



# Carnforth Town Council

## Minutes of meeting held on Wednesday 16<sup>th</sup> June 2021

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

**In attendance:** Bob Bailey, Clerk & Proper Officer; Ward Councillors Guilding and Yates; and one resident

**21069 Apologies:** Apologies were received from Councillors Reynolds and County Councillor Williamson

**21070 Declaration on interests and dispensations:** Councillors Gardner and Jones declared an interest in any discussion involving the Carnforth Railway Trust and the Salvation Army.

**21071 Welcome:** The Town Mayor welcomed Councillor Mr Ian Betley to his first meeting of the Town Council following his co-option. Councillor Betley thanked the Town Council for the appointment and is looking forward to helping the Council in making a difference in the town and working for the community.

**21072 Urgent Business:** There were no matters of urgent business not otherwise included with the meeting Agenda

**21073 Minutes:** It was **RESOLVED** that the **Minutes of the meeting held on Wednesday 19<sup>th</sup> May be approved.**

**21074 Adjournment for public discussion and information only updates:**

1) **Public Discussion:** A member of the public raised concerns about the high speed of traffic on the A6, Lancaster Road in Crag Bank, despite the Speed Indicator Device situated there.

It was reported that speed on this stretch of road is a regular issue but is particularly so in the early evening after 6pm. It was suggested that better signage is required together with other measures in order to avoid a serious accident.

Councillors acknowledged that this area, along with several other locations in and around the town is susceptible to problems with speeding traffic.

**After some discussion, it was RESOLVED that the resident be thanked for addressing the Town Council and that concerns about the speed of vehicles in the A6 in Crag Bank and around the town more generally, be raised with Lancashire County Highways and Lancashire Constabulary with a request that investigations be undertaken and action taken where necessary.**



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- 2) **Councillor updates / matters:** Councillors considered the following updates and issues:
- a) Councillor Grisenthwaite provided an update on the ongoing discussions of the Back Lane Group, including responses to the outcome and timing of the recent environmental assessments undertaken by Homes England in support of their planning application at Lundsfield quarry and the assumption that Carnforth Rangers Football Club would continue to function in its current location.  
Councillor Grisenthwaite reported that the letter sent on behalf of the Town Council supports the objections raised by the football and Sports England and urged that an alternative and more suitable site be found for the football club. The issue of the inadequacy of sporting provision currently available in the town will be raised in the forthcoming consultation for the emerging Carnforth Neighbourhood Plan.
  - b) Councillor Watkins commented on the arrangements now being made for the Armed Forces Service on Saturday 26<sup>th</sup> June which will now be held within the COVID-19 restrictions following the Government's decision to delay lifting restrictions until 19<sup>th</sup> July at the earliest.
- 3) **Reports of Ward and County Councillors:** Ward Councillors Guilding and Yates commented on local issues and the activities and plans of Lancaster City Council including:
- a) Litter, fly-tipping and overgrown vegetation and the excellent work of the Carnforth Wombles, which is now spreading to other areas in the Lancaster District;
  - b) Congratulated Carnforth Town Council and its work and activities in the town and surrounding areas and on its continuing community engagement and communications with the town and surrounding areas;
  - c) Commented on the Grassland Management Strategy and the welcome periodic presence of the Connecting Communities team;
  - d) Commended Councillor Reynolds and the Town Council on the proposal and subsequent resolution to fly the Union Jack on Council buildings throughout the year;
  - e) Advised that there will be a feasibility study on the Carnforth railway link as part of a climate change proposal to reduce pollution.



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- 4) **Reports from outside bodies:** The following reports were given:
- a) **Carnforth Business Network (CBN):** Councillor Parker reported on CBN activities and plans, including:
    - Support for the Street / Food Festival in August and the planned Queen's Platinum Jubilee celebrations in 2022;
    - Attendance and presentation at the Carnforth Town Meeting on 30<sup>th</sup> June;
    - Comments on the condition of the Station Car Park and the recent increase in charges and how this can be addressed with Network Rail;
    - Removal of one of the electric vehicle charging points on New Street but no apparent change in the parking s=restrictions meaning that this space cannot be used. **ACTION: Clerk to follow up with Lancashire County Council**
  - b) **Twinning Committee:** Councillor Parker reported that the Twinning Committee also support, and would like to contribute to, the Street / Food Festival and 2022 Queen's Jubilee Celebrations. 14<sup>th</sup> July is Bastille night and Lancashire Night will be held on 27<sup>th</sup> November
  - c) **2246 Squadron:** Councillor Grisenthwaite reported that the Air Training Corps are preparing to return to Carnforth Civic Hall in July and to restart training and activities in line with prevalent Covid restrictions and guidance;
  - d) **Carnforth Swimming Pool:** Since re-opening the pool has returned to capacity. New signage has been installed.

