



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 28th April 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

- 21040. Apologies:** To receive apologies
- 21041. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21042. Urgent Business:** To receive matters of urgent business not on the agenda
- 21043. Minutes:** To consider and approve Minutes of meeting held on Wednesday 17TH March 2021.
- 21044. 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 as required
- 21045. Motion:** The following motion is proposed by Councillor John Reynolds and Seconded by the Town Mayor, Councillor Kath Bromilow:
- Our nation's flag is a symbol of liberty, unity and freedom that creates a shared sense of civic pride. People expect to see the Union flag flying high on civic buildings as a sign of our local and national identity.*
- The Union flag should be flown every day on every Carnforth Town Council buildings, uniting all of us in our shared identity as a British nation.*
- This motion calls on Carnforth Town Council to :*
1. *Follow advice from the Ministry of Housing, Communities and Local Government, and fly the Union Flag on all civic buildings every day;*
 2. *On days already designated to celebrate or show solidarity with a specific national day or cause, and where an appropriate and recognised flag is available, that flag should be flown;*
 3. *Write to partners and local businesses asking them to adopt this motion;*
 4. *Seek funding that may be available to cover the cost of erecting flagpoles and purchasing flags*



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21046. 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
21/00092/FUL	Demolition of existing garage and erection of a two-storey side extension – 22 Kings Drive, Carnforth LA5 9AG TD&PC Recommendation: Support in Principle
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag bank Road, Carnforth LA5 9EH TD&PC Recommendation: Support in Principle
21/00133/FUL	Erection of a single storey front extension – 9 Whernside Grove, Carnforth LA5 9XH TD&PC Recommendation: Support in Principle
20/01143/FUL	(Amended Application) Erection of a single storey front extension, including a canopy, erection of a part two storey part single storey extension with raised terrace/balcony, construction of a dormer extension to rear elevation and alterations to land levels – 120 North Road Carnforth LA5 9LU Note: Original application was supported in principle
21/00225/FUL	Demolition of existing detached garage & erection of attached garage – 166 Lancaster Road, Carnforth LA5 9EF
21000451/FUL	Demolition of existing conservatory and erection of a single storey rear extension with balcony above, erection of a single storey front extension and erection of a second storey side extension – 11B The Grove, Carnforth LA5 9JE

21047. Planning Decisions: To receive an update on planning authority decisions on previously considered applications (see Agenda pack)

21048. Town Development & Planning Committee: To consider report of the Town Development & Planning Committee of meeting held on 19th April 2021 (Cllr Watkins to report)

21049. Asset Management Committee: To consider reports of the Asset Management Committee of meeting held on 20th April 2021 (Cllr Branyan to report)

21050. Finance & Governance Committee: To consider report of the Finance & Governance Committee of meeting held on 21st April 2021 (Cllr Grisenthwaite to report)

21051. Correspondence & Action Log: To consider correspondence and updated Action Log (See Agenda Pack)



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21052. Date & Time of next meeting: 19th May 2021 commencing at 6:30pm (to be confirmed)

Clerk & Proper Officer

Tel: 07845256006 **Email:** clerk@carnforthtowncouncil.org

23 April 2021



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Minutes of meeting held on Wednesday 17th March 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, Grisenthwaite; Holbrook, Jones, Parker; Smith, Stretch, Watkins and Watson

In attendance: Bob Bailey, Clerk & Proper Officer (Clerk); Sarah Lowell (Administrative Officer); Ward Councillor Guilding and one member of the public

21027 Apologies: No apologies had been received

21028 Declaration on interests and dispensations: Councillor Reynolds declared an interest in discussions on planning matters as a Lancaster City Council Member of the Planning Committee. Councillors Jones and Gardner requested a dispensation on any discussions relating to non-pecuniary interests in the Salvation Army and Carnforth Railway Trust respectively.

21029 Urgent Business: The following matters of urgent business were discussed:

- 1) Councillor Watkins asked whether the Town Council should acknowledge and arrange a short event for VE Day on Saturday 8th May.
- 2) Councillor Jones requested that Carnforth Town Council gives its support to the Carnforth Free Methodist Church who are applying to the Lancashire Environmental Fund for funding towards the cost of the development of a community building.
- 3) Councillor Watkins and the Clerk outlined the scheme to provide vouchers to be distributed to identified children and families over the Easter break. The scheme is being funded by Carnforth Rotary, Carnforth Free Methodist and the Salvation Army with advice and support from Carnforth Integrated Care Community, Carnforth Town Council and Lancashire County Council (see also Town Development & Planning Committee Report below).

After some comments, it was **RESOLVED** that:

1. **the Town Development and Planning Committee arranges for a small service, in accordance with Covid-19 restrictions to be held on 8th May to commemorate VE Day;**
2. **Carnforth Town Council sends a letter in support of Carnforth Free Methodist Church's application for funding, and that:**
3. **Carnforth Town Council endorses its support for the Easter voucher scheme and again acknowledges the continuous community support and spirit during the coronavirus pandemic**



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21030 Minutes: It was RESOLVED that the Minutes of the meeting held on Wednesday 17th February 2021 be approved. In response to a question raised by Councillor Watkins, the Clerk reported that he was still awaiting confirmation from Lancaster City Council as to whether Carnforth Civic Hall would be used as a rapid testing centre.

It was also reported that an update on any planning enforcement matters relating to the development on the former car park of the Queens Hotel, Carnforth has been followed up and a response awaited. There followed a short discussion on the DeCarbon8 consultation which will be incorporated into the Carnforth Neighbourhood Plan.

21031 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** A resident addressed the Town Council on planning application **21/00155/FUL** - Retrospective application for installation of extendable radio antenna. Detailed reasons were given to support the residents intention to object to the application which broadly related to *the 'character and appearance of the area'* and the *'living conditions of adjacent residents in relation to outlook and nuisance'*. It was argued that the proposals would have an adverse impact on the area; did not comply with the National Planning Policy Framework or the Local Plan and contravened elements of the Human Rights Act.

