



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 17th November 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

- 21133. Apologies:** To receive apologies
- 21134. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21135. Urgent Business:** To receive matters of urgent business not on the agenda
- 21136. Minutes:** To consider and approve Minutes of meeting held on Wednesday 20th October 2021.
- 21137. 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
- 21138. A601(M):** To consider proposals for the re-classification & other works on the A601 (M)
- 21139. Gullies:** To consider concerns raised regarding gully emptying and capacity, specifically on Market Street and North Road.
- 21140. World War Two leaflet:** To consider arrangements for the launch of *The Men on the Monument World War Two* leaflet
- 21141. 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
21/01332/FUL	Installation of seven replacement windows and one replacement door to the side and rear elevations – 39 Lancaster Road Carnforth LA5 9LD Committee Recommendation: Support in Principal
	Temporary prohibition of through traffic: Crag Road, Warton from its junction with New Road at a point approx. 75 meters west of its junction with Holly Bank – From 08:00 on Monday 1 st November 2021 until 16:00 on Wednesday 3 rd November 2021 or until works completed TD&PC Recommendation: Works completed and noted
	Temporary prohibition of through traffic: Grosvenor Road, Carnforth from its junction with Haws Hill to its junction with Grosvenor Place between 08:00 and 16:00 hours from Tuesday 16 th November to Tuesday 30 th November 2021 or until works completed TD&PC Recommendation: Works noted and welcomed

21142. **Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
21143. **Property & Environment Committee:** To consider reports of Committee of meetings held on 2nd November 2021 (See Agenda Pack)
21144. **Town Development & Planning Committee:** To consider reports of Committee meetings held on 8th November 2021 (See Agenda Pack)
21145. **Finance & Governance Committee:** To consider reports of Committee meetings held on 8th November 2021 (See Agenda Pack)
21146. **Correspondence:** To consider correspondence received since the last meeting
21147. **Items for next Agenda:** To consider agenda items for the next Town Council meeting
21148. **Date & Time of next meeting:** 15th December 2021 commencing at 6:30pm

Clerk & Proper Officer

12 November 2021

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



Carnforth Town Council

Minutes of meeting held on 20th October 2021 at 6:30pm at Carnforth Council Offices

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

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

21117 Apologies: Apologies were received from Councillors Gardner and Smith and County Councillor Williamson

21118 Declaration on interests and dispensations: There were no declarations of interest or requests for any dispensations on matters on the agenda.

21119 Urgent Business: The Clerk issued each Councillor present with a Samsung A7 tablet and a policy on their use for council business which they signed acknowledging that they would use the new equipment in accordance with the stated policy as recommended by the Finance & Governance Committee.

The Clerk also advised that the Administrative Officer had now set up an Instagram account, @CarnforthTC, and is maintaining this, Facebook and Twitter under the Clerk's supervision. A recent post and notices has been published setting out what the Town Council have achieved at Crag Bank Village Hall since taking on the stewardship of the building in June. The Clerk has recently successfully completed QA Level 3 award for First Aid at Work and Emergency First Aid. It was confirmed that this covers new requirements arising from the coronavirus pandemic.

On behalf of Carnforth Rotary the Town Mayor requested permission to erect a stall in the War Memorial Gardens on Saturday 23rd October to promote World Polio Day. It was confirmed that Carnforth Business Network and been informed and had no objection. **It was then unanimously RESOLVED that the Town Council supports the Carnforth Rotary Club promotion of World Polio Day and use of the War Memorial Gardens for this purpose.**

21120 Minutes: It was **RESOLVED that with one minor amendment the Minutes of the meeting held on Wednesday 15th September 2021 be approved.** Councillor Watkins commented that he has yet to receive a reply from Lancashire County Council about a meeting to discuss public rights of way. In response to a question, Ward Councillor Yates reported that planning enforcement action relating to the Queen's Hotel development is ongoing.

The Clerk commented that advice had just been received from Lancashire County Council regarding the installation of a bench on Lancaster Road and that this would be considered further at committee meetings. New noticeboards have been installed at North Road and Highfield Road by the Outdoor Maintenance Officer.



