:** There was a short Service attended by a few people although it had not been promoted as in previous years because of the COVID19 restrictions. It was felt that this event should remain in the Town Council's annual calendar of events. There will be a need to advertise and appoint a new Town Crier in early 2021;
 - c) **Heritage Transport Festival:** A list of the key activities relating to the Heritage Transport Festival has been passed to the Clerk to produce a project plan for further consideration: **ACTION:** Clerk to draft a project plan for more detailed consideration at the Committee's next meeting.
- 2) **Projects:** The Committee considered the following updates on ongoing projects
 - a) **Light up Carnforth:** The first grant payment from Lancaster City Council had now been received and Carnforth Business Network had spent over £2,700 of the £3,000 grant on lighting and equipment. There will need to be an 'End of project' report providing an objective review of the project and whether the benefits, as set out in the business case, were achieved. A date for when decorated premises will be judged by Councillors Bromilow and Watkins is to be determined;
 - b) **WW2 Heritage Trail:** No further updates;
 - c) **Heritage Trail App:** The project has been taken on by a University student to develop the app which will commence in mid-January. There will be a cost associated with this that will need to be built into the 2021/22 budget if this is to progress;
 - d) **Eden project brochure:** There is nothing further for this Committee to contribute towards the final publication and distribution of the brochure. The Clerk gave a brief update on a recent meeting with a Director of Eden Project North and parish/town councils to discuss the latest position on the project and an application for funding that has just been submitted to central Government;
 - e) **Citizen of Merit Awards:** An appeal on social media for the addresses and nominees has been made and these are now being provided to the Clerk. The plan is to deliver a Certificate and a leather bookmark to all nominees and to hold a 'virtual' presentation on Thursday 14th January 2021 that all nominees will be invited to attend to celebrate what they have done for our local community during the pandemic

20061 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Planters:** Prices recently received for composite planters from a potential supplier offer better value for money than a previous quotation. The Clerk has yet to provide contact details so that Cllr Watkins can consult McCarthy & Stone about the proposals and request a contribution towards the cost. It was noted that the impact on the Outdoor Maintenance Officer's hours resulting from having to maintain additional planters will have to be taken into consideration;
- 2) **PROW – Footpath 8:** The footpath had been cleared and trees planted the day before by Councillors, staff and volunteers and had already generated many positive comments. Lancaster City Council have kindly agreed to collect and remove the 'garden waste' and to provide wood chippings, free of charge, that the Outdoor Maintenance Officer will use to finish the work off;
- 3) **Litter bins:** The City Council had now delivered four new litter bins – although a 'jumbo' bin would be preferred on the passage between Booths and On a Roll. Dog waste bins are still needed, including some to be fixed on footpath 8 if possible. **ACTION:** Clerk to contact Public Realm about replacement / installation of dog waste bins;
- 4) **Bike stands:** Councillor Parker reported on the current position regarding the installation of bike stands provided by Lancaster City Council. A location on Market Street close to Ashtrees Surgery had been identified although this will only provide for a maximum of three stands. Following a site visit, the potential for several others had been identified at Carnforth Railway Station and permission to use this space has been requested. The ongoing issue regarding the bike sheds at the Station was also raised, including a suggestion that these be operated / managed by the Town Council, although the practicalities of doing this need further consideration;
- 5) **Tree planting / air quality:** Lancaster City Council has pledged to help plant a million trees as part of the Northern Forest project and the City Council's Climate Change Strategy. Trees are available from Lancaster City Council, free of charge. **ACTION:** Councillors to consider whether there are any locations in the town that might benefit from the planting of trees and the Clerk to promote the initiative on the Town Council's website and social media and in the next Carnforth Express;
- 6) **Grass maintenance / weeds:** It was reported that Councillor Smith and the Clerk are due to meet with the Head of Public Realm at Lancaster City Council to discuss the current regime and approaches relating to the maintenance of open spaces and tackling the problem of weeds. Outcomes from this planned meeting will be reported back.

