



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 Council Offices on Wednesday 20th October 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

AGENDA

- 21117. Apologies:** To receive apologies
- 21118. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21119. Urgent Business:** To receive matters of urgent business not on the agenda
- 21120. Minutes:** To consider and approve Minutes of meeting held on Wednesday 15th September 2021.
- 21121. 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
- 21122. Notice of Casual Vacancy:** To consider casual vacancy for the Carnforth Ward of Carnforth Town Council and By-election for the Carnforth & Millhead Ward of Lancaster City Council
- 21123. Committee Membership:** To review the membership of Council Committees;
- 21124. Gullies:** To consider concerns raised regarding gully emptying and capacity, specifically on Market Street and North Road,
- 21125. Planning Applications & Temporary Road Closures:** To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>

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Application No:	Description
21/01057/FUL	Installation of 2 replacement roof lights – Carnforth House Farm, Carnforth, LA5 9LX Committee Recommendation: Support in Principal
21/01058/LB	Listed building application for Planning Application the /FUL Committee Recommendation: Support in Principal
21/01151/FUL	Installation of replacement door to rear elevation – 23 Market Street Carnforth LA5 9JX Committee Recommendation: Support in Principal
21/01178/FUL	Retrospective application for the erection of a detached garden room – 43 Crag Bank Road, Carnforth LA5 9EH Committee Recommendation: Support in Principal
21/00022/ENF	APPEAL: 112 Kellet Road, Carnforth LA5 9LR Committee Recommendation: Note appeal in progress
21/01113/FUL	Demolition of existing buildings and proposed construction of major mixed leisure development in association with Eden Project, outdoor area (including live music performances), public realm, landscaping works, cycle parking, detached shelter and energy pods and associated infrastructure and engineering operations – Central Promenade Regeneration Site, Marine Road Central, Morecambe Committee Recommendation: Defer to full Town Council
	Scoping requests for the deepening of Quarry operations - Back Lane Quarry and Leapers Wood Quarry

- 21126. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21127. Property & Environment Committee:** To consider reports of Committee of meetings held on 5th October 2021 (See Agenda Pack)
- 21128. Town Development & Planning Committee:** To consider reports of Committee meetings held on 11th October 2021
- 21129. Finance & Governance Committee:** To consider reports of Committee meetings held on 13th October 2021 (See Agenda Pack)



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- 21130. Correspondence:** To consider correspondence received since the last meeting
- 21131. Items for next Agenda:** To consider agenda items for the next Town Council meeting
- 21132. Date & Time of next meeting:** 17th November 2021 commencing at 6:30pm

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Clerk & Proper Officer

14 October 2021

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



Carnforth Town Council

Minutes of meeting held on 15th September 2021

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

In attendance: Bob Bailey, Clerk & Proper Officer; Ward Councillors Guilding & Yates, County Councillor Williamson

21102 Apologies: Apologies were received from Councillors Betley, Bromilow, Gardner, Grisenthwaite and Reynolds. The Council noted with regret the resignation of Councillor John Reynolds as both a Town and City Councillor and wished to place on record their gratitude for his service to the Town.

21103 Declaration on interests and dispensations: There were no declarations of interest on items on the agenda for the meeting

21104 Urgent Business: There were no matters of urgent business

21105 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Wednesday 21st July 2021 be approved.

21106 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** There were no representations from member of the public.
- 2) **Councillor updates / matters:** Councillors considered the following updates and issues:
 - a) The Town Mayor reported on various activities and events attended in the last few weeks, including a memorial Service for former Town Mayor, Mr Ken Bond and a Battle of Britain Memorial Service;
 - b) Councillor Watson thanked volunteers, Councillors and staff for their support in making the Carnforth Street Festival such a great success. He had since been invited to attend a meeting of the Carnforth Business Network who had congratulated the Town Council on '*..delivering one of the best events Carnforth has ever had*'. The Town Mayor and all Councillors paid tribute to Councillor Watson for leading the planning and delivery of the event so successfully;
 - c) Councillor Grisenthwaite provided an update on the ongoing discussions of the Back Lane Group, including a useful recent meeting that he Chaired involving Lancaster City Council Planning Officers and Trustees from Carnforth Rangers. It was also reported that Councillors and members of the Carnforth Neighbourhood Plan Working Group are due to meet with representatives from Homes England to discuss their written response to the Regulation 14 consultation on the Carnforth Neighbourhood Plan.



