



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of Carnforth Town Council to be held at Carnforth Civic Hall on Wednesday 21st July 2021 commencing at 6:30pm.

Press and public are welcome to attend.

If electors have any comments or questions on an agenda item and/or wish to speak in the public participation part of the meeting, they are encouraged to write to the Clerk & Proper Officer at clerk@carnforthtowncouncil.org by 10:00am on the morning of the meeting

A G E N D A

- 21087. Apologies:** To receive apologies
- 21088. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21089. Urgent Business:** To receive matters of urgent business not on the agenda
- 21090. Minutes:** To consider and approve Minutes of meeting held on Wednesday 16th June 2021.
- 21091. 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
- 21092. 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
21/00053/FUL	Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ: Recommendation: Support in Principle
21/00694/REM	Reserved matters application requesting consideration of scale and appearance for 213 dwellings – Land East of Scotland Road, Carnforth: Recommendation: Support in Principle
21/00545/FUL	Erection of single storey side & front elevation to existing workshop to create storage area – Unit 10 Boundary Lane, Kellet Road Industrial Estate Carnforth LA5 9XP: Recommendation: Support in Principle
21/00637/FUL	Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth: Recommendation: Support in Principle
21/00807/FUL	Erection of a part single and part two storey extension to existing detached garage, incorporating balcony to the south west elevation – 109 Crag Bank Road, Carnforth LA5 9JB: Recommendation: Support in Principle



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Application No:	Description
21/00841/FUL	Erection of a single storey side extension to existing garage – 7 Long Acre Close, Carnforth LA5 9EN
21/00848/FUL	Erection of a first floor side extension over existing garage and erection of a single storey rear extension – 85 Redruth Drive, Carnforth LA5 9TT
21/00705/OUT	Outline application for the development of one agricultural workers dwelling and sewage treatment plant – Field at Grid Reference 351950 471570 Netherbeck, Carnforth

- 21093. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21094. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 5th July 2021 (Cllr Smith to report)
- 21095. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 6th July 2021 (Cllr Watson to report)
- 21096. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 14th July 2021 (Cllr Jones to report)
- 21097. Correspondence & Action Log:** To consider correspondence and updated Action Log (Action Log to follow)
- 21098. Street Festival / Welcome Back Fund:** To consider further updates on the street festival actions and plans and related Welcome Back Funds.
- 21099. Platinum Jubilee:** To consider outcomes from initial meeting on plans for the Queen's Platinum Jubilee celebrations
- 21100. Committee review:** To consider proposals for revised structure and terms of reference of the following committees (please click on the link)
- 1) [Property & Environment Committee;](#)
 - 2) [Town Development & Planning Committee;](#)
 - 3) [Finance & Governance Committee](#)
- 21101. Date & Time of next meeting:** 15th September 2021 commencing at 6:30pm

Clerk & Proper Officer

Tel: 07845256006 Email: clerk@carnforthtowncouncil.org/FUL

16 July 2021



Carnforth Town Council

Minutes of meeting held on Wednesday 16th June 2021

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

In attendance: Bob Bailey, Clerk & Proper Officer; Ward Councillors Guilding and Yates; and one resident

21069 Apologies: Apologies were received from Councillors Reynolds and County Councillor Williamson

21070 Declaration on interests and dispensations: Councillors Gardner and Jones declared an interest in any discussion involving the Carnforth Railway Trust and the Salvation Army.

21071 Welcome: The Town Mayor welcomed Councillor Mr Ian Betley to his first meeting of the Town Council following his co-option. Councillor Betley thanked the Town Council for the appointment and is looking forward to helping the Council in making a difference in the town and working for the community.

21072 Urgent Business: There were no matters of urgent business not otherwise included with the meeting Agenda

21073 Minutes: It was **RESOLVED** that the **Minutes of the meeting held on Wednesday 19th May be approved.**

21074 Adjournment for public discussion and information only updates:

1) **Public Discussion:** A member of the public raised concerns about the high speed of traffic on the A6, Lancaster Road in Crag Bank, despite the Speed Indicator Device situated there.

It was reported that speed on this stretch of road is a regular issue but is particularly so in the early evening after 6pm. It was suggested that better signage is required together with other measures in order to avoid a serious accident.

Councillors acknowledged that this area, along with several other locations in and around the town is susceptible to problems with speeding traffic.

After some discussion, it was RESOLVED that the resident be thanked for addressing the Town Council and that concerns about the speed of vehicles in the A6 in Crag Bank and around the town more generally, be raised with Lancashire County Highways and Lancashire Constabulary with a request that investigations be undertaken and action taken where necessary.



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- 2) **Councillor updates / matters:** Councillors considered the following updates and issues:
- a) Councillor Grisenthwaite provided an update on the ongoing discussions of the Back Lane Group, including responses to the outcome and timing of the recent environmental assessments undertaken by Homes England in support of their planning application at Lundsfield quarry and the assumption that Carnforth Rangers Football Club would continue to function in its current location.
Councillor Grisenthwaite reported that the letter sent on behalf of the Town Council supports the objections raised by the football and Sports England and urged that an alternative and more suitable site be found for the football club. The issue of the inadequacy of sporting provision currently available in the town will be raised in the forthcoming consultation for the emerging Carnforth Neighbourhood Plan.
 - b) Councillor Watkins commented on the arrangements now being made for the Armed Forces Service on Saturday 26th June which will now be held within the COVID-19 restrictions following the Government's decision to delay lifting restrictions until 19th July at the earliest.
- 3) **Reports of Ward and County Councillors:** Ward Councillors Guilding and Yates commented on local issues and the activities and plans of Lancaster City Council including:
- a) Litter, fly-tipping and overgrown vegetation and the excellent work of the Carnforth Wombles, which is now spreading to other areas in the Lancaster District;
 - b) Congratulated Carnforth Town Council and its work and activities in the town and surrounding areas and on its continuing community engagement and communications with the town and surrounding areas;
 - c) Commented on the Grassland Management Strategy and the welcome periodic presence of the Connecting Communities team;
 - d) Commended Councillor Reynolds and the Town Council on the proposal and subsequent resolution to fly the Union Jack on Council buildings throughout the year;
 - e) Advised that there will be a feasibility study on the Carnforth railway link as part of a climate change proposal to reduce pollution.