21121

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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 had attended a get-together to thank volunteers who had helped the Town Council successfully deliver the recent Carnforth Street Festival. He had the pleasure of opening the new Brief Encounter Bistro and Bar at Carnforth Station and had joined the meeting with residents of Gummings Howe where Ward Councillors and representatives from the Police and Lancaster City Council were in attendance. The Town Mayor had represented the Town Council at the Carnforth Rotary Charter and Battle of Britain Memorial events and attended an Emergency Planning training organised by Lancaster City Council. Councillors were informed that he and Councillor Smith would be undertaking the QA Level 3 award for First Aid at Work and Emergency First Aid training at the end of the month.
 - b) Councillor Grisenthwaite provided an update on the ongoing discussions of the Back Lane Group. Following an invitation from Councillor Parker, he had attended a very useful meeting of the Quarry Liaison Committee attended by representatives from the Quarry, local parish councils and Lancaster City and Lancashire County Councils (See also 4 a) below).
- 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) Attendance at a meeting arranged by Councillor Bromilow to discuss matters raised by residents of Gummings Howe and action taken and planned to address the issues raised;
 - b) Updates from a Community Briefing on the latest position with Covid-19;
 - c) Expansion of the Connecting Communities Service provided by Lancaster City Council which will be more mobile and available at set times seven days a week;
 - d) By-election for the vacant Carnforth & Millhead Ward to be held on Thursday 25th November;
 - e) Planning Committee decision on Scotland Road development and next steps;
 - f) Decision of the City Council's Chief Executive to step down on 31st March 2022;
 - g) Report to the Canal & Rivers Trust of vegetation and overgrowth on the Canal bridge;



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- h) Removal of a gantry advert installed by Barnfield Construction;
 - i) Positive comments on the actions taken by quarries to ensure that the roads are clean and free of debris;
 - j) Proposal that Carnforth is linked to the Eden Project by battery/hydrogen powered trains
- 4) **Reports from outside bodies:** The following report(s) were given:
- a) **Quarry Liaison Committee:** Councillor Grisenthwaite reported that the recent meeting included a presentation on the long-term future plans for the Quarry and notice that in 15 – 20 year the quarry is likely to be the only limestone quarry in the Northwest that will increase its importance and lead to extended capacity. A scoping exercise (on the agenda for this meeting) is currently out to consultation with a deadline for responses of Friday 22nd October. There had been a discussion at the meeting that any future extension of the quarry should include tangible benefits to the local community and the idea of an independent Community Trust being established had been briefly discussed.

Following some comments it was **RESOLVED that Councillor Grisenthwaite, in liaison with the Clerk & Proper Officer, submits a response on behalf of the Town Council on the scoping exercise for the deepening of quarry operations at both Back Lane and Leapers Wood Quarries and that this be distributed to all Councillors for information.**

21122 Notice of Casual Vacancy: The Clerk reported that following Notice of the Casual Vacancy for the Carnforth Ward of the Town Council no representations had been made for a by-election. This means that the Council can now make its own arrangements to fill the vacancy. After some discussion, it was **RESOLVED that the vacancy be advertised and arrangements made for applicants to be interviewed by a panel of Councillors.**

21123 Committee Membership: Following recommendations by Committees and subsequent approval by Carnforth Town Council it had been suggested that this may be an opportunity to review the membership of each Committee. After some discussion, however, it was **RESOLVED that Committee membership remain unchanged, being:**

Property & Environment Committee: Councillors S Watson (Chair); I Betley; K Bromilow; R Parker.

Town Development & Planning: Councillor(s) C Smith (Chair); R Parker; R Stretch; Watkins.

Finance & Governance Committee: Councillor(s) Grisenthwaite (Chair); E Jones; P Gardner
S Watson



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The Town Mayor, Councillor Branyan is ex-officio on all Committees and the successful candidate for the Casual Vacancy be asked to join at least one standing committee.

21124 Gullies: In the absence of Councillor Smith who had asked that this item be discussed it was **RESOLVED to defer the matter until the November meeting of Carnforth Town Council.**

21125 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

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
Lancashire County Council	Scoping requests for the deepening of Quarry operations - Back Lane Quarry and Leapers Wood Quarry

Councillors considered and commented on the planning applications and recommendations



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of the Town Development & Planning Committee

Councillors had previously been requested to individually send comments on planning application 21/0113/FUL to the Clerk & Proper Officer for discussion at this meeting. It was reported that written comments had been received from the Town Mayor and Councillors Grisenthwaite and Smith. There was much discussion about the impact that the Eden Project will have on the district and whether there were opportunities for Carnforth to make a positive contribution to the overall offer as highlighted in the draft Carnforth Neighbourhood Plan.

