



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 March 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

- 21027. Apologies:** To receive apologies
- 21028. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21029. Urgent Business:** To receive matters of urgent business not on the agenda
- 21030. Minutes:** To consider and approve Minutes of meeting held on Wednesday 17TH February 2021.
- 21031. 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. Town Mayor and Members updates and information only reports since the last meeting
 3. Reports of Ward and County Councillors
 4. Reports from outside bodies: including Carnforth Business Network; Twinning Association; Quarry Liaison and Carnival Committee
- 21032. Planning Applications Temporary Road Closures:** To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions> :
- | Application No: | Description |
|------------------------|--|
| 21/00155/FUL | Retrospective application for installation of extendable radio antenna – 8 Crag Bank Crescent, Carnforth LS5 9EQ |
| 21/00230/FUL | Erection of a two-storey front extension – 26 Browsholme Close Carnforth LA5 9UW |
- 21033. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21034. Local Government Reorganisation:** To consider letter and additional information regarding the proposed local government reorganisation of The Bay and North Cumbria (See Agenda Pack)



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- 21035. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 1st March 2021 (Cllr Watkins to report)
- 21036. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 2nd March 2021 (Cllr Branyan to report)
- 21037. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 10th March 2021 (Cllr Grisenthwaite to report)
- 21038. Correspondence & Action Log:** To consider correspondence and updated Action Log (See Agenda Pack)
- 21039. Date & Time of next meeting:** 21st April 2021 commencing at 6:30pm

Town Clerk
28 Wilson Grove
Heysham,

Morecambe, LA3 2PQ

12 March 2021

Tel: 07845256006 Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of meeting held on Wednesday 17th February 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; Smith, Watkins and Watson

In attendance: Bob Bailey, Clerk and Proper Officer; Sarah Lowell (Observer)
Ward Councillors Gilding (part) and Yates and County Councillor Williamson.

21013 Apologies: Apologies were received from Councillors Reynolds and Ward Councillors Yates.

21014 Declaration on interests and dispensations: Councillor Smith and Watkins declared a non-pecuniary interest and a dispensation in relation to Planning Application 20/00740/FU. Councillors Evans and Gardner requested a dispensation on any discussions relating to non-pecuniary interests in the Salvation Army and Carnforth Railway Trust.

21015 Urgent Business: The Clerk reported that the Highfield Road Noticeboard had been recently vandalised. The Police have been notified and a crime number given which will be notified to the insurance company when making a claim.

The Clerk was pleased to advise that a second successful application had been made to Lancaster City Council for a Local Restrictions Support Grant available to businesses that had to be closed during Covid19. Full details of the sums that will be received is not yet known but will be reported to the March meeting of the Finance and Governance Committee.

The Town Council has been approached by Lancaster City Council requesting that Carnforth Civic Hall be used as a Covid19 Testing Centre for lateral flow testing from March.

After some comments, it was **RESOLVED that the actions of the Clerk in respect of the damaged noticeboard and successful application for a Local Restrictions Support Grant be noted and that approval be given to Lancaster City Council to use Carnforth Town Council as a testing centre subject to the Council's costs being covered and does not commit the Town Council to any staff resources.**

21016 Minutes: It was **RESOLVED that the Minutes of the meeting held on Wednesday 20th January 2021 be approved.** Councillors wished to record their gratitude to County Councillor Williamson for her part in requesting a formal and expedient confirmation from the NHS that they had decided not to use the Civic Hall as a vaccination centre after all.



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21017 Officer appointment: The Town Mayor and Councillors welcomed Sarah Lowell to Carnforth Town Council following her recent appointment to the post of Administrative Officer commencing 1st March 2021, under delegated authority.

Sarah thanked the Town Council for the opportunity and said that she was very much looking forward to working with the Town Council and the local community.

21018 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** No members of the public were in attendance.
- 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 noted the letter of thanks received from residents located at Pure Leisure Caravan Park who, following Councillors intervention had been informed that they would not be required to vacate the site.

- 3) **Member updates / matters:** Members commented on matters including the following:
 - a) **Town Mayor:** The Town Mayor reported that she had assisted some residents with advice in the last month supported community groups during lockdown.
 - b) **General updates and reports:** Councillor Grisenthwaite reporting in his position as a Trustee of Carnforth Community Pool thanked the Town Council for their recent financial support, through the Community Benefit Fund, which is being used to get the pool in good condition for reopening when Covid19 restrictions allow. It was reported that the Friends of Carnforth Community Pool are currently raising funds. Councillor Smith has raised two matters with Lancashire County, being the provision of a grit bin and potholes on North Road. Other problem potholes have been identified on Highfield Road and the A6 near Pine Lake that will be reported. It was agreed that members of the public should be signposted and encouraged to report such matters online using the services available at Lancaster City and Lancashire County Council's – these will be included in the next edition of the *Carnforth Express*. County Councillor Williamson commented that following conversations with Highways England and County Highways the A601(M) will be resurfaced at a time to be determined.



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- 4) **Reports of Ward and County Councillors:** Councillor Williamson provided an update of the latest Covid-19 position across the County where the trend for cases, infections and deaths are thankfully, on a downward trend although the infection rate remains high in some areas of the County which is why additional testing centres are being found and businesses and key workers etc are being encouraged to carry out regular lateral testing. Lancashire County Council has also invested money into Care Holes to help them carry out tests. Like much of the country the roll of vaccinations has been a major success with around 1/3rd of the population in Lancashire having been vaccinated already.
- The County Council's budget for 2021/2022 has been approved including additional investment in adult social care and to support young people across the county through the provision of training and support to community groups on physical and mental health and wellbeing.
- The Town Council was reminded that the County Elections are set to go ahead in May, although exactly what the arrangements will be is yet to be determined.
- County Highways have been asked to provide better signage for the Carnforth Community Swimming Pool.
- Ward Councillors thanked the Clerk and Lancaster City Council Public Realm and Street Cleansing staff who acted quickly to remove extensive fly-tipping on Shore Road and send sweepers out to clear blocked gully's around the town. All Ward Councillors reported on recent casework and wished to thank a resident who has mobilised a small group of regular walkers to collect litter – yet another example of positive community action.
- There is ongoing planning enforcement work relating to the Queens Hotel development and a meeting has been arranged, on site, to discuss the South Carnforth development in relation to the green belt. The Town Council was congratulated on the quality of the *Carnforth Express* which is providing valuable and interesting information for residents and businesses.
- Councillor Reynolds had sent a written report in which he supported the Town Council's positive response to Lancaster City Council's grassland management project. It was reported that Lancaster City Council supports the intervention of the Town Council in the wider discussions to be had on the Eden project and work is continuing to arrange a date for a meeting where this can be discussed in more detail and directly with Eden representatives.



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Councillor Reynolds has written to the Secretary of State for housing, communities and local government about future housing and infrastructure in Carnforth linked to the removal of the housing development off Back Lane and the time for major housing and infrastructure projects fast approaching

- 5) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:
- a) **Carnforth Business Network:** Nothing to report
 - b) **Carnforth & District Twinning Association:** There have been no formal meeting during the pandemic but links with Saily are being maintained, including sharing of experiences of the impact that Covid19 has had on people's lives and livelihoods.
 - c) **.Quarries:** Nothing to report.
 - d) **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.

21019 Action Log: The Clerk talked through the revised and updated Action Log, highlighting progress that had been made on several actions, including some that were to be discussed in more detail on the agenda for the meeting. There were no comments raised and it was **RESOLVED** that the updates Action Log be noted.

21020 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/00752/FUL	Amended application: 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 RECOMMENDATION: Comment as previously submitted objection on access on North Road
21/0020/TPO	Application to carry out works to three trees located at: 25 Crag Bank Crescent, Carnforth LA5 9EQ



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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
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Councillors commented on the above planning applications, noting the recommendations the Town Development & Planning Committee relating to planning applications 20/00740/FUL and 20/00752/FUL (previously considered) and application 21/0020TPO which is a further application at the premises in respect of three trees. **It was then RESOLVED that the Council endorses the recommendations made by the Town Development & Planning Committee and objects to planning application 21/0020/TPO along the same lines as previously whilst noting that the advice of the tree preservation officer is required.**

21021 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 refused, one permitted; and a further eight are awaiting decision. Following some discussion on the objections previously submitted relating to planning application 20/00607/VCN it was **RESOLVED** that the updated position on planning authority's decisions be noted.

21022 Carnforth Neighbourhood Plan: The Clerk had previously circulated a report on the latest position and programme covering the period January 2021 to March 2022 which should take the Carnforth Neighbourhood Plan through to completion. Councillors were advised that the draft Neighbourhood Plan was currently with Lancaster City Council for the SEA screening. A further application for funding, until 31st March 2021, has been successful and this will be followed up by another application in the coming months that will fund the project until March 2022. Final preparations are being made for the Regulation 14 consultation which is planned to commence in March which will require significant input by the Town Council. Councillors were encouraged to complete the online survey for the DeCarbon8 project which will form part of the Carnforth Neighbourhood Plan and help to develop community initiatives for reducing car transport and options for sustainable transport. Details of the survey have been included in the recent edition of the *Carnforth Express*.



