



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 16th February 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

A G E N D A

- 22015. Apologies:** To receive apologies
- 22016. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22017. Urgent Business:** To receive matters of urgent business not on the agenda
- 22018. Minutes:** To consider and approve Minutes of meeting held on Wednesday 19th January 2021.
- 22019. 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
 3. Reports of Ward and County Councillors
 4. Reports from outside bodies
- 22020. Residents meeting – Keerford View Retirement Homes:** To consider matters raised and actions for decision
- 22021. Planning Applications & Temporary Road Closures:** To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>

Application No:	Description

- 22022. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 22023. Town Development & Planning Committee:** To consider reports of Committee meeting held on Monday 7th February 2022 (See Agenda Pack)



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- 22024. Property & Environment Committee:** To consider reports of Committee of meeting held on Monday 7th February 2022 (See Agenda Pack)
- 22025. Finance & Governance Committee:** To consider reports of Committee meetings held on Wednesday 9th February 2022 (See Agenda Pack)
- 22026. Correspondence:** To consider correspondence received since the last meeting
- 22027. Items for next Agenda:** To consider agenda items for the next Town Council meeting:
- 22028. Date & Time of next meeting:** 16th March 2022 commencing at 6:30pm

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

Clerk & Proper Officer

11 February 2022

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



Carnforth Town Council

Draft Minutes of meeting held on 19th January 2022 at 6:30pm at Carnforth Council Offices

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

In attendance: Bob Bailey, Proper Officer and one member of the public

22001 Apologies: Apologies were received from Councillors Betley; Branyan and Bromilow.

22002 Declaration on interests and dispensations: Councillors Grisenthwaite and Smith requested and were granted dispensation in relation to Planning Application: 21/01566/FUL and Councillor Gardner on any discussion relating to Carnforth Railway Station.

22003 Urgent Business: Ward Councillor Taylor was welcomed to the meeting following his recent election to Lancaster City Council for the Carnforth and Millhead Ward. The Proper Officer requested articles for the *Carnforth Express* by end of business on 28th January.

22004 Minutes: It was **RESOLVED that, subject to a minor amendment, the Minutes of the meeting held on Wednesday 17th December 2021 be approved.** The Proper Officer provided an update on actions set out in the Minutes not otherwise covered on the agenda.

22005 Adjournment for public discussion and information only updates:

1) **Public Discussion:** The landlord of The Canal Turn presented a letter that he had sent to Punch Inns Limited regarding a commercial dispute with them and the perceived impact that this would have on the business, staff and the local community. Councillor commented on the matters raised and following the advice of the Proper Officer, questions, it was **RESOLVED that the Town Council remains impartial on the matters raised, subject to advice from Lancaster City Council, but hopes for a quick resolution in the interests of the local community and staff employed at The Canal Turn.** Councillors were advised that if they comment individually as a resident of Carnforth it should be made clear that their views are not that of Carnforth Town Council.

2) **Councillor updates / matters:** Councillor Smith reported on a positive recent walkabout with residents and City Council officers on issues raised at Gummers Howe / Highfield Road and that agreed actions will be monitored and reported.

Councillor Grisenthwaite reported that there had been no communication between Homes England and Carnforth Rangers Football Club on a possible solution to break the apparent impasse and lack of progress in relation to development on Lundsfield Quarry. Lancaster City Council are unable to provide information on when a planning application for the site would be submitted. Councillor Smith commented on the initiative for Community Led Housing that may be relevant to any subsequent consideration in relation to Lundsfield Quarry.



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ACTION: Proper Officer to arrange a meeting with Homes England and Carnforth Rangers Football Club to be facilitated by Carnforth Town Council.

Councillor Gardner followed up on a request to source a memorial stone following the death of Councillor Armstrong. **ACTION: Proper Officer to source a carved memorial stone/ceramic in memory of Councillor Armstrong.**

Councillor Turner reported that he had made safe a further section of the fence at Crag Bank Village Hall that had become unsafe. It was reported that quotations had been obtained and on the authority of Councillors, in line with Standing Orders, arrangements made for the fence to be replaced urgently. **ACTION: Councillor Turner to remove the existing fence prior to a replacement being installed.**

Councillor Grisenthwaite reported on ongoing discussions with Lancaster City Council's Steet Naming Officer on streets on the Scotland Road development to be named after three men on the monument in the War Memorial Gardens. There has been a positive response on social media to the idea and directly from families whose relatives are named on the War Memorial. In due course, the naming of these streets will be formally celebrated with an event where living relatives will be invited to attend.

