



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 17th February 2021 at 6:30pm

Members of the public wishing to attend the meeting may do so by following this link:

<https://us02web.zoom.us/j/86886187407>

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

- 21013. Apologies:** To receive apologies
- 21014. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21015. Urgent Business:** To receive matters of urgent business not on the agenda
- 21016. Minutes:** To consider and approve Minutes of meeting held on Wednesday 20th February 2021.
- 21017. Officer appointment:** To approve the appointment of Sarah Lowell to the post of Administrative Officer commencing 1st March 2021.
- 21018. 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 (See Agenda Pack)
 - 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: including Carnforth Business Network; Twinning Association; Quarry Liaison and Carnival Committee
- 21019. Action Log:** To consider progress on agreed actions and note actions created since the last meeting (Action Log to follow)
- 21020. 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> : (see page 2)



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Application No:	Description
20/00740/FUL	Erection of an equipment storage building & erection of fencing to boundary and to enclose LPG tanks – Northside Caravan Park, North Road, Carnforth LA6 1AA RECOMMENDATION: Support in principle
20/00752/FUL	Demolition of agricultural buildings, conversion of two barns into dwellings, erection of five dwellings with associated access and erection of a garage for a farmhouse – Hodgson’s Croft Farm, North Road, Carnforth LA5 9LU
21/0020/TPO	Application to carry out works to three trees located at: 25 Crag Bank Crescent, Carnforth LA5 9EQ

- 21021. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21022. Carnforth Neighbourhood Plan:** To receive an update on the development of the Carnforth Neighbourhood plan and next steps (Report to follow)
- 21023. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 1st February 2021 (Cllr Watkins to report)
- 21024. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 2nd February 2021 (Cllr Branyan to report)
- 21025. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 10th February 2021 (Cllr Grisenthwaite to report)
- 21026. Date & Time of next meeting:** 17th March 2021 commencing at 6:30pm

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

12 February 2021

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held on Wednesday 20th January 2021

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

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

In attendance: Bob Bailey, Clerk and Proper Officer; Ward Councillor Guiding, County Councillor Williamson and one member of the public

21001 Apologies: Apologies were received from Councillors Reynolds and Smith and Ward Councillors Yates.

21002 Declaration on interests and dispensations: The Clerk commented that by virtue of living within the parish of Carnforth and Crag Bank, Councillors have an interest in Town Council matters and that for the purposes of parish council meetings the law only requires that pecuniary interests be formally declared. This does not, however, preclude the declaration of 'other' interests. Whether to do so it is a matter for individual Councillors to determine after considering if it would be 'reasonable' to expect that the nature of the interest would preclude that Councillor from participating in any discussion or voting at the meeting. Councillor Reynolds declared a non-pecuniary interest in discussions on planning applications considered by the Town Council as he is now a Ward Council Member of Lancaster City Council's Planning Committee.

21003 Urgent Business: Members raised urgent business on the following matters:

1) **Covid19 Updates:** The Clerk reported on the latest information available to support residents and businesses financially and socially during the pandemic – full details of these have been posted on social media and the Council's website. Councillors were also advised of the main issues raised at a recent 'community connectors' meeting attended by representatives from parish and town councils, Lancaster City Council, Morecambe Bay Health Trust and Lancashire Constabulary.

Councillor Watkins reported that vaccinations at Ashtrees Surgery and the stewarding provided by local volunteers was 'already going very well';

2) **Interview Panel –** The Clerk reported that with just a few days before the closing date for the post of Administrative Officer, fourteen applications had been received. Members discussed who should be on the interview panel along with the Clerk. **ACTION:** That the interview panel be Councillors Bromilow, Branyan and Grisenthwaite, acting as Chair;



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- 3) Census 2021: Councillor Watkins raised a question about this years Census which aims to be 75% digital. It was agreed to promote the Census around the community in the coming weeks, including an article in the next edition of the *Carnforth Express* and information posted on the Council's noticeboards, social media pages and website. If circumstances allow, Census representatives may be asked to attend a meeting to provide guidance on the arrangements for this year.

It was then RESOLVED that the matters of urgent business and agreed actions be noted.

21004 Minutes: It was RESOLVED that, subject to minor amendments, the Minutes of the meeting held on Wednesday 16th December 2020 be approved.

21005 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** A resident asked for any updates on Lancashire County Council's plans for the bridge on North Road that crosses the M6 link road. County Councillor Williamson advised that the plans are still being developed and explained that the Town Council, even at this early stage, had discussed the proposals with County Planners. Once the plans have been formalised, there will be an extensive consultation undertaken – likely to be towards the end of 2021.

The state of the North Road noticeboard shared between the Town Council and Neighbourhood Watch was also raised and actions needed to either repair or replace it with a larger noticeboard discussed.

- 2) **Correspondence and Action Plan:** The 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 Clerk / Councillors / Committees to address matters arising from the correspondence received. Councillors attention was drawn to recent and planned connecting communities meetings and the City Council's Grassland Management Strategy which had now been launched.

The revised action plan was presented setting out all the ongoing and completed activities and tasks including updates on several strategic and operational matters Councillor Gardner gave an update on the latest position regarding the installation of bus shelters on land on Back Lane and Lancaster Road due on 24th February. The Outdoor Maintenance Officer has prepared the area at Back Lane ready for installation.



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- 3) **Member updates / matters:** Members commented on matters including the following:
- a) **Town Mayor:** The Town Mayor congratulated residents and businesses for their involvement in the 'Carnforth Steps into the Light' project which had been a great success and had given her a very difficult task in selecting the competition winners. The Town Mayor also praised everyone who had worked on putting together, and took part in, the remote Citizens of Merit Award Evening which had been a great success and suitable recognition of all of those who have 'gone the extra mile' during the Covid-19 pandemic to date.
 - b) **General updates and reports:** Councillors were reminded about the deadline for the submission of articles for the next edition of the *Carnforth Express*. Councillor Holbrook advised that a representative from 'Create Streets' will be attending the next meeting of the Town Development & Planning Committee to give a presentation on the mapping application software that they provide.
- 4) **Reports of Ward and County Councillors:** Councillor Williamson provided an update of the latest Covid-19 position across the County and more locally. Large scale, targeted testing at large organisations and in areas of most need are well underway. A range of relevant statistics and the impact that this is having on the National Health Service was provided and it was advised that it would be some time yet before any reduction in the lockdown restrictions can be expected. It was also reported that the rollout of vaccinations is going very well, at this early stage, with 10% of the population in Lancashire already being vaccinated. Vaccination centres are being opened and testing carried out across the region. There is a campaign underway to encourage everyone across the County to take up invitations for both testing and the vaccination when invited. It was noted that the Town Council is still waiting to hear whether Carnforth Civic Hall will be used as a vaccination centre. **ACTION:** County Councillor Williamson to follow up on the latest position regarding use of Carnforth Civic Hall.
- Councillor Williamson then provided an update on County Council budget plans including investment in education and early learning; adult social care; highways maintenance; flood risk management and infrastructure schemes. A decision on the Council Tax for 2021/2022 has been deferred.
- Ward Councillor Guilding, reported that following a meeting with Carnforth Integrated Care Community, she was pleased to report that all Care Home residents and workers had now been vaccinated as had over 80% of the most vulnerable category of residents.