20062 Budget Planning: The Clerk presented reports on the spend to date from the Town Development & Planning budget. It was noted that this is currently significantly under budget, due, in large part, to the implications of the coronavirus pandemic which has resulted in events and activities being cancelled or much reduced in size. The Clerk forecasts that the outturn of this budget at 31st March 2021 will be £2,000 – being £1,000 under budget.

Notwithstanding this, plans for expenditure for 2021/22 to be submitted to Finance & Governance Committee for consideration, suggests that a budget of £3,000 (no change from 2020/21) would be required.

After some discussion, it was **RESOLVED** that the Committee requests a budget of £3,000 in 2021/22 and that the Clerk produces a schedule of the proposed spend for consideration by the Finance & Governance Committee as part of developing the full Budget for 2021/22 to be recommended at the Budget Meeting of the Town Council in January.

20063 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 4th January 2021. The meeting closed at 6:20pm



Clerk to the Council Date: 11th December 2020

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 9th December 2020

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

Present: Councillors Grisenthwaite (Chair); Bromilow (Town Mayor); Gardner; Jones and Watson

In attendance: Bob Bailey, Town Clerk

20072	Apologies: Apologies were received from Councillors Branyan and Parker
20073	Declaration on interests and dispensations: There were no declarations of interest or dispensations for items on the agenda
20074	<p>Urgent Business: The following items of urgent business was considered:</p> <ol style="list-style-type: none">Community Benefit Fund: An application has been received from the Carnforth Free Methodist Church for funding of £1,000 towards their Community Church building project, with this money being used to fund new chairs;Administrative Officer: The Clerk had submitted for consideration a draft of a job description for the post of Administrative Officer. The proposal was to make an appointment by April 2021 based on 10 hours per week on Salary Point 3 of the national pay scale (£18,562 per annum pro rata). Councillors were reminded that approval to fill this post had previously been given by Council and costs included in the 2020/21 budget, but the post has not yet been advertised. Members considered and commented on the draft job description making one small amendment.Skills Audit & Member Development: The Chair noted that the deadline for submission of the form had passed and that just four completed forms had so far been received; After some discussion, it was agreed that: the Town Council be recommended to approve the Community Benefit Fund application; that the Town Council be asked to endorse the job description for an Administrative Officer with a view to an appointment being made by April 2021, and that all Members again be asked to complete and return the Skills Audit & Members Development form at their earliest convenience.
20075	Minutes: It was RESOLVED that the notes of the meeting held on Wednesday 11 th November 2020 be approved.
20076	Carnforth Civic Hall: The Clerk gave an update on the latest position on the negotiations and logistical arrangements for the use of the Civic Hall as a vaccination centre for a period of 12 months. Planned work on the building is due to commence on 28 th December for a period of two weeks and vaccinations are due to commence from January.

This will be for a period of 12 months, seven days a week and means that the Air Training Corps (ATC) will need to clear their equipment before 28th December.

Members were advised that under delegated authority the Town Mayor and Councillor Grisenthwaite, as Chair of this committee, had approved the monthly rent proposed by the National Health Service (details had previously been circulated to all Councillors).

The revised lease with the ATC is currently being finalised along with a 'Licence to Occupy' with the National Health Service. It was also reported that on the advice of Councillor Watson, photographs of the building in its current state had now been taken and saved.

Councillors Smith and Watson in particular; the Clerk and Civic Hall Manager, were thanked for their work on this significant issue and **it was then RESOLVED that the Town Council now formally approves the exclusive use of Carnforth Civic Hall for a period of up to 12 months by the National Health Service as a vaccination centre.**

20077 Crag Bank Village Hall: Councillor Grisenthwaite presented a paper setting out the current position regarding the management and administration structure at Crag Bank Village Hall. It was noted that there is now only one trustee of the building, with one part time officer responsible for its financial administration. Both have informally shown a willingness for the management and 'trusteeship' of the building to be assigned to Carnforth Town Council and subsequent legal advice on such a proposal has now been received.

Councillors Grisenthwaite and Watson had considered the financial implications around the impact on business rates that taking on responsibility for the Village Hall would have. It is considered that save for a few minor repairs that building is safe and secure and that there are clear opportunities to maximise rental income from the use of the building which has the added benefit of its own car park. It was noted that given that the Civic Hall cannot be used by our existing hirers for up to 12 months it may be possible to offer them the use of Crag Bank Village Hall as an alternative.