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- 4) **Reports from outside bodies:** The following reports were given:
- a) **Carnforth Business Network (CBN):** Councillor Parker reported on CBN activities and plans, including:
 - Support for the Street / Food Festival in August and the planned Queen's Platinum Jubilee celebrations in 2022;
 - Attendance and presentation at the Carnforth Town Meeting on 30th June;
 - Comments on the condition of the Station Car Park and the recent increase in charges and how this can be addressed with Network Rail;
 - Removal of one of the electric vehicle charging points on New Street but no apparent change in the parking s=restrictions meaning that this space cannot be used. **ACTION: Clerk to follow up with Lancashire County Council**
 - b) **Twinning Committee:** Councillor Parker reported that the Twinning Committee also support, and would like to contribute to, the Street / Food Festival and 2022 Queen's Jubilee Celebrations. 14th July is Bastille night and Lancashire Night will be held on 27th November
 - c) **2246 Squadron:** Councillor Grisenthwaite reported that the Air Training Corps are preparing to return to Carnforth Civic Hall in July and to restart training and activities in line with prevalent Covid restrictions and guidance;
 - d) **Carnforth Swimming Pool:** Since re-opening the pool has returned to capacity. New signage has been installed.

There being no further updates it was RESOLVED that Councillors be thanked for their contributions and that the information only matters and updates be noted and acted on as necessary

21075 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
21/0094/TPO	Various tree works – Keerford View 152 Lancaster Road, Carnforth LA5 9EE Recommendation: Support in Principle
21/00495/VCN	Change of use of agricultural building to a dwelling - Field Barn, Adjacent to Thwaites Lodge, 25 Crag Bank Crescent Carnforth LA5 9EQ Recommendation: Objection



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Temporary Speed Restriction Notice: To temporarily prohibit any person to cause or permit any motor vehicle or cycle from proceeding at a speed exceeding 30 MPH over any length of A601M B6254 to M6 Junction 35 from its Junction with A6 Scotland Road to its junction with M6 Northbound entry/exit slip roads – operative from 0001 on Tuesday 1st June 2021 until 2350 on Thursday 1st July 2021

Councillors considered and commented on the planning applications and recommendations of the Town Development & Planning Committee and the Temporary Road Notice.

Councillors noted a further planning application for development on Field Barn, Crag Bank and previous objections made by the Town Council at this location. It was noted with some surprise that planning application 21/00495/VCN had been designated for 'officer decision'.

After comments and observations it was RESOLVED to approve the recommendations of the Town Development & Planning Committee with an objection to planning application 21/00495/VCN outlining the Town Council's concerns that acceptance could lead to future development on this greenfield site. ACTION: Clerk to request that planning application 21/00494/VCN be considered by Lancaster City Council's Planning Committee.

21076 **Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. It was noted that **eight** planning applications were awaiting decision; **one** application - supported in principle by the Town Council - had been permitted and **one** application – objected to by the Town Council – had been refused.

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

21077 **Asset Management Committee:** Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 1st June 2021, including:

- 1) A report on outdoor maintenance and an acknowledgement that Carnforth Wombles are now utilizing equipment provided by the Town Council;
- 2) The poor state of the footpath at the junction of Haws Hill and Lancaster Road reported to County Highways and will be looked at;
- 3) Proposed replacement of noticeboards at Highfield Road (vandalised and subject to an insurance claim) and North Road (water egress), subject to favourable negotiations with the suppliers;



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- 4) Updates on improvements and repairs at Carnforth Civic Hall, including a recommendation to the Finance & Governance Committee that Financial Regulations be waived so that a proposal to install LED lighting at Carnforth Civic Hall could be approved in order to take advantage of a short term offer that will realise long term savings;
- 5) Handover of Crag Bank Village Hall and development of an action plan to manage improvements and facilities;
- 6) Approval of a draft Lease and Risk Assessment for signing with the Highfield Road Allotments Committee at the next meeting of the Asset Management Committee;
- 7) Installation of Bus Shelters at Back Lane and Lancaster Road

After comments and observation, it was RESOLVED that the report, actions and recommendations of the Asset Management Committee be noted and approved

21078 **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held on 7th June 2021, including:

- 1) Recommendations to the Town Council on planning applications;
- 2) Letter in support of the Arts Project to be displayed at Carnforth Civic Hall;
- 3) Recommendation that the Town Council supports a 'whole community event' to commemorate the Queen's Platinum Jubilee in June 2022 and that the Heritage Festival be deferred until 2023;
- 4) Update on the Welcome Back Fund and update on plans for the Street Festival;
- 5) Action to arrange a meeting to discuss the state of the Station Car Park and increased parking costs;
- 6) Action to place an order for an NHS & Key Workers bench for installation in the War Memorial Gardens;
- 7) Establish costings for up to six signs regarding dog control and fouling in play areas;
- 8) Options for tree planting and pocket parks;
- 9) Developing a report and strategy for the improvement and management of public rights of way;
- 10) Latest position on the developing Carnforth Neighbourhood Plan and next steps

There followed a discussion on the most effective approach to coordinate efforts on the Grassland Management Strategy with Lancaster City Council.