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- d) Councillor Smith commented on the recent Carnforth Neighbourhood consultation events arranged by the Town Council which had seen nearly 100 people attend. The success of these events and the opportunity that they provided to talk informally with residents strongly suggests that there would be a benefit in further consultations and 'surgeries' with the general public on a range of matters of interest;
- e) Councillor Grisenthwaite reported on a recent meeting with residents from Gummers Howe attended by Town and Ward Councillors where several matters were raised. There will be a further meeting in October.
- 3) **Reports of Ward and County Councillors:** County Councillor Williamson and Ward Councillors Guiding and Yates commented on local issues and the activities and plans of Lancashire County and Lancaster City Council's including:
- a) County Council plans to engage and collaborate with Parish and Town Council's more effectively;
- b) Local authority reform around economic development, infrastructure, adult education and skills and how these services will be delivered across all 15 district councils with proper governance in place;
- c) Update on unitary authority review;
- d) Development of an app to report potholes;
- e) Matters to take up with Lancaster City Council arising from the recent meeting with residents from Gummers Howe;
- f) The success of the Carnforth Street Festival
- Town Councillors asked questions on the matters raised, air quality and climate change and the ongoing review of Public Rights of Way.
- 4) **Reports from outside bodies:** The following reports were given:
- a) **Carnforth Business Network (CBN):** Councillor Watson had already outlined the matters relating to the Carnforth Street Festival and added that he had given advice to the Carnforth Business Network on the key matters in delivering such an event. Following Councillor Reynolds' resignation Councillor Parker will continue as the Town Council's representative at Carnforth Business Network meetings;
- b) **Carnforth Carnival Committee:** Councillor Jones reported that Carnival Committee had elected Mr John Bird as Chair. The 2022 Carnival will be held Saturday 2nd July.

There being no further updates it was **RESOLVED** that County, Ward and Town Councillors be thanked for their contributions and that the updates be noted.



21107

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

Application No:	Description
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
21/0149/TCA	Elm tree – removing no more than 30% of live crown mass from secondary branches – Station House, Haws Hill, Lancashire LA5 9DD Application Permitted before Town Council meeting
21/01010/FUL	Erection of a Members Retail Club with associated drainage, parking, access, landscaping, gates and boundary fencing and construction of a bin store – Land Off Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth Recommendation: Support in Principle
21/01113/FUL	Demolition of existing buildings and proposed construction of major mixed leisure development in association with Eden Project, outdoor area (including live music performances), public realm, landscaping works, cycle parking, detached shelter and energy pods and associated infrastructure and engineering operations – Central Promenade Regeneration Site, Marine Road Central, Morecambe Recommendation: Consideration by Town Council

Councillors considered and commented on the planning applications and recommendations of the Town Development & Planning Committee. After comments and observations it was **RESOLVED** to: approve the recommendations of the Town Development & Planning Committee. Given that consultation on Planning Application 21/0113/FUL had only recently been invited and its importance to Carnforth and the wider district it was **RESOLVED** to defer a response until the October meeting of the Town Council.

21108

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 **thirteen** planning applications were awaiting decision and **two** had been permitted.



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Councillor Smith raised the matter of the outstanding planning enforcement action relating to the development at the former Queen's Hotel on Market Street, Carnforth.

After some comments, it was **RESOLVED** that the updated position on planning authority's decisions be noted and that Ward Councillor Peter Yates makes enquiries on the Queen's Hotel development and reports back to the next meeting of the Town Council

21109 **Town Development & Planning Committee:** Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 2nd August and 13th September 2021, including:

- 1) Recommendations to the Town Council on planning applications;
- 2) Updates on actions assigned to the Town Development & Planning Committee;
- 3) Remembrance Sunday arrangements;
- 4) Request by Morecambe Brass Band to play at various locations around the town in the lead up to Christmas and for chairs to be provided from Carnforth Civic Hall;
- 5) Proposal for an annual Music Competition;
- 6) Recommendation that the 2022 Carnforth Street Festival be incorporated within the plans for the Queen's Platinum Jubilee and be held on Saturday 4th June 2022;
- 7) A report on the litter picks undertaken by Carnforth Wombles, Carnforth Rotary, Councillors and members of the public since 1st April 2021;
- 8) Arrangements to review the number, location and collection regime of all public litter and dog waste bins in the Carnforth and Crag Bank wards;
- 9) Update on the Carnforth Neighbourhood Plan and the Regulation 14 consultation and next steps.

After some comments and questions, it was **RESOLVED** that that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.

21110 **Asset Management Committee:** Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 10th August and 7th September 2021, including:

- 1) Recommendation to terminate the lease agreement with Mars UK for the drinks machine at Carnforth Civic Hall;
- 2) A report on outdoor maintenance including additional plants and flowers purchased ahead of the Carnforth Street Festival that had received positive comments from visitors and residents;



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- 3) Recommendation to purchase a leaf blower / vacuum;
- 4) Recommendation that the Town Council submits a response to the Climate Emergency Review of the Local District Plan;
- 5) Management and maintenance of street furniture owned by the Town Council and update on the delayed delivery of the NHS/Keyworkers bench;
- 6) Formal transfer of title of Crag Bank Village Hall to Carnforth Town Council;
- 7) Recent and planned capital expenditure and maintenance works at both Crag Bank Village and Carnforth Civic Halls

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

21111 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 11th August and 8th September, including:

- 1) Consideration of the completed audit of the Annual Governance and Accounting Return and supporting documents (Agenda item 21113 below refers);
- 2) Authority be given to the Finance & Governance Committee Chair and Clerk & Proper Officer to establish suitable cover in the absence of the Civic Hall and Crag Bank Village Hall Managers;
- 3) Deferral of the Clerk & Proper Officers mid-year appraisal until October 18th;
- 4) Clerk & Proper Officer to liaise with representatives from 2246 Squadron Carnforth Air Cadets to return to Carnforth Civic Hall following the lifting of Covid-19 restrictions and subject to a risk assessment being carried out;
- 5) Recommendation to the Town Council that a task and finish group be established to review Member induction; training and development requirements;
- 6) Recommendation that Carnforth Town Council approves the purchase of Samsung A7 tablets for use by Councillors for Council business to improve the effectiveness of their role as elected Members and to reduce the high cost of printing hard copies of Agenda Minutes and other documents that will also help to reduce the Council's carbon footprint;
- 7) Bank reconciliation and budget monitoring as at 31st August 2021;
- 8) Recommendation that the draft Payments List be approved;
- 9) Update on the cost of the Carnforth Street Festival and latest position regarding Government funding;



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10) Recommendation that the Town Council adopts the *Reserves Policy* as drafted;

11) Plans to upgrade and maintain the Council's website

After some comments and questions, it was **RESOLVED** that the Finance & Governance Committee report be noted and recommendations and actions, including the Payments List be approved

21112 **Committee Terms of Reference:** It was reported that each Committee had reviewed their respective draft terms of reference and whilst there had been some reservations the reasons for the proposed changes and the necessary links to the emerging Carnforth Neighbourhood Plan were accepted and all had recommended adoption subject to minor amendments. After some further observations, it was **RESOLVED** that the terms of reference for the Finance & Governance, Property & Environment and Town Development & Planning Committees be adopted and reviewed in May 2022. It was also **RESOLVED** that given the changes the membership of these Committees be reviewed at the October meeting of the Town Council.

21113 **Annual Governance & Accountability Return (AGAR) 2020 / 2021:** The Clerk was pleased to report that notice has been received from the Government appointed external auditors that on the basis of their review of the AGAR and supporting documents it was their opinion that the Town Council's accounting, financial management and governance arrangements are ***'in accordance with Proper Practices and there are no matters giving cause for concern that relevant legislation and regulatory requirements have not been met'***. It was reported that there is now a requirement to publish a *Notice of Conclusion of Audit*, along with the AGAR, duly signed off by the external auditors, by 30th September 2021. The Town Council were asked to determine whether it would want to charge for any requests for copies of the AGAR or any supporting statements.

The Town Council thanked the Clerk & Proper Officer and the Finance & Governance Committee for their stewardship of the Council's finances during an extremely challenging year, it was then **RESOLVED** that the audited AGAR be approved and published along with a *Notice of Conclusion of Audit* on the Council's website by the statutory deadline and that no charges be made for 'reasonable' requests – as determined by the Clerk & Proper Officer - for copies of the AGAR and supporting statements.

21114 **Correspondence:** 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.



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It was then **RESOLVED** that the correspondence received be noted and that assigned actions be considered at each Committee meeting and reported as necessary to full Council.

21115 **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 20th October 2021**. The meeting closed at 8:25pm

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Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Planning Application Comments & Decisions

October 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	Application Permitted
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	Application Permitted
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
21/00053/FUL Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ	Support in principle	Awaiting Decision
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	Application Permitted
21/00694/REM: Reserved matters application requesting consideration of scale and appearance for 213 dwellings – Land East of Scotland Road, Carnforth	Support in principle	Application Permitted
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	Support in principle	Application Permitted



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Planning Application Comments & Decisions

October 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
21/00637/FUL: Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth	Support in principle	Awaiting Decision
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	Support in principle	Awaiting Decision
21/00841/FUL: Erection of a single storey side extension to existing garage – 7 Long Acre Close, Carnforth LA5 9EN	Support in principle	Awaiting Decision
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	Support in principle	Awaiting Decision
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	Object to the planning application	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	Application Permitted
21/0149/TCA: Elm tree – removing no more than 30% of live crown mass from secondary branches – Station House, Haws Hill, Lancashire LA5 9DD	Support in principle	Application Permitted
21/01010/FUL: Erection of a Members Retail Club with associated drainage, parking, access, landscaping, gates and boundary fencing and construction of a bin store – Land Off Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth	Support in principle	Awaiting Decision



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Planning Application Comments & Decisions

October 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
21/01113/FUL: Demolition of existing buildings and proposed construction of major mixed leisure development in association with Eden Project, outdoor area (including live music performances), public realm, landscaping works, cycle parking, detached shelter and energy pods and associated infrastructure and engineering operations – Central Promenade Regeneration Site, Marine Road Central, Morecambe	Decision Deferred until October Town Council meeting	Awaiting Decision

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 5th October 2021

Present: Councillors Bromilow (Chair); Betley and Parker

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Linda Marsden, Crag Bank Village Hall Manager; Terry Allum, Outdoor Maintenance Officer (Part)

21097 Apologies: Apologies were received from Councillors Branyan and Watson

21098 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21099 Urgent Business: The Clerk reported that there had been an attempt to break the safety glass at Carnforth Town Council Offices. **ACTION: Clerk to inform the landlord of the building.**