- 3) **Reports of Ward and County Councillors:** Councillors Guilding, Taylor and Yates reported on their activities in the last month and relevant matters from Lancaster City Council, including;
- a) A Gummers Howe walkabout with Town Councillors and City Council officers identifying matters raised by residents and actions required;
 - b) Attendance at Christmas events and meetings of community groups;
 - c) Attendance at committees of Lancaster City Council;
 - d) A range of issues raised by residents;
 - e) County Council funding to support individuals / organisations dealing with mental health issues;
 - f) Support for the Friends of Crag Bank Park and development of the play area;
 - g) Outstanding planning enforcement matters;
 - h) Eden Project North planning application;
 - i) Scotland Road development;
 - j) Station car park charges and parking;
 - k) Graffiti on Scotland Road, Bridges and the Railway club;



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County Councillor Williamson provided an update on plans for a 'county deal' that will see local powers take control of regional funding and decision-making around the economy, transport, jobs, skills and the environment. Leaders of all 15 council's in Lancashire have worked on the plans which are now being discussed by individual councils before a mandate for the deal is considered at an Extraordinary meeting. An agreed 'deal' has the '*...potential to transform our county and make a huge difference to the lives of our residents*'. It was also reported that County Council are in the process of finalising its plans and budgets for 2022/23.

Lancashire County Council are part of the 'Flood Hub' that brings together key agencies / authorities and other organisations / stakeholders to deliver an integrated and collaborative approach to managing flood risk and the County Council's Cabinet will be considering a proposal to improve a culvert on Back Lane to mitigate flooding. Councillor Smith commented that a planning application had recently been considered that might have an impact on the studies to be undertaken by the County Council. **ACTION: Proper Officer to send details of the planning application to County Councillor Williamson,** There will be another Town & Parish Council forum in March around highways matters and a charter between Lancashire County Council and Town/Parish Councils. All County Councillors have been allocated a small budget to support local community projects and talks with Northern Rail about new signage at Carnforth Railway Station are ongoing.

The lights on the path from Tesco's in Carnforth to Crag Bank have been repaired and a meeting involving Town Councillors has been arranged to discuss the A601(M) project. Councillor Williamson supported a request to re-visit traffic management and air quality matters now that the Carnforth Neighbourhood Plan is ready to be formally submitted.

- 4) **Reports from outside bodies:** Councillor Parker reported on a recent meeting of Carnforth Business Network who have now reverted back to their former name of Carnforth and District Chamber of Trade. Morecambe Town Council has enquired about the Carnforth Wednesday Market and its effect on trade and footfall as they plan to hold a quarterly artisan market. The outline plans for the weekend of the Queen's Jubilee was discussed and the Chamber agreed that their contribution would be a 'Jubilee Window Competition'. They will continue to be present at planning meetings for the whole weekend. The Chamber have sent an article for the next edition of the *Carnforth Express* to the Proper Officer. It was then **RESOLVED that the reports of Town, Ward and County Councillors and Outside Bodies be noted.**



Carnforth Town Council

22006

Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee held 10th January 2022, including:

- 1) Recommendation to redesignate the post of Civic Hall Manager to Facilities Manager with effect from 1st December 2021 at the reported hours per week and pay scale and that the post to be independently evaluated;
- 2) Recommendation that the council accepts the revised offer for Zoom Conference Software with immediate effect;
- 3) Bank reconciliation and Summary of Receipts & Payments as at 31st December 2021;
- 4) Payments List recommended for approval as presented by the Proper Officer.

After some comments and questions it was **RESOLVED that the Finance and Governance Committee report recommendations and actions, including Payments List, be approved subject to an additional payment for unpaid window cleaning being added for authorisation.**

22007

REVISED ESTIMATES 2021/22 & DRAFT BUDGET & PRECEPT 2022/23: Councillor Grisenthwaite outlined the work of the Finance & Governance Committee over the last couple of months on reviewing estimates for 2021/22 and developing a budget and recommended precept for 2022/23. The point was made that the Council had achieved much in 2021/22 despite it being another untypical year with challenges arising from the ongoing implications of the coronavirus pandemic and an unplanned decision taken by the Town Council to take on the operation and management of Crag Bank Village Hall from June 2021. Councillors were advised that the budget had been prepared on a '*continuation of services*' basis with an increase broadly in line with inflation of 5%. It was acknowledged that the recommended budget has not been amended to reflect the potentially significant increases in energy costs from April that have recently been reported.

