



Carnforth Town Council

Minutes of meeting held on 15th September 2021

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

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

21102 Apologies: Apologies were received from Councillors Betley, Bromilow, Gardner, Grisenthwaite and Reynolds. The Council noted with regret the resignation of Councillor John Reynolds as both a Town and City Councillor and wished to place on record their gratitude for his service to the Town.

21103 Declaration on interests and dispensations: There were no declarations of interest on items on the agenda for the meeting

21104 Urgent Business: There were no matters of urgent business

21105 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Wednesday 21st July 2021 be approved.

21106 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 reported on various activities and events attended in the last few weeks, including a memorial Service for former Town Mayor, Mr Ken Bond and a Battle of Britain Memorial Service;
 - b) Councillor Watson thanked volunteers, Councillors and staff for their support in making the Carnforth Street Festival such a great success. He had since been invited to attend a meeting of the Carnforth Business Network who had congratulated the Town Council on '*..delivering one of the best events Carnforth has ever had*'. The Town Mayor and all Councillors paid tribute to Councillor Watson for leading the planning and delivery of the event so successfully;
 - c) Councillor Grisenthwaite provided an update on the ongoing discussions of the Back Lane Group, including a useful recent meeting that he Chaired involving Lancaster City Council Planning Officers and Trustees from Carnforth Rangers. It was also reported that Councillors and members of the Carnforth Neighbourhood Plan Working Group are due to meet with representatives from Homes England to discuss their written response to the Regulation 14 consultation on the Carnforth Neighbourhood Plan.



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- d) Councillor Smith commented on the recent Carnforth Neighbourhood consultation events arranged by the Town Council which had seen nearly 100 people attend. The success of these events and the opportunity that they provided to talk informally with residents strongly suggests that there would be a benefit in further consultations and 'surgeries' with the general public on a range of matters of interest;
 - e) Councillor Grisenthwaite reported on a recent meeting with residents from Gummers Howe attended by Town and Ward Councillors where several matters were raised. There will be a further meeting in October.
- 3) **Reports of Ward and County Councillors:** County Councillor Williamson and Ward Councillors Guiding and Yates commented on local issues and the activities and plans of Lancashire County and Lancaster City Council's including:
- a) County Council plans to engage and collaborate with Parish and Town Council's more effectively;
 - b) Local authority reform around economic development, infrastructure, adult education and skills and how these services will be delivered across all 15 district councils with proper governance in place;
 - c) Update on unitary authority review;
 - d) Development of an app to report potholes;
 - e) Matters to take up with Lancaster City Council arising from the recent meeting with residents from Gummers Howe;
 - f) The success of the Carnforth Street Festival
- Town Councillors asked questions on the matters raised, air quality and climate change and the ongoing review of Public Rights of Way.
- 4) **Reports from outside bodies:** The following reports were given:
- a) **Carnforth Business Network (CBN):** Councillor Watson had already outlined the matters relating to the Carnforth Street Festival and added that he had given advice to the Carnforth Business Network on the key matters in delivering such an event. Following Councillor Reynolds' resignation Councillor Parker will continue as the Town Council's representative at Carnforth Business Network meetings;
 - b) **Carnforth Carnival Committee:** Councillor Jones reported that Carnival Committee had elected Mr John Bird as Chair. The 2022 Carnival will be held Saturday 2nd July.

There being no further updates it was **RESOLVED** that County, Ward and Town Councillors be thanked for their contributions and that the updates be noted.



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

Application No:	Description
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag Bank Road Carnforth LA5 9EH Recommendation: Support in Principle
21/0149/TCA	Elm tree – removing no more than 30% of live crown mass from secondary branches – Station House, Haws Hill, Lancashire LA5 9DD Application Permitted before Town Council meeting
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 Recommendation: Support in Principle
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 Recommendation: Consideration by Town Council

Councillors considered and commented on the planning applications and recommendations of the Town Development & Planning Committee. After comments and observations it was **RESOLVED** to: approve the recommendations of the Town Development & Planning Committee. Given that consultation on Planning Application 21/0113/FUL had only recently been invited and its importance to Carnforth and the wider district it was **RESOLVED** to defer a response until the October meeting of the Town Council.

21108 **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 **thirteen** planning applications were awaiting decision and **two** had been permitted.



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Councillor Smith raised the matter of the outstanding planning enforcement action relating to the development at the former Queen's Hotel on Market Street, Carnforth.