A quotation has been received from Barnes Electrical to carry out work to reinstall the motion sensor flood light at the Crag Bank Village Hall Car Park. **ACTION: Clerk authorised to accept the quotation from this 'preferred contractor' and arrange for the works to be carried out at the earliest opportunity.**

21100 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Tuesday 7th September 2021 be approved

21101 Environment & Public Realm: The following matters were considered:

- 1) **Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer provided an update on previous actions and current and planned work. It was reported that in order to carry out weed spraying the Outdoor Maintenance Officer would need to undertake formal Control of Substances Hazardous to Health (COSHH) training. **ACTION: Suitable COSHH training to be identified and costed with a view to the Outdoor Maintenance Officer undertaking this training in order to carry out weed-spraying safely.**

Work is ongoing to source suitable materials to build a rockery feature at the small piece of land at the junction of North Road and Market Street. The ivy on the Civic Hall will be removed and the bench on Lancaster Road adjacent to the Carnforth Inn will be repaired and painted, or possibly removed dependent on the extent of the work needed. The Outdoor Maintenance Officer was recently approached about anti-social behaviour on the footpath close to the Welmar estate. **ACTION: Outdoor Maintenance Officer to assess the state of the bench and report back to the Clerk & Proper Officer before taking further action. Anti-social behaviour to be reported to the Police Community Support Officers.**

- 2) **Management and maintenance of street furniture:** It was reported that the two new double noticeboards and refurbished single noticeboard will soon be delivered and subsequently installed by the Outdoor Maintenance Officer given the cost quoted by the suppliers to carry out this work.

The Committee were reminded that these are to be located at North Road, Highfield Road and at Carnforth Civic Hall respectively.

It was then **RESOLVED** that the updates be noted and actions implemented with progress and any issues reported being reported back to the Property & Environment Committee.

21102 Crag Bank Village Hall: The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The Clerk & Proper Officer provided an update on the latest improvements being carried out at the Village Hall. It was reported that the hard wood front doors had been fitted but that the installation of the electronic door system was, unfortunately, cancelled at a very late stage by the contractors, with installation now scheduled for week commencing 11th October. . This resulted in a temporary arrangement being made to enable the building to be secured in the interim. As instructed a full Electrical Inspection Condition Report has been carried out. A supply of both tables and chairs are now available for users in the storage room on the ground floor, removing any risk of accidents from users bringing these down from the upper mezzanine floor. There has been some issues with users and staff getting convenient access to equipment within this store area but these are being addressed.
- 2) **Land boundary:** As requested the Clerk & Proper Officer has obtained additional information and clarity from the Council's solicitors on the land boundaries around the Village Hall. **ACTION: Details to be considered further and a meeting arranged with the Crag Bank Under 5's committee to discuss this and other matters**
- 3) **Bookings and promotion of venue:** The Clerk & Proper Officer reported that there is now at least one regular booking at the Civic Hall every evening, Monday to Friday and that overall bookings are now in excess of the pre-pandemic numbers. The Committee were informed that the new booking system has greatly reduced what would otherwise have been an onerous task to manage the bookings, payments, invoicing and general management of each venue.
- 4) **Venue survey results:** The Clerk reported on the recent online survey of the Village Hall from users and residents.

There had been a good response with 48 people having completed the questionnaire published on social media. Majority of responses were from women and people over 31 and those who have lived in the area for over 20 years.

This represented a good range of people who will have known the building for some considerable time and it was therefore encouraging that there was an overwhelming positive response to what the Council has achieved since taking on the stewardship of the building in early June.

Those responding scored the building on a five star rating with overall scores ranging between 3.56 and 4.06 on cleanliness, accessibility and value for money. A high number of people are happy with the current provision at the hall but several did ask for more 'community events' including film nights, adult education and craft classes as well as facilities for badminton and table tennis.

In terms of where the building could be improved the 'ineffectiveness and 'noise' of the current heating system is clearly the main area of concern with users, followed by the lack of lighting on the adjacent car park, which results in numerous cars parking on Jesson Way. It was noted that following approval of the quotation reported under Urgent Business (Agenda item 21099 above refers) the problem with the car park lighting will be resolved.

With one notable exception, those responding fully value this facility and welcome the improvements made and plans to ensure its viability long into the future.

After some comments and observations around the ongoing works to improve the facility and the welcome feedback from the survey it was **RESOLVED** that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course.

21103 **Civic Hall:** The following matters were discussed:

- 1) **Property updates and issues and maintenance programme:** The Civic Hall Manager reported that the ornate round window at the front of the building still needs to be repaired or replaced. **ACTION: Clerk & Proper Officer to contact the City Council's conservation team to determine whether any listed building planning application or permissions are required.**

There were no matters on the scheduled maintenance programme for October. The Civic Hall Manager requested that the town council give consideration to address the acoustics in the Civic Hall and replacing the flooring which is no longer fit-for-purpose.

ACTION: Property & Environment Committee to consider further as part of the budget planning process for the coming financial year(s).

- 2) **Bookings and promotion of venue:** The Clerk & Proper Officer was pleased to report that 2246 Squadron Carnforth Air Cadets have now fully returned to the Civic Hall. Two groups have returned to the Civic Hall – including one who has three bookings a week – but bookings overall remain down on the pre-pandemic bookings at present.

