



Carnforth Town Council

Minutes of meeting held on Wednesday 19th May 2021

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

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

21053 Apologies: Apologies were received from Councillors Reynolds and Watkins

21054 Declaration on interests and dispensations: Councillor Smith and Grisenthwaite requested, and were given, dispensation on planning application 21/00383/FUL. Councillor Gardner declared an interest in any discussion relating to the Station's Trust.

21055 Urgent Business: The following matters of urgent business were discussed:

- 1) **Insurance Renewal:** It was reported that the Town Council's annual insurance is due for renewal on 1st June 2021. Councillors were advised that quotations had been sought from the existing insurance providers and two others who specialise in cover for Town and Parish Council's. All had been asked to include cover for any activities undertaken by volunteers.

It was reported that the provision and cost offered by the existing providers far outweighed that being offered by the others and included cover for volunteer activities at no extra cost. The Clerk & Proper Officer outlined the details of the existing policy cover.

It was then RESOLVED that insurance for 2021/2022 be renewed with Zurich Municipal Limited.

- 2) **Resignation:** It was reported that the Administration Officer had resigned with effect from 14th May 2021

It was RESOLVED that the resignation be noted and the Administration Officer thanked for her service and that consideration on the position going forward be considered by the Finance & Governance Committee.

- 3) **Annual Town Meeting:** Councillors were advised that following the easing of restrictions the Council is required to hold an annual meeting of electors, or Annual Town Meeting in 2021. Electors within the Carnforth Town Council area may attend and ask questions or raise issues that they would like the Council to consider at an appropriate future meeting. It is also an opportunity for the Town Council to report on its activities in the previous year and its plans going forward and to invite community organisations to address the meeting on their activities and plans.



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After some comments, it was RESOLVED that the Annual Town Meeting be held on Wednesday 30th June 2021.

- 4) **Crag Bank Village Hall:** Councillor Grisenthwaite presented a report setting out the latest position, proposed next steps and options relating to the Town Council taking management control of Crag Bank Village Hall.

After some discussion it was RESOLVED that:

The transfer of responsibilities for Crag Bank Village Hall to Carnforth Town Council be legally ratified and the custodianship be formally registered with HM Land Registry, and that Carnforth Town Council as a corporate body be made 'trustee' of the Village Hall with responsibility for its management and day-to-day running.

21056 Minutes: It was RESOLVED that the Minutes of the meeting held on Wednesday 28th April 2021 be approved.

21057 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** The cost of parking on the Carnforth Railway Station Car Park was raised by a member of the public. Councillors were informed that there had been no consultation on the recent significant increase to park at the Station. The perceived high cost of parking had been reported to Network Rail by the Stations Trust and the Town Council were asked to support the position that this is having a negative impact on improving parking provision and any regeneration plans within the town.

After some discussion, it was RESOLVED that, subject to contact details being provided by the Station's Trust, a meeting with Network Rail be requested to discuss their rationale around the increase and options for a way forward

- 2) **Councillor updates / matters:** Councillors considered the following updates and issues:
- The Deputy Town Mayor, Councillor Smith reported that he had been delighted to represent the Town Council at the recent VE Day Service and thanked those that had arranged and attended the event. Along with the Town Mayor, Councillor Branyan, he had also been pleased to formally hand over equipment that will help volunteers of the Carnforth Wombles to carry out litter picking and weed clearances.
 - Councillor Grisenthwaite reported on a proposed further submission to Lancaster City Council on planning application 19/00541/OUT Lundsfield Quarry, specifically in relation to recent environmental assessments carried out by Homes England and the Town Council's objection to the manner, timing and conclusion of these assessments.



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The proposed submission also urges Homes England to enter into discussions with Carnforth Rangers in order to facilitate their move to an alternative and more suitable site' and raises the issue of the inadequacy of sporting provision currently available in the town.

After some discussion, it was RESOLVED that the letter setting out the Town Council's latest comments and objections on planning application 19/00541/OUT be submitted to Lancaster City Council.

- c) Councillor Gardner confirmed that the bus shelters at Back Lane and Lancaster Road will be installed on 24th May.
 - d) Councillor Bromilow congratulated Councillor Watson and the Friends of Crag Bank Play area for their commitment and achievements to date in on the project to develop the park and reported that she had been pleased to be able to help them secure a substantial amount of funding towards delivery of the project. Councillor Watson thanked Councillor Bromilow and the Town Council for their continued support.
- 3) **Reports of Ward and County Councillors:** Ward Councillors Guilding and Yates commented on a range of local issues and the activities and plans of Lancaster City Council including:
- a) Litter, fly-tipping and the provision and emptying of litter bins;
 - b) Grassland Management Strategy and, specifically, the area at Crag Bank that will be a wildflower meadow;
 - c) New Cabinet structure at Lancaster City Council
 - d) Local planning matters and developments.

