



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 15th December 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

- 21149. Apologies:** To receive apologies
- 21150. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21151. Urgent Business:** To receive matters of urgent business not on the agenda
- 21152. Minutes:** To consider and approve Minutes of meeting held on Wednesday 17th November 2021.
- 21153. 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
- 21154. Planning Applications & Temporary Road Closures:** To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>

Application No:	Description
21/01113/FUL	Amendment: 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 Morecambe



Carnforth Town Council

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21/00899/HYB	Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ
21/01383/FUL	Creation of dropped kerb – 17 North Road, Carnforth LA5 9LQ
21/01471/FUL	Erection of one detached dwelling with associated access, regrading of land, alterations to boundary wall and alterations to existing watercourse – Land Rear of Cemetery, Back Lane, Carnforth
21/01483/FUL	Installation of replacement cladding to all elevations – Cricket Ground Pavilion, Victoria Street, Carnforth LA5 9EA

- 21155. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21156. Community-led Housing:** Presentation by Community Housing Officer
- 21157. Town Development & Planning Committee:** To consider reports of Committee meetings held on 6th December 2021 (See Agenda Pack)
- 21158. Property & Environment Committee:** To consider reports of Committee of meetings held on 7th December 2021 (See Agenda Pack)
- 21159. Finance & Governance Committee:** To consider reports of Committee meetings held on 8th December 2021 (See Agenda Pack)
- 21160. Street Naming:** To consider a request from Lancaster City Council to name up to three streets at the Scotland Road, Carnforth development
- 21161. Student Advisor Protocol:** To consider protocol for the continuous engagement of young people as advisors to the Council
- 21162. Correspondence:** To consider correspondence received since the last meeting
- 21163. Items for next Agenda:** To consider agenda items for the next Town Council meeting:
Budget and Precept setting
- 21164. Date & Time of next meeting:** 19th January 2022 commencing at 6:30pm

Clerk & Proper Officer

10 December 2021

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



Carnforth Town Council

Planning Application Comments & Decisions

December 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	Application Withdrawn
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
21/00705/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	Application Refused
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
21/01178/FUL: Retrospective application for the erection of a detached garden room – 43 Crag Bank Road, Carnforth LA5 9EH	Support in principle	Application Permitted
21/01332/FUL: Installation of seven replacement windows and one replacement door to the side and rear elevations – 39 Lancaster Road Carnforth LA5 9LD	Support in Principal	Registered



Carnforth Town Council

Planning Application Comments & Decisions

December 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	Support in principle	Awaiting Decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 6th December 2021

Present: Councillors Smith (Chair); Branyan (Town Mayor); Parker and Stretch
(part)

In attendance: Bob Bailey, Clerk & Proper Officer

21117 Apologies: Apologies were received and accepted from Councillor Watkins

21118 Declaration on interests and dispensations: Councillor Smith requested and was granted a dispensation in respect of Planning Application 21/00899/HYB. As a member of the Carnforth Station Trust, Councillor Branyan declared an interest in relation to discussions on the Carnforth Station Car Park.

21119 Urgent Business: The Clerk and Proper Officer reported on a highly successful event with the 1st Carnforth Scouts where they were tasked with a mock exercise on local democracy and planning the Council's activities and annual budget. The Committee congratulated everyone involved in the exercise.

21120 Minutes: It was **RESOLVED that, subject to a minor amendment and correction, the Minutes of the meeting held on Monday 8th November be approved.** .

21121 Planning Applications: There were no planning application(s) and road closures were considered.

Application No:	Description
21/01113/FUL	Amendment: 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: Support in principle and refer to comments previously submitted
21/01383/FUL	Creation of dropped kerb – 17 North Road, Carnforth LA5 9LQ: Recommendation: Support in principle

Application No:	Description
21/00899/HYB	Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ: Recommendation: Refer to Full Council
21/01471/FUL	Erection of one detached dwelling with associated access, regrading of land, alterations to boundary wall and alterations to existing watercourse – Land Rear of Cemetery, Back Lane, Carnforth: Recommendation: Refer to comments previously submitted on flood risks associated with this site
21/01483/FUL	Installation of replacement cladding to all elevations – Cricket Ground Pavilion, Victoria Street, Carnforth LA5 9EA: Recommendation: Support in principle

Councillors commented that it had not been possible to identify what amendment(s) had been made in respect of planning application 21/0113/FUL but the scheme as a whole is supported.

