



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 19th January 2022 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

- 22001. Apologies:** To receive apologies
- 22002. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22003. Urgent Business:** To receive matters of urgent business not on the agenda
- 22004. Minutes:** To consider and approve Minutes of meeting held on Wednesday 15th December 2021.
- 22005. 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
- 22006. Finance & Governance Committee:** To consider reports of Committee meetings held on 8th December 2021 (See Agenda Pack)
- 22007. Annual budget and precept:** To consider and approve the annual budget and precept for the financial year 1st April 2022 to 31st March 2023 (See Agenda Pack)
- 22008. 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>



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Application No:	Description
21/01452/FUL	Removal of external walls and windows to side elevation to create covered external area, installation of windows & doors, installation of cladding to front, rear and side elevations, to facilitate use of rear unit as a café/restaurant, erection of a bin store & installation of package treatment plant – Lake Coast & Dale Leisure, Scotland Road, Carnforth LA5 9RF: Recommendation: Support in principle - add comments on mitigating impact on local air quality and opportunities to improve bio-diversity through tree planting
21/01538/FUL	Erection of a two-storey side extension, erection of single storey front & rear extension & erection of new boundary wall and gates – 178 Lancaster Road, Carnforth LA5 9EF Recommendation: Support in principle - comments on the use of sustainable materials in line with objectives set out in the Carnforth Neighbourhood Plan
21/01566/FUL	Demolition of existing conservatory to the rear & the erection of a single storey extension to the rear elevation & a first floor extension to the side elevation – 114A North Road, Carnforth LA5 9LX : Recommendation: Support in principle

- 22009. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 22010. Property & Environment Committee:** To consider reports of Committee of meeting held on 4th January 2022 (See Agenda Pack)
- 22011. Town Development & Planning Committee:** To consider reports of Committee meeting held on 10th January 2022 (See Agenda Pack)
- 22012. Correspondence:** To consider correspondence received since the last meeting
- 22013. Items for next Agenda:** To consider agenda items for the next Town Council meeting:
- 22014. Date & Time of next meeting:** 19th January 2022 commencing at 6:30pm

Clerk & Proper Officer

13 January 2022

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



Carnforth Town Council

Draft Minutes of meeting held on 17th December 2021 at 6:30pm at Carnforth Council Offices

Present: Councillors Smith (Deputy Mayor); Betley; Grisenthwaite; Jones; Parker; Stretch; Turner and Watson

In attendance: Bob Bailey, Clerk & Proper Officer;
Leah Longhorn, Administrative Officer

21149 Apologies: Apologies were received from Councillors Branyan; Bromilow; Gardner and Watkins and Ward Councillors Guilding, Taylor and Yates and County Councillor Williamson

21150 Declaration on interests and dispensations: Councillors Betley, Grisenthwaite and Smith requested and were granted dispensation in relation to Planning Application: 21/00899/HYB

21151 Urgent Business: The Deputy Chair welcomed Councillor Paul Turner to his first Town Council meeting following Co-option. Councillor Turner thanked the Town Council for appointing him and said that he was looking forward to serving the local community.

21152 Minutes: It was **RESOLVED** that, subject to a minor amendment, the Minutes of the meeting held on Wednesday 17th November 2021 be approved.

21153 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** There were no representations from members of the public
- 2) **Councillor updates / matters:** Councillor Grisenthwaite reported on a recent meeting of the Back Lane Group and plans for the Town Council to facilitate a meeting between Homes England and Carnforth Rangers Football Club in the New Year to discuss matters relating to Lundsfield Quarry. He also informed Councillors of a planned 'walkabout' around Highfield Estate and Gummers Howe with officers from Lancaster City Council to discuss the property matters raised by residents. **ACTION: Councillor Smith will be attend and report back**

In response to a question, the Clerk & Proper Officer reported that the Town Mayor was looking into the requirements and related matters for the position of Honorary Alderman of the Council. **ACTION: Town Mayor to report in due course**

Councillor Betley commented on the success of the recent evening with the 1st Carnforth Scouts and the positive manner in which they had engaged with the exercise. Councillors who supported the event on the night were thanked and the Clerk & Proper Officer congratulated for his work in planning and conducting the exercise undertaken by the Scouts. It was noted that the story of the evening had been reported by the local press and had been well received on social media, including plaudits from other Parish / Town Council's across the country and by the National Association of Local Councils and its Lancashire branch. **ACTION: Consideration be given to similar events for local schools**



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- 3) **Reports of Ward and County Councillors:** Councillors were saddened to hear that Ward Councillor Guilding had been taken ill and wished her a speedy recovery.

Ward Councillor Yates had provided a written report that had been circulated, including updates on:

- a) Action being taken by Lancaster City Council to recruit a new Chief Executive by the end of March 2022;
- b) Ongoing planning enforcement matters;
- c) Temporary speed warning signs installed on Back Lane;
- d) Ongoing matters raised by the residents of Gummers Howe sheltered housing;
- e) Concerns about the state of the Canal /Kellet Road Bridge;
- f) Trees felled in the recent storms being prioritised for removal by Lancaster City Council;
- g) Changes to the pricing structure for parking at the Carnforth Station Car Park

There being no further comments it was **RESOLVED that the reports and updates from Town, Ward and County Councillors be noted.**

- 4) **Reports from outside bodies:** The following report(s) were given:

- a) **Friends of Crag Bank Park:** Councillors Turner and Watson reported on a great effort from local residents of all ages and Lancaster City Council staff who planted 14 fruit trees and a hedgerow with 120 saplings to create a community orchard at Crag Bank. It had been a really good way to kick off National Tree Week and had included an interesting talk by an arboriculturalist who advises the City Council.

