



# Carnforth Town Council

## Minutes of meeting held on 20<sup>th</sup> 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 15<sup>th</sup> 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

# Carnforth Town Council

## 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 25<sup>th</sup> 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 31<sup>st</sup> March 2022;
  - g) Report to the Canal & Rivers Trust of vegetation and overgrowth on the Canal bridge;



# Carnforth Town Council

- 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 22<sup>nd</sup> 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



## Carnforth Town Council

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 <b>Committee Recommendation: Support in Principal</b>
21/01058/LB	Listed building application for Planning Application the /FUL <b>Committee Recommendation: Support in Principal</b>
21/01151/FUL	Installation of replacement door to rear elevation – 23 Market Street Carnforth LA5 9JX <b>Committee Recommendation: Support in Principal</b>
21/01178/FUL	Retrospective application for the erection of a detached garden room – 43 Crag Bank Road, Carnforth LA5 9EH <b>Committee Recommendation: Support in Principal</b>
21/00022/ENF	<b>APPEAL:</b> 112 Kellet Road, Carnforth LA5 9LR <b>Committee Recommendation: Note appeal in progress</b>
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 <b>Committee Recommendation: Defer to full Town Council</b>
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



# Carnforth Town Council

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 5<sup>th</sup> 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;



## Carnforth Town Council

- 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 11<sup>th</sup> 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 13<sup>th</sup> 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 30<sup>th</sup> 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;



# Carnforth Town Council

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 17<sup>th</sup> November 2021.** The meeting closed at 8:15pm

A handwritten signature in black ink that reads "Robert Baines".

Clerk to the Council Date: 20<sup>th</sup> October 2021

A handwritten signature in black ink that reads "H. O. Branyan".

Chair:

Date: 20<sup>th</sup> October 2021