



# Carnforth Town Council

## Minutes of meeting held on Wednesday 28<sup>th</sup> April 021

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

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

**In attendance:** Bob Bailey, Clerk & Proper Officer (Clerk); Sarah Lowell (Administration Officer); Ward Councillors Guilding and Yates; County Councillor Williamson (Part) and two residents

**21040 Apologies:** Apologies were received from Councillor Gardner

**21041 Declaration on interests and dispensations:** Councillor Reynolds declared an interest in discussions on planning matters as a Lancaster City Council Member of the Planning Committee. Councillors Jones requested a dispensation on any discussions relating to non-pecuniary interests in the Salvation Army.

**21042 Urgent Business:** The following matters of urgent business were discussed:

- 1) **Queens Platinum Jubilee:** Councillor Watkins asked whether the Town Council would wish to commemorate the Queens Platinum Jubilee **ACTION:** Refer to Town Development & Planning Committee for consideration and recommendation to the Town Council
- 2) **NHS Expenditure:** The Clerk updated Councillors on the offer made by the NHS in response to the Town Council's claim for expenses incurred and loss of income. It was reported that the NHS had rejected the Town Council's claim for loss of income relating to the standing use of the Civic Hall by the Air Training Corps as part of the existing lease. **ACTION:** Clerk & Proper Officer to draft an email, for approval by Cllrs Bromilow and Grisenthwaite, to be sent to the NHS accepting their offer subject to the additional lost income.
- 3) **Carnforth Wombles:** Councillor Watson presented a request received from the Carnforth Wombles for a variety of equipment that will assist them with their ongoing litter picking and other activities around the town and surrounding areas and keep them safe when carrying out their activities.

Councillors were unanimous in their view that the Carnforth Wombles are providing a valuable voluntary service for the town. There followed a discussion about the cost of the requested equipment, ownership of the assets and the relevant legal power that will allow the Council to purchase this equipment and insurance implications.



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**ACTION:** Clerk & Proper Officer be given delegated authority to purchase the equipment requested by Carnforth Wombles under Section 137 of the 1972 Local Government Act, subject to best value for money and the prior approval of Councillors Reynolds and Watson.

- 4) **Art Exhibition:** Councillor Branyan reported that the Carnforth Business Network are planning to run an Art Exhibition throughout August and have requested that they be allowed to display a canvas of Vincent van Gogh's 'Sunflowers' – coloured by members of the public – in Carnforth Civic Hall. **ACTION:** Councillor Branyan to inform the Carnforth Business Network that permission to display the canvas has been given, subject to any Covid-19 restrictions at the time.
- 5) **Meetings:** The Town Mayor and Clerk reminded Councillors that the Annual Town Council & Mayor Making will be held, remotely, on Wednesday 5<sup>th</sup> May and that the next ordinary meeting of the Town Council will see a return to face to face meetings, within government guidelines, on Wednesday 19<sup>th</sup> May at Carnforth Civic Hall.

**ACTION:** Clerk & Proper Officer to draft a risk assessment for the return to face to face meetings and make the necessary arrangements with the Civic Hall Manager

**After some comments, it was RESOLVED that agreed actions be implemented and updates provided at the next meeting of the Town Council.**

**21043 Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Wednesday 17<sup>th</sup> March 2021 be approved.

**21044 Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** No matters were raised by members of the public.
- 2) **Councillor updates / matters:** Councillors provided updates and raised issues covering a variety of matters including the following:
  - a) **Town Mayor:** The Town Mayor reported on activities in the last month, including visits to a local school and a care home. She is also continuing to work as a volunteer with the Carnforth Covid-19 support group.
  - b) **General updates and reports:** Councillor Smith reported that he had attended a remote meeting with the Canal & Rivers Trust, building on good working relationships on a range of matters, including their support for the planned Carnforth Heritage Festival. It was also reported that the Carnforth Emergency Plan is being reviewed with support from the Administration Officer.  
Councillors continue to support Ashtrees Surgery with the vaccination program.



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Councillor Grisenthwaite reported that plans are being made by the ATC to return to the Civic Hall when Covid-19 restrictions allow – probably some time after May 17<sup>th</sup>. The ATC have been asked to provide a risk assessment of their planned activities when returning to the Civic Hall – their return will also provide an opportunity to, again, review the terms of their lease with the Town Council. **ACTION:** Councillor Grisenthwaite will continue to liaise with the ATC and seek to clarify arrangements for communicating with them going forward.

- 3) **Reports of Ward and County Councillors:** Ward Councillors congratulated the Town Mayor on her two years in tenure, particularly in light of the coronavirus pandemic. All were agreed that with her leadership, Carnforth Town Council has greatly improved its effectiveness in the local community and the wider district. They also acknowledged and commented on recent and planned activities by the Town Council as well as Lancaster City Council's plans in Carnforth as part of their Grassland Management Strategy and the developing arrangements regarding the 'Welcome Back' funding.