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

**21075 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
21/0094/TPO	Various tree works – Keerford View 152 Lancaster Road, Carnforth LA5 9EE <b>Recommendation: Support in Principle</b>
21/00495/VCN	Change of use of agricultural building to a dwelling - Field Barn, Adjacent to Thwaites Lodge, 25 Crag Bank Crescent Carnforth LA5 9EQ <b>Recommendation: Objection</b>



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**Temporary Speed Restriction Notice:** To temporarily prohibit any person to cause or permit any motor vehicle or cycle from proceeding at a speed exceeding 30 MPH over any length of A601M B6254 to M6 Junction 35 from its Junction with A6 Scotland Road to its junction with M6 Northbound entry/exit slip roads – operative from 0001 on Tuesday 1<sup>st</sup> June 2021 until 2350 on Thursday 1<sup>st</sup> July 2021

Councillors considered and commented on the planning applications and recommendations of the Town Development & Planning Committee and the Temporary Road Notice.

Councillors noted a further planning application for development on Field Barn, Crag Bank and previous objections made by the Town Council at this location. It was noted with some surprise that planning application 21/00495/VCN had been designated for 'officer decision'.

**After comments and observations it was RESOLVED to approve the recommendations of the Town Development & Planning Committee with an objection to planning application 21/00495/VCN outlining the Town Council's concerns that acceptance could lead to future development on this greenfield site. ACTION: Clerk to request that planning application 21/00494/VCN be considered by Lancaster City Council's Planning Committee.**

**21076** **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 **eight** planning applications were awaiting decision; **one** application - supported in principle by the Town Council - had been permitted and **one** application – objected to by the Town Council – had been refused.

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

**21077** **Asset Management Committee:** Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 1<sup>st</sup> June 2021, including:

- 1) A report on outdoor maintenance and an acknowledgement that Carnforth Wombles are now utilizing equipment provided by the Town Council;
- 2) The poor state of the footpath at the junction of Haws Hill and Lancaster Road reported to County Highways and will be looked at;
- 3) Proposed replacement of noticeboards at Highfield Road (vandalised and subject to an insurance claim) and North Road (water egress), subject to favourable negotiations with the suppliers;



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- 4) Updates on improvements and repairs at Carnforth Civic Hall, including a recommendation to the Finance & Governance Committee that Financial Regulations be waived so that a proposal to install LED lighting at Carnforth Civic Hall could be approved in order to take advantage of a short term offer that will realise long term savings;
- 5) Handover of Crag Bank Village Hall and development of an action plan to manage improvements and facilities;
- 6) Approval of a draft Lease and Risk Assessment for signing with the Highfield Road Allotments Committee at the next meeting of the Asset Management Committee;
- 7) Installation of Bus Shelters at Back Lane and Lancaster Road

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

**21078** **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held on 7<sup>th</sup> June 2021, including:

- 1) Recommendations to the Town Council on planning applications;
- 2) Letter in support of the Arts Project to be displayed at Carnforth Civic Hall;
- 3) Recommendation that the Town Council supports a 'whole community event' to commemorate the Queen's Platinum Jubilee in June 2022 and that the Heritage Festival be deferred until 2023;
- 4) Update on the Welcome Back Fund and update on plans for the Street Festival;
- 5) Action to arrange a meeting to discuss the state of the Station Car Park and increased parking costs;
- 6) Action to place an order for an NHS & Key Workers bench for installation in the War Memorial Gardens;
- 7) Establish costings for up to six signs regarding dog control and fouling in play areas;
- 8) Options for tree planting and pocket parks;
- 9) Developing a report and strategy for the improvement and management of public rights of way;
- 10) Latest position on the developing Carnforth Neighbourhood Plan and next steps

There followed a discussion on the most effective approach to coordinate efforts on the Grassland Management Strategy with Lancaster City Council.

It was then **RESOLVED that that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.**



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**21079**

**Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Committee on 9<sup>th</sup> June 2021, including:

- 1) Recommendation that Carnforth Town Council approves the acquisition of the Scribe online booking and payment system that will be fully integrated with the existing accounting system;
- 2) A resolution that the Finance & the Finance & Governance Committee supports, in principle, the recommendation of the Asset Management Committee for the installation of LED lighting but that a final decision be deferred to Carnforth Town Council;
- 3) Bank reconciliation as at 31<sup>st</sup> May 2021;
- 4) Payments List recommended for approval by the Town Council;
- 5) Recommendation that the Town Council adopts the following policies and procedures:
  - a) Information Management and Data Protection Policy;
  - b) Privacy Policy;
  - c) Publication Scheme;
  - d) Complaints Procedure;
  - e) Communications Policy
- 6) A resolution that the charges for the hire of Carnforth Civic Hall remain unchanged for 2021 and that charges for the hire of Crag Bank Village Hall be compatible, subject to more detailed consideration of estimated income and expenditure. Other charges to remain unchanged with the exception of drinks from the vending machine which will be increased by 50p;
- 7) Note that the review of the effectiveness of internal controls had now been completed with all nine assertions having been fully or partially met demonstrating a high-level of assurance and effectiveness on the Councils financial management and governance arrangements
- 8) Exempt matters to be considered in the Town Council agenda for this meeting.