It was then **RESOLVED to approve the recommendations of the Town Development & Planning Committee and that:**

- a) **the Clerk & Proper Officer drafts, for approval by Councillor Grisenthwaite prior to submission, a response on behalf of the Town Council in respect of Planning Application 21/01113/FUL, and that;**
- b) **comments on behalf of the Town Council on the scoping exercise for the deepening of quarry operations at both Back Lane and Leapers Wood Quarries be submitted to Lancashire County Council urgently (Agenda item 21121 (4) also refers)**

21126 **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 **nine** planning applications were awaiting decision; **four** applications - supported in principle by the Town Council - had been permitted and **one** applications had been refused.

After some comments, it was **RESOLVED that the updated position on planning authority's decisions be noted.**

21127 **Property & Environment Committee:** Councillor Bromilow (Committee Vice-Chair) reported on the actions and resolutions arising from the meeting of the held on 5th October 2021, including:

- 1) Installation of a security light overlooking Crag Bank Village Hall Car Park;
- 2) Identification and provision of Control of Substances Hazardous to Health (COSHH) training for the Outdoor Maintenance Officer;
- 3) Repairs to, and painting of, a wooden bench on Lancaster Road;
- 4) Reporting of anti-social behaviour on footpath at the Welmar estate;
- 5) Property updates, issues and bookings at Crag Bank Village and Carnforth Civic Halls;
- 6) Clarification of the land boundary at Crag Bank Village Hall;



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- 7) Results from a recent survey of Crag Bank Village Hall;
- 8) Committee Budget monitoring;
- 9) Delivery of Samsung A7 tablets to be distributed to all Councillors at the Town Council meeting.

After some comments and observations, it was **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved**

21128 **Town Development & Planning Committee:** Councillor Watkins (Committee Vice-Chair) reported on the actions and resolutions arising from the Town Development & Planning Committee held on 11th October 2021 including:

- 1) Obstructions being caused by overgrown hedges and trees on Shore Road;
- 2) Recommendations to the Town Council on planning applications;
- 3) Reminder about compliance with policy and Standing Orders when speaking to the Press and Media;
- 4) Updates and next steps on Committee actions;
- 5) Actions taken and planned for the Remembrance Sunday Parade, Service and Reception;
- 6) Action that Carnforth Business Network be advised to contact the Clerk & Proper Officer with any requests for support with the Christmas Switch-on, and;
- 7) Latest position on the developing Carnforth Neighbourhood Plan and next steps

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

21129 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee held 13th October 2021, including:

- 1) Recommendation that Carnforth Town Council approves the monthly payment of staff by Standing Order;
- 2) Updates and next steps on Committee actions including arrangements to provide cover for the Civic Hall and Crag Bank Village Hall Managers when absent;
- 3) Bank reconciliation and Summary of Receipts & Payments as at 30th September 2021;
- 4) Payments List recommended for approval by the Town Council;
- 5) Recommendation that the Town Council adopts the *Use of Electronic Tablets Policy* and that all users of the Samsung A7 tablets sign a declaration of compliance with the policy;



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

21130 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. 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.**

21131 Items for next Agenda: Councillor Grisenthwaite urged all Councillors to think about the Council plans and aspirations for financial year 2022/23 and beyond, together with any funding opportunities, savings and efficiencies and income generation ideas so that these could be considered by the Finance & Governance Committee when drafting the Council's budget for consideration and approval at the Town Council budget meeting in January.

21132 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be on **Wednesday 17th November 2021.** The meeting closed at 8:15pm

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

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Planning Application Comments & Decisions

November 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
21/00053/FUL Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ	Support in principle	Awaiting Decision
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
21/00637/FUL: Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth	Support in principle	Application Permitted
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
21/00807/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	Application Refused
21/00841/FUL: Erection of a single storey side extension to existing garage – 7 Long Acre Close, Carnforth LA5 9EN	Support in principle	Application Permitted
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	Application Permitted



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Planning Application Comments & Decisions