After some comments, it was **RESOLVED** that the updated position on planning authority's decisions be noted and that Ward Councillor Peter Yates makes enquiries on the Queen's Hotel development and reports back to the next meeting of the Town Council

21109 **Town Development & Planning Committee:** Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 2nd August and 13th September 2021, including:

- 1) Recommendations to the Town Council on planning applications;
- 2) Updates on actions assigned to the Town Development & Planning Committee;
- 3) Remembrance Sunday arrangements;
- 4) Request by Morecambe Brass Band to play at various locations around the town in the lead up to Christmas and for chairs to be provided from Carnforth Civic Hall;
- 5) Proposal for an annual Music Competition;
- 6) Recommendation that the 2022 Carnforth Street Festival be incorporated within the plans for the Queen's Platinum Jubilee and be held on Saturday 4th June 2022;
- 7) A report on the litter picks undertaken by Carnforth Wombles, Carnforth Rotary, Councillors and members of the public since 1st April 2021;
- 8) Arrangements to review the number, location and collection regime of all public litter and dog waste bins in the Carnforth and Crag Bank wards;
- 9) Update on the Carnforth Neighbourhood Plan and the Regulation 14 consultation and next steps.

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

21110 **Asset Management Committee:** Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 10th August and 7th September 2021, including:

- 1) Recommendation to terminate the lease agreement with Mars UK for the drinks machine at Carnforth Civic Hall;
- 2) A report on outdoor maintenance including additional plants and flowers purchased ahead of the Carnforth Street Festival that had received positive comments from visitors and residents;



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- 3) Recommendation to purchase a leaf blower / vacuum;
- 4) Recommendation that the Town Council submits a response to the Climate Emergency Review of the Local District Plan;
- 5) Management and maintenance of street furniture owned by the Town Council and update on the delayed delivery of the NHS/Keyworkers bench;
- 6) Formal transfer of title of Crag Bank Village Hall to Carnforth Town Council;
- 7) Recent and planned capital expenditure and maintenance works at both Crag Bank Village and Carnforth Civic Halls

After comments and observations, it was **RESOLVED** that the report, actions and recommendations of the Asset Management Committee be noted and approved

21111 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 11th August and 8th September, including:

- 1) Consideration of the completed audit of the Annual Governance and Accounting Return and supporting documents (Agenda item 21113 below refers);
- 2) Authority be given to the Finance & Governance Committee Chair and Clerk & Proper Officer to establish suitable cover in the absence of the Civic Hall and Crag Bank Village Hall Managers;
- 3) Deferral of the Clerk & Proper Officers mid-year appraisal until October 18th;
- 4) Clerk & Proper Officer to liaise with representatives from 2246 Squadron Carnforth Air Cadets to return to Carnforth Civic Hall following the lifting of Covid-19 restrictions and subject to a risk assessment being carried out;
- 5) Recommendation to the Town Council that a task and finish group be established to review Member induction; training and development requirements;
- 6) Recommendation that Carnforth Town Council approves the purchase of Samsung A7 tablets for use by Councillors for Council business to improve the effectiveness of their role as elected Members and to reduce the high cost of printing hard copies of Agenda Minutes and other documents that will also help to reduce the Council's carbon footprint;
- 7) Bank reconciliation and budget monitoring as at 31st August 2021;
- 8) Recommendation that the draft Payments List be approved;
- 9) Update on the cost of the Carnforth Street Festival and latest position regarding Government funding;



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10) Recommendation that the Town Council adopts the *Reserves Policy* as drafted;

11) Plans to upgrade and maintain the Council's website

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

21112 **Committee Terms of Reference:** It was reported that each Committee had reviewed their respective draft terms of reference and whilst there had been some reservations the reasons for the proposed changes and the necessary links to the emerging Carnforth Neighbourhood Plan were accepted and all had recommended adoption subject to minor amendments. After some further observations, it was **RESOLVED** that the terms of reference for the Finance & Governance, Property & Environment and Town Development & Planning Committees be adopted and reviewed in May 2022. It was also **RESOLVED** that given the changes the membership of these Committees be reviewed at the October meeting of the Town Council.

21113 **Annual Governance & Accountability Return (AGAR) 2020 / 2021:** The Clerk was pleased to report that notice has been received from the Government appointed external auditors that on the basis of their review of the AGAR and supporting documents it was their opinion that the Town Council's accounting, financial management and governance arrangements are ***'in accordance with Proper Practices and there are no matters giving cause for concern that relevant legislation and regulatory requirements have not been met'***. It was reported that there is now a requirement to publish a *Notice of Conclusion of Audit*, along with the AGAR, duly signed off by the external auditors, by 30th September 2021. The Town Council were asked to determine whether it would want to charge for any requests for copies of the AGAR or any supporting statements.

The Town Council thanked the Clerk & Proper Officer and the Finance & Governance Committee for their stewardship of the Council's finances during an extremely challenging year, it was then **RESOLVED** that the audited AGAR be approved and published along with a *Notice of Conclusion of Audit* on the Council's website by the statutory deadline and that no charges be made for 'reasonable' requests – as determined by the Clerk & Proper Officer - for copies of the AGAR and supporting statements.

21114 **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.



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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.

21115 **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 20th October 2021**. The meeting closed at 8:25pm

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

Clerk to the Council Date: 15th September 2021

A handwritten signature in black ink, appearing to read "H. O. Branyan".

Chair:

Date: 15th September 2021