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21023 **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held 1st February 2021, including:

- 1) A presentation on a Create Street application that supports online and interactive community engagement;
- 2) Carnforth Neighbourhood Plan update and planned consultation, previously reported;
- 3) Town Development updates covering the joint initiative with Lancaster City Council on a proposed Car Club and installation of bike racks and work with a University Student on the development of a Heritage app for Carnforth;
- 4) Public Realm updates including the Town Council's promotion and support for the City Council's Grassland Management Strategy; designs for a 'Natter bench' and installation of planters along Lancaster Road.

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.

21024 **Asset Management Committee:** Councillor Branyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 2nd February 2021, including:

- 1) Completion of the PAT testing of all Council equipment and details to be recorded in the electronic asset register;
- 2) Latest position with establishing a formal agreement/lease with the Carnforth Allotments Association.
- 3) A survey of Carnforth Civic Hall undertaken by Councillors Branyan and Watson, with the Civic Hall Manager that will help to prioritise and budget for works in the short, medium and long term;

There was a discussion about the need to make positive progress on the governance and management arrangements with the Carnforth Allotments Association although some actions have been agreed with the Association around dealing with complaints from allotment holders. It was also acknowledged that as landlords of the site there should be Town Council representation at meetings of the Allotments Association.

It was then **RESOLVED** that the report and actions of the Asset Management Committee be noted and approved



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Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 10th February 2021, including:

- 1) Outsourcing of the payroll function and consideration of three quotations and service provision at the March meeting of the committee;
- 2) Development of a Training programme for Councillors and staff as the council strives to achieve Quality status. Councillors were requested to feedback on the initial proposals so that this can be taken forward;
- 3) Introduction of a permanent record of Council resolutions and decisions;
- 4) A proposal that, should it be required, the Council provides funding to the Covid19 Support Group under Section 137 powers of the Local Government Act so that they are able to open a bank account and be in a position to seek funding from other sources for the services that they have provided throughout the pandemic;
- 5) A recommendation that the Town Council requests the sum of £9,987 from the NHS for expenses and loss of income arising from their plans to use the Civic Hall as a vaccination centre, which were subsequently withdrawn;
- 6) Update on the proposed takeover of Crag Bank Village Hall which is progressing well;
- 7) Appointment of Sarah Lowell as Administrative Officer from 1st March and interest on the casual Councillor vacancy on the Town Council;
- 8) Recommendation for the acquisition of Office 365 Business licences;
- 9) Net Budget position for receipts and payments and a Bank Reconciliation as at 31st January 2021 for authorization;
- 10) Payments List recommended for approval by the Town Council;
- 11) Ongoing 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 and comments it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations be approved.



Carnforth Town Council

21026 **Date of next meeting:** The next meeting of the Parish Council will be on **Wednesday 17th March 2021**. The meeting closed at 8:40pm

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

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Planning Application Comments & Decisions

March 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
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 (As amended)	Object to the planning application	Awaiting decision
20/00808/LB: Listed building application (as amended) - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU		
20/01071/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
20/00978/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



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Planning Application Comments & Decisions

March 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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
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	Support in principle	Awaiting decision
21/0020/TPO: Application to carry out works to three trees located at: 25 Crag Bank Crescent, Carnforth LA5 9EQ	Object to the planning application (See also previous application 18/0196/TPO)	Awaiting decision



By email

To: Lancaster Town and Parish Councils

March 2021

Local Government reorganisation in Cumbria: The Bay and North Cumbria

As you are aware we have been engaging with town and parish councils to seek your views on our proposal for the Bay and North Cumbria which was submitted to the Secretary of State for Local Government in December.

The Secretary of State has now launched consultation on four options that were submitted, including the Bay and the North Cumbria proposal. This eight-week consultation runs until 19 April. We would be grateful if you could draw this to the attention of all town and parish councillors.

Please do engage in the consultation and make your town or parish council's preference clear. We would be delighted to help explain our proposal to you and want to hear your views.

Our proposal

In October 2020, the government asked all councils in Cumbria to develop a proposal for unitary local authorities, including any choice which included other relevant areas. A unitary council means there would be a single council supplying all local council services, unlike current arrangements where a county council supplies some services and district councils provide others.

In December 2020, Barrow, Lancaster, and South Lakeland Councils asked the government to agree to set up two unitary councils where:

- The Bay Council would cover the area of Barrow, Lancaster, and South Lakeland; and
- North Cumbria Council would cover the area of Allerdale, Carlisle, Copeland, and Eden.

We think the Bay and North Cumbria is the best option because:

- The Bay is a functional economic area, where 96% of people who live here also work here. We have deep connections across the local areas, and already work in partnership on issues like tourism and heritage. Last year, we established the Lancaster and South Cumbria Joint Committee to promote economic, social, and environmental wellbeing. We have developed a strong Prosperity and Resilience Strategy for the Bay that builds on our economic, social and environmental opportunities to create local wealth and jobs and to lever in investment. Becoming a unitary council would build on our proven record of collaborative working and delivering results, such as the innovative Cultural Compact bid, award-winning joint Local Plan submission for Arncliffe and Silverdale AONB and initiatives



to tackle poverty and the climate emergency. It would also help us join up with our local NHS, the Bay Health and Care Partners, with whom we share a similar footprint.

- North Cumbria Council would be able to build on the Borderlands growth deal, unique strengths of the energy coast across Copeland and Allerdale and shared interests north of the Lakes. It would also be aligned with the local NHS, North Cumbria Integrated Care.

Explaining the choice

All local councils agree current arrangements are not ideal. Most of us recognise things could be better organised. All four proposals would result in a single council for every resident regardless of where they lived.

Cumbria County Council are proposing One Cumbria which will abolish local districts and continue their model. We think a single authority in Cumbria based on the County Council proposal weakens local government, lacks local support, represents a challenging geography and will not best enable the future devolution of powers and resources from Government.

There is merit in considering a two unitary model, but only by including Lancaster is it possible to create unitary councils that will be independently viable and meet the credible geography test set out by government.

The challenge during this consultation is to decide which division of areas work best. To help decide, the government is asking you to consider six questions. Recognising the potential for confusion, we attach some additional information.

Show your support

Having said local support is a key factor in the Government's decision, we are asking you to support us now so that we can help you better in the future. The decision will not lead to immediate change. There is a lot of detail still to decide and we want to work with you during transition, should we be successful, to design the best council possible together.

Our approach has empowerment and locality at its heart. The role of parish and town councils is very important to what we are striving to achieve and we want to nurture the varied ambitions of town and parish councils and social action.

We hope you will feel able to respond positively in relation to our proposal for The Bay and North Cumbria.

Further information on our proposal and how to respond to the Government consultation is available on all three council websites at:

- Barrow Borough Council: www.barrowbc.gov.uk/thebay
- Lancaster City Council: www.lancaster.gov.uk/thebay
- South Lakeland District Council: www.southlakeland.gov.uk/thebay

We hope this letter provides you with the information you need to respond to the consultation. If you have specific queries or would like to meet to discuss, please feel free to contact us.



Yours sincerely,

M A Thomson.

CLLR ANN THOMSON
Leader of the Council
Barrow Borough Council

Erica Lewis

CLLR DR ERICA LEWIS
Leader of the Council
Lancaster City Council

Giles Archibald

CLLR GILES ARCHIBALD
Leader of the Council
South Lakeland District Council

Sam Plum

SAM PLUM
Chief Executive
Barrow borough Council

Kieran Keane

KIERAN KEANE
Chief Executive
Lancaster City Council

Lawrence Conway

LAWRENCE CONWAY
Chief Executive
South Lakeland District Council

The Six Questions in the government consultation

Reasons the Bay and North Cumbria are the right option



Is the proposal likely to improve local government and service delivery?

We believe only our proposal for the Bay and North Cumbria has set out how we would improve local government and services. The Bay is committed to working better. We will empower communities and partners to co-design and enable delivery of improved services. Our priorities will be to strengthen community power, build community wealth, address inequalities, and tackle the climate emergency. We will use reorganisation as a catalyst for change that delivers greater value for money and provides stronger strategic and local leadership.

If services will be delivered on a different geographic footprint to currently, or through some form of joint arrangements, is this likely to improve those services?

All other proposals are based on the current county boundaries and/or some form of combined authority. We think this would do nothing to address councils being pulled in different strategic directions. North Cumbria is linked into the 'Borderlands' and the North East, while South Cumbria has deep ties to North Lancashire and the North West.

When trying to balance the different needs of such a geographically and economically diverse area, services, residents and businesses suffer. Both Childrens Services and Adult Social Care require improvement. With focus on the Bay and North Cumbria, we could do much more on economic prosperity as well as being more ambitious on waste management, planning, and transport.