November 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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
21/01057/FUL: Installation of 2 replacement roof lights – Carnforth House Farm, Carnforth, LA5 9LX	Support in principle	Awaiting Decision
21/01058/LB: Listed building application for Planning Application 21/01057/FUL	Support in principle	Awaiting Decision
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	Support in principle	Awaiting Decision
21/01151/FUL: Installation of replacement door to rear elevation – 23 Market Street Carnforth LA5 9JX	Support in principle	Application Permitted
21/01178/FUL: Retrospective application for the erection of a detached garden room – 43 Crag Bank Road, Carnforth LA5 9EH	Support in principle	Awaiting Decision

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 2nd November 2021

Present: Councillors Bromilow (Chair); Branyan 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

21107 Apologies: Apologies were received from Councillors Bentley and Watson

21108 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21109 Urgent Business: There were no matters of urgent business not on the agenda

21110 Minutes: It was **RESOLVED** that the **Minutes of the meeting held on Tuesday 5th October 2021 be approved**

21111 Environment & Public Realm: The following matters were considered:

- 1) Street Furniture: 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 a bench at the War Memorial Gardens had now been removed in preparation for the installation of the NHS/Keyworkers bench. Arrangements were made for the new bench to be installed the following weekend. There followed a discussion on the proposed relocation of a bench to Lancaster Road and a report that has now been received from Lancashire County Council which advises that '*...works are completed by competent experienced or preferably accredited persons to NRSWA requirements and works in the highway are protected*'. **ACTION: Clerk to share the report for consideration by the Outdoor Maintenance Officer.**

The new noticeboards at North Road and Highfield Road have now been installed and a refurbished one is now in place at the Civic Hall.
- 2) Grounds Maintenance:** The Outdoor Maintenance Officer advised that due to the mild weather many plants are still in good condition.

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.**

21112 Preferred Suppliers List: The Clerk reported on the purpose and benefits of having a preferred list of suppliers that meet established criteria for selection for Council orders and contracts. Councillors noted that this would increase control over procurement, build relationships, increase accountability, reduce costs and is more likely to result in improved quality of service.

A decision to introduce a preferred list would require changes to be made to Standing Orders. In response to a question, the Clerk advised that such a list is considered to be good practice.

ACTION: Clerk to seek advice from the contact principal authority's Procurement Manager and report back to the Committee.

21113 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 following matters:
 - a) A gas and electrical conditions survey has been completed. No matters of immediate concern have been raised but the advice in the surveys will need to be incorporated into a maintenance programme yet to be developed for the Village Hall;
 - b) The electronic door system has been installed and working very well. The Clerk reported that software to program swipe cards has been installed on the Council's PC and that cards for all the regular users have been programmed. The Clerk has arranged to handover the card(s) and demonstrate to Users how to use the system and ensure that the building is secured after use. **ACTION: Clerk to train the Administrative Officer on programming swipe cards**
 - c) The outdoor light to the Car Park has been repaired and welcomed by all Users. **ACTION: Request that the electrical supplier provided a quotation for a second light on the other side of the building**
 - d) A noticeboard inside the building has been installed and in use.
- 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: Information to be shared with Councillors**
- 3) **Asset Register:** It was reported that Councillor Watson and the Clerk have undertaken an inventory of Council-owned assets at the Village Hall and that these have been added to the Council's Asset Register. The purchase price on several assets inherited by the Council is not known but a value will be applied in due course for insurance purposes. The inspection of the assets had highlighted an opportunity to optimise space in the building, make better use of the kitchen area and to identify property being stalled by Users. **ACTION: The Clerk to contact all Users requesting information on property held at the Village Hall.**
- 4) **Operational Matters:** The Clerk has arranged to meet with the Crag Bank Under 5's and it was reported that the booking system is working well and that the number of bookings now exceed the pre-pandemic level.

A 'User Guide' to supplement the Terms and Conditions has been distributed to Users and a copy put in the noticeboard together with a copy of the public liability insurance. After some comments and observations it was **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course.**

21114 **Civic Hall:** The following matters were discussed:

- 1) **Property updates and issues and maintenance programme:** It was reported that Lancaster City Council's Conservation team had now confirmed that the ornate round window to the front elevation can be repaired.
Civic Hall Manager presented a catalogue and three proposals from the same supplier to replace the flooring at the Civic Hall. The Clerk advised that should the Committee be minded to replace the floor it would need to be considered as part of the budget planning for future years (See also agenda item 21115) and, given the potential cost, be subject to tender.
- 2) **Operational Matters:** The Clerk reported that whilst bookings had improved there remains a great deal of capacity. There followed a discussion on the purpose of the hall to current users, in comparison with the facilities on offer at Crag Bank Village Hall and its future use. It was generally considered that the hall is more likely to be used as a meeting/conference/event venue rather than a recreational one.