Councillors asked questions and it was noted that this application had been considered by the Town Development & Planning Committee who had recommended to the Town Council that this application be supported in principle.

- 2) **Councillor updates / matters:** Councillors provided updates and raised issues covering a variety of matters including the following:
 - a) **Town Mayor:** The Town Mayor reported that she is working on proposals - for initial consideration by the Asset Management Committee - designed to support young people and families as the local community begins its transition out of the Covid-19 restrictions.
 - b) **General updates and reports:** Councillor Grisenthwaite reported that legal advice on the proposed takeover of the running of Crag Bank Village Hall is awaited and that this will be followed up and reported at the next meeting of the Town Council.
- 3) **Reports of Ward and County Councillors:** Ward Councillor Reynolds reported on the general disappointment around the district that the Eden project had not been specifically mentioned in the Chancellors recent budget but gave a reassurance that a bid for other funding announced in the budget is being compiled.



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This has inevitably put other priorities, including any further discussion on what Carnforth has to offer as part of the scheme, on hold until further notice.

It was reported that the 2021/2022 budget set by Lancaster City Council is a 'holding budget' and 'flexible' so that changes can be made as required in light of the impact of Covid-19 as businesses start to re-open and communities return to 'some form of normality'.

There have been extensive discussions on the City Council's vision in relation to the future provision of council housing and its ongoing response to Covid-19 that will deliver a sustainable economic recovery going forward.

Case work has included matters relating to potholes, littering and dog fouling. The Carnforth Wombles were congratulated on their outstanding work on removing litter around the town and the City Council thanked for collecting the waste expediently. There was an acknowledgement that the Carnforth community are generally taking responsibility for their own litter and 'taking pride in their patch'.

Ward Councillor Guilding paid tribute to former Carnforth Town Mayor, Ken Bond, following his recent death. She reported on, and was thanked for, her involvement in an 'interesting and well-constructed' workshop to test the Heritage App being developed by a University student on behalf of the Town Council. She expressed her pleasure in the re-opening of Carnforth Swimming Pool and the ongoing success of the vaccinations being administered by Ashtrees Surgery and was advised that the bench on Shore Road will be replaced in the next few days.

- 4) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:
 - a) **Carnforth Business Network:** Councillor Watkins reported on the recent Annual Meeting of the Carnforth Business Network and their successes and challenges in a most unusual year. A decision on whether to continue with the Art Project planned for August will be made at their next meeting.
 - b) **Carnforth & District Twinning Association:** Nothing to report
 - 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.



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

Application No:	Description
21/00155/FUL	Retrospective application for installation of extendable radio antenna – 8 Crag Bank Crescent, Carnforth LS5 9EQ Committee Recommendation: Support in principle
21/00230/FUL	Erection of a two-storey front extension – 26 Browsholme Close Carnforth LA5 9UW. Committee Recommendation: Support in principle

Councillors thanked the resident for his representation regarding planning application 21/00155/FUL. There was a discussion on the matters raised and the consideration of the Town Development & Planning Committee and on being put to the vote it was **RESOLVED unanimously, with two abstentions, that Carnforth Town Council submits an objection to planning application 21/00155/FUL on the basis that the proposal is detrimental to the area and living conditions of nearby residents.** Regarding planning application 21/00230/FUL is was **RESOLVED that the planning application be 'supported in principle'.**

21033

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 ten planning applications were awaiting decision and that planning application 21/0020/TPO that the Town Council had objected to had been permitted by Lancaster City Council. Councillor Parker provided a verbal update on the latest position regarding two of the planning applications listed. After some comment's it was then **RESOLVED that the updated position on planning authority's decisions be noted. .**

21034

Local Government Re-organisation: The Clerk reported on an open letter sent to parish and town councils together with additional information regarding the 'Local Government Reorganisation in Cumbria' and the proposals, supported by Lancaster City, South Lakeland District and Barrow Borough Council's for two unitary councils being:

- 1) The Bay Council covering the area od Barrow, Lancaster and South Lakeland, and;
- 2) North Cumbria Council covering Allerdale, Carlisle, Copeland and Eden.

Councillors were informed that this request to engage with the consultation was being made by the Cumbria Councils and that the Town Council had already submitted a response to Lancaster City Council on the proposals, including some concerns about elements of the proposals and the relatively short period given to scrutinize them.



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There followed a discussion on the impact and expectations for parish and town councils under the preferred proposal, how strategic services will be integrated into unitary authorities and what savings would result.

After some discussion, it was **RESOLVED that Councillor Grisenthwaite and the Clerk, acting on behalf of the Town Council, arrange a meeting with representatives from the principle authorities and with the possible participation of other parish and town councils, to further scrutinise and debate the proposal(s) and its implications on the third tier of local government.**

21035 **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held 1st March 2021, including:

- 1) An invitation to the organiser of the Art Project designed to raise awareness of the climate crisis to the next Committee meeting with a view to determining whether the Council wishes to support the project;
- 2) Planned consultation with Historic England North West on possible funding for the Carnforth Heritage Trail and App;
- 3) Update on the latest position with the Carnforth Neighbourhood Plan, including the ongoing 'screening' by Lancaster City Council and other statutory bodies; the completed work awaiting formal consultation on the plan that is now expected in May and the current consultation on the 'decarbonising' Carnforth survey;
- 4) Request that Councillors consider the planned activities for the proposed Heritage Festival and where they may be able to provide help and support
- 5) Planned walk in April to review the state of Public Rights of Way and associated signposts to the public footpaths;
- 6) Update on a replacement Town Crier

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.**

21036 **Asset Management Committee:** Councillor Branyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 2nd March 2021, including:

- 1) Update on the latest position with Carnforth Civic Hall being used as a rapid testing centre;



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- 2) Survey of the Civic Hall by Councillors Branyan and Watson, with the support of the Civic Hall Manager, to identify critical works needed in the next 12 months, specifically a replacement heating system that is efficient, cost effective and sustainable;
- 3) The Clerk had provided a model lease agreement and risk assessment that will form the basis of discussions with the Carnforth Allotments Association when Covid-19 restrictions allow;
- 4) Update on the recent work of the Outdoor Maintenance Officer following his return to work after paternity leave

There was a discussion about the need to make positive progress on the governance and management arrangements with the Carnforth Allotments Association as soon as practicable, given the potential risks with the current unsatisfactory arrangements.