In the Bay we want to prioritise actions to tackle the climate emergency and build a more sustainable economy for the future, tackle inequalities and improve wellbeing and make community empowerment and building community wealth strategic priorities.

Is the proposal likely to impact local public services delivered by others, such as police, fire and rescue, and health services?

Our proposal strengthens alignment with local health services which in Cumbria divide along the lines we propose. In 2010/11 social care accounted for 41p of every pound of council tax. By 2019/20 this was expected to be 57p in every pound and to keep increasing (excluding police, fire and education costs).

Integration with the health service is by far the most important alignment in helping councils manage expenditure and improve outcomes.

The Bay Council would straddle Cumbria and Lancashire Constabulary. Our preference would be for no change to these boundaries to continue working effectively with both forces. There is a similar issue on fire and rescue services, although there would need to be changes to Cumbria Fire & Rescue which is currently part of the County Council. We believe local government issues should be the driver for Local Government Reform and that Government should engage directly with Police and Fire as experts in their field if they propose change to these services.

Do you support the proposal from the councils?

We think it is for the authorities in North Cumbria to explain their alternative propositions neither of which are credible geographies for Barrow and South Lakeland. We do not support the One Cumbria proposal. It embeds rather than resolves current challenges.

Barrow and South Lakeland want to deepen long-standing community and council relationships with Lancaster. We have a plan for improving local services, would create a viable and sustainable council and reflect a credible geography. When offered the choice 85% of people back the Bay.

Do the unitary councils proposed by the councils represent a credible geography?

The Bay and North Cumbria are the only credible geographies. The Bay works economically and socially and for service delivery, and it is what people here have told us they would prefer. North Cumbria would be able to focus on its priorities, strengths and opportunities. One Cumbria would compound the challenges that Cumbria currently faces.

Do you have any other comments with regards to the proposed reorganisation?

Cumbria was created during the last comprehensive reform of local government in 1974. It was chosen over alternative proposals for a Bay Council. The Bay was also included in early plans for regional assemblies in 2004. The Bay makes sense but local people have never been offered the option. Now is the time.

Advantages of the Bay and North Cumbria



We are proposing two new unitaries – one for The Bay covering the area of Barrow, Lancaster, and South Lakeland and, another for North Cumbria covering the area of Allerdale, Carlisle, Copeland, and Eden.

Test 1: The Bay and North Cumbria will improve local government services

The councils will reflect the natural geography. The majestic Lakes are a great asset but physically separate north and south Cumbria. County services recognise this and operate along the lines of different district areas. Creating the Bay and North Cumbria unitaries would respect our geography and enable more tailored solutions.

Improved service delivery will come from each area being able to design new councils to address distinct community priorities and opportunities without compromise. The Bay would reinforce existing joint working between Barrow, Lancaster, and South Lakeland. North Cumbria would strengthen alignment around the Borderlands and the Energy Coast. The Bay and North Cumbria would be free to accelerate integration with their respective local NHS partners.

Our reform agenda will enable us to take forward required improvements in areas like Children's services, Adult Social Care and transport. We would also be able to empower communities and focus on their priorities, including tackling inequalities and the climate emergency.

All local councils have had to make significant financial savings and are still experiencing financial pressures. Each proposal offers potential efficiencies but adopts different approaches to achieving them. The Bay proposal enhances value through reinvesting in service reform, unlike alternatives dependent on unsustainable staff and spending cuts.

Test 2: The Bay and North Cumbria will be stronger strategic and local leaders

The Bay would have a population of 319,000 and North Cumbria 327,000 placing them both in the top twenty largest unitaries in the country. Both would reflect their functional economic areas, with 96% of people who live in the Bay also working here. Together their population would be 20% more than that of Cumbria only solutions.

Our plans would enhance local democracy and representation. We will support new parishes where people want them. We will support the Boundary Commission to reflect boundaries in their review of Parliamentary seats. We will bring unitary councillors closer to the people they serve improving accountability. We will work with leaders from all sectors across the locality to put communities first.

We will also work together, and with others, on securing a better devolution deal than would be possible by Cumbria acting alone. Investment funds associated with devolution deals to single county areas have been around one third of the level of those to Combined Authorities.

Test 3: Only the Bay has demonstrated a good deal of specific local support

The Bay has demonstrably strong local support. Public opinion polling of 1000 adults in The Bay found 60% believe the area would be best served by our proposal. A joint survey of people received over 3000 responses with 85% of people favouring The Bay over a single county unitary (One Cumbria). Polling for North Cumbria districts showed a preference for any two unitary model, while the county have only recorded support for unitary local government, rather than specific proposal for a single or two unitary Councils.

Each of our councils debated and overwhelmingly approved our submission with councillors from across the political spectrum backing the Bay. 88% of local councillors voted for the Bay.

Questions about One Cumbria

Cumbria County Council want One Cumbria to abolish local districts and to continue their model. We believe a single authority in Carlisle based on the County Council weakens local government, lacks local support, represents a challenging geography and will not best enable the future devolution of powers and resources from Government



Will One Cumbria really improve local government, services and save costs?

- ***If the County Council has struggled to balance different community needs, why would a unitary on the same geography be any better?*** The county council was created in 1974 against alternative recommendations for the Bay and North Cumbria. The Bay was also an option in regional assembly proposals in 2004. This time the Bay should have its own council.
- ***Would a physically remote council improve services?*** One Cumbria would be one of the largest unitaries in England by both population and area. It would have the same population as Wiltshire but be twice the size. Proposals for Local Area Committees recognise Carlisle is simply too isolated to improve local government services.
- ***Why can only One Cumbria improve services?*** One Cumbria consistently claims that only one council can improve services but fails to explain why. Simplification benefits from being a unitary apply to all proposals. Forcing a single service delivery model across such a large area would be a backward step. Many county services today require improvement. We need a different model, where councils work with partners to support communities and businesses. Most important of all these connections is with the local NHS, which operates as two systems better aligned to the Bay and North Cumbria.
- ***Will claimed savings really be delivered?*** One Cumbria depends on significant reductions in staffing and supplier spend that risk future financial viability. All councils have had to make significant financial savings and will have further financial pressures following the pandemic. How can we be confident this ambitious scale of saving is possible without reducing service standards? Will there be the capacity to deliver improvements?

Is One Cumbria really going to provide stronger strategic and local leadership?

- ***Will people be better represented?*** One Cumbria would have a population of around 500,000 people making it one of the top five largest unitaries in the country. As it is likely to have less than one hundred councillors each will have an unsustainable caseload.
- ***Will Parishes really have increased voice?*** Given the desire to have standard approaches, One Cumbria would find it hard to develop different relationships with over 200 Parish Councils and individual Parishes will find it hard for their voice to be heard.
- ***Will a devolution deal be possible?*** A single unitary will not be well placed to secure a devolution deal. The strategic voice for Cumbria will be diminished by one council compared to the strength of Combined Authorities. Investment funds for devolution deals to single county areas have been around one third of those to Combined Authorities.
- ***Will a single authority really be viable?*** One Cumbria will need to behave as though it was two unitaries in its relationships with the health system. This will also be necessary in relation to growth because the economic areas of the North and the Bay pull in different directions – to South Scotland and North East England and to North Lancashire and North West England.

Can One Cumbria really claim it has demonstrated a good deal of local support?

- ***Is there cross-county council support for One Cumbria?*** Full Council did not debate and approve the One Cumbria proposal in the context of the current invitation.
- ***Is there local support for One Cumbria?*** All statements relate to the principle of unitary local government not the specific proposal. Our polling shows people don't want One Cumbria to be imposed on them top down by the county – or by Government.

Questions about two Cumbria unitaries proposals



Allerdale, Carlisle, Copeland and Eden have submitted two unitary proposals between them:

- Carlisle and Eden's proposal is for a North and South Cumbria (Carlisle Eden and Allerdale, Plus Copeland, Barrow and South Lakeland)
- Allerdale and Copeland's proposal is for an East and West Cumbria (Barrow, South Lakeland and Eden Plus Copeland, Allerdale and Carlisle)

Is it possible to agree a single proposal for two unitaries in Cumbria?

- Two unitaries are possible but only if Lancaster is included to achieve the government size threshold of 300,000 to 600,000.
- The separate proposals for two unitaries by these councils are essentially identical and neither option meet the size threshold. Neither option works for Barrow and South Lakeland who have a clear and longstanding alignment with the Bay.
- By including Lancaster in the Bay proposal we would enable the four North Cumbria councils to form a strong and viable authority able to deliver all services and maintain deep connections with communities across the area. It would build on a coherent geography, economic strengths and a shared health footprint. It would meet the threshold test.
- All district councils agree that a two unitary model is needed. Only the Bay and North Cumbria can make it happen.

Would these proposals really provide stronger strategic and local leadership?

- Both these proposals would see the unitary delivering local services and a strategic Mayoral Combined Authority for Cumbria providing strategic services.
- This risks being a continuation of existing two tier working.