County Councillor Williamson reported on the results of the recent local elections and spoke of her pride and honour to re-elected as the County Councillor for Lancaster Rural North and the Leader of Lancashire County Council. She outlined the revised Cabinet portfolios and the longer term plans of the County Council and commented on how much she is looking forward to continuing to work with the Town Council and the local community in the next four years.



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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 Parker reported on issues arising from the May meeting of Carnforth Business Network including:
- Van Gogh's Sunflowers project to be displayed at Carnforth Civic Hall;
 - Arts & Crafts event to be held in the town each Saturday in August;
 - Shop watch scheme to be reintroduced;
 - Membership and hospitality venues reopening following the lifting of Covid19 restrictions.
- b) **Carnforth Swimming Pool:** Councillor Grisenthwaite reported that the pool reopened on May 12th and is again operating within current Covid19 restrictions. Fundraising and other financial help and support is needed to ensure that the pool continues to provide health and wellbeing benefits in our local community.

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

- 21058** **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

| Application No: | Description |
|---|---|
| 20/01191/FUL (Amendment) | Erection of a retail food source with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Land at Carnforth Business Park, Kellet Road, Carnforth |
| 21/00383/FUL | Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth |
| Public path diversion order: Part of footpaths Carnforth 2, 3 & 4 Galley Hall Farm, Shore Road, Carnforth Recommendation: | |

Councillors considered and commented on the above applications and public path diversion order. Councillor Parker reported that the Town Development & Planning Committee's recommendation is that a '*Neutral Comment*' be submitted in relation to planning application 20/01191/FUL acknowledging the conditions referred to by other statutory consultees and the potential for increased traffic on Kellet Road around the access to the Business Park.

It was noted that the Town Council had previously submitted responses '*supporting in principle*' planning applications dating back to 2014 on the site referred to in planning application 21/00383/FUL.



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There was some discussion on the number of properties now being proposed on this site and the associated implications in relation to affordable housing contributions and vehicle parking on North Road.

It was then RESOLVED that a 'Neutral comment' be made on planning applications 20/01191/FUL and that an objection be made on planning application 21/00383/FUL.

21059 **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 nine planning applications were awaiting decision and three applications, supported in principle by the Town Council, had been permitted.

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

21060 **Town Development & Planning Committee:** Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 10th May 2021, including:

- 1) Election of Councillors Smith and Watkins as Committee Chair and Vice-Chair respectively;
- 2) Plans to commemorate Armed Forces Day on Saturday 26th June 2021;
- 3) A recommendation that Lancaster City Council's Community Hub - created to support communities and the most vulnerable and available to deal with queries on Council service - be given permission to set up in the War Memorial Gardens on a Wednesday when the Carnforth Market is operating (dates to be conformed);
- 4) Early plans to celebrate the Queen's Platinum Jubilee in June 2022;
- 5) Recommendation that the Council purchases an NHS & Keyworkers bench (location to be determined);
- 6) Arrangements for a 'clear up day' on 12th May;
- 7) Installation of advertising boards;
- 8) Update on the developing grassland management strategy and public rights of way inspections, and;
- 9) Latest position on the developing Carnforth Neighbourhood Plan.

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



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Asset Management Committee: Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 11th May 2021, including:

- 1) Election of Councillors Watson and Bromilow as Committee Chair and Vice-Chair respectively;
- 2) Recommendation that the recently purchased litter picking equipment be used by the Carnforth Wombles but remain as Council assets and that the activities of all volunteers be covered under the Town Council's insurance;
- 3) Implementation of the risk assessment for returning to face-to-face meetings within Covid19 guidance and restrictions;
- 4) Priority works. including a survey and costings for the installation of LED lighting; potential improvements to the acoustics in the Hall and measures to address water leaks at Carnforth Civic Hall;
- 5) Hi-viz vests are to be acquired for Councillors and staff when carrying out outdoor activities on behalf of the Town Council;
- 6) Councillors Watson and Bromilow to take the lead with ongoing management and governance arrangements with the Carnforth Allotments Association

It was then RESOLVED that the report, actions and recommendations of the Asset Management Committee be noted and approved