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

21037 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 10th March 2021, including:

- 1) Update on the roll out of Microsoft Office 365;
- 2) Introduction of a spreadsheet of Council decisions and resolutions, providing a permanent and easily accessible record.
- 3) Disappointment that there had still been no acknowledgment from NHS representatives regarding payment of expenditure incurred by the Town Council in setting up Carnforth Civic Hall as a Covid-19 vaccination centre under their direction ;
- 4) Update on the latest budget monitoring which, despite the challenges of 2021 shows a favourable position, largely thanks to the award of business grants relating to the financial impact of closure of Carnforth Civic Hall due to the coronavirus pandemic; .
- 5) Payments List recommended for approval by the Town Council;
- 6) A recommendation - following a review of payroll services offered by three companies – that 'e-slips' be approved as the Town Council's payroll providers from April 2021;
- 7) A recommendation that the Council approves draft Grievance and Disciplinary Policy and Procedures

Following questions and comments it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations and actions as set out be approved.



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Correspondence and Action Log: 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.

The Clerk also provided an update on progress made on the Action Log where several had been completed and a number of others are ongoing including some longer term actions. The Clerk commented that given the number and nature of actions there is a need to manage resources to ensure that each action receives optimum attention and delivered satisfactorily. Councillor Reynolds requested that he attend the next meeting of the Town Development Committee to raise a matter for discussion around the 'designation of village greens' and Councillor Watkins thanked the Town Mayor and Clerk for their recent submission on behalf of the Town Council to the National Association of Local Council's annual awards scheme. Councillors acknowledged the need to manage our finite resources to ensure that actions and resolutions are delivered efficiently and effectively and it was then **RESOLVED** that the correspondence and up-to-date Action Log be noted.

21039

Date of next meeting: The next meeting of the Parish Council will be on **Wednesday 21st April 2021**. The meeting closed at 8:20pm

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

Clerk to the Council Date:

Chair

Date:



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Planning Application Comments & Decisions

April 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	Application Permitted
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	Application Permitted
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

April 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	Application Refused
20/01156/FUL: Erection of a first-floor extension, 1 Hunter Street, Carnforth, LA5 9BP	Support in Principle	Application Permitted
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	?	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)	Application Permitted
21/00155/FUL - Retrospective application for installation of extendable radio antenna – 8 Crag Bank Crescent, Carnforth LS5 9EQ	Object to the planning application	Awaiting decision
21/00230/FUL: Erection of a two-storey front extension – 26 Browsholme Close Carnforth LA5 9UW	Support in principle	Application Permitted

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 19th April 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), Parker, Stretch, Smith, Watson and Grisenthwaite (Part).

In attendance: Bob Bailey, Clerk & Proper Officer & Sarah Lowell, Administrative Officer and 2 Residents.

21032. Apologies: There were no apologies.

21033. Declaration on interests and dispensations: There were no declarations of interest.

21034. Urgent Business: Councillor Watkins informed all Councillors that VE Day will be on Saturday 8th May 2021 at 10.30am. The following have been invited along: The Free Methodist Church Minister, a representative from the Salvation Army and Cannon Gibson. Councillor Stretch has agreed to play "The Last Post". **ACTION:** Councillor Watkins to put together a programme for the day for distribution and Councillor Parker will raise the St Georges Flag on the morning of the event.

21035. Minutes: It was **RESOLVED** that the notes of the meeting held on Monday 1st March 2021 be approved.

21036. "An Art Project for Carnforth": Councillor Watkins had previously arranged for a talk to be given to the Committee members to raise awareness of climate crisis and environmental issues; however, the lady has been unwell and was therefore unable to attend on this occasion. Councillor Watkins hopes that she will be well enough to attend the next meeting.

21037. Planning Applications:

Application No:	Description
21/0092/FUL	Demolition of existing garage and erection of a two- storey side extension – 22 Kings Drive, Carnforth, LA5 9AG: RECOMMENDATION: Support in principle
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag Bank Road, Carnforth, LA5 9EH: RECOMMENDATION: Support in principle
21/00313/FUL	Erection of a single storey front elevation - 9 Whernside Grove, Carnforth, LA59XH: RECOMMENDATION: Support in principle.

Application No:	Description
20/001143/FUL	Erection of a single storey front extension including canopy, erection of a part two storey part single storey rear extension with raised terrace/balcony, construction of a dormer extension to the rear elevation and alterations to land levels: - 120 North Road, Carnforth, LA59LU: RECOMMENDATION: Defer to Town Council meeting

Two residents who are the applicants for planning application 21/00239/FUL attended the meeting to answer any questions. There was a comment on concerns that had been raised about the height of the extension of the roof but the Committee agreed that this is not a 'material consideration' in planning terms and the applicants provided assurance that they had been in communication with their immediate neighbours throughout this process. The Clerk/Proper Officer advised the applicants that the Town Council is a statutory consultee and that the final decision on the application rests with Lancaster City Council's planning committee.

There was some discussion on planning application 20/001143/FUL but a decision deferred until the Town Council meeting given that the planning consultation had only recently been received, It was then **RESOLVED that the Town Council considers the recommendation(s) of the Committee and determines action(s) to be taken.**

21038. Carnforth Community/Covid19 Liaison Groups: Councillor Bromilow stated that she had personally dealt with 2 referrals from Lancaster City Council in the last week – visiting the residents assisting with shopping. Following a suggestion by the Clerk/Proper Officer, Councillor Watkins is liaising with both groups to bring them together to benefit coordination of activities and make better use of people's time. Councillor Watkins advised that, in any event, the Covid19 Support Group will soon become known as the 'Friends of Carnforth' group.

After some discussion, it was **RESOLVED** that it be recommended that subject to the amalgamation of these groups a Councillor(s) be appointed as an 'Outside body' representative so that activities can be formally reported at Town Council meetings.