- We think a Combined Authority, and a directly elected Mayor, should enhance local service provision as a result of closer joint working and collaboration at a local level, not replace county services.
- Cumbria may not be of sufficient size to be a powerful Combined Authority in its own right – we need to strengthen partnerships and devolution across the region. Decisions on reorganisation should not limit our ability to secure a better devolution deal later.

Is a good deal of local support demonstrated?

- Both proposals show a preference in local polling for two unitaries but neither indicate which option is favoured.
- Neither proposal has full support of the three district areas comprising each proposed geography.
- The option of a North Cumbria and Bay solution should be offered. They would be two viable unitaries, both of a size and scale to deliver services efficiently but able to maintain locality services in areas they understand well.

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 1st March 2021

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, Stretch, Smith and Watson

In attendance: Bob Bailey, Clerk & Proper Officer & Sarah Lowell, Administrative Officer

21022 **Apologies:** There were no apologies.

21023 **Declaration on interests and dispensations:** There were no declarations of interest.

21024 **Urgent Business:** Councillor Bromilow informed Councillors of an approach that had been received regarding a planned Arts Project that seeks to raise awareness of the 'climate crisis' and environmental issues. The project was set to be launched in 2020 but was cancelled due to Covid19. **ACTION:** Councillor Watkins to contact the project leader to invite him/her to the next meeting of this committee to explain the project in more detail.

Councillor Smith has contacted Historic England North West to inform them about the Town Council's Heritage Trail and developing online app and to enquire whether any funding is available. They have responded suggesting that the Town Council could qualify for a *Regional Capacity Building Scheme Grant* and have provided other possible sources of information and income. **ACTION:** Councillor Smith to consider the advice further and report pursue any opportunities for consideration by the Committee.

A resident has contacted Councillor Watkins suggesting that the town would benefit from litter bins being located on Shore Road and adjacent to the bus stop on Lancaster Road in Crag Bank. There was a discussion on who would source these and whether Lancaster City Council would be in a position to add these to their collection regime. **ACTION:** Clerk to raise with Lancaster City Council and report back.

Councillor Smith commented that the article 'Take Pride in Your Patch' in the latest edition had galvanized some residents to do just that! It was noted that at present Lancaster City Council are unable to support formal litter picks with equipment and collection whilst Covid19 restrictions are in place.

It was then RESOLVED that items of urgent business and resulting actions be noted and acted on.

21025 Minutes: It was RESOLVED that the notes of the meeting held on Monday 1st February 2021 be approved. It was noted that Councillor Smith is again pursuing the redirection of traffic on Market Street and will provide a further update in due course.

21026 Planning Applications:

Application No:	Description
21/00230/FUL	Erection of two storey front extension – 26 Browsholme Close, Carnforth LA5 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.**

21027 Carnforth Neighbourhood Plan: The Clerk reported that Lancaster City Council had undertaken their initial 'screening' raising comments and questions on the draft Carnforth Neighbourhood Plan (CPN) that had since been responded to. The City Council will now conclude their part of the screening exercise and, if required, send details to other statutory consultees who will have an input at this stage being: the Environment Agency, Natural England and Historic England. This is likely to take approximately five weeks to complete. Meanwhile, the Clerk has been working with the planning consultants to develop material for the formal Regulation 14 consultation including:

- 1)** Draft text for emails / letters to send to statutory consultees, residents and Lancashire County Council;
- 2)** A survey on the key aspects and policies of the CPN for completion and return online or by post;
- 3)** A set of Frequently Asked Questions for publication in support of the Regulation 14 consultation;
- 4)** A one page poster to advertise and promote the consultation;
- 5)** A set of four information boards summarising the purpose, vision and policies in the CNP, and;
- 6)** Draft content for a remote presentation via Zoom conferencing software to introduce the CPN and provide an overview of its key ideas and policies

Councillors were reminded that details of the online survey for the DeCarbon8 project which that will form part of the Carnforth Neighbourhood Plan and help to develop community initiatives for reducing the carbon footprint and create options for sustainable transport is now available on the Council's website and social media and had been included in the latest edition of the *Carnforth Express*. Councillors who had already completed the survey commented that it had been useful and easy to do. It was then **RESOLVED** that the Clerk be thanked for his ongoing work in relation to the CPN and that the latest update be noted.

21028 Carnforth Community / Covid19 Liaison Group: The Clerk reported that a group has recently formed that aims to support families who are feeling the impact of the coronavirus pandemic but who, for whatever reason, have not received financial or respite support. The plan is for this group to continue after restrictions have been removed in the recognition that families may need support for some time come.

The group is being coordinated by the Carnforth Integrated Care Community, Development Lead with advice from the Children and Young Peoples officer from Lancashire County Council. So far the group has members from Carnforth Salvation Army and Carnforth Free Methodist Church. The Town Council are asked to be involved and there are plans for community groups in the town to come together to coordinate resources through a 'community hub'. This could include signposting people to where help is available as well as a variety of potential projects, online or outdoors when restrictions allow, that will provide, amongst other things, much needed health and wellbeing support. These are only ideas at present but the hope is that a more holistic approach in the local community will ensure that 'no one is left behind' as the country recovers from the major impact that Covid19 has had on everyone's lives. If resources can be galvanised in time all schools are to be contacted with a view to helping families over the Easter break.

There followed a discussion around the benefits that this group could deliver in the local community and the point was made that it will need to involve, as the need arises, existing community groups to avoid duplication of effort or any feeling of resentment where there has been longstanding events. It was then **RESOLVED** that Councillors Watkins and Jones be invited to attend the next meeting of this group with a view to the Town Council being represented as the group and associated initiatives develop.

21029 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Heritage:** Contacts will soon need to be made with interested parties for the planned Carnforth Heritage Transport Festival scheduled for 30th April and 1st May 2022. This project will need the input of Councillors and others to ensure that all the planned activities are achieved. **ACTION:** That a working group be established to take the planned Heritage Transport Project forward.

Councillor Smith reported that the University student working on the Heritage App is making good progress. An actual demonstration of the app involving Councillors is being arranged. It is expected that the app will continue to develop with support from Lancaster University with a view to it being part of the Carnforth 'offer' linked to the developing Eden Project North West.

- 2) **Signage:** Councillor Watkins advised that the metal feet designed to support the proposed interchangeable advertising boards / banner should be completed in the next few weeks;
- 3) **Public Right of Way:** Once Covid19 restrictions allow it is proposed that walks along the designated footpaths be arranged with a view to considering what state they are in and any associated signage that may highlight these to visitors. Looking ahead it was suggested that a leaflet / brochure on 'Walks around Carnforth' be produced;
- 4) **Town Crier:** One application has been received to be the Town Crier to date.

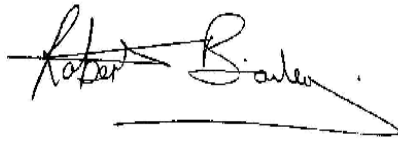
It was then RESOLVED that updates on town development matters be noted and that actions be undertaken with progress being reported in due course

21030 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Grassland Management Strategy:** There was a discussion around developing, in collaboration with Lancaster City Council, a grassland management strategy for Carnforth. Suggestions have been made for a consultation survey to be developed with a view to not only getting views on what might benefit from this new strategy but to also establish residents priorities so that any resources that the City Council ultimately save from this initiative may be diverted to where it is needed most.
ACTION: Councillor Holbrook to develop ideas for inclusion in a survey with a view to residents being consulted later in the year.
- 2) **Natter Bench:** Awaiting suggestions from a local supplier on designs for this bench;
- 3) **Flower Boxes:** Six new planters have arrived and are being stored at the Civic Hall. These will be installed on Lancaster Road in the coming weeks;
- 4) **'Clear Up' Day:** No further action until Covid19 restrictions allow;
- 5) **Grit Bin:** Not being provided by Lancashire County Council as the proposed site does not fit their criteria;
- 6) **Green Flag Award Schemes:** There was a brief discussion on the merits and criteria for the Green Flag Award Scheme which is aimed at setting a standard for the management of recreational outdoor spaces. **ACTION:** Councillors be asked to consider the scheme on their website <https://www.greenflagaward.org/> with a view to considering whether this is something that the Town Council may wish to pursue.

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

21031 [Date of next meeting:](#) The next meeting of the Town Development & Planning Committee will be on 12th April 2021. The meeting closed at 6:00pm

A handwritten signature in black ink, appearing to read "Robert Bailey". The signature is written in a cursive style with a long horizontal stroke extending from the end.

Clerk to the Council

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 2nd March 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); Parker, Stretch & Watson

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager;
Terry Allum Outdoor Maintenance Officer and Sarah Lowell,
Administrative Officer

21024 Apologies: Apologies were received from Councillor Bromilow

21025 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21026 Urgent Business: The Clerk gave a short update on the latest position regarding the request from Lancaster City Council for the Civic Hall to be used as a testing centre. It is now understood that they would like use of the building from 8th March – further information is awaited.