The Proper Officer was then invited to present his report covering revised budget estimates for 2021/22 and a draft budget for 2022/23.

The Council were asked to note that payments for 2021/2022 are estimated to be £54,030 in excess of the Precept for the year (£85,599) mainly due to the Council's decision to take on Crag Bank Village Hall and investment to secure the long-term viability of this highly valued community asset. There had also been additional costs following a decision to run the first ever Carnforth Street Festival last August but robust risk assessments and sound financial management means that the Council's plans for 2021/22 are still expected to be achieved.



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The budget recommended by the Finance & Governance Committee estimates a net budget (Precept) requirement of £92,213, representing an increase on the previous year of £6,614. However, the Finance & Governance Committee recommend a Precept of £90,000 with the balance (£2,213) being met from Reserves. The Proper Officer had advised that whilst the Council could determine to do this it is only sustainable in the short-term to reduce any unforeseen risks.

It was reported that with a small increase in the Tax Base for 2022/2023 a Precept of £90,000 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).

Given the improvements that the Council has made in its planning and budget management arrangements, the Finance & Governance Committee supported the Proper Officer's recommendation that draft budgets covering the Council's plans over three financial years be put in place setting out the Council's '*direction of travel*' and so that resources can be focused over a longer period of time.

Turning to the Council's Reserves, the Finance & Governance Committee recommended that existing earmarked Reserves be retained (albeit at adjusted amounts) and that General Reserves equivalent to three months operating costs be achieved within the next three years. The planned budget presented by the Proper Officer also set out the short and longer term projects that had been previously identified by Council and the estimated carry forward at the end of 2021/22. Councillor Grisenthwaite commented on quotations previously commissioned for replacing heating at the Council venues and the need to seek expert advice on bidding for external funding, and possible borrowing, to fund these important projects. Councillors asked several questions on the budget, reserves and energy costs and it was then unanimously **RESOLVED to approve the recommendations of the Finance & Governance**

Committee, that:

- 1) the draft outturn for 2021/2022 and budget for 2022/2023 be approved;**
- 2) the Precept for 2022/23 is set at £90,000 and notified to Lancaster City Council;**
- 3) a target level for General Reserves of £32,500 to be achieved within three years is endorsed;**
- 4) the Council develops plans and budgets for the three year period 2023 / 2024 – 2025 / 2026 together with any Earmarked Reserves over that period and;**
- 5) the Council commits to its longer-term projects and plans and develops risk management and delivery strategies and budgets accordingly**



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22008 **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

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

Councillor Smith reported on each planning application outlining the conclusions and recommendations of the Town Development and Planning Committee, After some observations and comments, it was **RESOLVED to approve the recommendations of the Town Development & Planning Committee as set out.**

22009 **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 two planning applications had been permitted and five are awaiting decision. Councillors commented that there had been a reduction in the number of undecided planning applications indicating that the backlog was being addressed by the planning authority. It was then **RESOLVED that the update on the planning authority's decisions be noted.**



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22010

Property & Environment Committee: Councillor Watson reported on the recommendations and actions arising from the meeting of the Committee held 4th January 2022, including:

- 1) Quotations to be sought to remove and replace fencing around Crag Bank Village Hall;
- 2) Replacement of/alternatives to the wall heaters in the room used by Crag Bank Under 5's to be considered as part of the project to replace the heating for the whole building;
- 3) Proper Officer to make enquiries with a view to responsibility for lighting adjacent to Ashtrees Surgery being established;
- 4) Removal of ivy on Carnforth Civic Hall;
- 5) Painting of the lobby at Crag Bank Village Hall over the February half-term;
- 6) Ongoing review of storage at Crag Bank Village Hall;
- 7) Portable Appliance Testing of all electrical assets to be completed by 31st January 2022;
- 8) Inspection and testing of fire extinguishers and fire safety at Crag Bank Village Hall;
- 9) Projects in 2022/23

There were no questions and it was **RESOLVED that that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

22011

Town Development & Planning Committee: Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 10th January 2022, including:

- 1) Action being taken to repair the clock at the 'Sizzle Inn';
- 2) An interesting presentation on Community Led Housing;
- 3) Consideration of proposed 5G upgrade to the Vodafone network and a recommendation that the Council makes no comment;
- 4) Updates and next steps on Committee actions;
- 5) Queen's Platinum Jubilee / Carnforth Big Weekend actions and planning update;
- 6) Update on signage at Carnforth Station Car Park;
- 7) Action to arrange a meeting with Lancashire County Council and Lancaster City Council on Highways and air quality matters;
- 8) Street naming on the Scotland Road development;
- 9) Carnforth Neighbourhood Plan which is now ready for formal submission to the planning authority and inspector subject to Town Council's approval,

Councillors noted that community led housing allows local people to manage projects to *'solve local housing problems, create affordable homes and encourage strong communities'*.