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



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21079

Finance & Governance Committee: Councillor Jones reported on the recommendations and actions arising from the meeting of the Committee on 9th June 2021, including:

- 1) Recommendation that Carnforth Town Council approves the acquisition of the Scribe online booking and payment system that will be fully integrated with the existing accounting system;
- 2) A resolution that the Finance & the Finance & Governance Committee supports, in principle, the recommendation of the Asset Management Committee for the installation of LED lighting but that a final decision be deferred to Carnforth Town Council;
- 3) Bank reconciliation as at 31st May 2021;
- 4) Payments List recommended for approval by the Town Council;
- 5) Recommendation that the Town Council adopts the following policies and procedures:
 - a) Information Management and Data Protection Policy;
 - b) Privacy Policy;
 - c) Publication Scheme;
 - d) Complaints Procedure;
 - e) Communications Policy
- 6) A resolution that the charges for the hire of Carnforth Civic Hall remain unchanged for 2021 and that charges for the hire of Crag Bank Village Hall be compatible, subject to more detailed consideration of estimated income and expenditure. Other charges to remain unchanged with the exception of drinks from the vending machine which will be increased by 50p;
- 7) Note that the review of the effectiveness of internal controls had now been completed with all nine assertions having been fully or partially met demonstrating a high-level of assurance and effectiveness on the Councils financial management and governance arrangements
- 8) Exempt matters to be considered in the Town Council agenda for this meeting.

There followed a discussion on the benefits and cost of the Scribe Booking system and the proposal for LED lights, as well as a further recommendation that decisions be taken in line with the adopted Scheme of Delegation and expenditure was within existing balances.

It was then RESOLVED that the Finance & Governance Committee report be noted and recommendations and actions approved and that urgent decisions relating to Council venues be delegated to the Town Mayor and Chairs of the Asset Management and Finance & Governance Committees and reported to Town Council at its next meeting.



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21080

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 Action Log had been updated and previously circulated.

It was RESOLVED that the correspondence and action log be noted.

21081

Welcome Back Fund: Councillors Grisenthwaite and Watson and the Clerk & Proper Officer reported that, as requested, a prioritised list for this funding had been submitted to Lancaster City Council. These priorities are:

- 1)** A Street Festival on Market Street, Ashtrees Way and in the War Memorial Gardens
- 2)** Planters along Market Street and improvements to green spaces;
- 3)** Next steps for the Heritage App

It was reported that Lancaster City Council support these initiatives in principle, subject to more information and costing being provided as each proposal is worked up. Advice to help meet the requirements of the funding and actions that will need to be considered and acted upon to ensure that the event will be safe have been outlined and will be followed up.

After some comments, it was RESOLVED that the update on the Welcome Back Fund and related priorities be noted and Councillors and the Clerk & Proper Officer be thanked for their efforts to date.

21082

Crag Bank Village Hall: Councillors Grisenthwaite and Watson and the Clerk and Proper Officer reported that arrangements were now in place for the Town Council to formally take ownership and day-to-day management of the Village Hall. In addition to the matters discussed under agenda item 21079 a range of other operational tasks are being taken forward through an action plan with overall progress and any remedial action be reported to the Town Council as required.

It was reported that the Village Hall bank account had now been closed and balances transferred to the Town Councils account. There has been an initial meeting with the Coordinators of the Crag Bank Under 5's to discuss outline terms and conditions and management arrangements going forward.

After some comments it was RESOLVED that the update on Crag Bank Village Hall be noted and actions by the designated Councillors and the Clerk and Proper Officer be supported.



21083

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Annual Town Meeting: Councillors were informed that following advice on the upsurge in cases in recent weeks the Annual Town Meeting will now be held remotely using video-conferencing software. The Leader of Lancaster City Council, Councillor Caroline Jackson and Director of Communities and the Environment have been invited to speak and several local groups will be attending to report on their achievements and activities in the last municipal year.

Residents have been requested to submit questions to the Clerk and Proper Officer and the Town Council will be presenting its Annual Report for 2020/21 with Councillor Bromilow reporting on her year(s) in office and the Chairs of each Committee presenting their reports. The meeting will be presided by the Town Mayor, Councillor Branyan.

It was then RESOLVED that the arrangements for the Annual Town Meeting be to held remotely on Wednesday 30th June 2021 be noted.

21084

Exempt Agenda item: The Town Council **RESOLVED that in accordance with Part 2, paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the following agenda items be considered in private and that in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.**

21085

Staff matters: Members considered the following matters:

- 1) Administrative Officer vacancy and apprenticeship working
- 2) Clerk & Proper Officer job evaluation

Given the urgent need to provide administrative support for the Clerk & Proper Officer it was **RESOLVED to fill the vacant post immediately on Salary Point 1 for a maximum of 10 hours per week and that opportunities for apprenticeship working be considered in the longer term.**

The Town Council considered a report from Councillor Grisenthwaite on the reasons for, and outcome of, an independent job evaluation of the post of Clerk and Proper Officer based on the job description and **RESOLVED that the post be increased to Salary point 28 with immediate effect and that this be backdated to 1st April 2021.**



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21086 **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 21st July 2021**. The meeting closed at 8:50pm