21039. Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) Heritage Trail App:** Councillor Smith stated that he will be in a position to provide a clearer idea of the potential cost of the ongoing development of the app following confirmation as to whether the University Student is able to continue on the project,

Councillors were advised that the student has requested the support of Councillors in his Masters Degree through focus groups and feedback on a project that he is now working on (previously issued email refers). **ACTION:** Clerk/Proper Officer to resend the email requesting Councillors support in the University Students project.

Heritage Festival: The Clerk/Proper Officer shared details of the planned activities in this project that he has developed using the free project management tool, Trello. Whilst Councillor have been identified to lead on some activities there are a several more where this would be beneficial.

Councillor Watkins confirmed that it had previously been agreed to form a small group of 5 or 6 Councillors to take the project forward. Councillors Stretch and Smith agreed to take on the responsibility for two of the planned activities and it was suggested that Councillor Branyan, as the incoming Town Mayor be involved, and that as the Town Council's Communications lead he be specifically asked to direct Communication and Publicity relating to the planned festival. **ACTION:** Councillor Watkins will coordinate a working group and arrange an initial project meeting. Clerk/Proper Officer, supported by the Administrative Officer will develop a 'work package' to help manage and coordinate each of the planned activities

- 2) **Town Crier:** Councillor Watkins reported that there has been one application for Town Crier and Councillors agreed that she be invited to 'cri' at the VE Day even on May 8th. Subject to her formal appointment, a new Town Crier outfit will be required.

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

21040. Public Realm & Environmental matters: The committee considered updates on the following public realm and environmental matters.

Public Realm:

- 1) **Flower Boxes:** It was reported that the Outdoor Maintenance Officer has installed four of the six new planters on Lancaster Road.
- 2) **Natter Benches:** There was further consideration of the acquisition and installation of a 'Natter Bench' that would also be a 'celebration' of NHS and key workers during the pandemic. It was felt that a low maintenance and sustainable composite bench would be most suitable for installation as originally agreed at the planned 'pocket park' on Windermere Road. There was a view that, once purchased, this particular bench be located in a more prominent location, particularly as there had yet to be any progress with the 'pocket park'.

ACTION: Councillor Watkins and Clerk/Proper Officer to identify options for a suitable bench for consideration and agreement at the next meeting of the committee.

- 3) **Litter Bins Provision:** Councillor Watkins commented that there had been requests from residents for additional litter bins to be located at the bus stops at Crag Bank and Shore Road at the footbridge over the Keer. The Clerk/Proper Officer reminded Councillors that the Town Council has legal powers to provide these, if it was minded to, but would need to liaise with Lancaster City Council regarding the regime for emptying these.

There followed a lengthy discussion about litter bin provision being part of the planned Grassland Management Strategy for Carnforth that a former Councillor had been leading on and, it was agreed, that the ongoing development of this strategy needs to be properly coordinated with Lancaster City Council's strategy for the whole district, including Carnforth. The Clerk/Proper Officer advised that the City Council's Public Realm team have a raft of data and information that will help the Town Council develop a meaningful strategy.

Councillor Stretch volunteered to lead on the Carnforth Grassland Management Strategy going forward. **ACTION:** Clerk/Proper Officer to contact the Lancaster City Council Public Realm team with a view to a meeting being arranged to discuss the development of a Carnforth Grassland Management Strategy as well as access to and/or, or coordination of, data and activities.

Environmental:

- 1) **Development of Advertising Project:** Councillor Watkins proposed that a banner be made up with the wording "Welcome to Carnforth" with additional smaller lettering around this to promote business within the town such as the Wednesday Market, Independent Shops, Cycle Museum and Station Heritage Centre. **ACTION:** Clerk/Proper Officer to obtain costings and report back.
- 2) **Litter Picking (support for Carnforth Wombles):** Councillor Watkins asked if it had been agreed to purchase Hi-Viz vests for the group. Councillor Smith stated that he had already requested an invoice from them, which as yet had not arrived. Councillor Parker commented that local businesses have provided other equipment to the group. The Clerk/Proper Officer advised that a request for provision of a range of other equipment for the group had been discussed by the Asset Management Committee. There followed a discussion on what power the Town Council could apply if it is minded to provide the equipment being requested and what the management arrangements of these assets might be. **ACTION:** Councillors to work together to create a formal list of equipment being requested for further consideration.

- 3) **Town Centre Clear up Day (weeding etc):** Councillor Watkins has questioned whether the second of the planned Clear Up day's could go ahead now that Covid-19 restrictions are gradually being lifted. It was considered that a day could be arranged provided that a risk assessment is in place and activities are carried out within current Government Guidelines. *Note: A tentative date of Monday 26th April was discussed but the event will now be held on a later date to be determined.*
- 4) **Grassland and Tree Management Strategy:** Please also see Public Realm 3) above.
- 5) **Green Flag Award Scheme:** It was agreed to defer this agenda item.
- 6) **Public Rights of Way (PROW):** Following the recent 'walkabout' to inspect selected PROW's, Councillor Watkins thanked Councillor's Stretch and Smith for their detailed reports. It was agreed that the exercise had been a worthwhile and that it would now be beneficial to continue to do this for the other PROW's with a view to a prioritised report being sent to Lancashire County Council for consideration and action. It was considered important that as many Councillors as possible be involved in this work to demonstrate 'ownership' by the full Town Council. **ACTION:** Next walkabout will be Tuesday 4th May at 5pm commencing from the 'Carnforth Express' train at Crag Bank. Councillor Watkins consider the footpaths within the Carnforth boundary that need attention and will invite all Councillors to participate.

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

21041. Carnforth Neighbourhood Plan (CPN): The Clerk/Proper Officer provided the latest update on the Carnforth Neighbourhood Plan. It was reported that Lancaster City Council had now received responses from the three statutory consultees on whether a detailed screening exercise of our Neighbourhood Plan is necessary. Councillors were advised that our planning consultants had advised that, in our case, this should not be required which is contrary to the view of Lancaster City Council. It was reported that of the responses received from the statutory agencies, two had agreed with the Town Council's position and one with Lancaster City Council! All three responses have been passed to the our planning consultants for comment and advice and a response awaited.