Given the size of the proposed development set out in planning application 21/00899/HYB it was **recommended** that this be referred to full Council with an acknowledgment that the Town Council objected to a previous planning application on Brewers Barn (16/00335/OUT refers) which, after many years, was approved by the principle authority.

In relation to planning application 21/01471/FUL it was **recommended** that the Council considers comments previously submitted around flood risks at this site (planning application 11/000668/OUT refers).

It was then **RESOLVED that the Town Council considers the recommendation(s) and comments of the Committee set out above and determines action(s) to be taken.**

21122 **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. After some comments, it was **RESOLVED that the Action Plan updates and remedial actions be noted and progress reported at the next Committee meeting.**

21123 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

1) **Remembrance Sunday – 14th November 2021:** There was a discussion on the planning and delivery of the Remembrance Day Parade and Service. It was agreed that the closure of Market Street had worked well and had been welcomed by residents and that traffic and general risk management on the day had broadly gone to plan.

All Councillors, staff, volunteers, Clergy and representatives from the 28 organisations in attendance were thanked for their contributions.

It was acknowledged that despite another successful day, there are always lessons that can be learned and it was **RESOLVED that a meeting be held in the New Year to discuss with relevant parties to discuss where improvements could be made.**

2) **Queen's Platinum Jubilee:** The Clerk & Proper Officer reported on the agreed outcomes and actions arising from a recent meeting of the planning group.

Councillors were informed that despite a poor turnout from several organisations due to other commitments the programme for the four days of the Jubilee was agreed.

These are summarised as:

- Thursday 2nd June 2022: Beacon lighting and Fun fair;
- Friday 3rd June 2022: School's Sports and Social Day;
- Saturday 4th June 2022: 'Royalty Day' including street festival 10am – 8pm;
- Sunday 5th June 2022: Service and 'The Big Lunch' street parties

It was acknowledged that for this major event for the town to be successful it will need the commitment of local community groups and organisations and be properly funded, planned and risk assessed.

Work on delivering the plans needs to commence immediately with progress and any issues communicated and the event adequately promoted.

It was then RESOLVED that the outline plans be recommended to the Town Council and the working group be formally tasked with delivering this event.

3) **Carnforth Station Car Park:** There was a further lengthy discussion on the purpose of a planned meeting requested by Carnforth Station Trust on: ownership of the Car Park land and unused capacity; the implications of the current parking tariffs on footfall at the Carnforth Heritage Centre and the consequential impact on parking around the town. It was noted that there had been an agreement that the Town Council would facilitate a meeting between all parties and given the potential for the wider implications on the town it was suggested that Carnforth Town Council would be in the best position to take the lead on developing a clear purpose for such a meeting.

4) Highways and Air Quality Matters: It was reported that the Council had been contacted by the City Council's Senior Environmental Health Officer responsible for pollution control about a range of actions as part of the air quality action plan production process that had commenced back in 2019, involving the Town Council and representatives from Lancashire County Council.

For a variety of reasons it seems that these actions have not progressed and it is now suggested that a meeting be arranged to review the position with a view to planned proposals being included in an Air Quality Action Plan due to be in place in Spring / Summer next year.

There followed a lengthy discussion on air quality in the town and the aspirations around this issue as set out in the emerging Carnforth Neighbourhood Plan.

Councillor Smith then reported on a useful meeting that he and Councillor Grisenthwaite had recently attended at County Hall with County Highways officers and County Councillors where a range of highways related matters, as well as the Station Car Park, were discussed.

In the ensuing discussion several other highways issues and questions were raised before it was **RESOLVED that Carnforth Town Council draws up a list of highways matters and co-ordinates meetings with Lancashire County Council covering these; air quality actions and Carnforth Station Car Park issues.**

21124 Committee budget plans 2022 / 2023: The Committee considered plans for the upcoming financial year under its control including civic and other events and activities to develop the town. Based on planned expenditure it was **RESOLVED that:**