Councillors commented that this had been another impressive collaboration with Lancaster City Council and staff were thanked for giving up their Saturday to be involved. Councillor Watson commented on the 'immense' advice and support that Lancaster City Council have provided throughout the project to date. Work on the new play area is due to commence in January and plans will be made for a formal opening soon after completion. **ACTION: Clerk & Proper to include an article on the Crag Bank Project in the next edition of the *Carnforth Express*.**

- b) **Carnforth Business Network:** Councillor Parker reported that there had been a review of the Carnforth Switch-On on Wednesday 1st December. The cost this year included the purchase of new lights and, unlike previous years, there had not been any external funding towards costs. Councillor Turner had worked with representatives from the Network to install over 70 Christmas trees around the town.



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The Clerk & Proper Officer reported that the Chair of the Carnforth Business Network had commented that the last edition of the *Carnforth Express* had not included an article on the Christmas Switch-on but she was advised that they failed to respond to a request to do so by the deadline given. The Town Council had installed banners on the advertising boards at the entrances to the town, however.

There followed a further discussion about the Council's willingness to support and collaborate with Carnforth Business Network on future events and to support them in matters affecting them and the local community,

It was noted that the Carnforth Business Network and community groups will be integral to the success of next year's plans for the Queen's Platinum Jubilee.

ACTION: Carnforth Business Network to be encouraged to submit articles for the Carnforth Express and to collaborate closely with the Town Council on mutually beneficial community events.

Following some comments and observations it was **RESOLVED that updates from Outside Bodies be noted.**

21154 **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
21/01113/FUL	<p>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</p> <p>Committee Recommendation: Support the planning application</p>
21/00899/HYB	<p>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</p> <p>Committee Recommendation: Object to the application</p>



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Application No:	Description
21/01383/FUL	Creation of dropped kerb – 17 North Road, Carnforth LA5 9LQ Committee Recommendation: Support in principle
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 Committee Recommendation: Neutral comment around the flood and drainage risk on this land
21/01483/FUL	Installation of replacement cladding to all elevations – Cricket Ground Pavilion, Victoria Street, Carnforth LA5 9EA Committee Recommendation: Support in principle

Councillors considered the planning applications in turn. It was reported that given the detail of the documentation supporting planning application 21/0113/FUL it is difficult to know where an amendment has been made without this being highlighted. Notwithstanding this the Town Council still very much supports this application.

There was much discussion about planning application 21/00899/HYB and the reasons why the Council objects to it. In relation to planning applications 21/01471/FUL the known flooding and drainage risks at this site were highlighted and discussed.

It was then **RESOLVED to approve the recommendations of the Town Development & Planning Committee as set out and that Councillors Grisenthwaite and Smith work with the Clerk & Proper Officer to submit an objection on behalf of the Council in relation to planning application 21/00899/HYB with details being subsequently sent to all Councillors.**

21155 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 planning application 21/00705/OUT, that the Town Council had previously objected to, had been refused by Lancaster City Council's Planning Committee

ACTION: Clerk & Proper Officer to circulate the Case Officers report for planning application 21/00705/OUT

21156 Community-Led Housing: It was reported that due to a family illness this presentation had been postponed until a later date



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21157

Town Development & Planning Committee: Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 6th December 2021 including:

- 1) Success of the *'I'm a Councillor, get me out of here!'* event and the positive feedback it had received;
- 2) Consideration of planning applications and recommendations for full Council;
- 3) Updates and next steps on Committee actions;
- 4) 'Wash-up' of the Remembrance Day Service, Parade and Reception;
- 5) Queen's Platinum Jubilee / Carnforth Big Weekend actions and planning update;
- 6) Discussions on Carnforth Station Car Park, Highways and Air Quality matters;
- 7) Committee budget monitoring and forward planning;
- 8) Carnforth Neighbourhood Plan update

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

21158

Property & Environment Committee: Councillor considered the report, actions and resolutions arising from the Property & Environment Committee held on 7th December 2021. The Clerk reported on the advice received from Lancaster City Council's Procurement Officer on the Town Council's suggestion for establishing a preferred suppliers list. It was then **RESOLVED that that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

21159

Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee held 8th December 2021, including:

- 1) 1st Carnforth Scouts budget exercise and event;
- 2) Protocol for Appointment of Student Advisors (See Agenda item 21161)
- 3) Staffing matters (exempt item under Section 12A of the Local Government Act 1972);
- 4) Alternative offer for Zoon Conference Software;
- 5) Bank reconciliation and Summary of Receipts & Payments as at 30th November 2021;
- 6) Payments List recommended for approval by the Town Council;
- 7) Updated Budget Planning for the financial year 2022/2023;
- 8) Application for Community Benefit Fund



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There were comments made about staffing matters relating to a redesignation of the Civic Hall Manager's role and the offer now being made by Zoom Ltd and it was **RESOLVED that these be referred back to Finance & Governance Committee for further consideration and report and that all other recommendations and actions, including the Payments List, be approved.**

- 21160** **Street Naming:** The Clerk and Proper Officer reported that the Council had been approached by Lancaster City Council on behalf of the developers with a request to name three streets as part for the Scotland Road development. It was reported that, at the Clerk & Proper Officers request, Councillor Grisenthwaite had contacted local historian, Mr Steve Richmond, to gain his views on naming these streets in honour of 'fallen hero's' from both World Wars and that a meeting to determine these had been arranged.

Councillors very much welcomed the request and suggestion and it was **RESOLVED that following discussions with the local historian, Councillor Grisenthwaite submits information on the Town Council's behalf to Lancaster City Council for their consideration with the developer.**

- 21161** **Student Advisor Protocol:** The Clerk & Proper Officer then presented a draft '*Protocol for the Appointment of Student Advisors*' that had received the backing of the Finance & Governance Committee. The protocol aims to establish a method where the views of young people can be brought into debates on a continuous basis prior to decisions being made by the Council and/or it's committees.