It was noted that until a decision and/or action on the screening of the Carnforth Neighbourhood Plan is determined it will not e possible to comments the Regulation 14 consultation process.

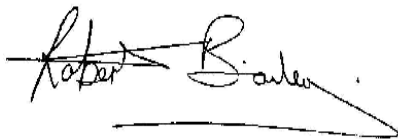
After some comments, it was **RESOLVED that the up-to-date position on the development of the Carnforth Neighbourhood Plan be noted.**

21042. Welcome Back Funding: Councillor Grisenthwaite reported that further to correspondence received from Lancaster City Council's Director for Communities and Environment, he and the Clerk/Proper Officer have had an initial meeting with one of the officers leading on the project with a view to Carnforth benefitting from this new funding and to consider early thoughts about how the funding might be used and managed.

Councillors were reminded that the Welcome Back Fund is providing councils across England a share of £56 million from the European Regional Development Fund (ERDF) to '..support the safe return to high streets and help build back better from the pandemic' – the funding forms part of the wider support government is providing to communities and businesses.

Councillor Grisenthwaite outlined the details of the meeting and reported that further guidance on the Welcome Back Fund is awaited and that this will help to inform a draft 'Local Action Strategy' that will involve input from local stakeholders including Carnforth Town Council. There followed a short discussion on the possible positive impact that this funding could have on the town and Councillor's wished to thank Lancaster City Council for including the Town Council in the scheme. It was then **RESOLVED** that the possible funding be noted and that it be recommended to the Town Council that when/if the opportunity arises this be used to put in place additional measures and activities to create and promote a safe environment for local trade and tourism.

21043. Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 10th May 2021. The meeting closed at 6:20pm



Clerk to the Council

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 20th April 2021 at 5:00pm

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

Present: Councillors Branyan (Chair); Bromilow; Parker & Watson
In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Terry Allum Outdoor Maintenance Officer (Part)

- 21034 Apologies:** There were no apologies
- 21035 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 21036 Urgent Business:** Councillor Watson reported that he had been contacted by representatives from Carnforth Wombles enquiring as to whether Carnforth Town Council could support them with provision of various equipment. Everyone acknowledged that the group are doing a great job clearing litter around the town and there followed a discussion around the options available to the Town Council should they be minded to support the group. It was also noted that the group has received support from a range of other sources, including local businesses. The Clerk/Proper Officer reported that a similar approach had been made to Councillor Smith. After some discussion, **it was RESOLVED that Councillors Watson and Smith liaise with the Carnforth Wombles to develop a firm proposal for consideration.**
- 21037 Minutes:** It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 2nd March 2021 be approved.
- 21038 Civic Hall:** The following matters were discussed:
- 1) Rapid Test Centre:** The Civic Hall is now being used as a Rapid Test Centre,, managed by Lancaster City Council, under the direction of Lancashire County Council and the NHS. The testing centre is operating every Friday from 9:30am – 12:30pm
A 'Venue Guide' has so far been provided setting out how the rapid testing will be managed and facilitated whilst one site. Whilst it serves a purpose it is not a formal risk assessment and Lancaster City Council have, again, been asked to provide one. The Town Council is also still awaiting a 'financial offer' from Lancaster City Council for the use of the Civic Hall for this purpose.
The Civic Hall Manager reassured Councillors that all necessary precautions are being taken; that the venue is being managed in line with current Covid-19 requirements and clinical waste is removed from the building at the end of each session. The Town Council have provided additional wastepaper bins that were required in any event;

- 2) **Carnforth Free Methodist Church:** The Church is now using the Civic Hall every Sunday for two one hour sessions, with a 30 minute break in between. They had previously provided a detailed and robust risk assessment, that had been shared with Councillors and accepted. The congregation for each session is limited to 30 people, who are all included on a register and socially distanced, with hand sanitization and cleaning taken seriously. The Civic Hall Manager reported that both sessions held on 18th April – the first time they had used the hall – had been very well managed. The Clerk/Proper Officer advised that Carnforth Free Methodist Church had booked the Civic Hall for every Sunday until the end of June after which it will be reviewed. They are being charged at the ‘contracted rate’ per hour for the use of the Hall and they have indicated that they may wish to also make use of the ‘front room’ going forward;
- 3) **Heating contractor report:** Councillors were reminded that a detailed survey carried out in 2019 had identified that the boiler is nearing the end of its useful life. Councillor Watson reported that he and the Civic Hall Manager had recently met with an established and recommended contactor at the Civic Hall who confirmed that the boiler is highly likely to need extensive repair or a full replacement In the next year or so. The advice given was that it would not be cost effective in the long term to repair the boiler and that parts would be difficult to come by in any case. It was also advised that the current radiators are not efficient and costly to maintain. The no obligation report on the heating system is expected within the next 10 days.
- 4) **Priority works:** Given that the outturn to be reported to Finance & Governance Committee on Wednesday 21st April is likely to identify a favourable position following the award of business grants and a reduction in overall expenditure arising from the closure of the Civic Hall due to Covid-19, Councillors were asked to consider priority works in 2021/2022. It was acknowledged that this represents an opportunity to consider the replacement of the hearing system and possibly some other priority works identified in the recent ‘internal survey’ carried by Councillors Branyan and Watson, supported by the Civic Hall Manger.

Following a general discussion on all of these matters, **it was RESOLVED that: updates be noted and that the heating system and other priority works be considered at the next meeting of the Asset Management Committee, subject to the contractors report being received and the Town Council’s approval that reserves be earmarked for priority investment in the viability and long term future of Carnforth Civic Hall, and that Councillor Watson and the Clerk/Proper Officer research community and village hall improvement grants and funding.**

21039 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. It was reported that legal arrangements should be finalised soon and that this will be followed by Carnforth Town Council leading on establishing new Trustees, including Councillors Branyan, Grisenthwaite and Watson and the management and governance committee and structure for the operation and promotion of the building going forward.