Carnforth Town Council

It was felt that this could be considered alongside the implementation of the Carnforth Neighborhood Plan.

The Town Council expressed their pride in the quality of the completed Carnforth Neighbourhood Plan and congratulated the Working Group and Proper Officer, consultants and the local community on reaching this important milestone.

Councillors commented on the outline plans for the Queen's Platinum Jubilee in Carnforth and it was pointed out that Leighton Hall will also be holding events over the same weekend.

ACTION: Proper Officer to liaise with Leighton Hall on Queen's Platinum Jubilee plans

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 that the Carnforth Neighbourhood Plan and supporting documents be approved and submitted to Lancaster City Council.**

22012 **Correspondence:** The Proper Officer presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Officers / Councillors / Committees to address matters arising from the correspondence received.

It was noted that the 'I'm a Councillor, get me out of here' exercise with the 1st Carnforth Scouts had been widely reported in the media, regionally and nationally. It was then **RESOLVED that the correspondence received be noted and that assigned actions be considered at each Committee meeting and reported to full Council as required.**

22013 **Items for next Agenda:** Councillors suggested that a report of the plans for the Queen's Platinum Jubilee and an update on the Eden of the North project and the Town Council's strategy going forward be considered at the next meeting of Carnforth Town Council. Ward Councillor Guilding offered to report on the outcome of the planning application submitted by Eden which is being considered by the City Council's Planning Committee on 31st January.

22014 **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 16th February 2022 commencing at 6:30pm.** The meeting closed at 8:05pm

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

Clerk to the Council Date: 27th January 2022

Chair:

Date:



Carnforth Town Council

Planning Application Comments & Decisions

February 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
21/00899/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	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	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



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Planning Application Comments & Decisions

February 2022 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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	Support in principle - comments on mitigating impact on local air quality and opportunities to improve bio-diversity through tree planting	Awaiting Decision
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	Support in principle - comments on the use of sustainable materials in line with objectives set out in the Carnforth Neighbourhood Plan	Application Permitted
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	Support in principle	Application Permitted

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 7th February 2022 at 5:00pm

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

In attendance: Bob Bailey, Clerk & Proper Officer

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|--------------|---|
| 22011 | Apologies: There were no apologies |
| 22012 | Declaration on interests and dispensations: There were no declarations of interest on matters on the agenda. |
| 22013 | <p>Urgent Business: Councillors Smith and Watkins met with an horologist who inspected the clock at the 'Sizzle Inn'. An estimate of the cost of the works to repair the clocks mechanism and other remedial work is awaited. ACTION: Proper Officer to add the Sizzle Inn clock to the Council's assets</p> <p>The Proper Officer reported that the naming of streets on the Scotland Road development after three of the men on the Carnforth War Memorial had received positive comments and publicity.</p> |
| 22014 | Minutes: It was RESOLVED that the Minutes of the meeting held on Monday 10th January 2021 be approved. . |
| 22015 | Planning Applications: There were no planning application(s) for consideration |
| 22016 | <p>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.</p> <p>It was noted that the signs designed by primary school children on dog waste have been received and ready to be installed on railings at three play areas. A qualified contractor has inspected the area proposed for the installation of a bench on Scotland Road near Aldi and had advised that there is no evidence of any services. ACTION: Councillor Smith to install 'No Dog waste' signs on the railings of three play areas. Outdoor Maintenance Officer be requested to clean up the existing bench and install it on Scotland Road, carrying out any works necessary to level the surface and the Proper Officer to inform County Highways.</p> <p>The Committee were pleased to note that, subject to official approval, Norther will be reducing the car parking charges at Carnforth Station Car Park and that suitable permanent signage will be installed within the next two months.</p> <p>It was then RESOLVED that the Action Plan updates and remedial actions be noted and progress reported at the next Committee meeting.</p> |

22017 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) Queen's Platinum Jubilee update - June 2022:** The Proper Officer gave a brief update on actions in recent weeks. Confirmation of their services on Saturday 4th June has been received from NW Private Ambulance Liaison Services (NWPALS) and Ventbrook Traffic Management Solutions and arrangements are being finalised for technical support for power, sound and lighting etc. A number of entertainers have been, or are in the process of being secured for the weekends events. Orders have been placed for commemorative coins, flags and bunting and the gas beacon and permission to locate the beacon on the farm at High Ridge has been given.