After some comments, questions and observations, **it was RESOLVED that the Town Council be recommended to approve that formal arrangements to take on the running of Crag Bank Village Hall be made.**

20078 Microsoft 365 Business: The Clerk presented a proposal to migrate all Council business to Microsoft Office 365 for Business aimed at increasing productivity and improving efficiency and effectiveness. The paper set out nine benefits of this migration including potential for an overall reduction in costs; improved security; file sharing and storage; video-conferencing and future proofing Council business.

It was reported that the cost of this migration and 16 MS 365 licences would be £797 per annum.

Since then the Clerk, has contacted Lancaster City Council to ask whether they can support the Town Council's migration to MS 365 and the associated licences – this has been acknowledged by the City Council and is being considered.

After some questions, **it was RESOLVED that further consideration be deferred until the January meeting when a formal response from Lancaster City Council should have been received.**

20079 Budget Monitoring & Planning: The Town Clerk presented a report setting out the up to date 'Net Position' of the Town Council's budgets as at 30th November 2020. The committee were asked to note that this shows a favourable variance of over £60,000 arising from a combination of the award of a business grant and both unplanned and unused expenditure arising from the coronavirus pandemic.

As requested, Committees have now considered their commitments to 31st March 2021 and their plans for 2021/22 and a paper setting out these proposals was considered by the Finance and Governance Committee, including Town Council aspirations for the coming year.

The cost of the *Carnforth Express* in 2021/22 and that planned in 2021/22 was challenged, particularly as no income from advertising had been generated in this financial year. The high quality of the newsletter and its popularity in the town was acknowledged as was the fact that this year, much of the available space had been taken up through providing relevant and important advice and information on the coronavirus pandemic. It was suggested that rather than income through advertising a better option might be to seek sponsorship towards the annual cost whilst, at the same time, reducing the potential workload in managing advertising. It was agreed that this will be looked at in detail during the next financial year.

In response to a question about the likely outturn for 2021/22, the Clerk reported that there remains some 'unknowns' given the current position regarding Carnforth Civic Hall and decisions to be made at the December meeting of the Town Council. Notwithstanding this, and as previously agreed, Councillors Grisenthwaite, Jones and the Clerk will be considering the expected outturn, draft budget and precept for 2021/22 for consideration and approval by the Town Council in January. Their followed a brief discussion on the required Reserves and how the fixed income from the use of the Civic Hall in 2021/22 may be best utilised.

It was then **RESOLVED that the current net position be noted and that a draft budget and precept for 1st April 2021 to 31st March 2022 be produced for consideration and approval by Carnforth Town Council in January 2021.**

20080	Payments List: The Town Clerk presented the Payments list. The total payments amount to £7,908 including payments from the Carnforth 'Steps into the Light' grant and a laptop. After some comments and questions, it was RESOLVED that the payments listed be RECOMMENDED for approval by the Town Council at its meeting on 16 th December 2020
20081	Effectiveness of Internal Controls: The Chair recommended, and Councillors agreed to defer this item until a future meeting of the Committee.
20082	Job Title: Councillors considered a proposed change to the Clerk's job title to adequately reflect the role as a 'Proper Officer' as set out in statute to reflect responsibilities to ensure that Council decisions and financial management arrangements are lawful. It was then RESOLVED that the Town Council be recommended to approve a change in the Clerk's job title to 'Clerk and Proper Officer'.
20083	Date of next meeting: The next meeting of Finance & Governance Committee will be on Wednesday 13th January 2021 at 5:15pm. The meeting closed at 6:30pm