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

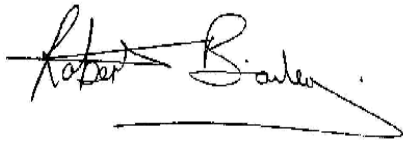
21115 **Forward Planning:** The Committee had been requested to consider its budget plans for the remainder of this financial year and for 2022/23. Given expenditure on assets to date it was considered that plans for this year had been fulfilled and there were no suggestions, at this stage, for 2022/23 other than the proposal that the floor at the Civic Hall be replaced and the purpose of the building be reconsidered to try and maximise income.

The Clerk advised that funding of a replacement floor could be through the Council's budget/precept for 2022/23; earmarking reserves over a planned number of years or through any opportunities for external funding.

After much discussion, it was **RESOLVED that the Finance & Governance Committee be recommended to consider inclusion of the installation of quality flooring and 'acoustic underlay' in the forthcoming budget preparations.**

21116 **Other assets:** It was reported that the Samsung A7 tablets had now been allocated to ten of the Council's twelve Councillors. It was then **RESOLVED that the update and be noted**

21117 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 7th December 2021 at 5:00pm.** The meeting closed at 18:15pm.

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

Clerk and Proper Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 8th November 2021

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

In attendance: Bob Bailey, Clerk & Proper Officer

21108 **Apologies:** There were no apologies

21109 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

21110 **Urgent Business:** There was no matters of urgent business. .

21111 **Minutes:** It was **RESOLVED that, subject to a minor amendment and correction, the Minutes of the meeting held on Monday 11th October 2021 be approved.** .

21112 **Planning Applications:** There were no planning application(s) and road closures were considered.

Application No:	Description
	Temporary prohibition of through traffic: Crag Road, Warton from its junction with New Road at a point approx. 75 metres west of its junction with Holly Bank – From 08:00 on Monday 1 st November 2021 until 16:00 on Wednesday 3 rd November 2021 or until works completed Committee Recommendation: Works completed and noted
	Temporary prohibition of through traffic: Grosvenor Road, Carnforth from its junction with Haws Hill to its junction with Grosvenor Place between 08:00 and 16:00 hours from Tuesday 16 th November to Tuesday 30 th November 2021 or until works completed Committee Recommendation: Works noted and welcomed
21/01332/FUL:	Installation of seven replacement windows and one replacement door to the side rear elevations – 39 Lancaster Road, Carnforth LA5 9LD Committee Recommendation: Support in Principle

After discussion on each road closure and 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.**

21113 **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 further discussion on a planned meeting to discuss parking at Carnforth Railway Station and a remote meeting arranged with Lancashire County Council to discuss the state of Public Rights of Way within the Carnforth boundary.

After some comments, it was **RESOLVED that the Action Plan updates and remedial actions be noted and progress reported at the next Committee meeting.**

21114 **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 provided an update on advanced plans for Remembrance Sunday Parade, Service and Reception. It was reported that the formal permission for a 'rolling' road closure during the parade and the closure of Market Street for the period of the Remembrance Service had been granted without the need to attend a meeting of the multi-agency Event Safety Management Group. This is a positive reflection of the quality of the Event Safety Management Plan and Risk Assessment that had been submitted but there is now a need to make sure that this plan is understood by everyone involved and implemented effectively. The Clerk has issued all Councillors and organisations with a schedule setting out the timings and activities on the day. **ACTION: Councillor Parker as the Event Controller will arrange a briefing for all volunteers**

The Clerk has issued and received returns from individuals and organisations formally invited to take part in this event. The Committee was advised that all participants had been sent a covering letter suggesting that a lateral flow test is taken prior to the event and that any individual testing positive does not attend and advising that masks may be worn in the Civic Hall for the reception. The Clerk expressed some concern that the capacity of the Civic Hall may be exceeded if everyone attends the reception.

The Clerk had also arranged for the Order of Service to be printed and banners provided to publicise the event as well as the provision of a PA system and music.

There followed much discussion about the substantial amount of work involved in arranging this year's event – there having been a restricted Remembrance event in 2020 – and the additional expectations and requirements that are now required.