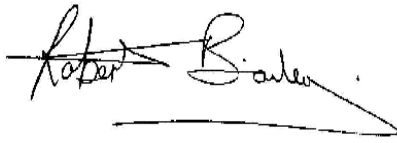
- **the amounts included for Civic events and town development remain largely unchanged, save for a percentage increase linked to the rate of inflation;**
- **the Finance & Governance Committee be recommended to set a budget for the Queen's Platinum Jubilee weekend of £8,000, subject to external funding being made available;**
- **Projects be included in the budget for installation of Speed Indicator Devices subject to supportive evidence on the need and required location of such devices, and;**
- **Plans for improvements to local public rights of way**

21125 Carnforth Neighbourhood Plan (CNP): The Clerk & Proper Officer reported that a draft *Submission Version* of the Carnforth Neighbourhood Plan has now been drafted and is ready to be sent once all supporting documentation has been completed – namely, completion of forms in support of the proposed Local Heritage List to be completed early in the New Year.

Following this the Carnforth Neighbourhood Plan and all its supporting documents and policies will be submitted to Lancaster City Council for a final consideration before a Government Planning Inspector is appointed to undertake a formal review.

It was then **RESOLVED that the update be noted and that the Carnforth Neighbourhood Plan Working Group, Clerk & Proper Officer and Troy Hayes, Planning Consultants be commended for their '*...combined efforts and great work in producing a high quality Carnforth Neighbourhood Plan*'.**

21126 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 10th January 2021**. The meeting closed at 6:20pm

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Clerk to the Council

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 7th December 2021

Present: Councillors Bromilow (Chair); Branyan and Parker

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; and Terry Allum, Outdoor Maintenance Officer

21118 Apologies: Apologies were received from Councillors Bentley and Watson

21119 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21120 Urgent Business: There were no matters of urgent business not on the agenda

21121 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Tuesday 2nd November 2021 be approved

21122 Environment & Public Realm: The following matters were considered:

- 1) **Street Furniture: Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer confirmed that given the underground services close to the position where the bench at Lancaster Road is to be located, it would be preferable to commission a competent and accredited contractor to carry out the works.

ACTION: Councillor Parker to seek a suitable contractor and quotation for the works.

The felt tiles have now been installed into the new noticeboards at North Road and Highfield Road and these are now ready to use. **ACTION: Keys to be passed to**

Councillor Smith

The Clerk & Proper Officer provided a short update on plans for the Queen's Jubilee weekend and the Outdoor Maintenance Officer confirmed that he and Councillor Smith are taking a lead on booking entertainment,

- 2) **Grounds Maintenance:** Work ongoing with no issues to report.

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.**

21123 Preferred Suppliers List: The Clerk & Proper Officer reported that, as instructed, he had contacted Lancaster City Council's Procurement Manager on the purpose and benefits of a preferred list of suppliers for the selection of Council orders, tenders and contracts.

Councillors were informed that following the UK's exit from the EU there are '*additional freedoms in relation to contract spend on goods, services and works contracts with a value below the applicable thresholds*'.

This has resulted in changes to contract procedure rules including cessation of a preferred suppliers list and a review of procedures generally including standardisation of documentation and processes for procurement with local suppliers.

The Clerk & Proper Officer confirmed that he is unaware of any amended revised best practice having been made available by the National Association of Local Councils.

Given the apparent changes it was **RESOLVED that the Finance & Governance Committee be asked to consider these as part of the annual review of Standing Orders and Financial Regulations (incorporating Contract Procedure Rules) planned for the final quarter of the municipal year.**

21124 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The following matters were updated and reported on:
 - a) A quotation for a second light to illuminate the Car Park is awaited;
 - b) An outstanding debt for hire of Crag Bank Village Hall has resulted in termination of the hire;
 - c) As outlined in a recent survey of the building, one wall heater in the Pre-school room is not working and the other is inefficient and is in need of replacement;
ACTION: Clerk & Proper Officer to seek quotations for replacement wall heaters
 - d) A spreadsheet for the maintenance of the Village Hall is needed.
ACTION: Councillor Watson and Clerk & Proper Officer to establish a maintenance programme for Crag Bank Village Hall
 - e) A large fridge/freezer has been acquired and installed in the kitchen
- 2) **Operational Matters:** The Clerk & Proper Officer has again met with the Crag Bank Under 5's and there are no matters to report.