The committee were advised that the latest edition of the *Carnforth Express* includes details of the town council's venues and associated facilities and how to book. The Administrative Officer has also created a Facebook page, *Carnforth Town Council – Venues for Hire* specifically related to each venue and providing more details on what is on offer. Together these should improve the number of bookings being made.

After some comments, it was **RESOLVED** that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course.

21104 Budget monitoring: The Clerk & Proper Officer presented the budget monitoring reports for the cost codes under the management of this committee. It was reported that overall, the allocated budgets for the year across all of the committee cost codes had been spent at the mid-point of the year.

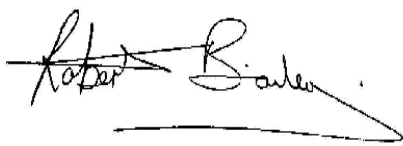
Members noted that whilst the overall budget had remained the same as last year, there had been additional expenditure incurred on Council assets specifically relating to the cost of:

- installing the two bus shelters (originally planned for 2020/21);
- unplanned expenditure on replacing the vandalised noticeboard at Highfield Road (partly offset through an insurance claim) and a subsequent decision to replace the single noticeboard on North Road with a double one;
- essential equipment needed to clean and maintain Crag Bank Village Hall;
- litter picking equipment and safety vests for the Carnforth Wombles and;
- Safety vests and lanyards for Council staff and Councillors.

After some comments, acknowledging the unexpected and unplanned circumstances of the first half of the year relating to the council's property and environmental plans it was **RESOLVED** that at the next meeting of the Committee it will consider in detail its plans for the remainder of the year as well as budget requirements for the financial year 2022/23.

21105 Other assets: It was reported that the Samsung A7 tablets to be allocated to all Councillors have now been delivered. It is planned to distribute these at the next Town Council meeting and once a policy on their use has been considered by the Finance & Governance Committee. It was then **RESOLVED that the update and be noted**

21106 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 2nd November 2021 at 5:00pm**. The meeting closed at 17:50pm.



Clerk and Proper Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 11th October 2021

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

In attendance: Bob Bailey, Clerk & Proper Officer

21099 **Apologies:** There were no apologies

21100 **Declaration on interests and dispensations:** Councillor Watkins declared an interest here were no declarations of interest or dispensations on item.

21101 **Urgent Business:** Councillor Stretch reported overgrown hedges on Shore Road that are causing an obstruction. Whilst it is suspected that these are the responsibility of a landowner rather than either of the principal authorities it was considered that responsibility for matters such as this need to be clarified will be raised with Lancaster City Council as part of planned discussion around the number, position and collection of litter and dog waste bins within the Carnforth Boundary.

21102 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 13th September 2021 be approved. .

21103 **Planning Applications:** There were no planning applications to consider but the Committee noted that planning application 21/00451/FUL had been refused.

Application No:	Description
21/01057/FUL	Installation of 2 replacement roof lights – Carnforth House Farm, Carnforth, LA5 9LX
21/01058/LB	Listed building application relating to the above planning application: Committee Recommendation: Support both applications in principle
21/01151/FUL	Installation of replacement door to rear elevation – 23 Market Street Carnforth LA5 9JX Committee Recommendation: Support in principle
21/01178/FUL	Retrospective application for the erection of a detached garden room – 43 Crag Bank Road, Carnforth LA5 9EH Committee Recommendation: Support in principle
21/00022/ENF	APPEAL: 112 Kellet Road, Carnforth LA5 9LR Committee Recommendation: Appeal be noted

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.

The Committee was reminded that at the last meeting of the Town Council Members had been asked to consider planning application 21/01113/FUL – Central Promenade Regeneration site (Eden Project) in detail with a view to a collective response being considered for submission to the Lancaster City Council portal. **ACTION: Councillors be requested to agree a submission on behalf of Carnforth Town Council at the October Town Council meeting at the latest**

21104 **Actions:** The Clerk & Proper Officer provided an update on actions assigned to this Committee. Each action was considered in turn and progress noted and any remedial action agreed. There was particular discussion on a planned meeting to discuss usage and cost of parking in the car park at Carnforth Railway Station and a recent article in the Westmorland Gazette where the Town Council is quoted on new signage at the station and the current arrangements for free parking. The Clerk & Proper Officer advised that the procedure for dealing with the press and media as referred to in Standing Order 16 and set out in Section 7 of the Council's Communications Policy had not been complied with, on this occasion. After some comments, it was **RESOLVED that the Action Plan updates and remedial actions be noted and that all Councillors be reminded that there is a policy for dealing with the press and the media.**

21105 **Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

- 1) Remembrance Sunday – 14th November 2021:** The Clerk & Proper Officer reported that he had submitted a first draft of a Temporary Road Closure, Event Safety Management Plan, Risk Assessment and evidence of public liability to Lancaster City Council. This was so that the City Council could commence consultation on the proposed closure with relevant stakeholders and interested parties. The committee were advised that representatives from the Town Council will be summonsed to a meeting of the multi-agency Events Safety and Advisory Group in due course to present and answer questions on the proposals submitted. The Clerk & Proper Officer reassured Members that, if required, there will be opportunities to make amendments to the plan before the parade and service on Remembrance Sunday taking into account matters such as any Covid-19 restrictions prevalent at the time. The Administrative Officer has compiled and distributed invitations to the Parade, laying of a wreath at the Service at the War Memorial and a Civic Reception at the Carnforth Civic Hall. She is also managing responses for the ordering of British Legion Poppy Wreaths.