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

July 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
20/00978/CU: Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU	Neutral comment around waste arrangements & late opening times	Awaiting decision
20/01191/FUL (Amendment): Erection of a retail food source with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Land at Carnforth Business Park, Kellet Road, Carnforth	Neutral comment	Application refused
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	Neutral comment	Awaiting decision
21/00239/FUL: Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag bank Road, Carnforth LA5 9EH	Support in principle	Awaiting decision



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Planning Application Comments & Decisions

July 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision
21/00451/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	Support in principle	Application refused
21/0094/TPO - Various tree works – Keerford View 152 Lancaster Road, Carnforth LA5 9EE	Support in principle	Application permitted
21/00495/VCN Change of use of agricultural building to a dwelling - Field Barn, Adjacent to Thwaites Lodge, 25 Crag Bank Crescent Carnforth LA5 9EQ	Object to the planning application	Awaiting decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 5th July 2021

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

In attendance: Bob Bailey, Clerk & Proper

21068 **Apologies:** There were no apologies.

21069 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

21070 **Urgent Business:** There was a short discussion on Lancaster City Council's Climate Change strategy and what the Town Council is doing, and can do, to support the climate change emergency, through the Carnforth Neighbourhood Plan and its actions. Opportunities to help the City Council and the Town in reducing the carbon footprint should be considered wherever possible – the installation of LED lighting at Council venues being a good example - and government powers, resources and funding should be called upon if/when available.

21071 **Minutes:** It was **RESOLVED** that the **Minutes of the meeting held on Monday 7th June 2021 be approved.** The Clerk & Proper Officer provided an update on actions from the last meeting and advised that, as usual, progress on all actions will be reported to the Town Council at its meeting on Wednesday 21st June 2021. It was noted that a meeting to fully consider the implications of the increased parking charges at the Carnforth Station Car Park has yet to be arranged.

21072 **Planning Applications:**

Application No:	Description
21/00053/FUL	Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ: Recommendation: Support in Principle
21/00694/REM	Reserved matters application requesting consideration of scale and appearance for 213 dwellings – Land East of Scotland Road, Carnforth: Recommendation: Support in Principle
21/00545/FUL	Erection of single storey side & front elevation to existing workshop to create storage area – Unit 10 Boundary Lane, Kellet Road Industrial Estate Carnforth LA5 9XP: Recommendation: Support in Principle

Application No:	Description
21/00637/FUL	Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth: Recommendation: Support in Principle
21/00807/FUL	Erection of a part single and part two storey extension to existing detached garage, incorporating balcony to the south west elevation – 109 Crag Bank Road, Carnforth LA5 9JB: Recommendation: Support in Principle

After discussion on each planning application it was **RESOLVED that the Town Council considers the recommendation(s) of the Committee set out above and determines action(s) to be taken.**

21073 **Platinum Jubilee:** There was a short discussion on how to involve community groups and organisations in celebrating the Queen’s Platinum Jubilee in early June 2022. Nationally there will be four days of celebrations that will include public events and community activities, as well as national moments of reflection.

It was RESOLVED that a meeting to facilitate ideas and plans for the event be arranged for Thursday 15th July at Carnforth Civic Hall and that community groups and organisations be invited to attend.

21074 **Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

1) Street Festival / Welcome Back Fund: The Clerk & Proper Officer provided an update on plans for the Street Festival scheduled for 21st August 2021. It was reported that several food outlets/vendors have been contacted and more are to be sought.

Contact has been made with the multi-agency Events Safety & Advisory Group (ESAG) and an Event Management Plan, risk assessment and Covid-19 assessment forms will be submitted to ESAG for consideration and comment.

2) Heritage App: No further progress as yet but will be followed up with a view to possible funding from the Welcome Back Fund being available to support the next stage.

It was then **RESOLVED that updates on town development matters be noted and that updates reported back in due course.**

21075 Public Realm & Environmental matters: The committee considered updates on the following public realm matters:

1) Public Realm

- a) **NHS & key workers bench:** It was reported that the NHS & keyworkers bench will be supplied in approximately 8 weeks. There followed a discussion on relocating a bench from the War Memorial Gardens to the bus stop adjacent to Aldi Car Park.

ACTION: Councillor Watkins to contact County Highways to seek permission

2) Environmental: The committee considered updates on the following environmental matters:

- a) **Advertising Project:** It was reported that the advertising boards had been made and installed by the Outdoor Maintenance Officer. There followed a discussion around the security of these boards and the notices / promotions that they can be displayed on them and alternated as required.

- b) **Litter Picking / weed clearance data and activity:** Councillor Smith reported on the work that he had recently done on the canal footpath with representatives from the Canal & Rivers Trust. It was suggested that a community weed-clearing be arranged for 22nd July between 10am and 12pm.

- c) **Dog control & waste:** It was reported that local schools had been contacted offering an opportunity to the children to submit designs for 'No dogs' signs to be installed in parks and play areas. So far three entries from one school have been submitted with all entries received by the deadline being judged by the Town Mayor with a view to up to six signs being made. The preferred supplier has indicated that signs designed by school children will be provided free of charge.

- d) **Grassland management:** There was a further discussion on a variety of measures and suggestions around the planting of trees; number and location of waste and dog bins; grass cutting and weeding regimes and requirements etc.

ACTION: Paper previously circulated by Councillor Stretch to be re-circulated.

It was RESOLVED that Councillors formulate a programme of works, as part of a wider Grassland Management Project that will help to identify resources, plan work and develop a clear and coherent strategy going forward.