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.**

21125 **Civic Hall:** The following matters were discussed:

- 1) **Property updates and issues and maintenance programme:** The following matters were updated and reported on:
 - a) Mars Ltd have not yet removed the coffee machine
ACTION: Clerk & Proper Officer to chase
 - b) The ornate round window to the front elevation has not yet been repaired;
ACTION: Councillor Parker to chase the contractor

- c) Ivy on the side of the Civic Hall needs to be removed

ACTION: Outdoor Maintenance Officer to be asked to remove

- 2) **Operational Matters:** As previously reported there is capacity for booking during the day and at weekends at the Civic Hall, although evening bookings have picked up.

ACTION: Increase promotion of the availability of the Civic Hall for meetings and events during the day in particular.

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.**

21126 Committee Budget: The Committee further considered 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.

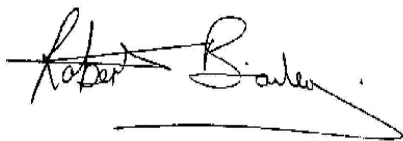
The Clerk & Proper Officer reported on the provisional planned budget for 2022/2023 for the Committee as well as the separate budget headings for the repairs and maintenance of both community halls and environmental and grounds maintenance that this Committee are also responsible for.

There followed a discussion on the identified projects including replacement of heating systems at both halls and new flooring at Carnforth Civic Hall and whether this sh/could be done before the heating replacement.

After some discussion, it was **RESOLVED that the current budget position and that planned for 2022/2023 be agreed in principle with further Council consideration being given to the planning and funding of major projects such as the replacement heating systems.**

21127 Other assets: Nothing to report

21128 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 4th January 2021 at 5:00pm.** The meeting closed at 17:40pm.



Clerk and Proper Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 8th December 2021 at 5:15pm at Carnforth Council Offices

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

In attendance: Bob Bailey, Clerk & Proper Officer

21121 Apologies: Apologies were received from Councillor Watson.

21122 Declaration of interests and dispensations: Following a question from Councillor Gardner it was **RESOLVED that there were no declarations of interest or dispensations for items on the agenda.**

21123 Urgent Business: The Clerk and Proper Officer reported on a highly successful event with the 1st Carnforth Scouts where they were tasked with a mock exercise on local democracy and planning the Council's activities and annual budget. The Committee thanked and congratulated everyone involved in the event which has attracted significant interest locally, regionally and nationally.

The Clerk & Proper Officer then presented a draft '*Protocol for the Appointment of Student Advisors*' that aims to establish a method where the views of young people could be brought into debates on a continuous basis prior to decisions being made.

The report sets out the advantages and disadvantages of a Youth Town Council and co-option to Council committees before concluding that the preferred option would be to appoint Student Advisors. This option would enable young people to represent their generation and provide input in the same way as Council officers and to be present when decisions are made at committee meetings.

The paper outlined the basis on which any appointment would be made and the role of student advisors on Council Committees.

In response to questions it was acknowledged that for the scheme to work there would need to be an approval and commitment from Carnforth High School.

It was then **RESOLVED that the '*Protocol for the Appointment of Student Advisors*' be supported in principle and presented to the next meeting of Carnforth Town Council for consideration.**

The Clerk & Proper Officer reported that the outstanding bad debt had been resolved with arrears being cleared and advance payments made.

21124 Minutes: It was **RESOLVED that Minutes of the last meeting held on Monday 8th November 2021 be approved.**

21125 Actions: There were no outstanding actions or matters not covered by the meeting agenda.

21126 Exclusion of Press and Public: There were no members of the press or public present at the meeting but it was **RESOLVED that agenda item 21127 be an exempt item under Section 12A of the Local Government Act 1972 by virtue that that it relates to information on and the identity of individuals.**

21127 Staffing Matters: The Clerk & Proper Officer reported on the recent resignation of the Crag Bank Village Hall Manager; the subsequent appointment of a part-time Cleaner and a proposal that day-to-day management of the Hall be undertaken on a permanent basis by the Carnforth Civic Hall Manager and that the post be redesignated as Facilities Manager. Councillors were also asked to note that the 2021/2022 national pay award for Clerks had not yet been agreed.

After some comments and questions it was **RESOLVED that the staff changes and outstanding pay award be noted and that Carnforth Town Council be recommended to establish the post of Facilities Manager with effect from 1st December 2021, subject to a job evaluation and pay review being undertaken.**

21128 Zoom Conference Software: The Clerk & Proper Officer reported that Zoom Ltd has offered its conference software at a significantly reduced annual cost and with the first two months being free of charge.