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Councillor Guiding congratulated everyone who was awarded a Citizen of Merit Award and the Town Council for organising the virtual event. The Town Council was also thanked for organising and funding the clear up and planting of trees on Footpath 8 and for the provision, and help with the distribution of, the updated Carnforth Covid19 support group leaflets that had now been distributed to every household.

On behalf of Councillor Yates, Councillor Guiding reported that he continued to pursue the problem of HGV's turning into Market Street and regularly damaging the safety railings at the top. It was questioned whether County Highways were going to continue to repair these railings or look at some longer term solution.

Councillor Reynolds had sent a written report that had been previously circulated to Councillors, including local case work on behalf of residents and local businesses and an update that the Eden booklet, sent to various key stakeholders, had received a positive response. Councillor Reynolds recommends that the next steps be a follow up where responses had not yet been received and to consider dates to hold a virtual meeting with stakeholders. Councillor Reynolds also commented on his gratitude to all recipients of the Citizen of Merit award and the Town Council for the idea and the actual event.

- 5) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:
 - a) **Carnforth Business Network:** Councillor Watkins commented that Carnforth Business Network have been very positive about this year's Christmas lights project that they are keen to build on this in 2021. A meeting to establish a working group for the 2021 Christmas lights has been arranged so that planning can commence early in the year. The Clerk advised that a requirement of the funding was to produce an *End of Project* report and he would welcome input from the Carnforth Business Network to complete this. Carnforth Business Network have written a letter to the Canal and Rivers Trust in support of the 'Boardwalk' project developed by the Lune Rivers Trust.
 - b) **Carnforth & District Twinning Association:** Nothing to report
 - c) **Quarries:** Nothing to report .
 - d) **Carnforth Neighbourhood Plan:** The Clerk reported on the recent meeting of the group and outlined that planned tasks and programme (previously circulated) that will see the project through to completion. The next stages are to forward the agreed draft of the Neighbourhood Plan to Lancaster City Council for 'screening'.



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At the same time, preparations will be made for the *Regulation 14 Consultation* in April or May. The Clerk will be applying for further funding from Locality until 31st March and then a final application in the new financial year.

Councillor Watkins thanked Councillors and our residents for all the hard work that they had contributed up to now which has resulted in a good Neighbourhood Plan for the town.

e) **Carnforth Carnival Committee:** Nothing to report

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

21006 Annual budget and precept: Councillor Grisenthwaite presented the draft budget, as recommended by the Finance and Governance, for approval. In providing context to the proposed budget, Councillor Grisenthwaite outlined the process that had been undertaken and assumptions that Carnforth Civic Hall would become an emergency vaccination centre and generate a fixed income in 2021/2022 from the National Health Service, with the lease in place with the Air Training Corps and use of the building by hirers being suspended for up to a year. Whilst confirmation has still not been received, it now seems highly unlikely that the Civic Hall will be a vaccination centre, but the uncertainty meant that the Finance & Governance Committee had to consider two versions of the budget for 2021/2022. It was explained that the unexpected income shortfall could have resulted in a substantial increase in the annual precept but Councillors had revised the original budget at short notice to ensure that this did not happen given the challenges and hardship that everyone had endured in the last year. Councillor Grisenthwaite then presented in detail the revised draft budget (assuming no NHS income) for 2021/2022.

It was reported that the total planned expenditure in 2021/2022 is £100,769 and that taking into account expected income the annual precept required is £85,599 (£85,000 in 2020/2021). The Town Mayor and Councillors thanked Councillor Grisenthwaite, the Finance and Governance Committee and the Clerk for their work in producing the budget under unusual circumstances and following a particularly challenging year.

After comments and questions, it was RESOLVED to approve the budget report summarised below and that the amount of £85,599 precept be demanded from Lancaster City Council for the financial year 2021/2022.



Carnforth Town Council

Description	Cost	% of Total Budget
Administration & Council Office	£2,870	3%
Allowances	£600	1%
Service Charges	£216	0%
Civic Hall	£12,050	13%
Committees	£6,500	6%
Community Resilience Fund	£2,000	2%
Environment	£2,100	2%
Events	£2,350	2%
Salaries & Expenses	£43,718	44%
Training	£550	1%
Professional Fees & Services	£1,645	2%
Subscriptions	£1,120	1%
Projects	£1,000	1%
Information & Communications	£7,800	8%
War Memorial Gardens	£2,250	2%
Reserves	£14,000	14%
Total Expenditure	£100,769	100%

21007 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/01143/FUL	Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU TD&PC Recommendation: Support in principle

Councillor Watkins explained the reasoning behind the recommendations made by the Town Development & Planning Committee relating to above planning applications, details of which had been previously circulated. **It was then RESOLVED that the Council endorses the recommendation made by the Town Development & Planning Committee.**



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21008

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 one planning applications had been permitted; one withdrawn and one that did not require 'Prior Approval'; a further eight are awaiting decision.

It was then RESOLVED that the planning authority's decisions be noted.