Councillor Rebecca Stretch will be the designated 'Parade Marshall' and ten volunteers coordinated by the Carnforth Carnival Committee will provide traffic management, safety and security cover on the day.

Councillor Watkins advised that the Order of Service will be unchanged from the Service in 2020 that took part within Covid-19 restrictions prevalent at the time and that he and Father Steven Jones will take the lead on the Remembrance Service at the War Memorial Gardens. It was also reported that the Salvation Army band have indicated their availability and will lead the Remembrance Sunday parade.

2) Christmas Switch-on – December 2021: Carnforth Business Network will be taking the lead on the Christmas Switch-on. It was reported that the Clerk & Proper Officer has provided advice and offered his support on the arrangements for a temporary road closure and arrangements for any possible funding from the *Welcome Bank Fund*. Councillor Watson had been invited to the last meeting of the Carnforth Business Network to answer questions and provide advice on actions taken and lessons learnt from the recent Carnforth Street Festival. **ACTION: Councillors Parker to inform the Carnforth Business Network that any requests for Town Council support be directed, in the first instance, to the Clerk & Proper Officer**

3) Queen's Platinum Jubilee: It was reported that a second meeting involving local schools, businesses and community groups has not yet taken place for various reasons. It was acknowledged that, whilst the event is not until June 2022, there is a need to keep the local groups involved and to firm up outline plans as soon as practicable. **ACTION: Clerk & Proper Officer to invite representatives to a meeting at Carnforth Civic Hall on 26th October commencing at 5:30pm**

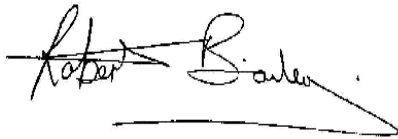
It was then **RESOLVED that the updates be noted and actions implemented with progress and any issues being reported back to the Committee in due course.**

21106 Carnforth Neighbourhood Plan (CNP): The Clerk reported that Lancaster City Council and the Canal & Rivers Trust have now submitted their detailed responses to the Regulation 14 consultation on the Carnforth Neighbourhood Plan. Both broadly support the plan and its objectives and policies whilst providing useful advice and information to enhance the end product. Key elements of their responses will be incorporated in the next draft of the plan.. The Clerk & Proper Officer has replied to the matters raised and, in the case, of Lancaster City Council requested a meeting with officers to discuss some aspects including the assessment of designated green spaces, affordable housing requirements and a framework for monitoring implementation of the Carnforth Neighbourhood Plan in the coming years. The Consultation Statement drafted by the Clerk & Proper Officer will be updated to reflect the key matters arising from the final submissions as part of the Reg 14 consultation process.

Some technical matters raised will be followed up with the appointed planning consultants and technical agencies for inclusion in the next draft of the plan where necessary.

After some comments, it was then **RESOLVED** that the update and next steps be noted and the Clerk & Proper Officer be thanked for his work on supporting the emerging Carnforth Neighbourhood Plan.

21107 **Date of next meeting:** The next meeting of the Town Development & Planning Committee will be held on **Monday 1st November 2021**. The meeting closed at 6:00pm

A handwritten signature in black ink, appearing to read 'Robert Barker', with a long horizontal line extending from the end of the signature.

Clerk to the Council

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 13th October 2021 at 5:15pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Chair); Jones and Watson

In attendance: Bob Bailey, Clerk & Proper Officer

21100	Apologies: Apologies were received from Councillors Branyan and Gardner .
21101	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21102	<p>Urgent Business: The following matters were considered:</p> <ol style="list-style-type: none">Staff Pay through Standing Order: The Clerk & Proper Officer reported that under the following payment authorisation arrangements staff are not being paid in the first week following the end of the calendar month as set out in the contracts of employment. A solution to this would for staff to be paid by Standing Order in the first week following the end of the previous month with the amounts paid being reported on the Draft Payments List as cleared amounts;Crag Bank Village Hall: There was a discussion on some operational matters and plans to address these; <p>The Committee supported the plans as outlined regarding operational matters at Crag Bank Village Hall and expressed surprise that staff are having to wait up to three weeks to be paid. It was then RESOLVED that the Town Council be RECOMMENDED to approve the payment of all staff by monthly Standing Order with the salary costs being reported on the monthly draft list for consideration and comment, if necessary.</p>
21103	Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 8th September 2021 be approved.
21104	<p>Actions: The Chair went through the Committee actions and the Clerk & Proper Officer and Committee members provided updates where required, including:</p> <ol style="list-style-type: none">publication on the Council's website of the Notice of Conclusion of Audit and the Annual Governance and Accountability Return, signed off by the Government appointed external auditors;confirmation that suitable arrangements to cover the absence of the Civic Hall and Crag Bank Village Hall Mangers had been made;establishing a 'task and finish' group of 3 / 4 Councillors and the Clerk & Proper Officer to review Members Induction and training and development requirements;arrangements for the Clerk & Proper Officer's mid-year appraisal;purchase of covers for the Samsung A7 tablets just received;