Councillor Parker reported that following a litter pick carried out by residents bags of litter on Shore Road need to be collected. Whilst the efforts of residents is much appreciated, Councillors were advised that Lancaster City Council are not currently supporting litter picks due to Covid19 restrictions. The dog bin at the same location also need to be emptied.

21027 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 2nd February 2021 be approved.

21028 Civic Hall: Community Halls: Councillor Watson presented a survey that had recently been conducted with Councillor Branyan and the Civic Hall Manager. This has provided an opportunity to identify critical works that need to be budgeted for and addressed in the short, medium and long term.

Councillors were reminded that the professional survey on the fabric of the building commissioned in November 2019 set out a range of remedial works, several of which have already been addressed.

This report was supplemented by a heating survey which identified that there was a critical need to replace the current oil fired boiler and heating system as it is nearing the end of its useful life. It was noted that for much of 2020 the building has not been in use but this does not deter from the need to replace it with a modern, more efficient and safe gas fired heating system that will protect the property for the long term.

Subject to further consideration and approval it would be sensible to also replace the current old and cast iron radiators with more modern and efficient ones.

There followed a discussion about the Local Business Support Grant that has been awarded to the Town Council specifically because of the closure of the Civic Hall and whether these funds could be utilized when the need arises.

In addition to the boiler there are other works that can be carried out to improve the building at relatively low cost, including LED lighting in the 'front room' and in the main hall.

There was a brief discussion on when the Civic Hall may be able to reopen in line with Government guidelines and an acknowledgement that, at this stage, the situation can only be monitored as restrictions are lifted.

It was then **RESOLVED** that the findings of the internal survey be noted and that this be developed into a structured and budgeted work programme to present to the Town Council with the main aim being to protect the Civic Hall's long term future use.

- 21024 Crag Bank Village Hall:** Councillor Watson gave a brief update on the latest position with the with the Town Council's plans to takeover the running of the Village Hall which are progressing well with the support and advice of the Council's solicitor. Once the legal position has been finalized there will be actions put in place to appoint new Trustees, including Councillors Branyan, Grisenthwaite and Watson and establish a management and governance structure to operate and promote the building going forward.

After some comments, it was **RESOLVED** that the update be noted.

- 21024 Energy Supply:** As requested, Councillor Watson has carried out a review of the Council's energy usage, at Carnforth Civic Hall and the War Memorial Gardens over the last 12 months. This has helped to establish an analysis of the monthly costs and usage that will inform decisions on the best deals for energy usage.

It was noted that the Town Council is currently in a contract until November 2022 and that there would be little benefit in considering testing the market before the 2022/2023 financial year. At this time, a new cost effective energy deal could also include the energy costs associated with Crag Bank Village Hall.

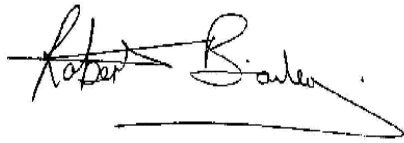
The Clerk informed Councillors that he has now been approached by two companies offering their services to broker the best available energy deals.

It was then **RESOLVED** that Councillor Watson be thanked and that the Clerk keep a record of energy brokers with a view to seeking the best possible energy prices during the financial year 2022/2023.

21025 Allotments: The Chair had drafted a lease agreement with the Carnforth Allotments Association based on the original and had circulated it on the day of the meeting. Meanwhile, the Clerk had located a model contract that was now ready for consideration. The Chair reported that having reviewed the original lease there were several areas of responsibility that the Town Council has not fulfilled since the agreement had been signed. This includes sight of fundamental records such as the annual accounts of the Allotment Association, public liability insurance and annual risk assessments. The start date for the commencement of any new lease together with the lease period and terms will need to be agreed and signed by both parties as soon as practicable. The Chair confirmed that the Association has no formal risk assessments in place with its allotment holders and that he will circulate copies of the tenancy agreements that the Allotments Association currently have in place. The Clerk reported that he had drafted a detailed Allotments Risk Assessment Report that will also be circulated for more detailed consideration and discussion with the Allotments Association when required. The Chair is still trying to start a dialogue with Lancaster City Council with a view to establishing responsibility for the repair / replacement of the fencing at the allotments / Gummers Howe. It was then **RESOLVED that the Chair arranges, as a matter of urgency, a date for a remote meeting with representatives from Carnforth Allotments Association so that formal arrangements for the management and governance of Highfield Allotments can be put in place, including any rent that the Town Council may wish to charge.**

21026 Outdoor Maintenance: The Chair welcomed the Outdoor Maintenance Officer back to work following his paternity leave. The Outdoor Maintenance Officer reported that he has removed the vandalised noticeboard on Highfield Road and taken it to Carnforth Town Council offices until such time as it is repaired or replaced. The bench to be located at Shore Road and a base for the bus shelter to be installed at Back Lane are current priorities. Looking ahead he is putting together a schedule of works for the coming weeks, including installation and planting of the new planters to be located on Lancaster Road. There was a brief discussion on the abortive installation of the two bus shelters scheduled for 24th February and the need to learn lessons from the experience so that the same problems are avoided in the future. It was then **RESOLVED** that the plans and update on outdoor maintenance activities be noted.

21027 **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 6th April 2021 at 5:00pm**. The meeting closed at 6:00pm.

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written in a cursive style with a long horizontal line extending from the end.

Clerk and Proper Officer

Carnforth Civic Hall - AMC survey Saturday 13/02/2021.

Conducted by Cllr Larry Branyan (AMC Chair) Cllr Steve Watson (AMC Dep Chair) in attendance Rik Marsden Civic Hall Manager.

At the last meeting of the AMC on Tuesday 02/02/2021, Rik Marsden made comments requesting replacement blinds for the front room of the property. AMC Dep Chair challenged the request and suggested that committee members visited the property to review Rik's request, evaluate the properties major assets and formulate a "wish" list of potential improvements that could be presented to Council in coming months for consideration.

The lasting view of the Chair & Deputy Chair following the visit that the critical asset with must be considered before any other is the heating system. Not only is the boiler old and costly to maintain, parts will shortly become increasingly difficult to procure which could render the boiler unserviceable. It is for this reason alone that Council should consider changing the heating system within the property to Gas fired boilers or an alternative source if cost effective and applicable. Consideration should also be given to compete a further review of the property condition report that was issues by Cowan's in 2019 in relation to the points raised in this report.

There is also a H&S concerns which should be highlighted in terms of the heat which emanates from the flow pipes at ankle level. The concern is primarily that if a child was to rest / lean against these pipes a serious burn would occur within seconds due to the temperature of the pipes, the AMC members were concerned enough to document this issue in order to make Council aware of this risk immediately. The Deputy Chair's professional opinion was to strongly advise Council to take precautionary measures following advice by a qualified heating engineer / contractor. Rik also made a case to the Chair & Deputy Chair of the AMC during the visit to add improvements to the kitchen to these recommendations. Following an evaluation of the current state of the kitchen and its appliances, including flooring and worktops the AMC team did not consider this to be a priority and have not detailed improvement suggestions below, however at some point in the future consideration should be given to improve this element of the property.

In terms of additional elements the AMC believe should be considered in order to maintain / improve the property, plus ensure that council have the confident that the property is safe and legally compliant, the AMC recommend the following actions are planned and taken:-

- Replace the boiler with gas fired heating system (or suitable alternative). At the same time also consider additional radiators in all GF toilets and the corridors. (photo 7&8)
- Speak to Westmorland F&S to have an additional wireless controller installed at the front door.
- Replace (dated) curtains on three windows in front room with vertical blinds. (photo 1&6)
- Install Emergency lighting in the rifle range, basement corridor & boiler room. (H&S requirement) (Photo 9)
- Replace front room lighting with LED to improve light LUX levels. (photo 1)

- Change lights in the small front office to LED. (photo 2)
- Replace 10 strip lights in the main hall, improve lighting. (photo 4&5)
- Replace the flooring in the main hall. (photo 4&5)
- Insulate all heating hot water pipes (H&S) concern.

Action Points for Town Clerk & Proper Officer to consider: -

- Check and confirm to AMC that we have scheduled checks to the electric circuits on the maintenance planner and confirm date of last full check.
- Look into legislation around legionella testing in public properties and pull together a structured regime for the Civic Hall Manager to implement with the support of an outside body who will regularly attend the property to complete statutory legionella testing in order to provide Council the assurance that the property is safe and compliant.

Supporting Photos: -

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



HIGHFIELD ROAD ALLOTMENTS

DRAFT AGREEMENT

with

CARNFORTH TOWN COUNCIL

2021

THIS AGREEMENT made the twenty eighth day of March, two thousand and twelve BETWEEN the TOWN COUNCIL of CARNFORTH in the County of Lancashire (hereinafter called "the Council") of the one part and HIGHFIELD ROAD ALLOTMENT ASSOCIATION (hereinafter called the "Association").