It was reported that a survey of the heating system has also been undertaken and a report on this also expected in the coming weeks including recommendations for any future investment.

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

21040 Outdoor Maintenance: The Outdoor Maintenance Officer reported on the work he had carried out since the last meeting, including the base for the bus shelter to be installed at Back Lane and a base and installation of the bench at Shore Road. It was reported that the new date for the installation of the bus shelters at both Back Lane and Lancaster Road is 24th May.

Four of the six planters recently purchased are now in place on Lancaster Road and ready to be filled with flowers and plants. In response to a question, it was confirmed that the preferred supplier provides quality plants and flowers that represent good value for money.

It was reported that the Outdoor Maintenance Officer is using non-toxic weedkiller that it is environmentally friendly and does not require COSH training. It was noted that the Outdoor Maintenance Officer does not currently have a COSH qualification but would be willing to undertake the training if Councillors consider it of benefit.

It was reported that a Clean-Up day is being arranged by the Town Development & Planning Committee on May 4th that the Outdoor Maintenance Officer is happy to lead. He will also replace the lock on the noticeboard at the War Memorial Gardens.

At this point the Clerk/Proper Officer reported on an offer that had been made by a noticeboard supplier, previously used by the Council, to provide two large noticeboards to replace the one that had been vandalised at Highfield Road and the one that has water damage on North Road. It was noted that the one currently at North Road may need to be relocated in any event as a result of a recent planning application at its current location.

It was then **RESOLVED** that update on outdoor maintenance activities be noted and that the Clerk/Proper Officer seek three quotations for the provision on two new noticeboards for further consideration.

21041 Maintenance Programme: Tasks expected to be completed in April and May, which include monitoring the state of widows, external walls, ceilings and roof and all doors, with any matters being brought back to the Committee for consideration and action if required. After some discussion, it was **RESOLVED** that the to the up-to-date position be noted.

21024 **Asset Register:** The Clerk/Proper Officer reported that the asset register continues to be updated as new equipment and assets are acquired and that as at 31st March 2021, Town Council assets are valued at nearly £303,000. Councillors were reminded that, in accordance with proper practice the value of the Council's assets is based on the purchase price and is not subject to depreciation being shown in the accounts. The amount of assets is reported in the Annual Governance and Accountability Return and subject to audit.

There followed a discussion on how the automated report can be filtered to establish location, value, type and/or responsible committee and in response to a question the Clerk/Proper Officer advised that any obsolete assets would be reported to the Asset Management Committee in line with adopted Financial Regulations.

Councillors considered that a physical review of the Council's assets, similar to the one undertaken in early 2020, should be carried out at least every two years.

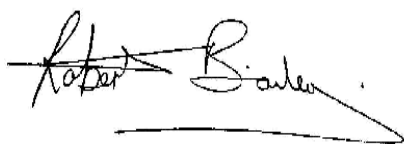
It was then RESOLVED that the up-to-date position of the Council's assets be noted and accepted and that arrangements be made to carry out a physical review of the Council's assets in the final quarter of 2021/2022.

21025 **Allotments:** No further progress has been made due to the ongoing Covid-19 restrictions and the fact that the Carnforth Allotments Committee have not met in the last 12 months. Councillors were reminded that both the Chair and the Clerk/Proper Officer had circulated a draft agreement/contract between the Town Council and Allotments Committee that needs to be amalgamated and an agreed version presented to the Allotments Committee.

The Clerk/Proper Officer has drafted and previously circulated a detailed Allotments Risk Assessment Report that also needs to be formally considered by the Committee, led by the Chair, and a version adopted so that the serious risks associated with the current unsatisfactory arrangement can be addressed urgently.

It was then **RESOLVED that the Chair and Clerk/Proper Officer present a draft Allotments contract/agreement and risk assessment at the next meeting of the Asset Management Committee for consideration and with a view to recommendations being made to the Town Council for adoption and action.**

21026 **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 4th or 11th May 2021 at 5:00pm** subject to receipt of the heating contractors report. The meeting closed at 6:10pm.



Clerk and Proper Officer

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 21st April 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 (part);
Jones, Parker and Watson (part)

In attendance: Bob Bailey, Clerk & Proper Officer (part)

21039	Apologies: There were no apologies.
21040	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21041	<p>Urgent Business: The following updates arising from the previous Minutes of the Committee were provided:</p> <ol style="list-style-type: none">Council Decisions: It was confirmed that the permanent record of Town Council and Committee decisions has been completed and will be updated monthly from now on.NHS reimbursement claim: It is disappointing that the Town Council has had neither an acknowledgment or a formal response from the NHS regarding the claim made for additional expenditure incurred when preparing the Civic Hall as a vaccination centre. It was reported that the Clerk/Proper Officer has written to them for a third time.Payroll & Pensions: It was reported following the Town Council's decision to outsource the payroll and pensions function all necessary arrangements have been made, including making e-slips, the appointed payroll service, the Council's agents relating to any HMRC and pensions matters. The first pay run by e-slips will be in relation to the April salaries and will include production of individual payslips and a report on net pay, income tax and national insurance payments (pensions currently not applicable).Policy & Procedures: Policies and procedures approved at the March meeting of the Town Council have yet to be published on the Council's website and Member/Officer Protocol has been deferred until the May meeting of the Finance & Governance Committee. <p>It was then RESOLVED that the updates and actions be noted and that the outstanding position regarding the reimbursement of expenditure from the NHS be formally considered by the Town Council at its May meeting, if a response to the Town Council's claim has been received by then.</p>
21042	Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 10 th March 2021 be approved.

21043 Budget Monitoring & Bank Reconciliation: The Clerk/Proper Officer presented the up to date 'Net Position' of the Town Council's budgets as at 31st March 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 **£42, 378**. Councillors were reminded that this includes £21,003 *Local Restrictions Business Support Grant* awarded to the Town Council due to the closure of the Civic Hall because of Covid-19.

The Clerk/Proper Officer then presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at the financial year-end 31st March 2021 that had been reconciled to the accounting records. These amounted to **£64,886** which will be carried forward as reserves and balances into 2021/2022.