6) confirmation that 2246 Squadron Carnforth Air Cadets had returned to Carnforth Civic Hall following the lifting of Covid-19 restrictions and a risk assessment. Hire charges will re-commence from Quarter 3;

After some discussion, it was **RESOLVED** that the update on actions be noted and reports on progress be considered at Committee meetings in due course.

21105 Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 30th September 2021. It was considered that at the mid-point of the financial year and, given the investment that the Town Council has already made particularly on community venues and the delivery of the Carnforth Street Festival this, represents a good financial position at this stage of the financial year.

The Clerk & Proper Officer also presented the *Summary Report of Receipts and Payments* as at the same date, highlighting budget headings of particular interest or note in terms of forecasted under/over spend, including:

- 1) Capital payments and running costs of Crag Bank Village Hall that had not been budgeted for when the 2021/22 budget had been approved. It was reported that, with the exception of the cost of the installation of the main entrance doors and the electronic access system, all planned items of capital expenditure had been realised. In line with the resolution made by the Town Council capital expenditure will be well within the balances received when the Council took on the stewardship of the building;
- 2) Receipts from Crag Bank Village Hall since June when the Town Council took on the stewardship of the building and the balances received at that time. It was reported that there are now more bookings than before the pandemic and enquiries are still being regularly received. The introduction of the booking system has resulted in more efficient and effective raising of invoices which, in turn, has led to prompt payment;
- 3) Salaries and, by association, PAYE, are higher than planned due to the appointment of a Civic Hall Manager and the job evaluation of the post of Clerk & Proper Officer which resulted in a salary increase;
- 4) The cost of printing which for many years has been very high is significantly lower than expected (95%) primarily due to the reduction in hard copies of Agenda and Minutes since the pandemic. It was noted that this level of saving will cover the cost of the recent investment in 12 electronic tablets by the end of 2022/23;
- 5) Planned income from sponsorship of the Carnforth Express is 93% below where it should be at the mid-point of the year;
- 6) Only £1k of the budgeted £14k for Reserves has been called upon to date;

7) The cost of legal services has been more than expected due to additional costs arising from the review of the lease with the 2246 Air Cadets Squadron as a consequence of the Civic Hall being closed for 18 months and the transfer of the lease and land registration relating to Crag Bank Village Hall;

The committee commented on the overall financial position given that there had already been long-term investment in the Council's two community assets; a highly successful Street Festival and the delivery of other financial plans in the first six months of the financial year. There followed a general discussion about the forecast for the second half of 2021/22 and futures years and it was then **RESOLVED** that the bank reconciliation and summary financial position as at 30th September be noted and that more detailed consideration of the 2022/23 and longer-term plans/projects be undertaken leading up to a draft budget being presented to the January 2022 meeting of the Town Council.

21106 **Payments List:** The Clerk and Proper Officer presented the Payments List for orders and services received in the last month. As well as the cost of the electronic tablets the Committee attention was drawn to the cost of high-level cleaning and the full electrical condition report and installation of consumer units at Crag Bank Village Hall, both considered to have been essential items of approved capital expenditure. The printing costs arising from the recent Regulation 14 consultation of the Carnforth Neighbourhood Plan was considered to have been good value for money.

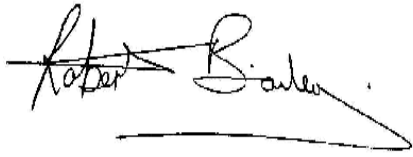
After some comments, it was **RESOLVED** that the Town Council be recommended to approve the payments list.

21107 **Policies & Procedures:** The Committee reviewed a *Use of Electronic Tablets Policy* drafted by the Clerk & Proper Officer setting out the expectations for use of the electronic Tablets for '*...the provision of information and transaction of business, to facilitate effective communication and reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements*'.

The committee suggested a minor amendment and requested some examples of apps that would not be considered suitable to download and it was then **RESOLVED** that the policy be **RECOMMENDED** for adoption and that users sign a declaration of compliance with this policy.

21108 **Items for next Agenda:** The Committee **RESOLVED** that at the October meeting of the Finance & Governance Committee it will 'drill-down' into budget headings where necessary and consider any future projects and funding prospects, including building up earmarked reserves; considering external funding possibilities and any potential financial risks and opportunities including prospects for any savings without negatively impacting on the Council's plans and income generation.