It was noted that there will be a Service on Armistice Day (11th November) at 11am.

It was then **RESOLVED that the update be noted and that arrangements be made to ensure that future planning for this event commences earlier and is led by the Council with the Clerk providing a project manager / project administrator role.**

2) **Christmas Switch-on – December 2021:** It was reported that this year's Christmas Switch on will be on Wednesday 1st December. The event is being run by Carnforth Business Network. The Clerk informed the Committee that he had not been approached by Carnforth Business Network to support any application for Welcome Back funding.

3) **Queen's Platinum Jubilee:** It was reported that after two cancellations a second meeting had been arranged to discuss this event. Whilst the meeting had been poorly attended due to local organisations having other commitments, it had been possible to agree actions aimed at firming up the outline plans made at the first meeting for each of the four days of celebrations. **ACTION: Clerk & Proper Officer to update the Action Plan for circulation and invite representatives to a meeting on Tuesday 30th October at 5:30pm**

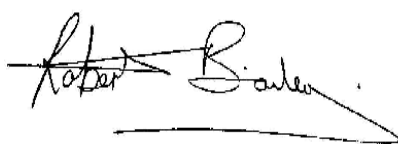
It was then **RESOLVED that the updates be noted and actions implemented with progress and any issues being reported back to the Committee in due course.**

21115 Carnforth Neighbourhood Plan (CNP): The Clerk provided a short update. It was reported that the Clerk had not yet had an opportunity to update the *Consultation Statement* in support of the Carnforth Neighbourhood Plan following acceptance of the response received from the Canal & River Trust. There have been helpful and useful meetings with Homes England and Lancaster City Council to discuss their responses and actions needed. Lancaster City Council have offered to provide advice and support on the planned reassessment, by the Neighbourhood Plan Working Group, on Local Green Space identified in the Neighbourhood Plan, prior to submission to the Planning Inspector. They have also provided advice on a monitoring framework covering the life of the Plan.

The Clerk was pleased to report that having submitted a 'Carbon story' about the Carnforth Neighbourhood Plan being 'carbon neutral' it had been selected to be showcased at the UN Climate Change COP26 conference in Glasgow.

After some comments, it was then **RESOLVED that the update and next steps be noted and that the Clerk & Proper Officer arrange a meeting of the Carnforth Neighbourhood Plan Working Group on Monday 30th November at 4pm.**

21116 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6th December 2021.** The meeting closed at 6:05pm



Clerk to the Council

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Monday 8th November 2021 at 6:15pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Chair); Branyan; Jones and Stretch

In attendance: Bob Bailey, Clerk & Proper Officer

21110	Apologies: Apologies were received from Councillors Gardner and Watson.
21111	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21112	Urgent Business: There were no matters of urgent business not on the agenda for this meeting.
21113	Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 13th October 2021 be approved.
21114	Actions: The Chair went through the Committee actions and the Clerk & Proper Officer and Committee members provided updates where required, including: <ol style="list-style-type: none">1) Bank Standing Orders are now in place for the monthly payment of staff;2) Arrangements will be made for a task/finish group to commence in December with a remit to establish a formal Councillor Induction and Training programme It was then RESOLVED that the update on actions be noted and reports on progress be considered at Committee meetings in due course.
21115	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 31 st October 2021. It was reported that despite spend-to-date exceeding £83k there remains a healthy balance in the Council's accounts of just over £127k, mainly due to a higher than usual carry forward from the previous year and balances and income from Crag Bank Village Hall The Clerk & Proper Officer also presented the <i>Summary Report of Receipts and Payments</i> as at the same date, highlighting budget headings of particular interest or note in terms of forecasted under/over spend. Of particular note was income from Crag Bank Village Hall where the number of regular bookings now exceed that before the coronavirus pandemic. After some comments and questions, it was RESOLVED that the bank reconciliation and summary financial position as at 31st October 2021 be noted.
21116	Payments List: The Clerk and Proper Officer presented the Payments List for orders and services received in the last month. This includes cost of legal services; the installation of hardwood doors and the electronic access system at Crag Bank Village Hall and the purchase of the NHS & Keyworkers Rainbow bench. The Committee was also asked to note the payments include PAYE for Periods 6 and 7.

It was reported that Lancaster City Council had paid for the hire of gazebo's used for the Carnforth Street Festival.