Student Advisors would represent their generation providing input in the same way as Council officers and would be present when decisions are made, without having voting rights of their own.

Following comments and questions it **was RESOLVED that the Student Advisor Protocol be accepted in principle and that it be discussed with Carnforth High School with a view to being adopted.**

- 21162** **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.**



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21163 **Items for next Agenda:** The main item on the agenda for the January meeting will be the approval of the Budget and Precept for the financial year 2022/2023. The Community led housing presentation may also be considered.

21164 **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 19th January 2022**. The meeting closed at 8:15pm

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

Clerk to the Council Date: 23rd December 2021

Chair:

Date:

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Monday 10th January at 6:30pm at Carnforth Council Offices

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

In attendance: Bob Bailey, Clerk & Proper Officer

22001	Apologies: Apologies were received from Councillors Jones and Watson.
22002	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22003	Urgent Business: The Clerk and Proper Officer reported that he had circulated to all Councillors a document published by Scribe Ltd which sets out an <i>A – Z list of popular UK Grant Funders Open to Town and Parish Council's</i> . Committee Members acknowledged that this is a useful aide-memoir for available grants and it was RESOLVED that a copy be held in the Council's SharePoint for future use.
22004	Minutes: It was RESOLVED that Minutes of the last meeting held on Monday 8th December 2021 be approved.
22005	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 22006 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.
22006	Actions: Matters relating to the proposed redesignation of an existing post to <i>Facilities Manager</i> and a new offer for Zoom Conference Software had been referred back to the Finance & Governance Committee for further consideration. After discussion on the matters raised it was RESOLVED that the Town Council be RECOMMENDED that the post of Civic Hall Manager be re-designated as Facilities Manager with effect from 1st December for 30 hours per week at a revised hourly rate in line with Pay legislation and that the Clerk & Proper Officer arranges for the post to be evaluated by an external Human Resources consultant with the outcome being reported back to the Committee. It was further RESOLVED that the Clerk & Proper Officer be authorised to sign and submit on the Council's behalf an order form for conferencing software provided by Zoom and this be reviewed after one year.
22007	Budget Monitoring & Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i> setting out the bank and petty cash balances as at 31 st December 2021. It was reported that despite spend-to-date in excess of £125k there remains a reasonably healthy balance in the Council's accounts of £91,790.

The Committee noted the financial position and the fact that the Council is on track to deliver its plans for the year and continues to meet the challenges presented by the coronavirus pandemic and an unplanned decision to take on the operation and management of Crag Bank Village Hall.

The Proper Officer then presented 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 including income from the hire of Carnforth Civic Hall and Crag Bank Village Hall and energy prices.

It was reported that expenditure on the Queen's Platinum Jubilee project will be incurred in the last quarter of the year in order to secure assets and meet plans for the event.

After some comments and questions, it was then **RESOLVED that the bank reconciliation and summary financial position as at 31st December 2021 and the good financial performance to date be noted and that the Proper Officer be authorised to transfer £5k from the Elections Reserve to the budget heading for the Queen's Platinum Jubilee.**

22008 **Payments List:** The 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); an approved payment from the *Community Benefit Fund* and the Proper Officer's annual professional subscription to the Society of Local Council Clerks. After some questions, it was **RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented.**

22009 **Budget Planning & Precept 2022/2023:** The Proper Officer presented a revised proposed budget and precept for the financial year 2022/2023 based on the financial position as at 31st December 2021 and plans in the three months to 31st March 2022 as determined by the Council.

The Proper Officer advised that the format presented had been tailored over the last few years and the Committee agreed that this now represents a clear and understandable representation of the actual and forecasted outturn for the current financial year (2021/2022) and the budget estimates for the coming year (2022/2023).

The Proper Officer reported that Lancaster City Council has recently notified that the Tax Base for 2022/2023 (the figure which determines how much of the precept each Council Taxpayer is charged) is 1,650.22, an increase of 1.46 on the 2021/2022 level of 1,648.76. The Committee were informed that **Town Council must notify the City Council of its precept by 1st February 2022.**

The Committee were asked to note that estimated payments in 2021/2022 (£139,669) are significantly in excess of the Precept for the year of £85,599, mainly due to the Council's unplanned decision to take on the operation and management of Crag Bank Village Hall.

It was reported that expenditure over and above the 2021/2022 precept (£54,030) includes a large amount of investment in Crag Bank Village Hall that has improved this facility without compromising delivery of the Council's plans for the year - the additional expenditure being met from existing Council balances; income from the hire of Crag Bank Village Hall and sound financial and risk management and planning.

The Committee were satisfied that robust risk assessments undertaken at the time and financial management throughout another largely unpredictable year had successfully ensured that the Council has / will achieve its original plans as well as secure the long-term viability of a highly valued community asset.

The Proper Officer reported that notwithstanding the Council's achievements it is on-track to carry forward balances into 2022/2023 of around £50k.

As requested, the Proper Officer had produced a '*continuation of services*' budget for 2022/2023 allowing for increased pay and prices. On this basis the Precept for 2022/2023 (estimated difference between Planned Receipts and Payments) is calculated as £92,213, representing an increase on the previous year of £6,614.

Whilst this amount can be fully justified due to the acquisition of Crag Bank Village Hall and plans for 2022/2023, as reported in December, the Finance & Governance Committee are minded to recommend a Precept of £90,000 with the difference being met from within Council balances.

The Proper Officer reported that following receipt of the annual Tax Base for 2022/2023 he had been able to calculate that a Precept of this amounts equates to an annual Council Tax bill on a Band D property of £54.54 an increase on the previous year of £2.62 (or £0.22 per month).