21109 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 10th November 2021 at 5:15pm.** The meeting closed at 6:30pm

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

Clerk to the Council

Carnforth Town Council
DRAFT PAYMENTS LIST 242 TO 261

Voucher	Cheque	Code	Name	Description	Amount
242		49 - Printing	Bay Typesetters	Carnforth Express	900.00
243		50 - Distribution	Bay Typesetters	Carnforth Express	360.00
244		66 - Neighbourhood Plan Develo	Bay Typesetters	Printing	122.50
245		66 - Neighbourhood Plan Develo	Bay Typesetters	Printing	72.00
246		66 - Neighbourhood Plan Develo	Bay Typesetters	Printing	30.00
247		66 - Neighbourhood Plan Develo	Bay Typesetters	Printing	312.50
248		109 - Town Development	Bay Typesetters	Printing	40.00
249		37 - Hardware	Laptops Direct	Samsung Tablets	2,275.20
			<i>12 x A7 10.4" tablet - silver</i>		
250		102 - CBVH - Repairs & Mainten	RTG Gas Services	Gas Services	180.00
			<i>Gas Service</i>		
251		2 - CCH - Heating	WCF Fuels	Heating Fuel	477.75
252		102 - CBVH - Repairs & Mainten	Barn Electrical Solutions	Electrical work	180.00
253		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	5.77
254		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	4.61
255		86 - Community Resilience Fund	Kathryn Haigh	Expenses	32.40
			<i>Travel expenses</i>		
256		17 - Operations	Operations staff	Salary	1,648.00
257		18 - Administration	Admin & Management Staff	Salary	2,208.52
			<i>Month 6</i>		
258		21 - Clerk & Proper Officer	Admin & Management Staff	Salary	29.25
			<i>Month 6</i>		
259		62 - WMG - Cleaning	Moore 'n' Wife	Cleaning	540.00
260		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	335.57
261		95 - Crag Bank Village Hall	Barn Electrical Solutions	Elevtrical inspection	1,260.00
			<i>Full electrical condition inspection and report and 4 x consumer units (three days work)</i>		
TOTAL					11,014.07



Carnforth Town Council

Correspondence – October 2021 meeting



/Date	Sender	Topic
10/09/2021	Clerk & Proper Officer	Reporting of damaged pedestrian crossing column
11/09/2021	Clerk & Proper Officer	New Facebook page established for the Hire of Council venues
12/09/2021	Carnforth Business Network	Agenda
13/09/2021	Highways England	M6 J35-34 Notification of Works
14/09/2021	Homes England	Meeting to discuss Regulation 14 response to the Carnforth Neighbourhood Plan
16/09/2021	Lancaster City Council	Notice of Casual Vacancy
17/09/2021	Lancaster City Council	Planning Application 21/01057/FUL
17/09/2021	Lancaster City Council	Planning Application 21/01058/LB
17/09/2021	Clerk & Proper Officer	Survey – Crag Bank Village Hall
21/09/2021	Lancaster City Council	Great Big Green Week
21/09/2021	Lancashire County Council	Bus Service Improvement Plans 2021 - Understanding your views on the current bus network and highlight your priorities for the future
21/09/2021	Lancaster City Council	Help to shape the Community Hub service
21/09/2021	County Councillor Williamson	Parish Newsletter
23/09/2021	Lancaster City Council	Planning Application 21/01151/FUL
23/09/2021	Lancaster City Council	Planning Application 21/01178/FUL
27/09/2021	Lancaster City Council	COVID Vaccine Training - Community Champions
27/09/2021	Lancaster City Council	COP 26 UN Climate Change - Lancashire Carbon Stories Case Studies Needed
29/09/2021	Clerk & Proper Officer	Draft Community Engagement survey
29/09/2021	Clerk & Proper Officer	Town Development & Planning Agenda Pack
30/09/2021	Clerk & Proper Officer	Samsun A7 tablets



Carnforth Town Council

Correspondence – October 2021 meeting



/Date	Sender	Topic
30/09/2021	Lancashire County Council	Scoping requests - Back Lane Quarry and Leapers Wood Quarry
02/10/2021	Clerk & Proper Officer	Carnforth Express - September & October 2021 edition
06/10/2021	Carnforth Business Network	September Meeting Minutes
06/10/2021	Lancaster City Council	Changing Futures Programme
06/10/2022	Rural Services Network	Invitation to Uniting Rural Communities to Tackle Climate Change Event
06/10/2021	Lancaster City Council	Planning application: 21/01195/FUL
06/10/2021	Lancashire County Council	Survey and Annual Conference
07/10/2021	Lancaster City Council	Notice of Casual Vacancy – end of period for the receipt of notice for an election – Carnforth Ward
08/10/2021	Clerk & Proper Officer	Delivery of noticeboards and NHS/Keyworkers bench
08/10/2021	Clerk & Proper Officer	Finance & Governance Agenda pack
08/10/2021	Integrated Community Care Group	Careers Day Support Request
12/10/2021	Environment Agency	Flood Aware, Plan & Prepare Social Media Focus Week
12/10/2021	Lancaster City Council	Invitation to COVID-19 Autumn Community Briefing
12/10/2021	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
13/10/2021	Lancaster City Council	Planning Application 21/01113/FUL – Reminder for responses
14/10/2021	Clerk & Proper Officer	Request to complete Community Engagement questionnaire