There followed a discussion on the merits of Microsoft Teams (part of Office 365 in use by the Council) and Zoom and it was unanimously considered that the latter, being a dedicated conference software, is more efficient and user-friendly, particularly where there are many remote users.

It was then **RESOLVED that Carnforth Town Council be recommended to approve the annual subscription of Zoom Conference Software with effect from 1st January 2022.**

21129 Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 30th November 2021. It was reported that despite spend-to-date exceeding £107k there remains a healthy balance in the Council's accounts of just over £106k with four months of the financial year remaining. The Chair confirmed balances as per the presented Bank Statements and signed the Bank Reconciliation.

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

- 1) substantial savings in printing costs;
- 2) capital spend at Crag Bank Village Hall;

- 3) income from the hire of Crag Bank Village Hall where bookings now exceed pre-pandemic levels;
- 4) investment in electronic Tablets;
- 5) additional and unexpected costs of professional costs arising from taking on Crag Bank Village Hall and negotiation of the lease at Carnforth Civic Hall and essential utility surveys.

After some comments and questions, it was **RESOLVED that the bank reconciliation and summary financial position as at 30th November 2021 be noted.**

21130 **Payments List:** The Clerk and Proper Officer presented the Payments List for orders and services received in the last month. This includes payment to the Carnforth Neighbourhood Plan consultants (offset by external funding) and legal services for a range of land searches and legal documents as well as payment for surveys undertaken at both the Crag Bank and Carnforth Civic Hall.

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

21131 **Budget Planning 2022/2023:** The Clerk and Proper Officer presented a revised proposed budget for the financial year 2022/2023, taking into account recent comments and interventions from Councillors and committees.

Councillors acknowledged that whilst this purported to be a budget based on previous running costs and any planned projects, the last two years have 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 presented a reasonable estimate of planned income and expenditure.

Based on the draft budget and the Town Council's plans the Clerk & Proper Officer recommended a Precept for 2022 / 2023 of £90,000, being an increase of £4,401 on the current financial year, with the expected carry forward being earmarked for Council projects subject to satisfactory evidence of need.

The Clerk & Proper Officer also presented a spreadsheet setting out what this precept would mean for the annual, monthly and weekly cost for all Council Tax Bands. Councillors were asked to note that for a Band D property (median) the cost for Town Council services would be £54.54, an annual rise on the previous year of £2.67 (£0.22p per month).

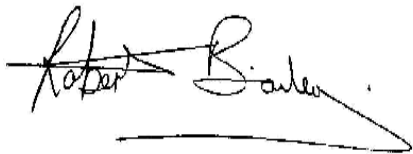
Councillors made several observations and it was determined that any plans to replace heating system at Carnforth Civic Hall and Crag Bank Village Hall would benefit significantly from the commissioning of a consultant to advise and assist with any bidding process for external funding.

It was then **RESOLVED** that, with minor updates, the draft budget for 2022 / 2023 and recommendation for the annual precept be accepted at this stage with a final and full draft to be presented to Carnforth Town Council in January for detailed consideration and adoption.

21132 Community Benefit Fund: The Chair presented an application for Community Benefit Funds for a project to establish a new toddler group aiming to *'provide support and friendship for pre-school children and their parents/carers in Carnforth'*.
Following comments on the details submitted in the application, it was **RESOLVED** that **Carnforth Town Council be recommended to approve a payment of £1,000 from the Community Benefit Fund.**

21133 Items for next Agenda: The Committee **RESOLVED** that the key agenda item will be to **finalise the draft budget and precept for the financial year 2022/2023 for consideration at the Council Budget meeting in January 2022.**

21134 Date of next meeting: At the request of the Clerk & Proper Officer the next meeting of Finance & Governance Committee will be held on **Wednesday 5th January 2021 at 5:15pm.**
The meeting closed at 6:30pm



Clerk to the Council

PROTOCOL FOR APPOINTMENT OF STUDENT ADVISORS Report of Clerk & Proper Officer and Administrative Officer