WHEREAS:-

- (1) The Council in exercise of the powers contained in the Allotments Acts 1908 – 1950 has provided the lands set out in the Schedule hereto (hereinafter called the "allotment area") (outlined in pink on the attached plan Appendix 1) for use as allotment gardens.
- (2) The allotment areas have been divided into plots and let or made available for letting by the Council in accordance with the provisions of the said Acts. (As depicted on Appendix 2 attached hereto.)
- (3) The Allotment Association has been able to clearly demonstrate that it has the support of at least 60% of plot holders to enter into a self-management agreement with the Town Council.
- (4) It has been agreed between the parties hereto that the allotment areas shall be controlled and managed by the Allotment Association as agents for the Council on the terms and conditions hereinafter mentioned.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:-

1 RENT

The Association shall pay to the Council on the First day of April in each year a **rent of £TBC** subject to review every three years. (First payment due **1 April 2021** i.e. the first year is free). Twelve months' notice will be given of an increase in rent and will be in accordance with the Retail Price Index. Any funds raised over and above the amounts due to the Council in the above paragraph, shall be the property of the Association. These funds must be spent solely on Highfield Road Allotments or on schemes to the benefit of the said allotments.

2 AGREEMENT

This Agreement shall commence on the **1 April 2021** and from that date the Association shall:

- a) be responsible for the general administration and maintenance of the whole of the Highfield Road allotment site including the matters hereinafter more particularly specified.
- b) the Association shall not allow its tenants to erect any structures on the allotments forming part of the premises without the Association's prior written permission and in giving its permission, the Association shall make the content subject to such conditions as they deem necessary. Structures of a proprietary nature only, measuring no more than 8' x 6', should not take up more than 20% of any plot. Structures are to be located on non-permanent bases and no asbestos is to be used in the construction whatsoever. The Association is to require any tenant not complying with this rule to remove any non-complying structure at the tenant's own expense.

- c) encourage and foster the cultivation of the allotment areas in a good and husband-like manner so far as the funds and resources available to the Association and the terms hereinafter specified, permit.
- d) ensure that nothing shall be done on the allotment areas which might be or become a nuisance or unreasonable annoyance to the owners and occupiers of adjoining or neighbouring land or allotment tenants.
- e) keep the allotment areas as far as practicable clean and free from weeds and not deposit any stones or other refuse or rubbish on any part of the lands nor on any other land belonging to the Council.
- f) not allow any new footpath upon the allotment areas to be opened or used other than the usual paths required for allotment garden purposes.
- g) ensure that tenants keep the pathway/road adjacent to their allotment clear and tidy.
- h) ensure that no livestock of any kind is left on the site.
- i) the Association shall not allow any dog to be brought on to the allotment site unless it is kept on a lead and under the full supervision of its owner. Dogs are not allowed to be kennelled overnight or bred anywhere on the allotment site at any time. The Association shall require any tenant to clear up any dog fouling from the allotment site.

- j) the Association shall be responsible for pest control on the allotment site and must ensure that its tenants shall not use or cause or permit to be used any firearm (or air weapon) or other lethal or explosive device on the allotment site or in any part of the allotment site. Vermin on, or in any part of the allotment site must be kept under control by humane means, chemicals, gases or other materials. All persons or contractors controlling vermin on the allotment site must be suitably qualified to do so.
- k) observe such conditions and fulfil any obligations that the Council are liable to observe and fulfil as owners, landlords or otherwise of the allotment areas.
- l) inspect, manage and superintend the allotment areas and do or cause to be done any act or thing for the improvement, upkeep, repair and maintenance of the allotment site including fences, trees, ditches, paths and structures in such a manner as they think most beneficial so far as the funds and resources available to the Association permit provided that no trees existing at the date of this Agreement shall be felled without the written consent of the Council. Materials used in the allotment site must be aesthetically pleasing and should not for example consist of old doors, windows or fences.
- m) sign and give lawful notices to quit to any tenant or occupier, whether present or future, of any part of the allotment areas and accept surrenders of tenancies. (The Association hereinafter have executive power to evict tenants in breach of their tenancies. The Council may require the Association to evict tenants where they have been evicted from other allotment sites.)

- n) the Association shall not at any time during the continuance of this Agreement, allow any new tenants to occupy more than one allotment plot within the allotment site, unless there are no persons on the waiting list kept by the Association. Any existing tenants holding more than one allotment shall not be allocated any further plots and the Association shall make every reasonable effort to reduce multiple tenancies wherever possible.
- o) ensure tenants comply in all ways with their tenancy agreement.
- p) ensure that no part of the allotment site is used for trade or business, except the distribution of seeds, fertilisers, tools etc by the Association.
- q) not to let gardens to individuals who have been barred from Town Council or Lancaster City Council allotment sites.
- r) not to let gardens to individuals who do not reside in the Hatfield Town Council area.
- s) ensure all lettings are made subject to the signing of an individual allotment tenancy between the Association and the tenant a copy of which must be supplied to the Council within 30 days of signature (the Council will provide free copying facilities at the Council Offices to facilitate this).
- t) demand, sue or receive and retain from the present and future tenants or occupiers of any part of the allotment areas, all rents and charges that may hereafter become due in respect of such tenancy or occupation.
- u) regularly review the rents for allotment gardens and ensure that reasonable rents are charged to tenants having regard to the level of rents being charged in the area.

- v) keep an up-to-date register of the names and addresses of the tenants of the said allotment gardens and a copy to be provided to the Council on the 1 April, together with the annual rent. The Association to notify tenants of this requirement.
- w) the Association shall immediately notify the Town Council, in writing, of any change of address, telephone number or email address of both the Chairperson and Secretary of the Association.
- x) the Association shall not permit its tenants to bring or allow to be brought on to the allotments site, any person unless they are kept under the supervision of the tenant. Where the tenant is a community group or other project, they shall not bring or allow be brought on to the Allotment, any children or other vulnerable adults unless they are kept under the supervision of a person having passed a Criminal Records Bureau (CRB) check. It is the responsibility of the tenants to gain permission from the Association, in advance and for making copies of any CRB checks available to the Committee of the Association. It is the responsibility of the Association to ensure checks, where needed, are in place, so providing an appropriate safe-guarding check by law.
- y) The Association shall ensure that their tenants adhere to the Environmental Protection Act 1990, Clean Air Act 1993 and Highways Amendment Act 1986 and any subsequent Acts.

3 The Council shall

- a) Ring-fence all rental income received from the allotment site, subject to a formal grant application being made by the Association for funds for a regeneration or improvement project on the allotment site.
- b) Reserve the right to use this fund for essential repairs on self-managed sites where the Association has not undertaken them.
- c) Undertake to assist, when resources permit, the Association in applying for external funds to improve the self-managed allotment site.
- d) Consider applications to utilise the Council's workforce to undertake regeneration work on the allotment site when work schedules permit.
- e) Provide the Association with a list of tenants barred from any Council allotment site and the Association will not let a garden to any person named on such a list.
- f) Have the right to enter the allotment site and plots to view and examine the state and condition thereof and upon notice in writing by the Council to the Association of any decays and wants of reparation the Association shall without undue delay effect any remedies or reparations to the extent of their duties.
- g) Facilitate an annual liaison meeting with the Association in the month of September.

- 4 In the event of more than one half of the plots on the site remaining uncultivated for more than twelve months or if the Trustees fail to observe the terms of this Agreement in respect of any allotment area, the Council shall have the right, upon giving three months' notice in writing to the Association, to take possession of such area and this Agreement insofar as such allotment area is concerned shall thereupon be terminated
- 5 The Trustees of the Association, for the purposes of this Agreement may (subject to obtaining the consent of the Council, which consent shall not unreasonably be withheld in the case of respectable and responsible substitutes) by resolution passed by the majority present and voting at a meeting of members of the Association eligible to vote at any time and from time to time, displace the Trustees or one or other of the Trustees hereof for the time being and substitute other in their or his stead and the endorsement hereon of a resolution signed by the chairman of the meeting (at which such resolution shall have been passed) and the secretary shall have the effect of making the terms and conditions of this Agreement binding on such substituted Trustee or Trustees.
- 6 This Agreement shall remain in force for ten years from 1 April 2021 provided always that if payment of any instalment of the amount so reserved shall be in arrears for more than two months or if there shall be any breach or non- observance by the Association of the terms and conditions hereof then in any such event this Agreement shall absolutely determine but without prejudice to the right and remedies of the Council in respect of any antecedent breach hereof. The Association can apply to the Council, at any time, for an extension of the lease for funding purposes.