21009

Asset Management Committee: Councillor Brnyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on Tuesday 5th January 2021, including:

- 1) Outcome of a recent fire safety audit carried out by Lancashire Fire and Rescue which identified essential work that needed to be done, primarily a fire safety door to the Civic Hall Managers flat and security lighting in the basement;
- 2) Update on the maintenance programme/planner which is about to start a new annual cycle with all equipment due to be PAT tested by the end of January 2021;
- 3) Action needed to complete legal obligations, in the form of a lease agreement, between the Town Councill and the Carnforth Allotments Association and allotment holders;
- 4) Update on outdoor maintenance matters including an order placed for a four seater bench to replace the one on Shore Road and authorisation for the purchase of a Stihl Brushcutter to be used by the Outdoor Maintenance Officer to maintain grass verges and edges;
- 5) Agreement on the proposed Committee budget for 2021/2022 to be put forward to the Finance and Governance Committee for consideration

There were no question and it was then **RESOLVED** that the report and actions of the Asset Management Committee be noted and approved

21010

Town Development & Planning Committee: Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held 4th January 2021, including:

- 1) An action to determine the Town Council's liability should there be an accident on a path that has been gritted by the Outdoor Maintenance Officer on request;
- 2) Early liaison with Carnforth Business Network to prepare for the 2021 Christmas lights;
- 3) Update on the development, by a Lancaster University Student, of a Heritage Trail App;
- 4) Updates on a variety of public realm matters.

There were no questions and it was **RESOLVED** that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.



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21011

Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 13th January 2021, including:

- 1) Recommendations to the Town Council on the Budget and Precept for 2021/2022 (Minute 21006 refers);
- 2) Development of a community engagement strategy and appointment of Councillor Branyon as the Town Council's communications and engagement lead;
- 3) A final request to complete and return the Member Development and Skills Audit form by 31st January 2021;
- 4) As no election had been called by residents after publication of the formal *Notice of Vacancy*, the Town Council can now appoint by co-option. Details for anyone to express an interest to be posted on the Council website and social media;
- 5) Following a request for community benefit funding, Councillor Branyon is going to check on where the liability lies in replacing a fence at Gummers Howe Walk;
- 6) New arrangements to present reports at each meeting of the Finance & Governance Committee of the Net Budget position for receipts and payments and a Bank Reconciliation, to be signed by the Clerk as Responsible Finance Officer, and the Chair of the Committee, demonstrating that the Council's accounts reconcile to the monthly bank statements and cash held;
- 7) Payments List, recommended for approval by the Town Council;
- 8) A recommendation that Town Council endorses actions taken to date regarding the proposed takeover of Crag Bank Village Hall and approves that this now be formally and legally pursued;
- 9) Review of the effectiveness of internal control aimed at providing assurance on the Town Council's financial management controls and governance arrangements, with action being taken to improve where necessary.

Following questions on the payment list and the proposed takeover it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations be approved.

21012

Date of next meeting: The next meeting of the Parish Council will be on **Wednesday 17th February 2021**. The meeting closed at 8:25pm



Carnforth Town Council

Robert B. Baker

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Correspondence – February 2021 meeting



Date	Sender	Topic
19/01/2021	Clerk & Proper Officer	Carnforth Neighbourhood Plan – next steps
19/01/2021	Lancaster City Council	Weather warning
20/01/2021	Office of National Statistics	Census 2021
20/01/2021	Highways England	A590 Newby Bridge
21/01/2021	Clerk & Proper Officer	Precept Demand & Budget 2021/2022
21/01/2021	Troy Hayes Planning	Final draft Carnforth Neighbourhood Plan
21/01/2021	Bay Typesetters	2021 Calendars
24/01/2021	Clerk	Notice of Casual Vacancy
25/01/2021	Clerk	Reminder re Skills & Development Form
25/01/2021	Lancaster City Council	Planning consultation 20/00740/FUL
26/01/2021	Lancashire Association of Local Councils	Training timetable and booking forms
26/01/2021	NHS Strategic Estates Leads	Confirmation that Civic Hall will not be used as a vaccination centre
27/01/2021	National Association of Local Councils	Online events
28/01/2021	Lancaster City Council	Community Briefing – Census 2021
29/01/2021	Clerk & Proper Officer	Asset Management Committee – February meeting Agenda Pack
29/01/2021	Clerk & Proper Officer	Town Development & Planning Committee – February meeting Agenda Pack
29/01/2021	Utility Aid Limited	Energy audit
02/02/2021	Clerk & Proper Officer	Community matters reported to Lancaster City Council
04/02/2021	Clerk & Proper Officer	Carnforth Express for publication
05/02/2021	Clerk & Proper Officer	Finance & Governance Committee – February meeting Agenda Pack
08/02/2021	Clerk & Proper Officer	Award of Neighbourhood Plan funding



Carnforth Town Council Correspondence – February 2021 meeting



Date	Sender	Topic
08/02/2021	Lancaster City Council	Community Conversation - Supporting Action on Food on Security - Thursday 18 February at 6.30pm
09/02/2021	Carnforth Business Network	Meeting Minutes
09/02/2021	Clerk & Proper Officer	Draft Payments list
09/02/2021	Lancaster City Council	Planning Application 21/0020/TPO
11/02/2021	Lancaster City Council	Planning Application 20/00752/FUL
11/02/2021	Resident	Planning objection



Action Plan Log

[SETUP >](#)

15 February 2021

Due Today: 0

Overdue: 1

Done	Description	Notes	Due Date	Priority	Assigned to
	Allotment management & governance arrangements	Ongoing	31/03/2021	High	Asset Management
	Civic Hall maintenance programme	Being considered by AMC as part of longer term strategy	31/03/2022	High	Asset Management
	Energy Audit	Audit was poor. Alternative being sought	31/03/2021	Medium	Asset Management
	Council assets	Review of Council assets	31/03/2022	Medium	Asset Management
	Decisions	Permanent record	31/06/2021	Medium	Clerk
✓ Done	Budget & Precept 2021/22	Budget agreed and Precept demanded	29/01/2021	High	Council
✓ Done	Vaccination Centre	NHS no longer using hall	31/03/2021	High	Council
	Income	Determine NHS costs	31/03/2021	High	Council
	Crag Bank Village Hall	Engaged with Solicitor to take forward	31/03/2022	High	Council
	Bus Shelters	Being installed on 24/02/2021	31/02/2021	High	Council
	Skills Audit & Member Development	One form outstanding	31/12/2020	Medium	Council
✓ Done	Administration Officer	Post filled	31/03/2021	Medium	Council
	Council Vacancy	Interviews arranged	31/03/2021	Medium	Council
	Eden Project	Ongoing - stakeholder engagement being considered	31/03/2021	Medium	Council
	Carnforth Express	Feb/March edition published & being distributed	31/02/2021	Medium	Council
	Review website & social media	Deferred until 2021/2022	31/09/2021	Medium	Finance & Governance
	Community Engagement Strategy	No further progress	31/03/2021	Medium	Finance & Governance
	Effectiveness of Internal Controls	Ongoing - Reviewed at each meeting	31/03/2021	Medium	Finance & Governance
	Payroll	Outsourcing	31/03/2021	Medium	Finance & Governance
	Training	Develop officer & Member training programme	31/03/2022	Medium	Finance & Governance
	Carnforth Neighbourhood Plan	SEA screening completed & additional funding secured	31/03/2022	High	NPWG
	Car Share Scheme	On hold - waiting for Lancaster City Council	31/03/2022	Medium	Town Development
	Grassland Management Strategy	Engaging with City Council	31/03/2022	Medium	Town Development
✓ Done	Carnforth Steps into the Light	Project completed successfully	31/01/2021	Medium	Town Development