Councillor Yates commented on strategic planning and highways matters including the Scotland Road development and the renaming of part of the A601. He commented on the amount of gravel and rubbish around this area and was advised that arrangements are now in place for this to be cleaned on a daily basis.

Councillor Reynolds commented on the sterling work of the Carnforth Wombles and expressed his appreciation that the Town Council had agreed to support them. He also congratulated the Town Council on its 'fantastic' work in bringing the local community together over the last, extremely challenging, year and its achievements in working with Lancaster City Council, in particular, to deliver positive outcomes. .

The Town Council were made aware of a motion made by Lancaster City Council to tackle food poverty, specifically where children are concerned, and on the success of the business grant scheme that has support local businesses throughout the pandemic – he expects that the next 12 months will be a positive one for the town. He concluded by commenting on planning matters including the development of the Porsche Garage and housing on Scotland Road. Councillor Watkins commented that during Easter help was provided to families in need and further activities to provide health and wellbeing support is being planned for later in the year.



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4) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:

- a) **Carnforth Business Network (CBN):** Councillor Watkins had been unable to attend the last meeting of CBN but gave an update on their plans to increase membership and for an Arts Festival for which they request use of the War Memorial Gardens for each Saturday during August. CBN will also be supporting the planned Boardwalk project due to commence in the Autumn.

**There being no further updates from other outside bodies it was RESOLVED that CBN be granted use of the War Memorial Gardens during August and that all Councillors and the Clerk be thanked for their contributions and that the information only matters and updates be noted and acted on as necessary.**

**21045 Motion:** The following motion was proposed by Councillor John Reynolds and Seconded by the Town Mayor, Councillor Kath Bromilow:

*Our nation's flag is a symbol of liberty, unity and freedom that creates a shared sense of civic pride. People expect to see the Union flag flying high on civic buildings as a sign of our local and national identity.*

*The Union flag should be flown every day on every Carnforth Town Council buildings, uniting all of us in our shared identity as a British nation.*

*This motion calls on Carnforth Town Council to :*

- 1. Follow advice from the Ministry of Housing, Communities and Local Government, and fly the Union Flag on all civic buildings every day;*
- 2. On days already designated to celebrate or show solidarity with a specific national day or cause, and where an appropriate and recognised flag is available, that flag should be flown;*
- 3. Write to partners and local businesses asking them to adopt this motion;*
- 4. Seek funding that may be available to cover the cost of erecting flagpoles and purchasing flags*

In presenting the motion to Council, Councillor Reynolds commented that the national flag '...is a symbol of liberty, unity and freedom that creates a shared sense of civic pride and people expect to see the Union flag flying high on civic buildings as a sign of our local and national pride, and our shared identity'. After a short discussion, it was **RESOLVED** that the motion be approved and actions required to implement the motion and seek appropriate funding be considered by the Town Development & Planning Committee.



21046

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

<b>Application No:</b>	<b>Description</b>
21/00092/FUL	Demolition of existing garage and erection of a two-storey side extension – 22 Kings Drive, Carnforth LA5 9AG <b>TD&amp;PC Recommendation: Support in Principle</b>
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag bank Road, Carnforth LA5 9EH <b>TD&amp;PC Recommendation: Support in Principle</b>
21/00133/FUL	Erection of a single storey front extension – 9 Whernside Grove, Carnforth LA5 9XH <b>TD&amp;PC Recommendation: Support in Principle</b>
20/01143/FUL	(Amended Application) Erection of a single storey front extension, including a canopy, erection of a two storey extension with raised terrace/balcony, construction of a dormer extension to rear elevation and alterations to land levels – 120 North Road Carnforth LA5 9LU <b>Note: Original application was supported in principle</b>
21/00225/FUL	Demolition of existing detached garage & erection of attached garage – 166 Lancaster Road, Carnforth LA5 9EF
21/00451/FUL	Demolition of existing conservatory and erection of a single storey rear extension with balcony above, erection of a single storey front extension and erection of a second storey side extension – 11B The Grove, Carnforth LA5 9JE

Councillors considered and commented on each application in turn and it was **RESOLVED** that planning applications, with the exception of 20/01143/FUL be 'supported in principle'. It was noted that there have been some resident objections to the development set out in planning application 21/01143/FUL and it was pointed out that this amended application presents a reduction in the original plans.

After some comments, it was **RESOLVED** that there are no 'material considerations' but that a neutral comment be made around the character and size of the proposed development.

**21047 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. It was noted that six planning applications were awaiting decision, five had been permitted and one application refused.