The Proper Officer advised that whilst the Council could determine to meet the difference between the calculated and demanded Precept from Reserves, this is only sustainable in the short-term.

Given the improvements that the Council has made in recent years in its annual planning and related budget management arrangements, the Proper Officer recommended that consideration be given to drafting budgets covering three financial years designed to support the Council's '*direction of travel*'.

Turning to the Council's Reserves, the Proper Officer recommended that in addition to General Reserves the Council retains reserves for:

- any unforeseen calls on the Council's budget for a By-election (£5,000);
- final submission and adoption of the Carnforth Neighborhood Plan (£1,000) and;
- Emergency Planning in case of a major community incidents (£625)

In relation to General Reserves, it was reported that the proposed balance (£14,855) whilst adequate for 2022/2023 should be increased in the coming years to cover a minimum of three months of operating costs (£32,500) in line with recommended best practice.

The planned budget presented by the Proper Officer also set out the short and longer term projects that had been identified by Council, including a proposal to secure professional services for advice on available funding and the submission of bids to support the Council's plans.

It was acknowledged that, going forward, plans and projects need to be clear and specific backed by the Council's full commitment to their risk management and delivery.

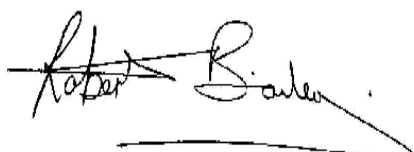
The Committee thanked the Proper Officer for his work on producing a draft budget and precept and his comprehensive report. There followed a detailed discussion and it was acknowledged that the budget, as presented, was based on an across the board increase of around 5% and does not take account of the potentially significant increases in energy costs from April.

It was then **RESOLVED that the Finance & Governance Committee makes the following recommendations to Carnforth Town Council:**

- 1) That the draft outturn for 2021/2022 and budget for 2022/2023 as presented be approved;**
- 2) That a Precept of £90,000 be requested from Lancaster City Council for the financial year 2022/2023;**
- 3) That a target level for General Reserves of £32,500 be approved and achieved within three years;**
- 4) That, in the coming year, the Council develops plans and budgets for the three year period 2023 / 2024 – 2025 / 2026 together with any Earmarked Reserves over that period;**
- 5) That, subject to agreement, the Council commits to its longer-term projects and plans and develops risk management and delivery strategies and budgets accordingly.**

22010 **Items for next Agenda:** At this stage, there were no suggestions for specific matters for the next Committee Agenda other than standing items and updates on any actions.

22011 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 9th February 2022 at 5:15pm**. The meeting closed at 7:25pm



Clerk to the Council

Carnforth Town Council
DRAFT PAYMENTS LIST 361 TO 399

Voucher	Cheque	Code	Name	Description	Amount
361		4 - CCH - Cleaning	Dazzling windows	Window cleaning	30.00
362		111 - CBVH - Grounds Maintenance	Turners Garden Services	Grounds Maintenance	75.00
			<i>5 x Maintenance visits</i>		
363		61 - Grounds Maintenance	Laburnham Nurseries Ltd	Outdoor maintenance supplies	36.96
			<i>22 packs polys</i>		
365	Credit Card	93 - SLCC Subscriptions	SLCC	Subscriptions	215.00
			<i>Annual subscription</i>		
366		109 - Town Development	Law & Wren Ltd	Catering	70.14
			<i>Lancashire Day - Coffee and cakes 28th November 2021</i>		
367		66 - Neighbourhood Plan Development	Troy Hayes Design	Carnforth Neighbourhood Plan	900.00
368		49 - Printing	Bay Typesetters	Printing	600.00
369		50 - Distribution	Bay Typesetters	Printing	360.00
370		109 - Town Development	Bay Typesetters	Printing	100.00
371		109 - Town Development	Bay Typesetters	Printing	144.00
372		109 - Town Development	Bay Typesetters	Printing	144.00
373		109 - Town Development	Bay Typesetters	Printing	144.00
377	Direct Debit	51 - WMG - Electricity	British Gas	Electricity	43.43
378	Credit Card	39 - Software	Zoom	Conference software	52.79
379	Standing Order	17 - Operations	Operational Staff	Operational Salaries	1,647.80
			<i>Month 9</i>		
380		80 - PAYE	HMRC	PAYE	1,240.05
			<i>Month 9</i>		
381		18 - Administration	Admin & Management Salaries	Salary	2,282.49
			<i>Month 9</i>		
382		74 - Grants Paid	Carnforth Town Council	Community Benefit Fund	1,000.00
			<i>Carnforth Kiddiwinks</i>		
383		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies	29.10
384		86 - Community Resilience Fund	Kathryn Haigh	Expenses	35.10
386	Credit Card	39 - Software	Microsoft	ICT	22.56
			<i>MS 365</i>		
387		62 - WMG - Cleaning	Moor 'N' Wife	Cleaning	540.00
398		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies	142.76
399		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	142.76
TOTAL					9,997.94

Revised Estimates 2021/2022 & Draft Budget 2022/2023

RECEIPTS

Code	Title	To 31/12/2021		Jan-Mar	Revised Estimate	2022/23 Estimate
		Approved Budget	Actual	Forecast		
59	Precept	85,599	85,599	0	85,599	
106	Assets Management (Income)	0	1,162	0	1,162	0
58	Local Delivery Scheme	500	500	0	500	500
71	Insurance Refund	0	45	0	45	0
7	Bank Interest (Income)	20	0	0	0	25
33	Drinks machine (Income)	150	0	0	0	0
76	Film nights (Income)	500	0	100	100	500
52	Community Resilience Fund	0	1,468	0	1,468	0
104	Carnforth Civic Hall Hire	5,000	9,597	1,403	11,000	13,000
105	Craa Bank Village Hall Hire	0	7,759	2,241	10,000	18,000
83	Newsletter Sponsorship	3,000	200	0	200	1,500
59	Other income - CBVH balances	0	29,260	0	29,260	0
	VAT Reclaimed	6,000	7,194	1,806	9,000	4,500
	TOTAL RECEIPTS	100,769	142,785	5,550	148,335	38,025