Carnforth Town Council

Planning Application Comments & Decisions

February 2021 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	Application refused
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 (as amended) – Hodgson's Croft Farm, North Road, Carnforth LA5 9LU	Object to the planning application	Awaiting decision
20/00808/LB: Listed building application (as amended) - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU		
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	Support the planning application in principle	Application permitted
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



Carnforth Town Council

Planning Application Comments & Decisions

February 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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
20/00912/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
20/01156/FUL: Erection of a first-floor extension, 1 Hunter Street, Carnforth, LA5 9BP	Support in Principle	Awaiting decision
20/01143/FUL: Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU	Support in principle	Awaiting decision

CARNFORTH NEIGHBOURHOOD PLAN

REVISED PROGRAMME - JANUARY 2021 – MARCH 2022

This report seeks to set out the actions and timetable to March 2022. All tasks to be complete by Troy Hayes planning and design and Carnforth Town Council. Work to be overseen and directed by the Carnforth Neighbourhood Plan Working Group.

TASK	PERIOD	NOTES
Full Council to sign off Carnforth Neighbourhood Development Plan (CNDP)	January 2021	Completed following amendments made at Neighbourhood Plan meeting and by Town Council
Draft CDNP SEA screening by Lancaster City Council	February – April 2021	January – Draft CDNP sent to Lancaster City Council for screening February – initial screening comments provided by City Council Troy Hayes responded to comments February – early April (5-6 week consultation) Mid-April – Lancaster City Council to update and issue assessment
Prepare material for Reg 14 Consultation	March 2021	
Advertise / publicise Reg 14	April 2021	
Undertake Reg 14 Consultation	Mid-April – late-May 2021 (for six weeks after Easter)	
Review responses and prepare submission documents	June – July 2021	
Submit to Lancaster City Council	August 2021	
Examination process	September 2021 – March 2022 (approx. 6-7 months)	

TROY PLANNING & DESIGN (TPD)

SUPPORT THROUGH REG 14 CONSULTATION

Prepare the following material:

- 1) Summary information posters of plan and policies
- 2) Summary note for inclusion in April / May *Carnforth Express*
- 3) Questionnaire in hard copy and electronic format (using Google Forms)
- 4) Prepare letters / emails for sending to statutory consultees (Lancaster City Council to provide contact details for statutory consultees)
- 5) Prepare presentation and attend online drop-in session

CARNFORTH TOWN COUNCIL

ACTIONS FOR REG 14 CONSULTATION

- 1) Advertise consultation (web / social media / newsletters etc)
- 2) Issue letters / emails to statutory consultees and others registered for updates
- 3) Add the Plan, summary material and survey link to website
- 4) Make paper copies of survey available
- 5) Set-up online drop-in session (by invitation?)

LOCALITY GRANT APPLICATION

Two separate applications to be made to align with Locality programme which operates on a financial year basis:

- 1) Application (1) to support preparation of Reg 14 Material, to be made before 31/03/2021 – **Application made and funding awarded**
- 2) Application (2) to support Reg 14 consultation and preparation of submission material, to be made April 2021

DECARBON8 PROJECT

The University of Manchester is inviting residents to respond to an online survey on decarbonising local travel and transport in the town. This project, funded by Decarbon8, explores how bottom-up community initiatives can support the decarbonisation agenda by reducing the need for car journeys, providing residents with viable options for sustainable transport, influencing land use policy, and providing change behaviour incentives at the neighbourhood level.

The online survey should take no more than five minutes to complete. It seeks to understand views on the decarbonisation agenda and the suitability of some social and technological innovations to decarbonise transport in Carnforth.

This work – which will inform, and be a part of, the final Carnforth Neighbourhood Plan – will make it one of, if not THE first such plan to be Carbon Neutral in the country!

For more information and to take the survey, please click on the following link:

www.carnforthdecarbon8.com or contact the lead researcher Dr Caglar Koksak, Lecturer in Planning, University of Manchester (caglar.koksak@manchester.ac.uk).

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 1st February 2021

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

Present: Councillor Watkins (Chair); Branyan, Bromilow (Town Mayor); Holbrook, Parker and Smith

In attendance: Bob Bailey, Clerk and Proper Officer

21011 Apologies: Apologies were received from Councillor Watson

21012 Declaration on interests and dispensations: There were no declarations of interest.

21013 Urgent Business:

- 1) **General matters:** Councillor Smith reported that he will be requesting a Grit Bin from County Highways to be located on the road adjacent to On a Roll which becomes particularly hazardous in the Winter.

Councillor Smith has also taken back control of finding a long term solution for mitigating the impact of Heavy Goods Vehicles using Market Street. He is liaising with County Councillor Williamson in discussions with County Highways. **ACTION: Contact to be made with the local hauliers with a view to involving them in trying to find a satisfactory solution.**

It was also reported that the updated Covid-19 support group leaflets had now been delivered to all households and large A3 versions will be ordered for display in the town.

- 2) **Create Streets Application:** David Milner from Create Streets gave a presentation on an online platform which provides a tool for community engagement through allowing people to have their say on a specific place and give positive suggestions to make improvements. The system provides an interactive map where people can click on an area of interest and complete a simple customizable questionnaire and/or submit comments that are captured in one place. This allows for detailed analysis of the data, giving an instant 'snapshot' on how people feel about where they live and work.

The system can be used on a laptop/pc and mobile phone and is currently used to engage and consult with local communities in several ways, including Neighbourhood plans; on specific matters such as traffic issues or where there may be a perceived need for changes in service delivery.

Councillors asked several questions and could see benefits of using this tool to inform projects arising from the emerging Neighbourhood plan as well as capture the view of the local community on matters such as Market Street traffic and pedestrianisation.