- e) **Public Right of Way:** It was reported that the review of Public Rights of Way (PROW's) requested by Lancashire County Council have now been completed. Suggestions have been made as to how the Town Council and Lancashire County Council could work together to make these more accessible and informative with a view to improvements being made and a leaflet produced by the Town Council promoting these footpaths to residents and visitors.

ACTION: Councillor Watkins to arrange a meeting with Lancashire County Council's

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

21076 Carnforth Neighbourhood Plan (CNP): The Clerk & Proper Officer gave an update on the actions that had been undertaken to prepare for the Regulation 14 consultation which will run for a six-week period between 26th July and 5th September.

It was reported that promotional material; letters to residents, local businesses and statutory consultees, Frequently Asked Questions; a feedback form (online and offline) and a presentation on the CNP and the consultation process have all been completed.

Contact details for the statutory consultees are being provided by Lancaster City Council and will be contacted by email; some businesses will be also contacted by email whilst others, and all residents within the Carnforth Boundary will need to be delivered or posted. It is hoped that copies of the CPN will be available for inspection at Carnforth Civic Hall and Carnforth Library.

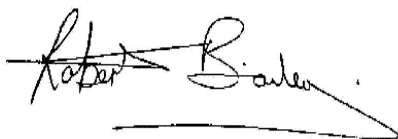
Plans for two drop-in events scheduled for both 4th August and 25th August need to be made.

The Clerk & Proper Officer and Administrative Officer will be monitoring and analysing offline feedback responses as well as producing a statutory 'Consultation Statement' summarising community engagement and consultation from the beginning of the CNP and the main issues and concerns raised throughout.

The Clerk & Proper Officer advised that this Reg 14 consultation will require a significant amount of time and resource in the coming weeks.

After some comments, **it was RESOLVED that the update be noted and that the Town Council be recommended to support the Regulation 14 consultation process and the resources needed to ensure that this final consultation, before formal submission to the planning authority and an independent examiner, is a success.**

21077 Date of next meeting: The next meeting of the Town Development & Planning Committee will be held on Monday 2nd August 2021. The meeting closed at 6:35pm



Clerk to the Council

ASSET MANAGEMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 6th July 2021 at 5:00pm

Present: Councillors Watson (Chair); Betley; Branyan (Town Mayor) Bromilow and Parker (part)

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Terry Allum, Outdoor Maintenance Officer; Linda Marsden, Crag Bank Village Hall Manager; Leah Longhorn, Administrative Officer; Two representatives from Highfield Road Allotments Committee

21068 **Apologies:** There were no apologies

21069 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

21070 **Urgent Business:** The Chair presented Committee members with the draft terms of reference for a proposed committee to be responsible for property and the environment from September subject to consideration and approval by the Town Council.

The Clerk & Proper Officer updated the Committee on plans and arrangements for the statutory Regulation 14 consultation for the emerging Carnforth Neighbourhood Plan. It was reported that two drop in events will be held to allow residents and interested stakeholders to comment and ask questions about the Neighbourhood Plan.

21071 **Minutes:** It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 1st June 2021 be approved.

21072 **Allotments:** Councillor Watson welcomed the Chair and Secretary of the Highfield Road Allotments Committee. Councillor Watson outlined the terms and conditions and associated responsibilities of each party set out in an agreement between Carnforth Town Council and Highfield Road Allotments Committee for the management of the land and individual allotment holders.

It was reported that members of the Allotments Committee had previously had sight of the agreement, as drafted by Carnforth Town Council, and some minor amendments had been made as a result. Both parties welcomed the introduction of a formal agreement and signed the document.

It was reported that from now on Carnforth Town Council will be represented at meetings of the Allotments Committee. The Chair and Secretary of Highfield Road Allotments thanked the Town Council for showing an interest in their activities and look forward to a positive relationship. They then left the meeting.

21073 **Outdoor Maintenance:** The Outdoor Maintenance Officer reported on his main activities in the last month.

Summer plants and flowers have been acquired and being planted. Very positive feedback has been received by letter and on social media about the new planters on Lancaster Road near Keerford View Retirement Homes.

Action will be taken to 'make good' the base for the new bus shelters. The frames for the interchangeable banners have been made and are in situ ready to be used. Some concerns have been expressed that the frames, when not in use, may be stolen. **ACTION: Outdoor Maintenance Officer to make the frames secure and/or remove when not in use**

It was then **RESOLVED that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21074 **Crag Bank Village Hall:** It was reported that good progress has been made since Carnforth Town Council took over formal responsibility for the hall. Key actions taken following resolutions by the Town Council and under delegated authority include:

- 1) Insurance of the buildings and contents with the Council's existing insurers, resulting in substantial cost savings for the same level of cover;
- 2) Implementation of the Scribe booking system and online payments and booking web-page;
- 3) All existing hirers contacted about the new arrangements - all welcomed the changes and plans going forward;
- 4) Terms and conditions for the hire of Council venues established and published;
- 5) Bank balances transferred to Town Council account and new accounting codes for Crag Bank Village Hall income and expenditure set up and in use;
- 6) Changes and improvements to cleaning, waste management and various operational matters, providing an improved service and short and long term cost savings;
- 7) Remedial repairs and maintenance under way and planned;
- 8) Valuation of the property and 'open market rental value' per annum (just received);
- 9) Inspection of the heating system and a request for a quotation to replace;
- 10) Installation of LED lights arranged for week commencing 26th July;
- 11) Enquiries made around installing new doors to allow secure access.