PAYMENTS

Code	Title	To 31/12/2021		Jan-Mar	Revised Estimate	2022/23 Estimate
		Approved Budget	Actual	Forecast		
Administration						
43	Insurance	1,400	1,829	0	1,829	1,920
45	Postage	100	51	19	70	50
46	Telephone	120	104	61	165	174
47	Printing	1,000	42	208	250	263
48	Stationery	100	90	30	120	126
85	Publications	50	63	37	100	105
	SUB TOTAL	2,770	2,179	355	2,534	2,637
Allowances						
27	Members	0	0	0	0	0
30	Mavor	600	318	282	600	600
	SUB TOTAL	600	318	282	600	600
Property & Environment Committee						
58	Local Delivery Scheme	500	0	500	500	500
61	Grounds Maintenance	2,000	1,659	341	2,000	2,500
90	Alexandra Park	100	0	100	100	100
106	Assets Management	1,400	2,624	376	3,000	3,000
	SUB TOTAL	4,000	4,282	1,317	5,599	6,100
Bank						
70	Service Charge	216	93	57	150	158
	SUB TOTAL	216	93	57	150	158
Capital Expenditure						
12	Carnforth Council Offices	0	0	0	0	0
13	Carnforth Civic Hall	3,000	3,048	452	3,500	3,000
65	War Memorial Gardens	0	0	0	0	0
95	Craa Bank Village Hall	0	11,175	825	12,000	3,000
	SUB TOTAL	3,000	14,222	1,277	15,499	6,000

		To 31/12/2021		Jan-Mar		
Civic Hall		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
1	Electricity	1,000	297	203	500	525
2	Heating	1,500	1,293	207	1,500	1,575
3	Water Rates	1,400	1,003	397	1,400	1,470
4	Cleaning	1,400	670	330	1,000	1,050
5	Repairs & Maintenance	2,000	2,971	529	3,500	2,500
6	Waste & Recycling	1,200	654	346	1,000	1,050
7	Drinks machine	550	1,266	0	1,266	0
7	Drinks machine (Income)	150	0	0	0	0
	NNDR		0	0	0	2,000
33	Film nights	500	0	0	0	250
	SUB TOTAL	9,700	8,154	2,012	10,166	10,420
Civic Events		Approved Budget	Actual	Forecast	Revised Estimate	Budget 22/23
32	Remembrance Day	1,000	1,025	0	1,025	1,076
34	Twinning Association	200	0	200	200	210
68	Civic Sunday	500	0	0	0	500
69	Armed Forces Day	150	150	0	150	158
75	VE Day	0	0	0	0	0
	SUB TOTAL	1,850	1,175	200	1,375	1,944
Community Resilience Fund		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
86	Funds paid	2,000	80	20	100	0
	SUB TOTAL	2,000	80	20	100	0
Council Office		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
87	Repairs & Maintenance	100	55	0	55	100
	SUB TOTAL	100	55	0	55	100
Crag Bank Village Hall		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
98	Gas & Electricity	0	1,712	1,288	3,000	3,150
100	Water Rates	0	317	183	500	525
101	Cleaning	0	749	251	1,000	1,050
102	Repairs & Maintenance	0	1,088	412	1,500	1,575
103	Waste & Recycling	0	541	209	750	788
111	Grounds Maintenance	0	50	50	100	105
112	NNDR	0	1,887	0	1,887	1,981
	SUB TOTAL	0	6,344	2,393	8,737	9,174
Expenses		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
20	Civic Hall Manager	150	0	75	75	100
21	Town Clerk	150	155	45	200	100
22	Outdoor Maintenance Officer	150	32	43	75	100
28	Members	100	0	0	0	100
31	Mayor	300	0	300	300	300
	SUB TOTAL	850	188	463	650	700
ICT		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
36	Broadband	600	513	301	814	854
37	Hardware	300	2,445	55	2,500	300
38	Domain & Web-hosting	500	233	67	300	315
39	Software	1,000	907	293	1,200	1,260
	SUB TOTAL	2,400	4,098	716	4,815	2,730
Newsletter		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
49	Printing	3,600	3,300	600	3,900	4,110
50	Distribution	1,800	1,500	300	1,800	1,890
	SUB TOTAL	5,400	4,800	900	5,700	6,000