The cost of the system would be in the region of £1,000 - £1,500.

ACTION: Platform to be given further consideration once more is known about the community engagement tools being provided by the Carnforth Neighbourhood Plan planning consultants and when projects arising from the Plan or other community engagement possibilities are considered.

21014 Minutes: It was **RESOLVED** that the notes of the meeting held on Monday 4th January 2021 be approved.

21015 Planning Applications

Application No:	Description
20/00740/FUL	Erection of an equipment storage building & erection of fencing to boundary and to enclose LPG tanks – Northside Caravan Park, North Road, Carnforth LA6 1AA RECOMMENDATION: Support in principle

After some comments, it was **RESOLVED** that the Town Council considers the recommendation(s) of the Committee and determines action(s) to be taken.

21016 Carnforth Neighbourhood Plan: The Clerk gave a brief update on the latest position regarding the draft neighbourhood plan, including an application that has been made for additional funding and the latest work programme. The draft plan agreed by the Carnforth Neighbourhood Plan Working Group has now been sent to Lancaster City Council for screening and the planning consultants are currently working on documentation and online platforms for the Regulation 14 consultation with the local community and other stakeholders. In terms of the work being conducted as part of the DeCarbon8 project an online questionnaire is being developed around the issue of transport in Carnforth. After some comments and questions, it was **RESOLVED** that the Clerk reports to the Town Council on the latest position, next steps and work programme up to the formal adoption of the Carnforth Neighbourhood Plan.

21017 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Joint Projects:** : The Clerk and Councillors reported on the latest position regarding joint projects with Lancaster City Council including:
 - a) **Carnforth Steps into the Light:** The Clerk thanked Councillor Watkins and Carnforth Business Network for their input and feedback on the *End of Project Report* that the Clerk has now submitted to Lancaster City Council setting out details of the successful outcome of the project. A formal response to from Lancaster City Council on the outcome and achievement of the project objectives is awaited. It was reported that early plans for 2021 are already underway.

- b) **Car Club:** The Clerk reported that since the initial proposal was submitted to the Town Council for consideration in early in January the project had been temporarily halted due to the latest Covid-19 restrictions. The project will be picked up again once restrictions have eased;
 - c) **Bike Racks:** Councillor Parker reported that Network Rail have still not responded to suggestions for the installation of new bike racks at the Station. It was suggested that the Town Council receives the bike racks from Lancaster City Council and stores them until such time as a suitable location(s) can be found. **ACTION: Clerk to follow up with Lancaster City Council and Councillors asked to consider suitable locations.**
- 2) **Heritage:** The Clerk and Councillors reported on the following heritage matters:
- a) **Heritage Transport Festival:** The Clerk has now set up the suggested tasks and activities associated with this project within a project management tool called Trello. As the project progresses, those assigned to the various tasks will be given access to the system where they will be able to provide written updates on each activity for monitoring and action where necessary. **ACTION: Individual activities to be considered and leaders assigned to each in due course;**
 - b) **Heritage Trail App:** The Lancaster University student developing the app had outlined his plans for the application which have been fully supported by Councillors.. It was considered that good progress is being made;
 - c) **WW2 Heritage Trail Leaflet:** No further update. There followed a discussion about putting the existing Heritage leaflets out in local shops and the Post Office, subject to Covid-19 restrictions, to encourage people to follow the heritage trail whilst out walking during their 'daily exercise';
- 3) **Other projects:** The Town Mayor will write a letter supporting the Keer Project led by the Lune Rivers Trust to develop a Bay boardwalk;

It was then RESOLVED that updates on town development matters be noted and that actions be undertaken with progress being reported in due course

21018 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Grassland Management Strategy:** Councillor Holbrook presented a paper outlining Lancaster City Council's strategy for the management of public open spaces and aspiration to direct resources based on assessment of need across the district that is informed by, and delivered in collaboration with, parish/town councils and community groups. Councillor Holbrook's paper set out the current situation in Carnforth and a proposed response to Lancaster City Council that takes advantage of the work carried out in relation to green spaces identified in the draft Carnforth Neighbourhood Plan; Town Council plans and local knowledge.

There was a discussion about the details in the paper; the need to engage with, and get the support of, the community; the important role of the Outdoor Maintenance Officer in taking forward local plans, and the need for further consideration as to where the City Council's scarce resources should be targeted to meet local needs.

ACTION: Councillor Smith to amend his article for the *Carnforth Express* to include a short commentary about the Grassland Management Strategy and the Town Council's intention to engage with the local community. Councillor Holbrook to carry out further research around the town with a view to an updated report of the Town Council's proposals being sent to the Head of Public Realm at Lancaster City Council as a starting point for ongoing collaboration. Clerk and Councillors to consider options for establishing a local focus or citizens group who could be consulted on Town Council plans.

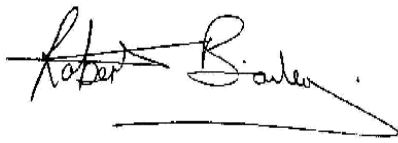
- 2) **Natter bench:** The Chair proposed that the Council installs a bench designed to get people talking, something that has particular meaning during the pandemic where many people have felt isolated from human interaction. It was suggested that this could be combined as a bench to recognise the NHS and keyworkers, previously discussed for location in the pocket park planned for Windermere Road. **ACTION:** Councillor Watkins to contact potential suppliers with a view to a design being produced for consideration and with a view to a bench being funded from the 2021/2022 budget.
- 3) **Flower Boxes:** Councillor Watkins reported that Keerford Retirement Home representatives support the proposed installation of six flower boxes along Lancaster Road, close to the building. The plan also has the approval of Ward Councillor Guilding and Lancashire County Council have confirmed that the planters can be installed in the proposed location, being at least six feet from the main A6. It was confirmed that the planters would not require any maintenance. **ACTION:** Clerk to order six planters from Earth Anchors, as previously resolved, to be paid from the Committee's remaining annual budget;
- 4) **Town 'Clear up' day:** It was agreed to defer any further for Clear up days until Covid-19 restrictions are lifted;
- 5) **Gritting:** It was agreed that the gritting of footpaths should not be undertaken by the Outdoor Maintenance Officer as this is not sufficiently covered under the insurance policy and the task should remain the responsibility of the principal authorities.

It was then RESOLVED that updates on public realm matters be noted and that actions be undertaken with progress being reported in due course.