It was noted that further actions are planned, including repairs to the hall floor and decorating; new signage; health and safety compliance matters and further promotion of the venue.

Councillors and the Clerk were congratulated on the progress made so far and after some questions on the next steps, it was **RESOLVED that the update be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21075 Civic Hall: The following matters were discussed:

- 1) **Heating Contractor Report:** The Chair reported that the a quotation for the boiler and heating system is expected soon. **ACTION: Quotation to be circulated and considered by the Asset Management and Finance Committees.**
- 2) **Rapid Test Centre:** The Clerk reported that payment for use of the Civic Hall as a test centre each Friday has now been received and will continue to be paid monthly. After being raised with Lancaster City Council the centre is now remaining open until 12:30pm.
- 3) **LED Lighting Proposal:** The new LED lights will be installed in the same week as Crag Bank Village Hall being week commencing 26th July.
- 4) **Maintenance Programme – Civic Hall:** The Maintenance Programme was reviewed and actions noted.
- 5) **Priority Works:** The committee considered photographs of several windows where there is water ingress. It is estimated that these had been installed over 20 years ago being 'old style' PVCu windows. The ornate round window on the front elevation, which is part of the original building, is timber and severely rotted. **ACTION: Further advice on the state of the windows and quotation(s) to replace/repair be sought**

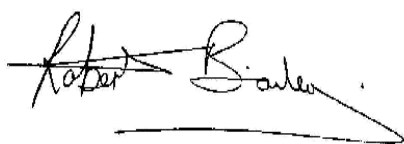
After some comments and discussion it was **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21076 Carnforth Offices and other assets: It was reported that an order had been placed for a new Noticeboard at Highfield Road and that the Council's insurers had been notified. Following approval by the Town Council and subject to permission by the landowner an order for a new noticeboard at North Road will also be placed.

It was reported that the carpet tiles in the Carnforth offices are in a poor state.

It was then RESOLVED that the updates be noted and that quotation(s) for the replacement and fitting of carpet tiles be sought.

21077 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 3rd August at 5:00pm.** The meeting closed at 6:30pm.



Clerk and Proper Officer

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 14th July 2021 at

5:15pm at Carnforth Civic Hall meeting room

Present: Councillors Grisenthwaite (Chair); Branyan (Town Mayor); Jones (remotely); Reynolds and Watson

In attendance: Bob Bailey, Clerk & Proper Officer

21075	Apologies: Apologies were received from Councillor Gardner
21076	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21077	<p>Urgent Business: The Clerk reported North West Private Ambulance Liaison Service (NWPALS) who have been approached to provide ambulance cover at the forthcoming Street Festival have since offered to provide free sessions on basic life support, how to use a defibrillator and carry out CPR in the event of an emergency and, a one day course for Emergency First Aid training at a reduced cost.</p> <p>After some discussion, it was RESOLVED that the offer of free sessions on basic life support be accepted and arrangements made for interested colleagues to undertake Emergency First Aid training.</p>
21078	<p>Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 9th June be approved. The Clerk & Proper Officer provided an update on actions from the last meeting.</p>
21079	<p>Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the <i>Bank Reconciliation Report</i> setting out the bank and petty cash balances as at 30th June 2021 that had been reconciled to the accounting records, totalling £168,834. Councillors noted that balances had increased from the previous month due to the receipt of balances from the former Crag Bank Village Hall account; VAT refund for Quarter 1; Carnforth Neighbourhood Plan funding and income from the hire of both halls in the last month.</p> <p>The Clerk also presented the <i>Net Position</i> report for the first quarter of the year. Councillors were asked to note that the approved budget for annual insurance had been exceeded because the Council had now insured Crag Bank Village Hall and that new codes had been set up for income and expenditure at the hall. The Clerk advised that a saving of over £500 to insure Crag Bank Village Hall had been realised by using the Town Council's existing insurance company.</p> <p>After some discussion, it was RESOLVED that the bank reconciliation as at 30th June be noted and that a fully revised budget be considered in detail at the end of quarter two (30th September 2021)</p>

21080 **Carnforth Neighbourhood Plan:** The Clerk gave a brief update on arrangements being made for the Regulation 14 consultation of the emerging Neighbourhood Plan and reminded the Committee that a sum of £2,000 had been allocated in the budget for this purpose. Given that the consultation needs to be published and promoted around Carnforth and the surrounding areas and materials acquired for the planned drop-ins the Clerk asked that the committee considers using the scheme of delegation to ensure that actions are taken expediently.

After some comments, **it was RESOLVED that the Town Council be recommended to approve a Scheme of Delegation whereby the Chairs of Finance and Governance and the Carnforth Neighbourhood Planning Group authorise expenditure and direct the Clerk & Proper Officer on necessary arrangements relating to the Regulation 14 consultation of the Carnforth Neighbourhood Plan.**

21081 **Payments List:** The Clerk presented the Payments Lists for order and expenditure incurred up to 14th July 2021.

The Committee noted expenditure for cleaning, general repairs and maintenance and utility bills associated with Crag Bank Village Hall; payment to planning consultants in support of the Carnforth Neighbourhood Plan (funded by government) and a higher than usual figure for Admin & Management Salaries, being backdated pay following the Town Council's decision to increase the hourly rate for the post of Clerk & Proper Officer.

It was then **RESOLVED that the Town Council be recommended to approve payments listed.**

21082 **Crag Bank Village Hall:** Councillors and the Clerk gave a brief update on operational matters and actions in recent weeks. It was reported that utility providers and suppliers had been contacted and arrangements made, or in progress, to finalise the transfer responsibilities to the Town Council. In discussion with the gas and electric providers, Utility Warehouse, it had come to his attention that they also provide broadband services – Wi-Fi not currently being available to hirers.