Clerk to the Council Date: 11th December 2020

Carnforth Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	Town Clerk	04/12/2020		Unity Trust - Current		Salary	Bob Bailey	Z	1,088.60	0.00	1,088.60
202	Civic Hall Manager	04/12/2020		Unity Trust - Current		Salary	Richard Marsden	Z	929.24	0.00	929.24
203	Outdoor Maintenance Officer	04/12/2020		Unity Trust - Current		Salary	Terry Allum	Z	268.80	0.00	268.80
204	Outdoor Maintenance Officer	04/12/2020		Unity Trust - Current		Allowance	Terry Allum	Z	15.00	0.00	15.00
205	PAYE	04/12/2020		Unity Trust - Current		PAYE	HMRC	Z	640.68	0.00	640.68
206	Carnforth Steps into the light	04/12/2020		Unity Trust - Current		Light Up Carnforth	Carnforth Business Network	S	2,290.12	458.03	2,748.15
207	Grounds Maintenance	04/12/2020		Unity Trust - Current		Grounds Maintenance	Travis Perkins	S	11.80	2.36	14.16
208	Grounds Maintenance	04/12/2020		Unity Trust - Current		Repairs and maintenance	Travis Perkins	S	20.31	4.06	24.37
209	Grounds Maintenance	04/12/2020		Unity Trust - Current		Repairs and maintenance	Travis Perkins	S	1.20	0.24	1.44
210	Electricity	04/12/2020		Unity Trust - Current	Direct Debit	Electricity	British Gas	L	26.85	1.34	28.19
211	Electricity	04/12/2020		Unity Trust - Current	Direct Debit	Electricity	British Gas	L	16.97	0.84	17.81
212	Repairs & Maintenance	04/12/2020		Unity Trust - Current		Repairs and maintenance - Civ	Trade UK	S	43.91	8.78	52.69
213	Repairs & Maintenance	04/12/2020		Unity Trust - Current		Repairs and maintenance - Civ	Trade UK	S	40.11	8.02	48.13
214	Broadband	04/12/2020		Unity Trust - Current	Direct Debit	Broadband	Plusnet	S	27.80	5.56	33.36
215	Domain & Web-hosting	04/12/2020		Unity Trust - Current	Credit Card	ICT	IONOS	S	26.97	5.39	32.36
216	Software	04/12/2020		Unity Trust - Current	Credit Card	Conference software	Zoom	S	9.29	1.86	11.15
217	Software	04/12/2020		Unity Trust - Current	Credit Card	Conference software	Zoom	S	32.00	6.40	38.40
218	Assets	04/12/2020		Barclays	Credit Card	Generator battery	Amazon	S	31.57	6.32	37.89
219	Publications	04/12/2020		Unity Trust - Current	Credit Card	Calendar	Liz Withey	Z	12.00	0.00	12.00
220	Service Charge	04/12/2020		Unity Trust - Current	Credit Card	Service Charge	Lloyds Bank	Z	3.00	0.00	3.00
221	Grants Paid	05/12/2020		Neighbourhood Plan		Community Benefit Fund	Carnforth Swimming Pool	Z	1,000.00	0.00	1,000.00
222	Hardware	07/12/2020		Unity Trust - Current	Credit Card	laptop	Laptops Direct	S	624.00	124.80	748.80
223	Software	07/12/2020		Unity Trust - Current	Credit Card	Norton Security	Laptops Direct	S	20.81	4.16	24.97
224	Postage	07/12/2020		Unity Trust - Current	Credit Card	laptop	Laptops Direct	S	10.66	2.13	12.79
225	Electricity	03/12/2020		Unity Trust - Current	Credit Card	Electricity	British Gas	L	16.26	0.81	17.07
226	Broadband	07/12/2020		Unity Trust - Current	Direct Debit	ICT	Plusnet	S	23.50	4.70	28.20
227	Software	07/12/2020		Unity Trust - Current	Credit Card	Conference software	Zoom	S	11.99	2.40	14.39
228	Repairs & Maintenance	09/12/2020		Unity Trust - Current		Repairs and maintenance	Screw Fix	S	14.16	2.83	16.99
229	Civic Hall	10/12/2020		Unity Trust - Current		Capital works	MPH Joinery Services	Z	1,555.00	0.00	1,555.00
230	Community Resilience Fund	10/12/2020		Unity Trust - Current		Mileage	Liam Law	Z	313.65	0.00	313.65
Total									9,126.25	651.03	9,777.28