21019 Town Crier: The Town Crier, Barrie Haddon is unable to continue in this civic role for personal health reasons. **ACTION: A tribute to Barrie's contribution and the Council's thanks will be included in the next edition of the *Carnforth Express* along with an appeal for a new Town Crier.**

21020 Budget monitoring: The Clerk presented the latest financial report showing that as at 31st January 2021 the Committee had spent £1,657 of its budget of £3,000.
It was, RESOLVED that the current financial position be noted.

21021 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 1st March 2021. The meeting closed at 6:05pm

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

Clerk to the Council

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 2nd February 2021 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, Parker & Watson

In attendance: Bob Bailey, Clerk and Proper Officer and Rik Marsden, Civic Hall Manager;

21011 Apologies: There were no apologies.

21012 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21013 Urgent Business: There were no matters of urgent business.

21014 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 5th January 2021 be approved.

21015 Public Participation: No members of the public were present

21016 Maintenance Planner: Councillors reviewed the actions and plans for February and March and agreed actions needed. It was reported that the actions for January – inspect fire extinguishers and carry out PAT testing of all equipment - had been completed. Two extension cables (one each at the Council Office and Civic Hall) had failed and need replacing. It was confirmed that all equipment had been labelled appropriately and a log completed – copy held by the Civic Hall Manager and Clerk.

After some discussion, **it was RESOLVED that the updates and actions in relation to the maintenance planner tasks be noted and that details of the PAT testing for each piece of equipment be recorded on the electronic Asset Register as a permanent record.**

21017 Allotments: The Chair reported that the faulty light had now been repaired by Lancaster City Council. Quotations have been sought for replacing the fencing at Gummers Howe Walk but no further progress had been made on establishing liability for replacing the fence.

The Clerk reported that he had found a model allotment tenancy agreement and guidance on the National Association of Local Councils website. The Clerk had previously sent a link to the [National Allotment Society](#) website to Councillor so that requirements could be considered.

After some discussions, **it was RESOLVED that: the Clerk sends details of the NALC template and guidance with a view to a version being approved at the March meeting for discussion with the Carnforth Allotments Committee, prior to being issued to allotment holders.**

21018 **Community Halls:** The Clerk reported that he had put together a calculation of the potential loss of income and expenditure arising from the late decision of the NHS not to use Carnforth Civic Hall as a vaccination centre. Councillors were advised that this is to be considered by Finance and Governance Committee at their next meeting.

The Civic Hall Manager reported that because of the late decision by the NHS the newly installed intruder alarm panel will need to be moved and a Wi-Fi connection possibly set up so that the alarm can be controlled externally by nominated 'keyholders'. There followed a discussion about keyholders to the building in case of emergencies. **ACTION: Enquiries be made with the suppliers as to whether the timing to cancel the alarm can be changed remotely, removing the need to move the intruder alarm panel;**

There was also a discussion about the likelihood of the Civic Hall being opened in the coming weeks and whether there is an opportunity for the basement / rifle range to be made available to other users who have expressed an interest. There followed a discussion around ownership of the rifle range and when/if the ATC will be returning to the building. **ACTION: Clerk to check the current lease with the Air Training Corps regarding use of the rifle range and arrangements for their return to the Civic Hall.**

After some discussion, it was RESOLVED that updates and actions be noted and that: notice be posted on social media that the Civic Hall will re-open as soon as Government restrictions allow and that; opportunities to market the hire of the halls and maximise income be considered by Council in due course.

21019 **Outdoor Maintenance:** The Clerk reported that six planters are to be purchased by the Town Development and Planning Committee to be located in front of the wall near Keerford View retirement home. This will, inevitably, create more work for the Outdoor Maintenance Officer and some additional costs from the environmental budget.

After some discussion about securing the planters and ongoing management and monitoring of the Outdoor Maintenance Officers monthly hours, it was **RESOLVED** that the update on outdoor maintenance activities be noted.

21020 **Energy Audit:** The Clerk had previously circulated a report, provided free of charge, from Utility Aid on energy use and potential deals available to the Town Council based on current usage. Councillors expressed disappointment in the quality and content of the report that did not demonstrate a saving on current usage and costs.

Whilst it was acknowledged that there is a great deal of uncertainty with the current Covid-19 situation it was felt that the suggested offers provide little benefit to the Council at this time. **ACTION:** Clerk to thank Utility Aid for their report and advise that the Council will be doing further research before making any firm decisions on energy supply.

It was then **RESOLVED** that Councillor Watson, with support from Clerk, research other opportunities around energy efficiency and savings and engage an external agency if considered necessary.

21021 Asset management: The Clerk presented an up-to date report, produced from the Scribe accounting system, of the Council's assets incorporating a description of each individual asset, its location and cost at purchase. The total amount of all Council assets now stands at over £301,000.

There followed a discussion on the ongoing management of Council assets, including insurance cover, accounting for the Council's assets in the Annual Governance and Accountability Return (AGAR) and when a physical review of the assets – last carried out in early 2020 - should be undertaken again.

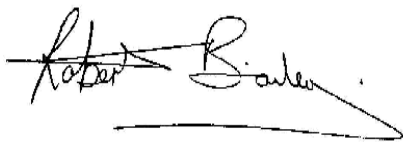
It was then **RESOLVED** that the up to date position be noted and that a formal physical review of assets be carried out, Covid-19 restrictions allowing, in 2022.

21022 Budget Monitoring: The Clerk presented reports the latest summary of receipts and payments for the Environmental and Asset Management Committee budgets. It was noted that the environmental budget has been overspent due to additional investment on flowers and plants and work on footpath 8, whilst the Asset Committee budget is currently some £700 underspent.

It was noted that additional expenditure on the environment had been reflected in a £500 increase in the 2021/2022 budget to £2,000, whilst the Asset Committee budget will be maintained at £3,500.

There was a further discussion around the maintenance plans for the Civic Hall in 2021/2022 and it was then **RESOLVED** that: the latest budget position be noted and that Councillors Branyan and Watson work with the Civic Hall Manager to carry out a survey of the building with a view to developing a long term, prioritised, maintenance plan for the coming years.

21023 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 2nd March 2021 at 5:00pm**. The meeting closed at 6:00pm.



Clerk and Proper Officer

Chair

Date:

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 10th February 2021

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 and Watson

In attendance: Bob Bailey, Clerk and Proper Officer

21013 Apologies: There were no apologies.

21014 Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.