		To 31/12/2021		Jan-Mar		
Professional Fees & Services		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
40	Legal Services	100	3,192	0	3,192	500
41	Internal Audit Services	120	120	0	120	126
42	External Audit Services	425	400	0	400	420
82	Planning Services	1,000	600	0	600	500
94	Pavroll Services	0	152	148	300	315
113	Gas & Electrical Services	0	1,200	0	1,200	0
SUB TOTAL		1,645	5,664	148	5,812	1,861
Projects		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
91	Eden Project	500	0	0	0	500
92	Carnforth Steps into the Light	500	50	0	50	0
96	Carnforth Street Festival	0	5,275	0	5,275	0
97	Queen's Platinum Jubilee	0	0	500	500	7,500
SUB TOTAL		1,000	5,325	500	5,825	8,000
Salaries		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
17	Operations	17,232	12,176	5,056	17,232	20,500
18	Administration	19,416	17,770	7,230	25,000	28,000
80	PAYE	6,500	9,321	1,679	11,000	12,000
SUB TOTAL		43,148	39,267	13,965	53,232	60,500
Subscriptions		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
44	NALC/LALC	800	0	800	800	840
89	Rural Services Partnership	150	130	0	130	137
93	SLCC	170	0	215	215	226
SUB TOTAL		1,120	130	1,015	1,145	1,202
Town Development & Planning		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
109	Town Development	3,000	2,786	214	3,000	3,000
SUB TOTAL		3,000	2,786	214	3,000	3,000
Training		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
23	Civic Hall Manager	100	59	0	59	100
24	Town Clerk	100	159	0	159	500
25	Outdoor Maintenance Officer	100	0	50	50	100
29	Members	250	317	0	317	350
SUB TOTAL		550	534	50	584	1,050
War Memorial Gardens		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
51	Electricity	450	155	95	250	262
52	Cleaning	1,800	900	900	1,800	1,800
SUB TOTAL		2,250	1,055	995	2,050	2,062
VAT		Approved	Actual	Forecast	Revised	2022/23
Recoverable VAT		0	9,759	2,241	12,000	6,000
SUB TOTAL		0	9,759	2,241	12,000	6,000
TOTAL PAYMENTS		85,599	110,508	29,120	139,629	130,238
NET RECEIPTS / PAYMENTS		-15,170	-32,276	23,570	-8,706	92,213
Reserve Balances		Approved Budget	Actual	Forecast	Revised Estimate	2022/23 Estimate
35	By Election	5,000	0	0	0	5,000
66	Neighbourhood Plan	6,000	3,876	2,124	6,000	1,000
107	Emergency Planning	925	157	143	300	625
108	General Reserves	6,075	0	0	0	14,855
SUB TOTAL		18,000	4,032	2,267	6,300	21,480

Town Council Tax Calculations	2021 - 2022				2022 - 2023
	£				£
Precept	85,599				90,000
Parish Tax Base	1,648.76				1,650.22
Band D Equivalent	51.92				54.54
Band D increase on previous year					2.62
Band D Increase %					4.80%
Estimated Carry Forward 2021 - 2022		£50,000			
Suggested Projects 2022/2023 & beyond	Estimate				
Refurbish Civic Hall floor	£12,000				
Replace Civic Hall Heating	£63,795				
Replace Crag Bank Village Hall Heating	£48,612				
Speed Indicator Device x 2	£5,000				
Repairs to Crag Bank Village Hall roof	£2,000				
Close Circuit TV	£10,000				
Public Rights of Way	£2,500				
Professional Services - Funding & Bid advice/support	£1,500				
Estimated carry forward be earmarked to fund Balances / Reserves and any selected projects					



Carnforth Town Council

Planning Application Comments & Decisions

January 2022 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
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
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	Application Permitted
21/01058/LB: Listed building application for Planning Application 21/01057/FUL	Support in principle	Application Permitted
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



Carnforth Town Council

Planning Application Comments & Decisions

January 2022 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>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</p>	<p>Object to the planning application</p>	<p>Awaiting Decision</p>

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the remote meeting held on Tuesday 4th January 2022

Present: Councillors Watson (Chair); Betley; Bromilow; Branyan; Parker and Turner

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

22001 Apologies: Apologies were received Terry Allum, Outdoor Maintenance Officer due to illness.

22002 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22003 Urgent Business: There was a further discussion about replacing the fencing around Crag Bank Village Hall and the proposed additional light in the car park. Councillors attention was also drawn to the wall heaters in the Pre-school room where one is not working at all and the other not considered to be particularly efficient.

Councillor Turner highlighted an issue raised on social media over the Christmas period where a resident had stumbled on the stone steps adjacent to Ashtrees Surgery due to the poor lighting there.

After some discussion the following ACTION's were RESOLVED:

- 1) **Proper Officer to see quotations to completely replace the existing wooden fence at Crag Bank Village Hall with another similar one but where the poles are located into metal footings;**
- 2) **That the electrician be asked to come up with an alternative solution to the positioning of an additional light in the Crag Bank Village Hall Car Park;**
- 3) **That the wall heaters be considered as part of the wider project to replace the heating within Crag Bank Village Hall, and that:**
- 4) **The Proper Officer seeks to determine responsibility for lighting adjacent to Ashtrees Surgery**

22004 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 7th December 2021 be approved

22005 Environment & Public Realm: The following matters were considered:

- 1) **Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer had reported that the ivy at the side of the Civic Hall has been cut at the roots and will be pulled away once it has died off.

A quotation for the relocation and installation of a bench on Scotland Road has not yet been received.

It was then **RESOLVED** that the updates be noted and any actions implemented with progress and any issues being reported back to the Committee in due course.

22006 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The lobby at the Village Hall has yet to be painted. **ACTION: Subject to medical clearance the work will be carried out by the Civic Hall Manager with support from Councillor Turner, otherwise the Proper Officer will arrange for a contractor.**

A maintenance programme for the Village Hall has not yet been established. **ACTION: The Proper Officer will draft a template for that will be populated with maintenance schedules in consultation with Councillor Watson.**

- 2) **Operational Matters:** The newly appointed cleaner had settled into the job well. She has flagged up the known issue around storage space at the Village Hall that is being monitored and addressed. It was noted that because of the amount of equipment (owned by several users) in the ground floor storage room it has not been possible to thoroughly clean this area to her satisfaction. **ACTION: Proper Officer to monitor the storage situation and arrange for storage to be reorganised where appropriate.**

It was then **RESOLVED that the updates be noted and any actions implemented with progress and any issues reported back to the Committee in due course.**

22007 **Civic Hall:** The following matters were considered:

- 1) **Property updates and issues and maintenance programme:** The maintenance programme indicates that the Portable Appliance Testing of all appliances is due to be completed by the end of January. The Civic Hall Manager reported that he has already commenced this work.