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Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 12th May 2021, including:

- 1) Election of Councillors Grisenthwaite and Jones as Committee Chair and Vice-Chair respectively;
- 2) Terms of reference for a task and finish group to review all Council committee activities and functions - group to be Councillors Jones, Smith and Watson with work to be completed by September 2021;
- 3) Implementation of a Citizen of Merit Awards 2021 nomination form and scheme to be promoted on the Council's website and social media platforms with the deadline for nominations being 31st August 2021;
- 4) Costs to be sought for the provision of electronic Tablets for Councillors;
- 5) Bank reconciliation as at 30th April 2021;
- 6) Payments List recommended for approval by the Town Council



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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.

21063 Internal Audit & Annual Governance & Accountability Return (AGAR): The Clerk & Proper Officer reported on the completed Internal Audit of the Annual Governance & Accountability Return (AGAR), accounting statements and financial and internal control systems, previously considered by the Finance & Governance Committee.

The Internal Auditor has once again carried out a professional audit and it is pleasing to note that his conclusion is that the Town Council meets all thirteen of the key objectives set out in the AGAR. The Internal Auditor has made three recommendations, supported by the Finance & Governance Committee and Clerk, designed to support the Council's plans and financial management arrangements.

The Clerk & Proper Officer then explained the process for the AGAR to be approved by the Council and to ensure that the legal deadlines for submission to the External Audit and the public's right to inspect the Council's accounts are met.

There was some discussion on the high quality of the audit and the assurance that it gives the Council and the public on the management of its finances and governance.

It was then RESOLVED that:

- **The Internal Auditor's report is noted and accepted with thanks;**
- **Section 1 of the AGAR – the Annual Governance Statement 2020/21 be approved and signed by the Deputy Town Mayor (Chairing the meeting);**
- **Section 2 of the AGAR – Accounting Statements 2020/21 be approved and signed by the Deputy Town Mayor (Chairing the meeting);**
- **That the period for the exercise of public rights to inspect the accounts be Monday 7th June to Friday 16th July 2021 inclusive, and;**
- **The Internal Audit report, AGAR and supporting documents be published as 'unaudited' and sent to the External Auditors**

21064 Risk Register: The Clerk & Proper Officer has conducted the annual review of the Council's risk management arrangements and register. It was reported that existing risks have been updated with any additional mitigations adopted since the last review. Risks have now been categorized into '*Strategic and Operational*'; '*Financial*'; '*People*'; '*Regulatory*' and '*Covid-19*' – the latter referring to a separate risk assessment that was adopted during 2020/2021 in response to the implications of the coronavirus pandemic on the Council's business activities.



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It was reported that actions taken by the Council in the last 12 months have helped to mitigate risks, as well as take advantage of any opportunities, and that no other clearly emerging or escalating risks have been identified other than those highlighted in the updated Register.

Councillors asked some questions and it was then RESOLVED that the Risk Register for 2021/22 be adopted by the Town Council and that this be reviewed by the Finance and Governance committee in October 2021.

- 21065** **Correspondence and Action Log:** The Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Clerk / Councillors / Committees to address matters arising from the correspondence received. The Action Log had been updated and previously circulated.

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

- 21066** **Casual Vacancy:** : The Clerk & Proper Officer reported that there has been five applications for the casual vacancy for a Councillor in the Carnforth Ward.

After some discussion, it was RESOLVED that interviews candidates be interviewed remotely on a date to be agreed by an interview panel of four Councillors with the Clerk & Proper Officer providing advice and support.

- 21067** **Welcome Back Fund:** The Clerk & proper Officer reported that further to an initial meeting with officers from Lancaster City Council, the Town Council have been requested to submit by the end of May a list of prioritised measures that would benefit from this ERDF funding provided to '*create and promote a safe environment for local trade and tourism, particularly in high street as their economies reopen*'. Subject to confirmation by Lancaster City Council these will form part of a district wide action plan.

After some discussion and suggestions, it was RESOLVED that, given the relatively short period in which to submit priority measures, this be determined by selected Councillors with details being subsequently reported and Carnforth Business Network advised.

- 21068** **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 16th June 2021**. The meeting closed at 8:30pm

A handwritten signature in black ink, appearing to read 'Kath Buomilow', with a horizontal line underneath.

Clerk to the Council

Date: 19th May 2021

A handwritten signature in black ink, appearing to read 'Kath Buomilow', with a vertical line to its left.

Chair

Date: 19th May 2021