21015 Urgent Business: The following items of urgent business were considered:

- 1) Payroll Outsourcing:** As requested the Clerk had sought quotations for outsourcing the payroll function. Two quotations had recently been received offering payroll processing, reporting and administration costing £221 and £156 per annum respectively. It was acknowledged that there had not been sufficient time to fully analyse and compare the services on offer, but Councillors were agreed that either would represent value for money and provide a good level of expertise and assurance on payroll and HMRC requirements. **ACTION: Clerk to produce a paper analysing the services offered by each provider so a decision can be made on the 'most advantageous' quotation.**
- 2) Training Programme:** The Chair presented a paper setting out initial thoughts on developing a training programme for Councillors and staff which to date has not followed a clear structure. The proposals suggest a combination of in-house, bought in and shared training that can be offered to other parish councils in the district in the longer term. A range of generic and specific training was suggested. Councillors agreed that this would meet the criterion for achieving the Quality Standard set by the Local Government Association Award Scheme and, importantly, provide value for money training and development for both Councillors and staff to fulfil both their potential and responsibilities. **ACTION: Clerk to circulate the paper to Councillors for more detailed discussion at the next meeting of the Finance and Governance Committee with recommendation(s) and/or plan being presented to the Town Council in due course.**
- 3) Council Decisions:** Following a question by the Chair it was acknowledged that other than in the Council Minutes there is no permanent record of the decisions of Council that can be easily accessed. There followed a discussion on ways in which this could be achieved and arrangements for archiving Council Minutes.

ACTION: Clerk / Administrative Officer to develop a spreadsheet, for further consideration by the Finance and Governance Committee, setting out a permanent record of decisions made by Carnforth Town Council.

- 4) **Covid-19 Support Group:** Councillor Jones reported that having been awarded money by a local organisation, the volunteer group are looking to develop a constitution / business plan with a view to becoming a registered Charity. At the same time, they are looking into opening a bank account. One option under consideration is an account with Unity Trust (on the recommendation of the Town Council) that will require an opening deposit of £500 as a minimum. Should this be the only or preferred option – rather than a High Street bank - the group will need £200 to make up the £500 needed. After some comments it was **RESOLVED** unanimously, with one abstention, **that subject to there being a need, the Town Council be recommended to award £200 to the Carnforth Covid-19 support group to be funded from the Community Resilience Fund created to support Covid-19 related activities and matters.** **ACTION:** Councillor Jones to provide a short report on the activities of the group and their plans going forward.

21016 Minutes: It was noted that the demand for the annual precept for 2021/22 had been signed and submitted to Lancaster City Council and that just two Skills and Development forms are now outstanding – Councillors were again asked to complete and return these. Some actions are still being progressed. **It was then RESOLVED that Minutes of the last meeting held on Wednesday 13th January 2021 be approved.**

21017 Civic Hall NHS expenses: The Clerk presented a spreadsheet setting out details of a suggested 'out of pocket expenses' claim resulting from the late decision of the NHS, not to use Carnforth Civic Hall as a vaccination centre. The total, included lost income, cost of essential works, officer time and legal services, amounting to £9,987. There was much discussion about whether the cost of some maintenance and repair works could be considered as 'planned work' or arose as a direct result of the NHS proposals for use of the building. Comments were also made on the impact the closure may have on the future use and hire of the hall.

The Clerk then advised the Committee that having contacted Lancaster City Council in response to their appeal for venues for use as Covid-19 testing centres an initial proposal offering is being developed for consideration by the Town Council. The proposal will set out the expected period that the Civic Hall will be needed and how much the City Council are willing to pay for its use. The Clerk has also submitted an enquiry with Lancaster City Council's Business Support team on the availability of any additional government funding arising from the coronavirus pandemic.

It was noted that it would now be possible for Lancaster City Council to use the Civic Hall for the local elections in May. **ACTION: Clerk to advise Lancaster City Council that the Civic Hall may now be available for the upcoming local elections.**

After some further comments and observations, it was **RESOLVED** that that **Town Council be RECOMMENDED to approve a submission to the NHS for expenses incurred amounting to £9,987; that the Town Council be recommended to approve, in principle, the approach made by Lancaster City Council for use of Carnforth Civic Hall as a testing centre, subject to a formal request and satisfactory proposals being received, and that the Clerk update the Town Council on any additional Covid-19 funding being made available.**

21018 Crag Bank Village Hall: The Chair reported that following a request to the Council's solicitor, arrangements will be made for the transfer of deeds and legal entitlements relating to Crag Bank Village Hall, subject to an agreement signed by the existing trustee that the management and running of the Hall be transferred to Carnforth Town Council under new trusteeship arrangements. It was reported that the venue is financially viable and should be considered as a valuable asset for both the residents of Crag Bank and the wider Carnforth community. **It was then RESOLVED that the update be noted.**

21019 Administrative Officer: The Clerk reported that the Council had received fifteen applications for the new post of Administrative Officer. Following a shortlisting exercise five candidates were interviewed, after which the panel unanimously agreed to recommend the appointment of Sarah Lowell with effect from Monday 1st March 2021. Councillors welcomed the appointment and briefly discussed the equipment that she will need to effectively carry out her role. **ACTION: Clerk to discuss IT and other requirements and report to full Council. It was RESOLVED that Carnforth Town Council be asked to endorse the appointment of Sarah Lowell as Administrative Officer commencing 1st March 2021 and that a contract of employment, signed by the Town Mayor, be sent as soon as practicable.**

21020 Councillor Vacancy: The Clerk reported that the following the deadline for expressions of interest seven people had come forward for consideration for the casual vacancy on the Town Council. One candidate has since withdrawn their application due to other commitments. Arrangements will be made for these candidates to be interviewed remotely on 18th and/or 19th February 2021 by Councillors Bromilow, Grisenthwaite and Smith, with Councillor Jones as substitute. **It was then RESOLVED that the update be noted.**

21021 Office 365 Business: Further to a previous proposal the Clerk had done further research and had concluded that increased productivity and efficiency can be achieved through the purchase of just two Microsoft Business Standard licences (one each for the Clerk and Administrative Officer) at a cost of £9.40 per user per month - £225.60 per annum.

Councillors asked several questions on the benefits of the proposed package and the potential for additional security, 'cloud' storage and 'future-proofing' of applications.