According to the maintenance programmed all fire extinguishers are also due for inspection. The Civic Hall Manager and Proper Officer commented that these had been externally inspected in the Summer and that a certificate of inspection is on file. It was noted that the cost of the inspection had been questioned with the contractors at the time as it had been significantly higher than in previous years.

ACTION: All portable appliances, including those now at Crag Bank Village Hall, to be PAT tested, recorded and labelled by 31st January 2022.

Proper Officer to share the certificate of inspection with Councillor Watson to determine whether a further inspection is necessary. The extinguishers at Crag Bank Village Hall to be added to the next scheduled inspection.

There was another discussion on the state of the floor at the Civic Hall and the long term expectations for the building as part of the now wider property portfolio.

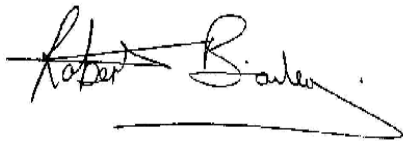
The Proper Officer advised that projects have been earmarked as part of the current budget process including replacing the heating system and flooring at the Civic Hall.

The Committee acknowledged that these proposed projects will need to be prioritised and scheduled in due course subject to confirmation of the budget and precept for 2022/23 to be determined by the Town Council at its meeting on 19th January.

The Committee also noted gave their support to the Proper Officer's recommendation to the Finance & Governance Committee that a three year budget plan be developed.

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. In**

22008 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 1st February 2021 at 5:30pm.** The meeting closed at 18:20pm.

A handwritten signature in black ink, appearing to read "Robert Biddle". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Clerk and Proper Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 10th January 2022 at 5:00pm at Carnforth Council Offices

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

In attendance: Bob Bailey, Clerk & Proper Officer; Beki Winter, Community Housing Officer, Planning and Housing Policy Team

22001 **Apologies:** There were no apologies

22002 **Declaration on interests and dispensations:** Councillors were granted dispensation to comment on planning applications

22003 **Urgent Business:** Councillor Watkins enquired about the clock located at the 'Sizzle Inn' on Market Street which had been donated to the Town some years ago and has stopped working. Councillor Parker reported that he is in the process of contacting clock repairers.

ACTION: Councillor Parker to report back on cost and progress in due course

22004 **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 6th December 2021 be approved.** .

22005 **Community Led Housing:** Beki Winter, Community Housing Officer provided a thought provoking presentation on Community led housing which is a growing movement of local people taking action to manage housing projects *that 'solve local housing problems, create affordable homes and encourage strong communities'*.

Councillors were informed that anyone can start, volunteer and deliver a community led housing project. A typical model known as Community Land Trusts (CLT's) involves a partnership with the developer that provides open and meaningful community participation and consent throughout the process and where a community group or organisation owns, manages or stewards the homes for the benefit of the community. As well as affordable homes, CLT's include community gardens, civic buildings, pubs, shops, shared workspaces, energy schemes and conservation landscapes.

Lancaster City Council holds some funds to provide advice and support on such projects and the Committee were informed of successful projects by the Lune Valley Community Land Trust in Halton and a Levens Community Project led by Levens Parish Council.

Committee Members asked several questions and made observations during the presentation and it was then **RESOLVED that the Community Housing Officer be thanked and asked to provide model rules for a Community Led Trust for consideration by the Carnforth Neighbourhood Plan Working Group with a view to determining alignment with aspirations for Carnforth and actions needed if such a scheme is to be pursued.**

22006 **Planning Applications:** The following planning application(s) and road closures were considered.

Application No:	Description
21/01452/FUL	Removal of external walls and windows to side elevation to create covered external area, installation of windows & doors, installation of cladding to front, rear and side elevations, to facilitate use of rear unit as a café/restaurant, erection of a bin store & installation of package treatment plant – Lake Coast & Dale Leisure, Scotland Road, Carnforth LA5 9RF Recommendation: Support in principle with comments around conditions for mitigating impact on local air quality and an opportunity to improve bio-diversity through tree planting
21/01538/FUL	Erection of a two-storey side extension, erection of single storey front & rear extension & erection of new boundary wall and gates – 178 Lancaster Road, Carnforth LA5 9EF Recommendation: Support in principle with comments on the use of sustainable materials in line with relevant objectives set out in the emerging Carnforth Neighbourhood Plan
21/01566/FUL	Demolition of existing conservatory to the rear & the erection of a single storey extension to the rear elevation & a first floor extension to the side elevation – 114A North Road, Carnforth LA5 9LX Recommendation: Support in principle

Councillors commented on each planning application, 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.**

22007 **Proposed 5G upgrade:** The Committee considered a proposed upgrade to the existing base station at Hare Tarn Farm, North Road to a Vodafone 5G network and related benefits and it was **RESOLVED that no comment would be made on the proposal.**

22008 **Actions:** The Proper Officer and Councillors provided an update on actions assigned to this Committee, not covered on the agenda. Each action was considered in turn and progress noted and any remedial action agreed.

A quotation for the cost of providing signage based on designs received from school children on dog waste was accepted and the Proper Officer instructed to order three signs.

It was then **RESOLVED** that the **Action Plan updates and remedial actions be noted and progress reported at the next Committee meeting.**

22009 **Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

1) **Queen's Platinum Jubilee update - June 2022:** The Committee noted that a spreadsheet to support actions on activities over the four days of the Jubilee is now in place and ready to be populated and used to manage the project. It was reported that the Carnforth Chamber of Trade had given the event its full backing and have agreed to be directly involved in all aspects of the event. There were no further updates on activities already allocated at this stage and it was acknowledged that to be a success there now needs to be clarity on the objectives and tasks and full commitment by all.