The Clerk/Proper Officer and Councillor Watson reported that there had been a discussion at the Asset Management Committee on the priority works needed at the Civic Hall that the 'windfall' from the Business Grant funding could contribute towards. Fundamental amongst these is a replacement of the existing heating system (Asset Management Committee April Minutes refer). It was then **RESOLVED that the that the net position and bank reconciliation as at 31st March 2021 be noted and the bank reconciliation signed by the Clerk and Proper Officer and the Chair.**

21044 Annual Governance & Accountability Return (AGAR): The Clerk/Proper Officer presented a first draft of the unaudited AGAR which has been prepared on a Receipts and Payments basis and reconciles with the end of year bank reconciliation. Councillors were asked to note the comparisons with totals in Boxes 1 – 10 for the year ended 31st March 2020 and specifically Box 3 '*Total other receipts*' where receipts (not including the annual precept) as at 31st March 2021 exceed the previous year by 80% (£23,760).

Councillors were advised that it is a requirement of the Accounts & Audit Regulations that an explanation is provided for variances between the current and previous year of + or – 15% and that this forms part of the accounting statements, The Clerk/Proper Officer reported that the variance for '*Total other receipts*' is the only one where an explanation will be required and that this can be evidenced by the receipt of the *Local Restrictions Business Support Grant* (£21,003) and funding for the *Carnforth Steps into the Light*' project (£3,000).

It was reported that the Clerk/Proper Officer is arranging for the Internal Audit to be conducted with a view to the completed audit and draft AGAR and supporting statements being formally presented to Town Council for approval and submission to the External Auditor's by the deadline of 2nd July 2021.

It was then **RESOLVED that the unaudited AGAR be noted and that the explanation for the variance on '*Total other receipts*' include reference to the Town Council's intention to invest capital expenditure in the long term future of the Council's major assets.**

21045 **Payments List:** The Town Clerk presented the Payments Lists for orders and expenditure incurred up to 31st March 2021 (£6,592) and those to be accounted for in the new financial year, commencing on 1st April (£1,206).

Councillors were reminded that due to meetings being cancelled during the official period of mourning following the death of HRH Prince Philip, authority had been given for payments to be approved in line with the adopted Scheme of Delegation. As such all, payments had been processed and authorised.

The Clerk/Proper Officer brought to Councillor's attention that currently individual staff salaries are separately identified and reported in the public domain. It was reported that this is considered to be contrary to the General Data Protection Regulations (GDPR) and is now reflected as such in model financial regulations. There followed a discussion about how, in practice, an aggregated sum of staff salaries could be reported to the public – via the automated Scribe reports – with detailed information being evidenced separately for scrutiny by Councillors and members of the public on request.

After questions on the detail in respect of two payments, it was **RESOLVED that the authorised payments be noted and that the Clerk/Proper Officer identifies a solution(s) to the publication of staff salaries that complies with GDPR and reports back to the Finance & Governance Committee.**

21046 **Policy & Procedure:** The Chair reported that as agreed he and Councillors Gardner and Jones, with support from the Clerk/Proper Officer had reviewed Standing Orders and Financial Regulations with a view to amended and updated versions being presented at the Annual Meeting of Carnforth Town Council for formal adoption.

The Clerk/Proper Officer commented that, from his point of view, it had been a good exercise with the right amount of scrutiny and challenge to provide assurance that Standing Orders and Financial Regulations are up-to-date, robust and fit-for-purpose.

The Chair encouraged all Councillors to familiarise themselves with the revised documents when the opportunity arises.

The Clerk/Proper Officer then presented a suggested protocol which sets out the etiquette and procedures to be followed when marking the death of named members of the Royal Family, a Prime Minister or other national figure..

Councillors commented that this is a worthwhile document and it was then **RESOLVED that the protocol as presented be adopted.**

21047 Effectiveness of Internal Controls: The Chair introduced a paper prepared by the Clerk/Proper Officer covering a review of Assertions 5, 6 and 7 of the Annual Governance and Accountability Return (AGAR) covering internal control requirements for *Risk Management, Internal Audit* and the consideration and publication of Auditors (Internal and External) reports. The review concluded that the Town Council has reached the expected standards relating to all three assertions.

The Clerk/Proper Officer reminded Councillors that the Council as a corporate body is legally responsible for ensuring and reporting on the effectiveness of its internal controls and the objective review of the each of the nine assertions, together with the implementation of improvements, fulfills this requirement. It was reported that the final two assertions will be considered at the May meeting of the Finance & Governance Committee so that the Council can report with confidence and assurance to the appointed auditors and the public that its controls have been properly and robustly reviewed.

Councillors thanked the Clerk/Proper Officer for his work on objectively reviewing internal controls and for reporting these for scrutiny and challenge. It was then **RESOLVED that the Town Council's full compliance with Assertions 5,6,and 7 of the AGAR be accepted.**

21048 Items for next Agenda: It was reported that, subject to completion, the Internal Auditor's report, completed AGAR and supporting statements will be presented at the next meeting of the Finance and Governance Committee with a view to these being considered for recommendation to, and approval by, Carnforth Town Council and submitted for External Audit by the specified deadline of 2nd July 2021.

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

21049 Exempt Agenda Item: It was **RESOLVED that Agenda item 21050 be an exempt item under Schedule 12A Local Government Act 1972 – 'Information relating to an individual' and that the press and public be excluded. Councillors considered that the Clerk/Proper Officer could be present for part of the agenda item relating to the consideration of agreed objectives for the municipal year 2021/2022 but should not be present for any discussion on pay and performance.**

21050 Annual Appraisal: The Chair presented his confidential report on the virtual appraisal undertaken with Councillor Jones on the performance and achievements of the Clerk/Proper Officer in the past exceptional and challenging 12 months and any areas for development or improvement.

Councillors were asked to note that for the purposes of the appraisal a new proforma, recommended by NALC, had been completed and submitted in advance of the review by the Clerk/Proper Officer. This provided useful information and structure to the proceedings and allowed for an open and honest discussion to take place.