It was noted that the package includes video-conferencing using Microsoft Teams which could potentially mean that the current arrangements with the Zoom conferencing could be cancelled, saving £38.40 per month. **It was then RESOLVED that the Town Council be RECOMMENDED to approve the acquisition of two Microsoft 365 Business Standard user licences at an annual cost of £225.60.**

21022 Budget Monitoring & Bank Reconciliation: The Clerk presented the up to date 'Net Position' of the Town Council's budgets as at 31st January 2021. The report sets out against each budget heading the net position of receipts and payments and the Committee noted an overall favourable variance of £46,893. Councillors were asked to note that this had increased from the previous month due to income being received from Quarter 3 VAT refund and the second installment of the grant for the Carnforth Steps into the Light project. The Clerk also confirmed that the application for a further £1,500 funding for Carnforth Neighbourhood Plan had been successful and payment was due within the next 10 days.

The Clerk then presented a *Bank Reconciliation Report*, generated from the Scribe Accounting System, setting out the bank and petty cash balances as at 31st January 2021 that had been reconciled to the accounting records, amounting to £63,623.

After some comments it was **RESOLVED that the net position and bank balances be noted and that the Clerk and Proper Officer as Responsible Finance Officer and the Chair sign the bank reconciliation.**

21023 Payments List: The Town Clerk presented the Payments List and advised of an additional payment received since the list was distributed, With this addition the total payments due amount to £7,843.76. The Clerk reported that the annual cost for the Scribe Accounting system has increased for 2021 but will include additional functionality including the ability to upload invoices and a new booking system that will allow for automated booking of the Civic Hall and, in due course, Crag Bank Village Hall.

It was then RESOLVED that the payments listed be RECOMMENDED for approval by the Town Council.

21024 Effectiveness of Internal Controls: The Chair took the Committee through a paper provided by the Clerk covering a review of Assertion 3 of the Annual Governance and Accountability Return (AGAR) on the subject of Compliance with laws, regulations and proper practices. This assertion aims to demonstrate that the Council '*took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the liability of the Council to conduct its business or on its finances*'.

The Clerk reported that whilst arrangements are in place to meet this assertion, small improvements could be made to the required standards to enhance control further, including raising awareness of the Council's powers and duties. There is also an opportunity for the relevant Minute and legal power to be recorded against each payment in the *Scribe* Accounting system as a permanent record demonstrating that the appropriate power had been applied, including Section 137 payments and, when applicable, the General Power of Competence.

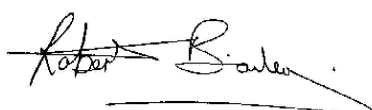
It was noted that the existing Action Log, together with a permanent record of Town Council decisions (Agenda item 21005 (3) refers) will provide good assurance that any decisions or authorised actions taken by the Council during the year have not exceeded its powers or contravened any laws, regulations or proper practices.

It was then RESOLVED that the Clerk takes the necessary action to enhance assurance relating to this assertion and reports back to Finance and Governance by 30th September 2021.

21025 **Items for next Agenda:** The Chair reported that at his request items have been suggested for the next meeting being, in this instance, policies for review and the Council's Standing Orders and Financial Regulations. Councillors were informed that they are welcome to make their own suggestions for consideration at future meetings.

It was then RESOLVED that the agenda items for next meeting be noted.

21026 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 10th March 2021** at 5:15pm. **The meeting closed at 6:35pm**



Clerk to the Council Date:

Carnforth Town Council
DRAFT PAYMENTS LIST 273 TO 301

Voucher	Cheque	Code	Name	Description	Amount
273		19 - Outdoor Maintenance Office	Terry Allum	Salary	274.40
		<i>Month 10</i>			
274		17 - Civic Hall Manager	Richard Marsden	Salary	929.24
		<i>Month 10</i>			
275		18 - Town Clerk	Bob Bailey	Salary	1,088.40
		<i>Month 10</i>			
276		20 - Civic Hall Manager	Richard Marsden	Allowance	15.00
		<i>Month 10</i>			
277		46 - Telephone	3	Telephone	10.00
		<i>Month 10</i>			
278		80 - PAYE	HMRC	PAYE	1,106.53
		<i>Month 10</i>			
279		74 - Grants Paid	Carnforth Free Methodist Church	Grants Paid	1,000.00
280		39 - Software	Scribe	Scribe Annual Subscription	561.60
281		5 - Repairs & Maintenance	Screw Fix	Repairs and maintenance - Civic Hall	27.96
282		29 - Members	Parish & Town Training	Member Training	85.00
		<i>Councillor Branyan and Jones</i>			
283		82 - Planning Services	Lancashire County Council	Planning permit	277.00
		<i>Lancaster Road</i>			
284		5 - Repairs & Maintenance	Travis Perkins	Repairs and maintenance - Civic Hall	5.50
285		5 - Repairs & Maintenance	Screw Fix	Repairs and maintenance - Civic Hall	45.96
286		5 - Repairs & Maintenance	Screw Fix	Repairs and maintenance - Civic Hall	13.96
287		92 - Carnforth Steps into the ligh	Carnforth Business Network	Carnforth Steps into the Light Project	100.00
288		5 - Repairs & Maintenance	B&Q	Repairs and maintenance - Civic Hall	32.60
289		16 - Town Development & Planni	Earth Anchors	Planters	1,125.60
		<i>Six planters</i>			
290		16 - Town Development & Planni	Amazon	Protective Clothing	51.13
		<i>Safety Boots</i>			
291	Direct Debit	51 - Electricity	British Gas	Electricity	77.18
292	Direct Debit	51 - Electricity	British Gas	Electricity	50.00
293	Credit Card	16 - Town Development & Planni	Tesco	Drinks for volunteers	7.86
294	Credit Card	15 - Assets	Amazon	First Aid Kit	10.00
		<i>Allotments First Aid Kit</i>			
295	Credit Card	48 - Stationery	The Works	Stationery	9.20
296	Credit Card	39 - Software	Zoom	Conference software	38.40
297	Credit Card	70 - Service Charge	Lloyds Bank	Service Charge	3.00
298	Direct Debit	36 - Broadband	Plusnet	Broadband	28.20
299	Credit Card	38 - Domain & Web-hosting	IONOS	ICT	25.16
300		16 - Town Development & Planni	Richard Marsden	Art Work	146.82
		<i>Artists impression of Market Street</i>			
301		44 - LALC Subscriptions	LALC	Subscriptions	698.06
TOTAL					7,843.76