It was reported that Councillor Watkins and the Proper Officer are meeting with the Principal at Carnforth High School to discuss the Beacon lighting and the proposed Sports Day on Friday 3rd June. Further actions and updates will be discussed at the planned meeting of the Queen's Platinum Jubilee Group on 21st February. **ACTION: Councillor Parker to invite the Landlord of the Royal Station Hotel to the next meeting of 'Carnforth's Big Weekend Working Group'.**

The Proper Officer then reported that it was proving difficult to acquire the number of food vendors used at last year's Street Festival due to other commitments given that that the Platinum Jubilee is a national event, although four, with a variety of offerings have been secured. Given these circumstances, the Proper Officer suggested that consideration be given to holding a formal 'Big Jubilee Lunch' on Saturday 4th June on Market Street as a replacement to a street festival. A street party on Market Street will bring the Jubilee celebrations to the heart of our community providing our residents with an opportunity to share 'friendship, food and fun' and our businesses to support the event and boost the local economy. Entertainment will be provided and the four vendors already secured invited to be a part of the event. The Big Lunch has been a national event since 2009 and there is plenty of advice hints and tips available. After some discussion, it was **RESOLVED that Carnforth Town Council and community hosts a Big Jubilee Lunch on Saturday 4th June 2022 with actions to be worked up and shared with the 'Carnforth's Big Weekend Working Group' and the event formally registered with the authorities**

- 2) Highways and Air Quality matters:** It was reported that Councillors Parker and Stretch had walked around the town noting a range of highways matters that need to be addressed. **ACTION: Councillor Stretch to update the Issues Log and prioritised so that a coordinated approach can be discussed with County Highways and/or Lancaster City Council.**

Councillor Smith reported on a recent meeting with County Highways on the problems caused over many years when HGV vehicles are turning left into Market Street. County Highways have suggested that this can be resolved by moving the Stop line on the other side of road further back towards Carnforth Bookshop (see below).



The Proper Officer reported that a remote meeting has been arranged with officers from Lancaster City and Lancashire County Council to discuss air quality improvement plans for Carnforth in relation to the aspirations set out in the Carnforth Neighbourhood Plan and Lancaster City Council's Air Quality Action Plan. Councillors were reminded that several of these actions had been discussed in a meeting before the coronavirus pandemic in 2019. **ACTION: Councillors Smith and Watkins to represent Carnforth Town Council at this meeting scheduled for 22nd February.**

- 3) **Trees and Footpaths:** There was a discussion on Councillor Watkins suggestions of possible locations for tree planting (circulated before the January committee meeting) and proposed actions on footpath improvements (circulated on the day of this meeting). Reference was made to a paper presented several months ago by Councillor Stretch that included information on the *Queen's Green Canopy*, a tree planting initiative to mark the Queen's Platinum Jubilee and the possibility of trees being obtained from the Woodland Trust. Councillor Watkins commented on the footpaths and suggested improvements that had been discussed with the County Council's PROW officer following previous inspections carried out by Town Councillors.

ACTION: Proper Officer/Admin Officer to draft for social media and the next edition of the *Carnforth Express* details of the initiative and a request that the local suggest possible sites – Councillor Stretch to approve before publication.

Councillor Watkins and Proper Officer to submit to Lancashire County Council's PROW officer suggestions for improvements to selected footpaths within the Carnforth boundary.

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

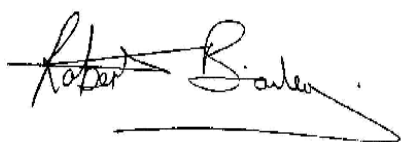
22018 **Carnforth Neighbourhood Plan (CNP):** The Proper Officer reported that Lancaster City Council had inspected the CNP and supporting documents and had approved progress to the Statutory Regulation 16 consultation, without any further amendment. The Proper Officer has been working with the City Council's Consultation officer in preparation for the consultation which commenced for a six week period from **Friday 4th February to Friday 18th March.**

A public notice and press release have been published and full details available on the Town Council's website and [Lancaster City Council's](#) where an online response form can be completed and submitted. Lancaster City Council are responsible for this stage of the process and will contact all statutory consultees. Paper copies of the documents, including the response form are available at Carnforth Civic Hall and Morecambe Town Hall.