There followed a discussion on the benefits and cost of the Scribe Booking system and the proposal for LED lights, as well as a further recommendation that decisions be taken in line with the adopted Scheme of Delegation and expenditure was within existing balances.

**It was then RESOLVED that the Finance & Governance Committee report be noted and recommendations and actions approved including the Clerk & Proper Officer hourly rate increasing to £16.75 per hour (30 hours per week) and the Work from Home allowance.**



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**21080**

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

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

**21081**

**Welcome Back Fund:** Councillors Grisenthwaite and Watson and the Clerk & Proper Officer reported that, as requested, a prioritised list for this funding had been submitted to Lancaster City Council. These priorities are:

- 1) A Street Festival on Market Street, Ashtrees Way and in the War Memorial Gardens
- 2) Planters along Market Street and improvements to green spaces;
- 3) Next steps for the Heritage App

It was reported that Lancaster City Council support these initiatives in principle, subject to more information and costing being provided as each proposal is worked up. Advice to help meet the requirements of the funding and actions that will need to be considered and acted upon to ensure that the event will be safe have been outlined and will be followed up.

**After some comments, it was RESOLVED that the update on the Welcome Back Fund and related priorities be noted and Councillors and the Clerk & Proper Officer be thanked for their efforts to date.**

**21082**

**Crag Bank Village Hall:** Councillors Grisenthwaite and Watson and the Clerk and Proper Officer reported that arrangements were now in place for the Town Council to formally take ownership and day-to-day management of the Village Hall. In addition to the matters discussed under agenda item 21079 a range of other operational tasks are being taken forward through an action plan with overall progress and any remedial action be reported to the Town Council as required.

It was reported that the Village Hall bank account had now been closed and balances transferred to the Town Councils account. There has been an initial meeting with the Coordinators of the Crag Bank Under 5's to discuss outline terms and conditions and management arrangements going forward.

**After some comments it was RESOLVED that the update on Crag Bank Village Hall be noted and actions by the designated Councillors and the Clerk and Proper Officer be supported.**





21083

## Carnforth Town Council

**Annual Town Meeting:** Councillors were informed that following advice on the upsurge in cases in recent weeks the Annual Town Meeting will now be held remotely using video-conferencing software. The Leader of Lancaster City Council, Councillor Caroline Jackson and Director of Communities and the Environment have been invited to speak and several local groups will be attending to report on their achievements and activities in the last municipal year.

Residents have been requested to submit questions to the Clerk and Proper Officer and the Town Council will be presenting its Annual Report for 2020/21 with Councillor Bromilow reporting on her year(s) in office and the Chairs of each Committee presenting their reports. The meeting will be presided by the Town Mayor, Councillor Branyan.

**It was then RESOLVED that the arrangements for the Annual Town Meeting be to held remotely on Wednesday 30th June 2021 be noted.**

21084

**Exempt Agenda item:** The Town Council **RESOLVED that in accordance with Part 2, paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the following agenda items be considered in private and that in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.**

21085

**Staff matters:** Members considered the following matters:

- 1) Administrative Officer vacancy and apprenticeship working
- 2) Clerk & Proper Officer job evaluation

Given the urgent need to provide administrative support for the Clerk & Proper Officer it was **RESOLVED to fill the vacant post immediately on Salary Point 1 for a maximum of 10 hours per week and that opportunities for apprenticeship working be considered in the longer term.**

The Town Council considered a report from Councillor Grisenthwaite on the reasons for, and outcome of, an independent job evaluation of the post of Clerk and Proper Officer based on the job description and **RESOLVED that the post be increased to Salary point 28 with immediate effect and that this be backdated to 1<sup>st</sup> April 2021.**





# Carnforth Town Council

**21086** **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 21<sup>st</sup> July 2021**. The meeting closed at 8:50pm

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Clerk to the Council Date: 16<sup>th</sup> June 2021

A handwritten signature in black ink that reads "A. J. Branyan". The signature is written in a cursive style.

Chair:

Date: 16<sup>th</sup> June 2021