- 7 This agreement may be determined
- a) By either the Council or the Association giving to the other twelve months' notice in writing expiring on or before 31 March or on or after the 30 September in any year.
 - b) By re-entry by the Council at any time after giving one month's previous notice in writing to the Association.
 - (i) If the rent or any part thereof is in arrears for not less than 40 days whether legally demanded or not OR
 - (ii) If it appears to the Council that the Association or any one or more of their members, not less than three months after the commencement of the agreement, have not duly observed the conditions contained therein.
- 8 This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes all previous agreements representations and undertakings whether oral or written.
- 9 The Agreement may not be amended except in writing by an instrument duly signed by at least one representative of each party

IN WITNESS whereof the Council have caused their common Seal to be hereunto affixed and the Trustees have set their respective hands and seals the day and year first before written

SIGNED SEALED AND DELIVERED by the said _____

Mayor of Carnforth Town Council in the presence of

Mr Robert Bailey _____

Clerk & Proper Officer, Carnforth Town Council

SIGNED SEALED AND DELIVERED by the said _____

Chairman, Highfield Road Allotment Association) in the presence of:

Secretary, Highfield Road Allotment Association) in the presence of:

ALLOTMENT AREA

That area of land, approximately 1.06 acres, known as Highfield Road allotments and edged red in the attached plan(s), Appendix 1 and 2.

SCHEDULE

<u>AREA</u>	<u>ACREAGE</u>	<u>NUMBER OF PLOTS</u>
Highfield Road	1.06 acres	To be completed

Carnforth Town Council

DRAFT ALLOTMENT RISK ASSESSMENT REPORT

Venue: Highfield Road

Assessment carried out by: Signed:

Date:

Risk No.	Risk Category	Gross Risk Likely/Impact/score			Hazard	Control Measures	Net Risk Likely/Impact/score			Action Needed	By Whom
1	Administrative/ Legal	1	4	4	Failure to maintain all allotment register/waitlist	Maintain proper register ensuring all amendments promptly recorded.	1	2	2	Annual update	
2	Administrative/ Legal	2	4	7	Absence of completed agreement with every allotment holder	<ul style="list-style-type: none"> • Ensure an agreement completed and signed by all parties prior to occupation. • Review agreement periodically to ensure adequacy of conditions. 	1	3	3	Annual review	
3	Administrative/ Legal	1	4	4	Provision of adequate insurance cover	<ul style="list-style-type: none"> • Carry out annual review of insurance to ensure that all appropriate risks covered. • Carry out annual inspection of insurance held by third parties. 	1	2	2	Annual review As required	Council
4	Environmental	3	2	6	Vandalism	Regular monitoring of sites with assistance of tenants.	1	2	2	Tenants reports	
5	Environmental	1	4	4	Dumping/ hazardous substances	<ul style="list-style-type: none"> • Define responsibility for site control/ security. • Enforce tenancy agreement. • Carry out periodical site inspection. • Provide proper facilities for control and removal of waste. • Liaise with police/ other authority where necessary. 	1	3	3	Tenants reports	

Carnforth Town Council

Risk No.	Risk Category	Gross Risk Likely/Impact/score			Hazard	Control Measures	Net Risk Likely/Impact/score			Action Needed	By Whom
6	Environmental	2	2	4	Untidy plots	<ul style="list-style-type: none"> Define responsibility in agreement. Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify allotment holder of problem and service notice where necessary. 	2	1	2	Regular inspection No problem plots	
7	Environmental	3	3	9	Vermin	<ul style="list-style-type: none"> Define responsibility for standards of hygiene/ cleanliness of site. Enforce conditions of tenancy agreement. Instigate appropriate action to deal with any identified problems. 	2	2	4	Regular inspection and/or tenants reports	
8	Environmental	2	4	7	Bonfires, risk to properties within the area	Enforce conditions of tenancy agreement if appropriate.	2	2	4	Regular monitoring	
9	Environmental	2	2	4	Accumulation of rubbish	<ul style="list-style-type: none"> Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. 	1	2	2	Regular inspection	
10	Financial	1	1	1	Failure to review rents and charges	Review allotment rents and charges annually as an integral part of the annual budget process.	1	1	1	Annual review	Council

Carnforth Town Council

Risk No.	Risk Category	Gross Risk Likely/Impact/score			Hazard	Control Measures	Net Risk Likely/Impact/score			Action Needed	By Whom
11	Financial	1	1	1	Failure to collect rents and charges	<ul style="list-style-type: none"> Define responsibility for collection of income due. Maintain proper records of income received and banked. Enforce provisions of tenancy agreements. Maintain allotment register. Follow defined procedure for outstanding debt. Enforce conditions of tenancy agreement. 	1	1	1	Invoiced annually in advance No defaulters	
12	Physical	1	1	1	Unoccupied plots	<ul style="list-style-type: none"> Maintain waiting list. Details on website. Contact details in newsletter. 	1	1	1	Active waitlist in place	
13	Physical	3	4	12	Personal injury	<ul style="list-style-type: none"> Ensure any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment. 	3	3	9	Routine checks to be carried out.	
14	Physical	1	4	4	Uncontrolled use of equipment, chemicals or banned plants	Enforce conditions of tenancy agreement if any.	1	3	3	Regular inspection and/or tenants reports	

Carnforth Town Council

Likelihood
4 = Highly Likely
3 = Likely
2 = Unlikely
1 = Highly Unlikely

Impact
4 = Extreme
3 = High
2 = Medium
1 = Low

Gross and Net Risk Scores:

Score 1 – 3

GREEN

Score 4 – 6

AMBER

Score 8 – 16

RED

Low risk no further action required

Medium risk – monitor control measures

High risk – action plan required to mitigate risk

Recommendation:

1. Plot holders notified where plots are not tended to
2. Gap in hedge (along Bransbury Lane) to be filled by hedge saplings

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 10th March 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 & Proper Officer & Sarah Lowell, Administrative Officer

21027 **Apologies:** There were no apologies.

21028 **Declaration of interests and dispensations:** There were no declarations of interest or dispensations for items on the agenda.

21029 **Urgent Business:** The following items of urgent business were considered:

- 1) Office 365:** The Clerk thanked Councillors for their patience and resilience whilst the migration to Office 365 was being rolled out. It was reported that he and the Administrative Officer were now using 365 and, with a little time and possibly training, it is clear that it will provide significant benefits to productivity and the efficiency and effectiveness of their work. In due course, Councillors should also benefit from improved security and 'cloud storage', the ability to communicate in real time and have important files and folders in one place. Everyone will benefit from free upgrades to Microsoft applications for as long as the Council has the MS licences.

The Clerk reported that he had initially taken up the option to use 365 on a month's free trial that will allow for a final decision to be made on a permanent arrangement from 1st April 2021.

The Clerk reminded Councillors that the cost per annum for 2 business users and 15 basic licences will be £797. In response to a question it was demonstrated that even with the additional benefits there will be a small saving on the current cost of IT provision through IONOS as well as a saving of £38 per month through using MS Teams instead of the current Zoom conferencing software. It was suggested that the Clerk's paper on the cost and benefits of 365, previously circulated, be attached to the Minutes of this meeting for Councillors information and consideration.

Councillors also asked about the migration of folders previously set up under the IONOS domain and were advised that these, along with all emails, will be migrated to the 365 platform in due course.

- 2) **Council Decisions:** It was reported that as requested the Administration Officer is in the process of populating a spreadsheet with all the decisions and resolutions of the Town Council and its Committees in the current year. This will be maintained from now on, providing a permanent and easily accessible record. Members were informed that, in addition, the relevant Minute reference will be recorded in the Scribe Accounting system against approved payments. **ACTION: Completed spreadsheet to be reported to the next meeting of this Committee and, subject to agreement, published on the Town Council's website.**
- 3) **Civic Hall NHS expenses:** The Clerk reported that following the resolution of the Town Council he had written to the NHS representative with the details of the expenses incurred in preparing Carnforth Civic Hall as a vaccination centre, No acknowledgement or response has been received to date.

21030 Minutes: It was then **RESOLVED** that **Minutes of the last meeting held on Wednesday 10th March 2021 be approved.** The Chair commented that he had not yet received any responses from Councillors to his paper regarding the development of a training programme for staff and Councillors. The Chair is continuing to work on this and will be assisted by the Clerk with a view to this being considered in detail at the April meeting of this committee. It was noted that there is no further update on whether the Covid19 support group needs the financial support of the Town Council to set up a bank account or on the advice expected from the Town Council's solicitor on arrangements to take on the running of Crag Bank Village Hall.

21031 Budget Monitoring & Bank Reconciliation: The Clerk presented the up to date 'Net Position' of the Town Council's budgets as at 28th February 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, 574**. Councillors were advised / reminded that due to the closure of the Civic Hall the Council has successfully applied for funding from the *Local Restrictions Business Support Grant*, to the value of £21,000. It was commented that these 'additional reserves' should be earmarked for improvements to Carnforth Civic Hall during the next financial year, subject to Town Council's approval.

The Clerk then presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 28th February 2021 that had been reconciled to the accounting records, amounting to **£75,884**.

In response to a question on the reason for the difference between the variance on the net position and amounts held in the bank, it was explained that the latter includes balances brought forward from the previous year.