At the end of this consultation a planning inspector will be jointly appointed by the City and the Town Council's and all Regulation 16 responses, submitted to him/her along with the CNP and supporting documents. He/she will then review everything making recommendations for implementation before the final stage which will be a public referendum with a 50% or more majority in favour of the CNP resulting in adoption.

ACTION: Public Notices to be placed in Town Council Noticeboards. It was then **RESOLVED that the update on the Carnforth Neighbourhood Plan and Regulation 16 consultation be noted.**

22019 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 7th March 2022.** The meeting closed at 6:10pm



Clerk & Proper Officer to the Council

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Monday 7th February 2022 at 6:15pm

Present: Councillors Bromilow (Chair); Branyan and Parker

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

22009 **Apologies:** There were no apologies,

22010 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

22011 **Urgent Business:** Councillors were advised that Councillor Watson has had to temporarily step back from attendance at committee meetings due to work commitments. As he was the Chair of this committee there was now a need to appoint a new Chair and Deputy.

It was then proposed by Cllr Parker and seconded by Councillor Branyan that Councillor Bromilow be elected as Chair of the Property and Environment committee. Councillor Bromilow then proposed Councillor Branyan seconded that Councillor Parker be elected Deputy Chair. Both positions to be reviewed at the end of the Municipal year in May.

It was reported that it had not yet been possible to establish who has responsibility for lighting around the area at Ashtrees Surgery and, specifically, the steps leading down to the War Memorial Gardens where a resident had recently fallen as they had not been able to see the steps in the dark. **ACTION: Proper Officer to follow up**

22012 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Tuesday 4th January be approved

22013 **Environment & Public Realm:** The Outdoor Maintenance Officer reported on the current state of flowers and shrubs maintained by the Town Council that are continuously being checked to ensure that they are good quality and enhance the town. Specific work will be carried out in the coming weeks to remove ivy from Carnforth Civic Hall and to improve the piece of land at the junction with Kellet and North Road with a flower bed.

Following confirmation from a specialist contractor that the proposed location for the bench on Scotland Road near the Aldi store is free from underground services the Outdoor Maintenance Officer will add it's installation to his work programme.

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.**

22014 **Energy, Broadband & mobile phone costs:** The Proper Officer has compared energy, broadband and mobile phone costs across council property with the aim of establishing any savings and efficiencies. The comparison identified significant savings and efficiencies through Utilities Warehouse the gas and electricity suppliers at Crag Bank Village Hall.

This company are a multiservice provider who have recently installed the new ultra-fast broadband and telephone line at the Village Hall. A similar comparison of broadband costs identified that whilst provision of this by Utilities Warehouse would be costlier the broadband speed would be some four times greater. They can also provide mobile phones and consolidating all services with them would enable the Town Council to qualify for additional savings through a 'cash back' scheme.

In response to a question the Committee were advised that experience with the company so far has been very good with the Town Council enjoying direct access to a dedicated account manager who deals with questions and queries on its behalf. Having all services consolidated onto one invoice has also helped with financial management and budgeting.

Councillors were informed that the contracts with the electricity providers for Carnforth Civic Hall and the War Memorial Gardens end on 24th March 2022 and after some discussion it was

RESOLVED that Carnforth Town Council be recommended to switch to Utilities Warehouse Ltd for the provision of gas and electricity, broadband and mobile phone.

22015 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The Proper Officer reported that and following receipt of two quotations and delegated authority for urgent action in line with Standing Orders, the work to replace the fence at Crag Bank Village Hall had been awarded to the contractor providing the lowest priced quotation. The work has since been completed to a high standard. with the new posts being placed into metal brackets and cemented in for stability.

The lobby area will be painted by the Facilities Manager during February half-term.

A template for the planned maintenance programme at the Village Hall has been created and now needs to be populated.

The hot water geyser in the kitchen is inefficient and in a generally poor state and should be replaced.

All fire extinguishers and fire blankets have been installed / inspected / recharged and /or serviced and additional fire safety signage erected where required. An formal certificate of inspection has been provided covering the next 12 months.

ACTION: Proper Officer to work with Councillor Watson to determine annual planned maintenance requirements. Facilities Manager to consider removal and replacement of the hot water geyser, with a kettle(s) if practicable.