Council staff are now carrying out cleaning and general repairs and arrangements have been made to ensure that there is sufficient and safe storage of supplies and equipment.

A quotation has been requested for electrical sockets in the main hall and the replacement of timer fans in the toilets.

It was confirmed that LED lighting will be installed in the Village Hall and Carnforth Civic Hall in week commencing 26th July.

The Clerk reported that the booking system is working well and that payments are now being received both online and invoices automatically generated by the system for payment by BAC's.

The Clerk assured the Committee that the booking system is efficient and effective in addition to providing customers with a positive experience. All hirers have responded favourably to the new arrangements and the Town Council's plans for the village hall going forward.

A professional valuation of the property together with an opinion on the 'open market rental value of the property was recently received and this, together with public information and discussions with representatives from the Crag Bank Under 5's, provided the basis for a discussion on a fair rent to be charged for their regular use of the building.

It was apparent, however, that further information and clarity was required before a final decision could be made with due diligence. It was acknowledged that whilst the group need to plan their budgets from the September term and notify clients it is important, prudent and proper that a discussion be had with the appointed Committee for the Crag bank Under 5's before an offer of rent can be made.

It was then **RESOLVED that updates be noted and that:**

- 1) Further enquires be made with Utilities Warehouse on the cost and provision of broadband;**
- 2) An electrical survey of the building be undertaken;**
- 3) An urgent meeting with the Crag Bank Under 5's Committee be arranged and further information and clarity sought, subject to which a rent offer be made.**

21083 Sponsorship: The Clerk reported that as requested he had recently had the opportunity to contact Porsche South Lakes about the possibility of them sponsoring the bi-monthly newsletter the *Carnforth Express*. Further information has been requested and a response now awaited.

In the meantime, North West Private Ambulance Liaison Services have also expressed an interest in providing sponsorship but, again, no firm offer has been made as yet.

After some comment around the possible nature of any sponsorship, **it was RESOLVED that the update be noted and any offers brought to the attention of the Finance and Governance Committee in due course.**

21084 Electronic Devices: As requested the Clerk has sought a quotation from an IT supplier, previously used by the Town Council, for the provision of twelve electronic Tablets for possible use by Councillors.

Two options had been provided, with the cheapest option considered to be a very reasonable price for a device providing a future-proof, sustainable and professional means by which Councillors can serve the local community and the Town Council and make maximum use of the Council's investment in Microsoft 365.

It was then RESOLVED that the Clerk be requested to seek a minimum of two additional quotations for consideration at the next meeting of the Committee

21085 Policies & Procedures: The Committee reviewed the following policies and procedures:

- 1) [Community Benefit Fund assessment procedure](#);
- 2) Review of [Recording, Photography & use of Social Media protocol and guidance](#);

The Clerk & Proper Officer outlined the purpose and detail of each and answered Councillors questions.

It was acknowledged that a clear criteria for the assessment of applications for Community Benefit Fund projects was needed and that the procedure presented provides the opportunity to demonstrate that all applications have been assessed on the same basis. It was requested, however, that reference to 'grants' be replaced by 'community benefit fund' which the Town Council administrates on behalf of the fund providers.

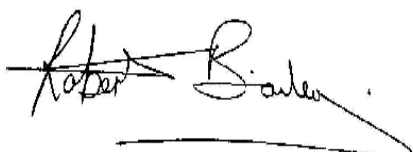
The *Recording, Photography & use of Social Media protocol and guidance* was considered to be a beneficial supplement to the recently adopted *Communications Policy*, setting out the means by which the public and press can report on Council meetings and the Town Council's expectations to ensure that this is done in such a way as to not be disruptive to proceedings. There followed a discussion on Council meetings being streamed live.

After some comments, it was **RESOLVED that, subject to suggested amendments, the Town Council be recommended to adopt the Community Benefit Fund assessment procedure and the protocol/guidance for the reporting at Council meetings and considers options for the live streaming of Council meetings.**

21086 Items for next Agenda: The Committee **RESOLVED** that the following matters be included on the Finance & Governance Committee Agenda for its meeting in August:

- 1) Crag Bank Village Hall updates
- 2) Consideration of Health and Safety, Equal Opportunities and Child / Vulnerable Adult Protection Policies.

21087 Date of next meeting: The next meeting of Finance & Governance Committee will be on **Wednesday 11th August 2021 at 5:15pm**. The meeting closed at 6:35pm