1. The Town Council believes it should embrace all sections of the community in its decision-making processes. To achieve this it has already implemented extensive consultation arrangements that involve the public on specific schemes and through questionnaires. In addition it has public participation arrangements that enable the public to speak on general issues prior to each meeting and during meetings on Agenda items. However these arrangements tend to provide an opportunity for the public to attend meetings or be involved on single issues and not on the overall decision-making processes of the Council. It is rare for young people to take advantage of the opportunities provided under these arrangements.
2. For a variety of reasons, membership of the Council tends to comprise members who have retired or have grown up children. It appears that family and career requirements make it difficult for younger generations to give the level of commitment necessary to properly fulfil the role of a Town Councillor. This often means that the views of those young children and teenagers living at home are not put directly to the Council.
3. Notwithstanding the extensive networking by existing Councillors within the town and the community and the existing public involvement arrangements it has become difficult for the Council to be aware of the needs, requirements and aspirations of the younger generation. This could lead to claims of the Council being "out of touch" and not providing the services required.
4. The Town Council has recently planned and held a successful evening with the 1st Carnforth Scout Group where they debated council activities and set a mock financial budget. There are a number of other options which would bring young people's views into debates on a continuing basis prior to decisions being taken.
5. The easiest solution would have been to appoint a Youth Council serviced by the Town Council or separately but comprising solely of young people. At best, this could only be an advisory committee that would make recommendations to the Council. Its members would not, therefore, be able to make direct presentations to Councillors or as a matter of course be present when final decisions are taken.

6. The need to carry out further formal consultation before decisions are made would mean lengthening the decision-making process and the extra meetings would require additional resource input from the Council and divert funding from service provision.
7. An alternative could be co-opting young people as persons with a special interest to the Council's committees but any of the students under 18 would be disqualified from being a Member since under the provisions of Sections 101 and 102 and also Section 79 of the Local Government Act 1972, persons under the age of 18 are not eligible for membership of the Town Council.
8. Secondly, persons co-opted to membership of a committee, as opposed to those co-opted as a full member of the Town Council are not entitled to vote at decision-making committees of the Council. Therefore, any students over the age of 18 and co-opted to a decision-making committee would not be able to vote on any issue coming before that meeting.
9. The above would make it difficult to persuade young people that having been co-opted to a committee they have equal rights with Councillors and it would undermine the general principles of trying to involve young people in the Council's affairs and, no doubt, de-motivate the young people.
10. The Town Council's culture provides for officers to advise Councillors and Committees before decisions are taken on matters appropriate to their knowledge, training and experience.
11. It is suggested that there is no age bar or other restrictions affecting the Town Councils ability to appoint advisors and that this could provide a more appropriate method to enable young people to represent the views of the younger generation and provide their personnel and knowledgeable input in exactly the same manner as Council officers do.
12. Importantly this arrangement will enable students to be present at the meetings at which decisions are taken, the timeframe for decision-making will not be extended and there will be little or no additional resource requirement placed upon Town Council staff.
13. These roles would be advisory - not decision making and is not intended to undermine the professional view provided by officers but will provide a useful and meaningful way of taking account of a young person's viewpoint.

14. Subject to Councillors agreement, in order to implement these proposals it is suggested that the Council seeks to appoint two Student Advisors to the Property & Environment and Town Development and Planning Committees.

15. The basis of the appointments would be as follows:-

- The appointment of four Student Advisors would be handled on behalf of the Town Council by Carnforth High School. Students apply for the posts and the school interviews, selects and nominates Students for formal appointment by the Town Council. Generally it would be expected that the Town Council will simply ratify such appointments.
- In the first instance, the appointments would be until the end of the academic school year in 2022 as a pilot for the scheme. Following a positive review of the benefits obtained during the pilot period the Council would agree to the annual appointment of Student Advisors to Committees as a permanent feature of its decision making processes.
- Following the review and for the purpose of clarity the Council should confirm that there will be no age limit for the appointment of Student Advisors subject to the School recognising that those nominated should be capable of undertaking the student advisors full role.
- In order to ensure a proper balance of views of residents the student advisors must be resident within the town boundary being the same criteria for elected Councillors.
- Whilst the students are appointed by Carnforth High School, they will be expected to represent the views of all young people within the town's boundary, including those who have not reached High School age.
- The students' role will be as advisors to the committee in the same way as any other specialist and professional is appointed to advise Members. They will be encouraged to give their views in the same way as Town Council officers or any other person appointed to assist Members coming to reasoned conclusions and decisions.