There was a discussion on two planning applications that the Town Council had objected to but had been permitted by Lancaster City Council and on the application that had been refused where the Town Council had made a 'neutral comment'. It was then **RESOLVED that the updated position on planning authority's decisions be noted.**



**21048**

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**Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held on 19<sup>th</sup> April 2021, including:

- 1) Plans for the VE Day Service on May 8<sup>th</sup> at 10:30 am;
- 2) Arrangements to coordinate local groups and volunteers to support families as we transition out of Covid19 restrictions and the wider community on a range of potential activities;
- 3) Establish a Councillor working group to plan and take forward the Heritage Festival scheduled for 2022;
- 4) Plans on Lancaster Road shortly;
- 5) A meeting recently held with staff from Lancaster City Council's on actions that they are taking as part of their Grassland Management Strategy. The Town Council will continue to work with Lancaster City Council to ensure that data and information is accessible and full advantage taken of local knowledge;
- 6) The next scheduled 'Clear up day' is Wednesday 12<sup>th</sup> May commencing at 10am from Carnforth Civic Hall;
- 7) A second 'walkabout' to inspect Public Rights of Way (PROW's) is planned for Tuesday 4<sup>th</sup> May at 5pm;
- 8) Update on the latest position with the Carnforth Neighbourhood Plan;
- 9) Outline discussions with Lancaster City Council on ideas for the 'Welcome Back' fund being made available from central government around bringing people back to the town. There has been a suggestion for a 'street festival' that could possibly run concurrently with the CBN's Arts Festival in August – a working group will be established to take this forward as more details on the scheme are known.

There were no questions and it was **RESOLVED that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.**

**21049**

**Asset Management Committee:** Councillor Branyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 20<sup>th</sup> April 2021, including:

- 1) Request for funding from Carnforth Wombles (See Urgent Business);
- 2) Current use of Carnforth Civic Hall by Lancaster City Council every Friday as a 'Rapid testing centre' and by Carnforth free Methodist every Sunday for worship;



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- 3) A no obligation report on the Council's options for replacing the current heating system and radiators at Carnforth Civic Hall is awaited, subject to which possible funding will be sought;
- 4) Update on the current position with the proposed management of Crag Bank Village Hall;
- 5) Commentary on the recent work undertaken by the Outdoor Maintenance Officer, who continues to do a sterling job;
- 6) Update on the latest position with the Civic Hall maintenance programme;
- 7) Report on the up-to-date Asset Register that will form part of the Annual Governance and Accountability Return (AGAR) and be subject to audit. It was reported that the current value of the Council's assets is £303,000;
- 8) Model lease agreement and risk assessment that is being finalised by the Chair and will form the basis of early discussions with the Carnforth Allotments Association when Covid-19 restrictions allow.

There was a question about the state of soldier in the War Memorial Gardens and a suggestion that the Carnforth Allotments Association may wish to be involved in developing 'pocket parks'. Three issues were reported on matters that a member of the Carnforth Business Network had raised and Councillors were advised that the Outdoor Maintenance Officer is now using a non-chemical weed spray that does not require COSH accreditation. It was then **RESOLVED that the report and actions of the Asset Management Committee be noted and approved**

**21050 Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 21<sup>st</sup> April 2021, including:

- 1) Confirmation that arrangements have been finalized to outsource the payroll function and for the first payroll to be run at the end of April;
- 2) Approved policies and procedures will be posted on the Council's website;
- 3) Update on the budget monitoring and bank reconciliation as at 31<sup>st</sup> March where balances amounted to £64.9k;
- 4) Consideration of the unaudited year end reports, including an explanation of the reportable variances compared to the previous year, specifically a favorable variance on receipts (excluding the precept) of 80% arising from unforeseen grant money received due to the closure of Carnforth Civic Hall for much of the year;





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- 5) Payments List recommended for approval by the Town Council and a recommendation that in future salary payments be aggregated so that individual staff salaries are not identified on published documents, but available for scrutiny through the proper channels;
- 6) An update on the review of Standing Order and Financial Regulations to be recommended for approval at the Annual Town Council meeting on May 5<sup>th</sup>;
- 7) A protocol for adoption setting out the procedures to be followed when marking the death of a member of the Royal Family or national figure;
- 8) The latest review of the effectiveness of internal controls this time covering standards and assertions relating to Risk Management and Audit. Councillor Grisenthwaite reported that this review represents a high level of good practice and compliance with legislation;
- 9) Clerk & Proper Officers appraisal, agreed objectives for the coming year and a recommendation that an independent job valuation exercise be carried out on the role of Clerk & Proper Officer with the outcomes being consideration, initially by Finance & Governance Committee and recommendations be made to full Council.

There were no questions and it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations and actions as set out be approved.

**21051 Correspondence and Action Log:** The Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Clerk / Councillors / Committees to address matters arising from the correspondence received. There was no update on the Action Log for this meeting.

It was then **RESOLVED** that the correspondence be noted.

**21052 Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 19<sup>th</sup> May 2021** - this will be a face to face meeting, socially distanced, at Carnforth Civic Hall. Prior to that on Wednesday 5<sup>th</sup> May will be the Annual Town Council and Mayor Making commencing at 7pm. The meeting closed at 8:35pm

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

Clerk to the Council

Date: 28<sup>th</sup> April 2021

A handwritten signature in black ink, appearing to read "Kath Buomilow".

Chair

Date: 28<sup>th</sup> April 2021