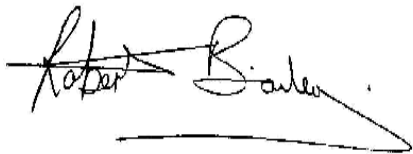
It was reported that eight Key objectives for the Clerk/Proper Officer to achieve in the coming municipal year were agreed and the Chair outlined each of these advising that progress is scheduled to be reviewed on 20th September 2021.

The Chair informed Councillors that there had been an acknowledgement that the scope and nature of the role of Clerk/Proper Officer and related responsibilities have changed and evolved considerably since his appointment in April 2018. Based on the appraisal and Councillors own observations of the officer role and the progress that the Town Council has made in recent years it was recommended that an independent evaluation of the job role be undertaken. Councillors were advised that this would be an objective evaluation of the job as it is now, entirely separate to the performance of the current postholder.

The Clerk/Proper Officer then left the meeting.

After comments, questions and discussion it was **RESOLVED** that the Town Council be recommended to approve that the current role of Clerk and Proper Officer be evaluated by an independent assessor nominated by NALC and that the cost of the exercise be met from the existing revenue budget.

21051 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 12th May 2021** at 5:15pm. **The meeting closed at 6:20pm**



Clerk to the Council

Carnforth Town Council
DRAFT PAYMENTS LIST 330 TO 360

Voucher	Cheque	Code	Name	Description	Amount
335	Credit Card	15 - Assets	Aggregate Industries	Concrete	220.01
336		17 - Civic Hall Manager	Rik Marsden	Salary	979.25
		<i>Month 12</i>			
337		19 - Outdoor Maintenance Office	Terry Allum	Salary	268.80
338		88 - Administrative Officer	Sarah Lowell	Salary	386.00
		<i>Month 12</i>			
339		18 - Town Clerk	Bob Bailey	Salary	1,048.66
340		46 - Telephone	Bob Bailey	Telephone	30.00
341		45 - Postage	Bob Bailey	Postage	155.96
342		48 - Stationery	Bob Bailey	Stationery	4.00
355		2 - Heating Oil	WCF Fuels	Fuel	499.25
356		80 - PAYE	HMRC	PAYE	614.73
357		66 - Neighbourhood Plan Develo	Troy Hayes Design	Carnforth Neighbourhood Plan	1,800.00
358		61 - Grounds Maintenance	Travis Perkins	Grounds Maintenance	45.03
360		62 - Cleaning	Moor 'N' Wife	Cleaning	540.00
				TOTAL	6,591.69

Carnforth Town Council
DRAFT PAYMENTS LIST

Voucher	Cheque	Code	Name	Description	Amount
4		6 - Waste & Recycling	Lancaster City Council	Waste & Recycling	683.60
5		15 - Assets	R E Salt & Co Ltd	Repairs and maintenance - Civic Hall	205.55
			<i>Boiler service</i>		
6		15 - Assets	R E Salt & Co Ltd	Repairs and maintenance	117.59
			<i>outside tap - Carnforth Offices</i>		
7		61 - Grounds Maintenance	Bay view garden centre	Grounds Maintenance	47.92
			<i>Compost</i>		
8		4 - Cleaning	Dazzling windows	Window cleaning	30.00
9		4 - Cleaning	Dazzling windows	Window cleaning	30.00
10		61 - Grounds Maintenance	Laburnham Nurseries Ltd	Flowers & plants	143.88
1		16 - Town Development & Planni	Amazon	Gifts & Donations	50.00
				Subtotal No.	1,308.54
2	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	38.36
3	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	3.00
				Subtotal No. Credit Card	41.36
				TOTAL	1,349.90



Carnforth Town Council Correspondence – April 2021 meeting



Date	Sender	Topic
22/03/2021	Lancaster City Council	Planning Application 21/00092/FUL
22/03/2021	Lancaster City Council	Planning Application 21/00313/FUL
22/03/2021	Clerk & Proper Officer	NALC Star Awards nomination
25/03/2021	Clerk & Proper Officer	2021/2022 Carnforth Town Council -Year Planner
25/03/2021	Lancaster City Council	Planning Application 21/00239/FUL
26/03/2021	Clerk & Proper Officer	Weekly Catch up meeting
31/03/2021	Cllr Tobias Holbrook	Notice of Resignation
07/04/2021	Clerk & Proper Officer	Asset Management Cmte Agenda Pack
07/04/2021	Clerk & Proper Officer	Town Development & Planning Cmte Agenda Pack
08/04/2021	Lancaster City Council	Notice of Casual Vacancy
09/04/2021	Clerk & Proper Officer	Finance & Governance Cmte Agenda Pack
10/04/2021	Clerk & Proper Officer	Cancellation of meetings for a period of mourning for HRH Prince Philip & actions required
12/04/2021	Clerk & Proper Officer	Proposed meeting with Dr Erica Lewis to discuss the Bay Unitary bid and local councils
13/04/2021	Clerk & Proper Officer	Preparing for the return to face to face meetings
13/04/2021	Lancaster City Council	Notifications that Carnforth Civic Hall will be used for the Elections on 06/05/2021
15/04.2021	Lancaster City Council	Outcomes form Parish & Rural Support Network meeting on 13/04/2021
16/04/2021	Lancaster City Council	Planning Application 21/01143/FUL
17/04/2021	Clerk & Proper Officer	Weekly Catch up meeting
19/04/2021	KCS Development Ltd	Potential development site Scotland Road Carnforth



Carnforth Town Council Correspondence – April 2021 meeting



Date	Sender	Topic
19/04/2021	Clerk & Proper Officer	Draft Carnforth Town Council Annual Report
20/04/2021	Lancaster City Council	Planning Application 21/00451/FUL
22/03/2021	Lancaster City Council	Planning Application 21/00225/FUL
22/03/2021	Lancaster City Council	Award of Business Grant
23/03/2021	Highways England	A590 Greenodd roundabout – carriageway improvement work
23/02/2021	Clerk/Proper Officer	Request for support for MSci Student Project - Future of Digital Tourism