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

21117 Budget Planning 2022/2023: At the request of the Chair, the Clerk had drafted a 'stand-still' budget for the financial year 2022/2023. The Clerk presented the proposed budget which was based on the forecasted outturn for 2021/22 and allowing for increases in pay (2%) and prices (5%) and an estimate of costs associated with known plans, specifically, the Queens Jubilee celebrations in June 2022.

Councillors acknowledged that whilst this purported to be a budget based on previous running costs and any planned projects, 2020/21 and 2021/22 had been difficult to predict due to the coronavirus pandemic and the 'unplanned' decision taken by the Town Council to take on the stewardship of Crag Bank Village Hall. Never-the-less, it was considered that the draft budget for 2022/23 as presented provided a good starting point from which a recommended budget and precept could be determined.

The Committee were informed that the Property and Environment Committee had put forward a proposal for replacing the flooring at Carnforth Civic Hall and their followed a discussion on this proposal and on the possible cost and funding opportunities to replace the outdated heating system at Carnforth Civic Hall, as identified in the conditions survey previously commissioned. It was noted that the heating system at Crag Bank Village Hall will also need replacement in due course. It was considered that should the Council be minded to seek external funding to support the high cost of replacing these heating systems it would be beneficial to commission a consultant to advise and assist with the bidding process.

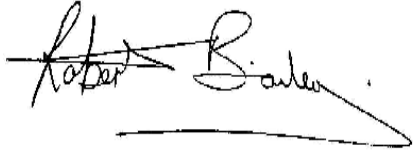
It was then **RESOLVED that all Councillors be asked to provide the Chair of Finance & Governance and Clerk & Proper Officer with any proposed expenditure and/or income generation opportunities in 2022/23 by 30th November 2021 and that these be considered by the Finance & Governance Committee in December so that a recommended budget and precept for 2022/23 can be presented to full Council for decision in January 2022.**

21118 Carnforth Scout Group: The Committee considered a request from the 1st Carnforth Scouts to run a 'mock' Council meeting where the Scouts would be given an opportunity to experience local democracy. The Clerk suggested that the Scouts be given a list of priorities and asked to determine which they would support within a limited budget/precept.

After some discussion, it was **RESOLVED that the Town Council be RECOMMENDED to invite Carnforth Scout Group to host a Council Budget meeting on Monday 6th December 2021 (Time to be agreed)**

21119 **Items for next Agenda:** The Committee **RESOLVED** that key agenda item will be to draft a proposed budget and precept for the financial year 2022/2023 for consideration at the Council Budget meeting in January 2022.

21120 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 8th December 2021 at 5:15pm**. The meeting closed at 7:10pm

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 283 TO 311

Voucher	Cheque	Code	Name	Description	Amount
283		102 - CBVH - Repairs & Mainten	Trade UK	Painting materials	174.36
284		5 - CCH - Repairs & Maintenanc	Trade UK	Repairs and maintenance - Civic Hall	39.68
285		40 - Legal Services	Oldfield Solicitors	Lease renewal	1,800.00
286		40 - Legal Services	Oldfield Solicitors	Land transfer & Charges	660.00
		<i>Crag Bank Village Hall</i>			
287		30 - Town Mayor	On a Roll	Catering	100.00
		<i>Volunteers evening</i>			
288		95 - Crag Bank Village Hall	Westmorland Fire & Security	Access Control System	2,892.00
289		95 - Crag Bank Village Hall	MPH Joinery Services	Hardwood Double doors	1,687.20
290		109 - Town Development	David Ogilvie Engineering	NHS & Keyworkers Rainbow Seat	1,626.00
291		95 - Crag Bank Village Hall	Barn Electrical Solutions	Car Park Flood light	240.00
292		49 - Printing	Bay Typesetters	Newsletter	600.00
		<i>September & October</i>			
293		50 - Distribution	Bay Typesetters	Newsletter	360.00
		<i>September & October</i>			
294		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	164.81
295		37 - Hardware	Laptops Direct	laptop	404.74
		<i>2 x Samsung A7 tablets</i>			
296		2 - CCH - Heating	R E Salt & Co Ltd	Boiler Service	261.40
297		80 - PAYE	HMRC	PAYE	1,066.72
		<i>Period 7</i>			
298		18 - Administration	Admin & Management Salaries	Salary	1,724.46
		<i>Period 7</i>			
299	Standing Orde	18 - Administration	Admin & Management Salaries	Salary	370.80
		<i>Period 7</i>			
300	Standing Orde	17 - Operations	Operations staff	Salary	979.20
		<i>Period 7</i>			
301	Standing Orde	17 - Operations	Operations staff	Salary	268.80
		<i>Period 7</i>			
302	Standing Orde	17 - Operations	Operations staff	Salary	400.00
		<i>Period 7</i>			
303		21 - Clerk & Proper Officer	Bob Bailey	Expenses	45.00
		<i>Mileage</i>			
304	Credit Card	37 - Hardware	Amazon	laptop cover	118.80
305	Credit Card	101 - CBVH - Cleaning	Amazon	Vaccum bags	59.96
306	Credit Card	95 - Crag Bank Village Hall	Amazon	Noticeboard	92.00
307	Direct Debit	94 - Payroll Services	e-slips	Payroll services	48.48
		<i>Month 6 & 7</i>			
308	Direct Debit	100 - CBVH - Water Rates	Waterplus	Water and wastewater	202.54
		<i>19/07/2021 - 18/10/2021</i>			
309	Credit Card	95 - Crag Bank Village Hall	AJ Products UK	Table transporter	210.00
310	Credit Card	95 - Crag Bank Village Hall	AJ Products UK	Padded Chair Trolley	162.00
311		80 - PAYE	HMRC	Salary	1,394.55
		<i>Period 6</i>			
TOTAL					18,153.50