Clerk to the Council

Carnforth Town Council
DRAFT PAYMENTS LIST 78 TO 110

Voucher	Cheque	Code	Name	Description	Amount
78		102 - CBVH - Repairs & Mainten	Timpson's	Keys cut	21.00
			<i>Purchased by Cllr Grisenthwaite</i>		
79		4 - CCH - Cleaning	Dazzling windows	Window cleaning	30.00
80		61 - Grounds Maintenance	Laburnham Nurseries Ltd	Outdoor maintenance supplies	192.12
81		18 - Administration	Admin & Management Staff	Admin & Management Salaries	3,209.42
82		17 - Operations	Operational Staff	Operational Salaries	1,250.00
83		80 - PAYE	HMRC	PAYE	1,900.92
			<i>Month 3</i>		
84		109 - Town Development	William Towers	PA equipment	150.00
			<i>Armed Forces Day</i>		
85		109 - Town Development	Rotary Club of Carnforth	Carnforth Rotary Heritage Calender	25.00
86		109 - Town Development	Travis Perkins	Advertising boards	65.38
87		109 - Town Development	Travis Perkins	Advertising boards	205.44
88		109 - Town Development	Travis Perkins	Advertising boards	14.41
89		102 - CBVH - Repairs & Mainten	B&Q	Repairs and maintenance	60.50
90		102 - CBVH - Repairs & Mainten	B&Q	Repairs and maintenance	37.60
91		5 - CCH - Repairs & Maintenanc	MPH Joinery Services	Fire Door	895.00
92		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	183.84
93		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	419.63
94		102 - CBVH - Repairs & Mainten	Thomas Graham	Repairs and maintenance	170.48
95	Direct Debit	94 - Payroll Services	e-slips	Payroll services	20.40
96	Direct Debit	1 - CCH - Electricity	British Gas	Electricity	50.32
97	Credit Card	48 - Stationery	Staples	Stationery	34.19
98	Credit Card	101 - CBVH - Cleaning	Amazon	Wet & Dry Vacuum cleaner	108.99
99		103 - CBVH - Waste & Recycling	Lancaster City Council	Waste & Recycling	25.88
100		66 - Neighbourhood Plan Develo	Troy Hayes Design	Carnforth Neighbourhood Plan	900.00
			<i>Regulation 14 work</i>		
101	Direct Debit	51 - WMG - Electricity	British Gas	Electricity	16.74
102	Direct Debit	36 - Broadband	Plusnet	Broadband	28.20
103	Direct Debit	36 - Broadband	Plusnet	Broadband	28.98
104	Direct Debit	7 - CCH - Drinks Machine	Propel Finance PLC	Drinks Machine lease	156.00
105	Direct Debit	71 - Bank Interest	Unity Trust	Service Charge	18.00
106		98 - CBVH - Gas & Electricty	Utility Warehouse	Gas & Electricity	321.07
107		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies	31.56
108		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	92.54
109		62 - WMG - Cleaning	Moore 'n' Wife	Cleaning	540.00
110		102 - CBVH - Repairs & Mainten	B&Q	Repairs and maintenance	135.97
TOTAL					11,339.58



Carnforth Town Council

Correspondence – July 2021 meeting



Date	Sender	Topic
13/06/2021	Clerk & Proper Officer	Press Release: Crag Bank Village Hall under new management
14/06/2021	Community Connectors	Invitation to a webinar for community and voluntary sector groups in enhanced support package areas
14/06/2021	Clerk & Proper Officer	Additional Carnforth Town Council Agenda Papers
15/06/2021	County Cllr Williamson	Newsletter
21/06/2021	Clerk & Proper Officer	Press Release - Carnforth Neighbourhood Plan
23/06/2021	Lancaster City Council	Planning Application: 21/00053/FUL Hunting Hill Lodge
23/06/2021	Lancaster City Council	Planning application consultation 21/00694/REM - Land East of Scotland Rd, Carnforth
24/06/2021	Lancaster City Council	Planning Application: 21/00545/FUL English Hardwood Design Ltd, Kellet Road Industrial Estate, Carnforth
29/06/2021	Lancashire Constabulary	Incident at Tesco, Carnforth 28/06/21
30/06/2021	Clerk & Proper Officer	Carnforth Annual Town Meeting Agenda
01/07/2021	Clerk & Proper Officer	Online booking system goes live!
01/07/2021	Lancaster City Council	Planning Application: 21/00637/FUL - Carnforth Rangers Football Club, Lundsfield, Kellet Road
01/07/2021	Lancaster City Council	Planning Application: 21/00807/FUL - 109 Crag Bank Road
02/07/2021	Clerk & Proper Officer	Asset Management Committee Agenda Pack
02/07/2021	Clerk & Proper Officer	Town Development & Planning Committee Agenda pack
02/03/2021	Lancaster City Council	Parish and Rural Support Network meeting - Tuesday 6th July 2021, 3pm



Carnforth Town Council Correspondence – July 2021 meeting



Date	Sender	Topic
03/07/2021	Clerk & Proper Officer	Submitted comments on Planning Application 21/00495/VCN
03/07/2021	Clerk & Proper Officer	Advice on Reporting speed concerns
04/07/2021	Connecting Communities	Community Led Housing: Solid Foundations Festival & Network Meeting 13 July
06/07/2021	Clerk & Proper Officer	Weeds Clearance / Litter pick
06/07/2021	Carnforth Integrated Care Community	Young People & Climate Change Event
06/07/2021	Lancashire County Council	Queen's Platinum Jubilee Beacons
08/07/2021	Lancaster City Council	Planning Application: 21/00841/FUL - 7, Long Acre Close
08/07/2021	Lancaster City Council	Planning Application 21/00848/FUL 85 Redruth Drive
09/07/2021	Connecting Communities	Mother and Children Group: Looking for equipment for their new group
09/07/2021	Clerk & Proper Officer	Finance & Governance Committee agenda pack
10/07/2021	Connecting Communities	Have your say: What measures, if any, would you like businesses to continue with after 19th July
10/07/2021	Carnforth Business Network	Carnforth Business Network Meeting Agenda
14/07/2021	KCS Development Ltd	Site at Scotland Road, Carnforth - Monthly Update
14/07/2021	Lancaster City Council	Planning Application: 21/00705/OUT - Field at Netherbeck Carnforth
15/07/2021	Clerk & Proper Officer	Carnforth Street Festival Facebook page launch
16/07/2021	Lancaster City Council	Lancaster City Council E-Newsletter