ACTION: Councillors Smith, Stretch and Watkins to meet (date to be agreed) to discuss the Council's approach; Town Mayor to invite Carnforth Chamber of Trade representatives to a meeting to be held on Monday 24th January 2022 and formal permission to locate a beacon be sought from the landowner.

2) **Carnforth Station Car Park:** The Proper Officer reported on recent correspondence relating to parking charges and signage at the Carnforth Station Car Park. The Committee agreed that progress had been made and that the Town Council has done all that it can in relation to these matters.

3) **Highways and Air Quality matters:** As requested the Proper Officer had produced and circulated an *Issues Log* designed to capture, assign and monitor highways and air quality matters typically being addressed with both Lancashire County and Lancaster City Councils. The Proper Officer has incorporated guidance on completing the form and a list of matters that have already been raised and are ongoing.

The *Issues Log*, held in the shared drive can be viewed by all Councillors - Councillor Stretch is taking the lead on coordinating these matters and should be contacted whenever such issues arise.

There was a discussion on air quality matters that had been raised with Lancaster and Lancashire County Council's many months ago and how addressing these would support the relevant aspirations on the emerging Carnforth Neighbourhood Plan.

ACTION: Proper Officer to arrange a meeting with relevant City and County Council officers to discuss matters relating to air quality and related aspirations in the Carnforth Neighborhood Plan.

4) **Scotland Road Development – Street naming:** Positive responses have been received following the recent call for information from surviving relations of the men whose names appear on the Carnforth War Memorial.

ACTION: Councillor Grisenthwaite and Proper Officer to coordinate the naming of streets on Scotland Road and related celebrations with surviving relatives and the public. (Councillor Watkins took the Chair at this point)

- 5) **Carnforth named as one of most in demand locations:** The Committee noted that the Westmoreland Gazette had run a story that Carnforth had been named as one of UK's most in demand rural locations for buyers according to Rightmove.
- 6) **Village Halls week 24 – 30 January 2022:** The Committee considered whether to be involved in this event which is coordinated across Lancashire as a celebration of Village Halls and it was felt that the Town Council would be in a better position to be directly involved in this initiative in 2023.
- 7) **Any other matters:** Councillor Watkins had just circulated his suggestions for locations where trees may be planted and land purchased that could be developed into gardens/park land and Councillor Stretch enquired about the awaited data on waste bin locations and collections.

ACTION: Councillors to consider Councillor Watkins proposals in more detail and discuss at the next meeting of the Town Development & Planning Committee.

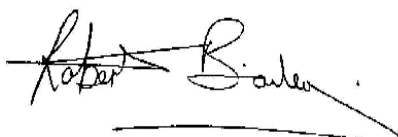
ACTION: Councillor Stretch to chase Lancaster City Council for the data relating to waste bin locations and collections.

It was then **RESOLVED that the updates and remedial actions be noted and any progress reported at the next Committee meeting.**

22010 Carnforth Neighbourhood Plan (CNP): The Proper Officer reported that the outstanding work on the Carnforth local heritage list had now been completed and the relevant document updated. This means that all documents are now ready to be submitted to Lancaster City Council as the principal planning authority for review and, subject to any further comments, a Government Planning Inspector will be appointed.

The Committee congratulated the Carnforth Neighbourhood Plan Working Group, Councillors, members of the public, planning consultants and the Proper Officer for getting the Carnforth Neighbourhood Plan to this final stage of the process and **RESOLVED that Carnforth Town Council endorses the Carnforth Neighbourhood Plan and its formal submission for review and inspection.**

22011 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 7th February 2022**. The meeting closed at 6:25pm



Clerk & Proper Officer to the Council



Carnforth Town Council

Correspondence – January 2022 meeting



Date	Sender	Topic
13/12/2021	Resident	Request for advice on the Men on the Monument to support a school project
13/12/2021	Proper Officer	Carnforth Neighbourhood Plan Working Group meeting
15/12/2021	Proper Officer	Carnforth Town Council - Agenda Pack 15th December 2021
15/12/2021	Proper Officer	Submission of responses to planning applications considered by Carnforth Town Council
15/12/2021	Proper Officer	Wearing of face-coverings at Carnforth Town Council meetings
15/12/2021	Proper Officer	Updated Draft Payments list
16/12/2021	Lancaster City Council	Planning Application 21/01452/FUL
16/12/2021	Proper Officer	Plans for Carnforth's Big Weekend
21/12/2021	County Councillor Williamson	December 2021 Parish Newsletter
22/12/2021	Highways England	M6 Junction 36 Resurfacing Work
24/12/2021	Proper Officer	'I'm a Councillor, Get me out of here' CTC story inclusion in LALC/NALC newsletters and social media
28/12/2021	Lancaster City Council	Planning Application 21/01566/FUL
30/12/2021	Proper Officer	Submission of responses to planning applications considered by Carnforth Town Council
04/01/2022	Proper Officer	Property & Environment Committee agenda pack - January meeting
06/01/2022	Proper Officer	Finance & Governance Committee agenda pack - January meeting
06/01/2022	Proper Officer	Town development & Planning Committee agenda pack - January meeting
06/01/2022	Community Futures	Village Halls Week 24-30 January 2022
06/01/2022	Lancaster City Council	Planning Application 21/01538/FUL



Carnforth Town Council Correspondence – January 2022 meeting



Date	Sender	Topic
06/01/2022	Scribe Ltd	A - Z of Grant Funders
06/01/2022	LALC	Petition to Central Government re Remote Meetings
11/01/2022	Carnforth and District Chamber of Trade	Minutes of January meeting