Carnforth Town Council

Correspondence – November 2021 meeting



Date	Sender	Topic
15/10/2021	Lancashire County Council	Consultation on scoping requests for quarry deepening at Back Lane & Leapers Wood Quarries
15/10/2021	Councillors Grisenthwaite & Smith	Comments on Planning Application 21/01113/FUL - Central Promenade Regeneration Site, Morecambe
17/10/2021	County Councillor Williamson	October 2021 Parish Newsletter
18/10/2021	Lancashire County Council	Temporary Prohibition of Traffic: Kirkby Lonsdale Road, Over Kellet 25/10-7/11/21 – subsequently cancelled
19/10/2021	Community Connectors	Lancaster District Food Poverty Alliance (LDFPA) Networking event: Monday 1/11/21
19/10/2021	Councillor Branyan, Town Mayor	Comments on Planning Application 21/01113/FUL - Central Promenade Regeneration Site, Morecambe
19/10/2021	Community Connectors	Autumn Community Covid Briefing presentations & links from meeting on 18/10/21
19/10/2021	Ward Councillors Guilding & Yates	Reports for Town Council meeting
21/10/2021	Lancashire County Council	Temporary Prohibition of Traffic: Crag Road, Warton 1-3/11/21
21/10/2021	Clerk & Proper Officer	Copy of Town Council comments on Planning Application 21/01113/FUL - Central Promenade Regeneration Site, Morecambe
27/10/2021	Lancaster City Council	News Release: Remembrance Sunday 2021 arrangements
27/10/2021	Clerk & Proper Officer	Property & Environment Committee Agenda Pack
29/10/2021	Clerk & Proper Officer	COP 26 UN Climate Change - Lancashire Carbon Stories Case Study submission



Carnforth Town Council

Correspondence – November 2021 meeting



Date	Sender	Topic
01/11/2021	County Councillor Edwards	Response to parking matters – Stanley Street & Carnforth Library
01/11/2021	Clerk & Proper Officer	Town Development & Planning Committee Agenda Pack
02/11/2021	Clerk & Proper Officer	Remembrance Day Parade & Service Order of activity and instructions
02/11/2021	Lancashire County Council	Parish and Town Council Conference 13/11/21 at County Hall, Preston
04/11/2021	Lancashire County Council	Temporary Road Prohibition: Grosvenor Road, Carnforth 16-30/11/21
04/11/2021	Lancaster City Council	Planning Application 21/01332/FUL - 39 Lancaster Road, Carnforth
01/11/2021	Clerk & Proper Officer	Finance & Governance Committee Agenda Pack
07/11/2021	Clerk & Proper Officer	Requests & deadline for Carnforth Express Articles
08/11/2021	Lancashire County Council	Roadworks on Lancaster Road Carnforth (A6) – issue of a fixed penalty notice
10/11/2021	KCS Developments	Potential Development Site at Scotland Road, Carnforth - Monthly Update