- 2) **Operational Matters:** Bookings are now established for every weekday evening and occasional weekends. The Proper Officer reported that football nets are required for a five-a-side booking and outlined plans to deal with an ongoing issue where storage space is being taken up by group who only hires the building periodically,

ACTION: Proper Officer authorised to purchase five-a-side football nets and to deal with the booking issue as outlined.

It was reported that, subject to sufficient interest, Crag Bank Under 5's may wish to use the pre-school room for two days during the summer holidays and had enquired about the hiring this room at a reduced rate. **ACTION: Proper Officer to report back to the committee should a formal booking for the summer period be formally requested.**

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.**

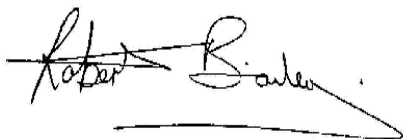
22016 Civic Hall: There was a further discussion about the plans to replace the heating and hall floor that have now been formalised as part of the 2022/23 financial planning process, together with professional services to make the best use of funding opportunities and technical support and advice.

It was then **RESOLVED that the update be noted.**

22017 Portable Appliance Testing: The Facilities Manager reported that he had completed and logged the Portable Appliance Testing of all electrical assets at each of the Council's properties. All had passed with the exception of the printer in the Council offices that had been purchased in 2018.

After some discussion, it was **RESOLVED that the Proper Officer obtain costings for a replacement printer/copier/scanner**

22018 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 1st March 2021 at 5:30pm.** The meeting closed at 7:20pm.



Clerk and Proper Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 9th February 2022

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

In attendance: Bob Bailey, Clerk & Proper Officer

22012	Apologies: There were no apologies.
22013	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22014	Urgent Business: The Proper Officer and Town Mayor reported on the considerations of the Property & Environmental Committee on the provision and savings arising from the consolidation of all energy, broadband and mobile phone costs with one of the current providers. After some comments and questions, it was then RESOLVED that the Finance & Governance Committee endorses the recommendation of the Property & Environmental Committee that all energy, broadband and mobile phone costs be consolidated with Utilities Warehouse Ltd..
22015	Minutes: It was RESOLVED that Minutes of the last meeting held on Monday 10th January 2021 be approved.
22016	Actions: The Proper Officer reported that action had been taken to amend payroll records and backdate payment following approval to create the post of Facilities Manager, although arrangements have not yet been made to have the post independently evaluated. The contract arrangements with Zoom Ltd have been amended and the precept for 2022/2023 has been formally requested from Lancaster City Council.
22017	Budget Monitoring & Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i> . It was reported that payments to date total nearly £127k and that with income of nearly £159k and carry forward from the previous year of £65k, bank and petty cash balances as at 31 st January 2022 total just over £97k. After some comments the Chair signed the <i>Bank Reconciliation</i> . The Proper Officer then presented the <i>Summary Report of Receipts and Payments</i> as at the same date. Councillors noted income from the hire of Carnforth Civic and Crag Bank Village Halls and higher than expected income from VAT refunds arising from additional expenditure of vatable good and services during the year. £5,000 has been vired from the By-Election reserve to a Queen's Platinum Jubilee budget heading as approved and expenditure incurred (see payments list in the agenda). There were no additional matters of interest or concern that had not been previously reported. After some comments and questions, it was then RESOLVED that the bank reconciliation and summary financial position as at 31st January 2022 be noted

22018 **Payments List:** The Proper Officer presented the Payments List for orders and services received in the last month. This month includes payment for the inspection/service/replacement of fire prevention and safety equipment, removal and replacement of fencing and purchase of new equipment at Crag Bank Village Hall, as well as the annual subscription for the Scribe accountancy and booking system and initial expenditure on plans for the Queen's Platinum Jubilee.

There being no questions, it was **RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented.**

22019 **Community Benefit Fund:** Councillors considered two applications for community benefit funds, being:

- 1) Carnforth Cricket Club - £1,000 towards the cost of replacing cladding for the pavilion porch
- 2) Friends of Over Kellet School – £5,000 for picnic benches; raised flower beds and planting & refurbishment of decking area

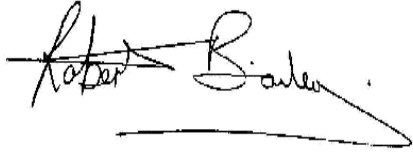
After some discussion it was RESLOVED that:

- 1) **That £1,000 be awarded to Carnforth Cricket Club subject to confirmation that they have not received any Community Benefit Funds in the last three years;**
- 2) **The application from Friends of Over Kellet School be declined on the basis that the school is not within the Carnforth Parish and that they be recommended to seek funding from Over Kellet and Nether Kellet Parish Councils who, like Carnforth Town Council, receive an annual payment for funding community projects.**
- 3) **That the guidance for the award of community funds be reviewed and that a permanent record of payments awarded be maintained so that previous awards can be taken into consideration when making a decision**

22020 **Honorary Aldermen:** The Town Mayor presented a verbal report on the legal requirements and protocol of the appointment of Honorary Aldermen in accordance with the Local Government Act 1972 and best practice. It was reported that Section 249 of the Local Government Act states that Council's may confer the title of Honorary Alderman *on '..any person who, in the opinion of the Council, has rendered eminent services to the Council as a past Member of the Council'*. The law states that such an appointment does not include past Mayors and it is normal practice for such a position to be conferred by principal authorities rather than smaller Town and Parish Council's. There followed a discussion on the merits of such an honorary position and it was then **RESOLVED that it be recommended that Carnforth Town Council does not incorporate the title of Honorary Aldermen.**

22021 **Items for next Agenda:** It was **RESOLVED** that at its next meeting the **Committee will review Standing Orders and Financial Regulations and the criteria and guidance for the award of community grants.**

22022 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 9th March 2022 at 5:30pm.** The meeting closed at 6:10pm

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

Clerk to the Council

Carnforth Town Council
DRAFT PAYMENTS LIST 419 TO 430

Voucher	Cheque	Code	Name	Description	Amount
419		102 - CBVH - Repairs & Mainten	Walker Fire	Fire Extinguisher Test & Maintenance	944.58
420		4 - CCH - Cleaning	Thomas Graham	Cleaning supplies	88.63
421		95 - Crag Bank Village Hall	MPH Joinery Services	Fencing	2,288.64
422		39 - Software	Scribe	Scribe Annual Subscription	561.60
423		38 - Domain & Web-hosting	Tech Hub	Website hosting	180.00
424		80 - PAYE	HMRC	PAYE	1,041.05
		<i>Period 10</i>			
425	Standing Orde	17 - Operations	Operational Staff	Salary	1,717.60
426	Standing Orde	18 - Administration	Admin & Management Salaries	Salary	1,951.78
427	Credit Card	97 - Queen's Platinum Jubilee	Party Packs Ltd	Bunting	107.64
428	Credit Card	97 - Queen's Platinum Jubilee	Party Packs Ltd	Flags	359.40
429	Credit Card	95 - Crag Bank Village Hall	Amazon	Football nets	99.98
430		102 - CBVH - Repairs & Mainten	B&Q	Decorating supplies	139.73
		<i>Painting foyer</i>			
TOTAL					9,480.63



Carnforth Town Council

Correspondence – February 2022 meeting



Date	Sender	Topic
14/01/2022	Proper Officer	Carnforth Town Council Agenda Pack
18/01/2022	Publican	Letter for consideration at Carnforth Town Council meeting
19/01/2022	City Cllr Peter Yates	Monthly report
21/01/2022	Lancaster City Council	Invitation to meeting to consider 2022/23 Budget Proposals
24/01/2022	County Cllr Phillippa Williamson	The Flood Hub Newsletter
25/01/2022	Proper Officer	Carnforth Express – Jan/Feb 2022
27/01/2022	Proper Officer	Draft Minutes of meeting of Carnforth Town Council
27/01/2022	Neighbourhood Task Force	Invitation to Rural Crime Conference
27/01/2022	Lancashire County Council	Invitation to Parish & Town Council's Conference – 19 th March 2022
01/02/2022	Proper Officer	Property & Environment Committee agenda pack
01/02/2022	Proper Officer	Carnforth Neighbourhood Plan submission
02/02/2022	Proper Officer	Town Development & Planning Committee agenda pack
02/02/2022	Proper Officer	Finance & Governance Committee agenda pack
02/02/2022	Proper Officer	Meeting of the Queen's Platinum Jubilee Group
03/02/2022	Cllr Chris Smith	Market Street highways matter
04/02/2022	Proper Officer	Carnforth Neighbourhood Plan Regulation 16 consultation
08/02/2022	Lancashire Association of Local Council's	New Councillors & Clerks Training dates
08/02/2022	Lancashire County Council	Lancashire Public Health Report 21/22
10/02/2022	Lancaster District CVS	Lancaster District CVS Funding Fair - Wednesday 9th March 2022