- As advisors the students will not always have to leave when confidential matters are discussed. However, there will be some occasions when students will be requested to leave particularly, when certain staffing and perhaps other confidential items are discussed. This is no different from the practice adopted for the Council's staff.
- Student Advisors will receive copies of agenda, minutes and reports in exactly the same way as Councillors and other officers.
- The students will be expected to discuss issues with other young people but they must also comply with the same confidentiality rules as applied to officers and Councillors. The National Code of Conduct for Officers is brought into force, this will also apply to Student Advisors.
- Whilst Student Advisors will not be remunerated, the Town Council will meet any 'out of pocket expenses' incurred in fulfilling their role
- Details of Student Advisors will be published on the Council's website. However, the Students home addresses and telephone numbers will not be disclosed without the consent of the students and their parents.



Carnforth Town Council

Correspondence – December 2021 meeting



Date	Sender	Topic
11/11/2021	Clerk & Proper Officer	Meeting with Homes England on Lundsfield Quarry and Carnforth Neighbourhood Plan
15/11/2021	Clerk & Proper Officer	Grosvenor Road Resurfacing works and parking arrangements
15/11/2021	Clerk & Proper Officer	Crag Bank Village Hall fence damage
15/11/2021	Clerk & Proper Officer	Waste recycling collection during Grosvenor Road resurfacing works
17/11/2021	Clerk & Proper Officer	Carnforth Town Council Agenda Pack
17/11/2021	Clerk & Proper Officer	Press Release: NHS/Key worker bench
18/11/2021	County Councillor Williamson	November 2021 Parish Newsletter
18/11/2021	Lancaster City Council	Household Support Fund Information Sessions
18/11/2021	Lancaster City Council	Planning application 21/01383/FUL
23/11/2021	Clerk & Proper Officer	Carnforth Neighbourhood Plan Working Group
23/11/2021	Clerk & Proper Officer	Casual Vacancy appointment
23/11/2021	Lancaster City Council	Planning application 21/01383/FUL
24/11/2021	Clerk & Proper Officer	Meeting with Homes England on Lundsfield Quarry and Carnforth Neighbourhood Plan
26/11/2021	Clerk & Proper Officer	Notice of election of City Councillor for Carnforth & Millhead Ward
26/11/2021	Clerk & Proper Officer	Household Support Fund Information leaflet and guidance
29/11/2021	Deputy Mayor	Attendance at :Lancashire Day & Crag Bank tree planting
30/11/2021	Clerk & Proper Officer	Appointment of cleaner – Crag Bank Village Hall
01/12/2021	Lancaster City Council	Planning application 21/01471/FUL
01/12/2021	Lancaster City Council	Planning application 21/00899/HYB



Carnforth Town Council

Correspondence – December 2021 meeting



Date	Sender	Topic
02/12/2021	Clerk & Proper Officer	Gummers Howe walkabout
02/12/2021	Lancaster City Council	Planning application 21/01483/FUL
02/12/2021	Lancashire County Council	Temporary through road order: Back Kellet Road, Carnforth 2-6/12/21
03/12/2021	Clerk & Proper Officer	Town Development & Planning Agenda Pack
03/12/2021	Clerk & Proper Officer	Finance & Governance Committee Agenda Pack
03/12/2021	Clerk & Proper Officer	Press Release: I'm a Councillor, get me out of here!
03/12/2021	Deputy Mayor	Press Release: Carnforth celebrates businesses success
03/12/2021	Clerk & Proper Officer	Draft budget and precept 2022/2023 – Finance & Governance Committee
04/12/2021	Clerk & Proper Officer	I'm a Councillor, get me out of here! – plan and documents
06/12/2021	Galliford Try	Proposed upgrade of existing base station site at Hodgsons Croft Farm, North Road, Carnforth LA5 9LJ
06/12/2021	Lancaster City Council	Planning appeal - 11b The Grove, Carnforth
06/12/2021	Clerk & Proper Officer	Back Lane Group
06/12/2021	Clerk & Proper Officer	Press and social media coverage: I'm a Councillor, get me out of here!
07/12/2021	1 st Carnforth Scouts Leader	Comments and thanks re I'm a Councillor, get me out of here!
08/12/2021	Clerk & Proper Officer	Draft Student Advisor Protocol