In response to a question on whether budget variances could be considered in detail, rather than in summary form as shown on the '*Net Position Report*', the Clerk confirmed that there is a '*Detailed Cost Analysis Report*' and advised that this would be more meaningful if considered as part of the financial outturn after 31st March 2021.

The Clerk reported that there had been no government announcement as yet on the deadline for the accounts to be audited, internally, and approved by parish/town council. This had been extended to 30th November in 2020, due to Covid19, from the usual statutory date of 30th June each year.

It was then **RESOLVED** that the Clerk be thanked for the updates and that the net position and bank balances as at 28th February 2021 be noted and the bank reconciliation signed by the Clerk and Proper Officer and the Chair.

21032 **Payments List:** The Town Clerk presented the Payments List and advised of additional payment received since the list was distributed. With these additions the total payments due amount to £7,167.11.

After questions on the detail in respect of two payments, it was **RESOLVED** that the payments listed be **RECOMMENDED** for approval by the Town Council.

21033 **Payroll Outsourcing:** Following the, in principle, resolution of the Town Council that the payroll function be outsourced the Clerk presented a paper setting out a comparison of costs, services and functions offered from three providers, so that a meaningful comparison and evaluation of value for money could be made.

There was further discussion and questions on the current payroll arrangements and the risks, benefits and opportunities associated with the function remaining 'in-house' or being outsourced. It was then **RESOLVED** that the Town Council be **RECOMMENDED** to approve the outsourcing of the payroll function to e-slips Ltd.

21034 **Powers, duties & responsibilities:** The Clerk presented two papers setting out details of functions and responsibilities at every level of local government (County, District and Parish / Town Councils) and the powers, duties and statutory provisions (Acts) that allow parish/town councils to incur expenditure in the discharge of its functions.

Councillors were unanimous that individually, and together, the papers provide clarity on the differing roles, responsibilities and functions of local government. It was commented that these would be a useful addition to a 'Councillors Induction Pack'.

It was then **RESOLVED** that both papers be **RECOMMENDED** to the Town Council for adoption, be published on the Town Council's website and form part of a Councillors Induction Pack, to be developed.

21035 Policy & Procedure: The Chair introduced, and the Clerk commented on, draft policies and procedures covering arrangements to deal with Councillor and Officer grievances, disciplinary process and procedures and a Member / Officer Protocol setting out relative roles and responsibilities and ethical standards expected of a local government organisation.

Councillors were advised that these satisfy a requirement to ensure that proper procedures are in place to demonstrate the professionalism and integrity of the Town Council.

There was a lengthy discussion on the need for a Member / Officer Protocol for a small Council such as Carnforth given that Councillors are already subject to the requirements of the Code of Conduct and Standards in Public Life.

It was then **RESOLVED** that the draft Grievance and Disciplinary Policies and Procedures be **RECOMMENDED** to the Town Council for adoption and that the draft Member / Officer Protocol be deferred to the next meeting of this committee for further consideration and debate on whether it will 'add value'.

21036 Effectiveness of Internal Controls: The Clerk took the Committee through a paper provided covering a review of Assertion 4 of the Annual Governance and Accountability Return (AGAR) on the subject of the *Exercise of Public Rights*. This assertion aims to demonstrate that the Council has '*provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations*'.

The Clerk reported and set out evidence to support that the Council fully complies with the expected standards under this assertion.

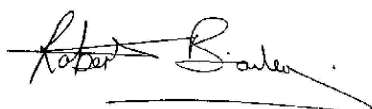
After some comments, it was **RESOLVED that the Town Council's full compliance with Assertion 4 of the AGAR be accepted.**

21037 Items for next Agenda: Councillors noted that it had previously been agreed that the best approach to reviewing the Council's Standing Orders and Financial Regulations would be for a small working group of Councillors Grisenthwaite, Gardner and Evans supported by the Clerk to go through them in detail. This was arranged for Tuesday 6th April 2021.

The Chair suggested that items for the next agenda include the proposed Councillor / Officer training programme and the outcome/objectives arising from the Clerk and Proper Officer's annual performance appraisal.

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

21038 Date of next meeting: The next meeting of Finance & Governance Committee will be on **Wednesday 14th April 2021** at 5:15pm. **The meeting closed at 6:35pm**



Clerk to the Council Date:

Carnforth Town Council
DRAFT PAYMENTS LIST 303 TO 335

Voucher	Cheque	Code	Name	Description	Amount
303		16 - Town Development & Planni	Earth Anchors	Planters	1,125.60
304	Credit Card	45 - Postage	Royal Mail	Postage	12.20
305	Credit Card	45 - Postage	Royal Mail	Postage	3.84
306	Credit Card	45 - Postage	Royal Mail	Postage	67.70
		<i>Citizen of merit awards</i>			
307	Credit Card	15 - Assets	Think Pink Skips	Skip Hire	82.73
		<i>Bus Shelter base</i>			
308	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	32.36
		<i>Bus Shelter base</i>			
309	Credit Card	39 - Software	Zoom	Conference software	38.40
310	Credit Card	70 - Service Charge	Lloyds Bank	Service Charge	3.00
311		36 - Broadband	Plusnet	Broadband	28.20
312		36 - Broadband	Plusnet	Broadband	28.96
313		74 - Grants Paid	Carnforth Free Methodist Church	Grants Paid	1,000.00
314		1 - Electricity	British Gas	Electricity	38.55
315		6 - Waste & Recycling	Waterplus	Water and wastewater	436.15
316		29 - Members	Parish & Town Training	Training	60.00
317		49 - Printing	Bay Typesetters	Carnforth Express	600.00
318		38 - Domain & Web-hosting	Tech Hub	ICT	180.00
319		50 - Distribution	Bay Typesetters	Carnforth Express	360.00
320		86 - Community Resilience Fund	Bay Typesetters	Printing	18.00
321		80 - PAYE	HMRC	PAYE	640.68
322		19 - Outdoor Maintenance Office	Terry Allum	Salary	269.20
		<i>Month 11</i>			
323		17 - Civic Hall Manager	Rik Marsden	Salary	929.24
		<i>Month 11</i>			
324		20 - Civic Hall Manager	Rik Marsden	Salary	15.00
		<i>Month 11</i>			
325		18 - Town Clerk	Bob Bailey	Salary	1,088.60
		<i>Month 11</i>			
326		46 - Telephone	Bob Bailey	Salary	10.00
		<i>Month 11</i>			
327		86 - Community Resilience Fund	Kathryn Haigh	Mileage	43.70
		<i>Mileage 97.1 miles</i>			
328		92 - Carnforth Steps into the ligh	Raymond Parkinson	Christmas Competition	25.00
		<i>Voucher - Carnforth Steps into the Light</i>			
329		4 - Cleaning	Dazzling windows	Window cleaning	30.00
330		51 - Electricity	British Gas	Electricity	25.34
331		92 - Carnforth Steps into the ligh	Moore 'n' Wife	Christmas Competition	100.00
		<i>Carnforth Steps into the Light voucher</i>			
332	Direct Debit	36 - Broadband	Plusnet	Broadband	30.04
333		15 - Assets	Hartley Hire	Traffic Management	39.08
		<i>Bus Shelters installation</i>			
334		15 - Assets	Cllr Roly Parker	Materials	17.90
335		15 - Assets	Aggregate Industries	Concrete	220.01
TOTAL					7,599.48



Carnforth Town Council Correspondence – March 2021 meeting



Date	Sender	Topic
15/02/2021	Clerk & Proper Officer	Carnforth Town Council – Agenda Pack
16/02/2021	Cllr Elizabeth Jones	Covid19 Support Group report
17/02/2021	Lancaster City Council	Local Restrictions Support Grant award
17/02/2021	Clerk & Proper Officer	Vandalism to Highfield Rd Noticeboard
18/02/2021	Clerk & Proper Officer	Guidance on Material Planning Considerations
18/02/2021	Lancaster City Council	Planning Policy News
22/02/2021	Lancaster City Council	COVID19 Online Community Briefing
25/02/2021	Clerk & Proper Officer	Town Development & Planning Cmte Agenda pack
25/02/2021	Clerk & Proper Officer	Asset Management Cmte Agenda pack
25/02/2021	Lancaster City Council	COVID19 Online Community Briefing
28/02/2021	Clerk & Proper Officer	Weekly Catch up meeting
01/03/2021	Lancaster City Council	Planning Application 21/00230/FUL
03/03/2021	Lancashire County Council	Consumer Alert
05/03/2021	Clerk & Proper Officer	Weekly Catch up meeting
05/03/2021	Lancaster City Council	Local Government Reorganisation
08/03/2021	Lancaster City Council	Planning Application 21/00155/FUL
09/03/2021	Carnforth Free Methodist	Request to use Carnforth Civic Hall
09/03/2021	Clerk & Proper Officer	Consultation on DeCarbonising Local Travel & Transport in Carnforth
11/03/2021	Clerk & Proper Officer	Decision Notice – Planning application 19/01525/VCN