



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of Carnforth Town Council.

Due to the COVID19 pandemic and related restrictions this meeting will be held remotely using Zoom Conferencing software on Wednesday January 2021 at 6:30pm

Members of the public wishing to attend the meeting may do so by following this link:
<https://us02web.zoom.us/j/86886187407>

Alternatively, members of the public can submit a question (s) to the Town Clerk for consideration at the meeting

A G E N D A

- 21001. Apologies:** To receive apologies
- 21002. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21003. Urgent Business:** To receive matters of urgent business not on the agenda including:
 - 1. Covid 19 updates;
- 21004. Minutes:** To consider and approve Minutes of meeting held on Wednesday 16th December 2020.
- 21005. 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. Correspondence and updated Action Plan (to follow)
 - 3. Members updates and information only reports since the last meeting
 - a) Town Mayor
 - b) General updates, matters and issues (All Councillors)
 - 4. Reports of Ward and County Councillors
 - 5. Reports from outside bodies:
 - c) Carnforth Business Network
 - d) Carnforth & District Twinning Association
 - e) Quarry Liaison
 - f) Carnforth Neighbourhood Plan Working Group
 - g) Carnforth Carnival Committee
- 21006. Annual budget and precept:** To consider and approve the annual budget and precept for the financial year 1st April 2021 to 31st March 2022 (Councillor Grisenthwaite to report)



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- 21007. 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
20/01143/FUL	Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU TD&PC Recommendation: Support in principle

- 21008. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 21009. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 5th January 2021 (Cllr Branyan to report)
- 21010. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 4th January 2021 (Cllr Watkins to report)
- 21011. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 13th January 2021 (Cllr Grisenthwaite to report)
- 21012. Date & Time of next meeting:** 17th February 2021 commencing at 6:30pm

Town Clerk
28 Wilson Grove
Heysham,
Morecambe, LA3 2PQ

20 January 2021

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held on Wednesday 16th December 2020

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillors Bromilow (Town Mayor); Gardner; Grisenthwaite; Holbrook Parker; Smith; Watkins and Watson

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

20100 Apologies: Apologies were received from Councillors Branyan, Jones and Reynolds and Ward Councillors Guilding and Yates.

20101 Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live. Councillor Gardner declared on interest relating to any discussion on Carnforth Station.

20102 Urgent Business: Members raised urgent business on the following matters:

- 1) **Carnforth Civic Hall:** Councillor Smith reported on the latest position in relation to the National Health Service using the Hall as a Covid19 Vaccination Centre. Concerns have been raised by Lancashire Fire and Rescue and Lancashire Constabulary that will need to be addressed before the Hall can be used. The matter(s) raised by Lancashire Fire and Rescue are of immediate concern. It was reported that a previously planned visit from Lancashire Fire and Rescue is scheduled for Thursday 17th December 2020 where advice to resolve the issue will be provided for further consideration and/or action.

Councillor Grisenthwaite commented that the potential withdrawal of the NHS at this late stage would have a detrimental impact on the budget planned for 2021/22. It was Councillors view that there would not be any suitable alternative in the town and it was pointed out that these had previously been discounted in favour of the Civic Hall by the NHS in any event. There had also been a lot of time and cost expended on the project to date and that arrangements have already been made to move Squadron 2246 out of the building for up to a year.

It was then **RESOLVED** that the lead contact for the NHS be advised that Councillor Smith and the Civic Hall Manager will be meeting with representatives from Lancashire Fire & Rescue to establish the detailed basis for their concerns and the actions needed to resolve these with a view to the NHS using the Civic Hall as a Vaccination Centre from January 2021 as planned.



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- 2) **Covid19 Updates:** The Clerk reported on the latest information available to support residents and businesses financially and socially during the pandemic – full details of these have been posted on social media and the Council’s website.

There followed a discussion about Lancaster City Council’s Emergency Assistance Grant Scheme and the fact that the distribution of grants was expected to be over a 12 week period with all monies having to be spent by 31st March 2021. It was reported to date no one had requested support and advice from the Town Council to submit an application.

- 3) **Car Club:** The Clerk reported that the Town Council had been approached by Lancaster City Council to be part of a new project for shared electric pool cars across the district as part of their Climate Change strategy. The plan is to place a car in the north of the district in a suitable location to add the charge point and parking bay to for the vehicle. The Town Council were asked whether they would support and contribute to this project and be willing to work with the City Council to find a suitable location.

Councillors commented that this initiative would fit with the Town’s own climate change ambitions as set out in the draft Carnforth Neighbourhood Plan and it was then **RESOLVED** that the Town Council’s supports the scheme in principle and will work with Lancaster City Council to establish a suitable location in the town.

20103 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Wednesday 18th November 2020 be approved.

20104 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** The Civic Hall Manager commented that he considered that the issues raised by the Lancashire Fire & Rescue in relation to a means of escape from his flat above the Civic Hall can be resolved relatively easily.
- 2) **Correspondence and Action Plan:** 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 plan setting out all the ongoing and completed activities and tasks demonstrate that the Town Council is dealing with many issues including several strategic and operational matters that have been completed and/or progressing well or are currently at the ‘planning’ stage despite the significant impact of the coronavirus pandemic. All activities/tasks have been allocated to a Councillor (Town and Ward), Committees or the Clerk to action.



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Councillor Grisenthwaite provided an update from City Councillor Yates on the situation with Heavy Goods Vehicles using Market Street and it was agreed that, going forward, the Town Council should now pick this issue up again.

3) **Member updates / matters:** Members commented on matters including the following:

a) **Town Mayor:** The Town Mayor reported that she had been helping local residents who are self-isolating or shielding. Arrangements for providing local primary school children with Selection Boxes for Christmas are in place and will be delivered soon. Councillor Smooth will draw up a brief note to be read out at the schools outlining the work and responsibilities of the Town Council and will follow this up with a short presentation in 2021.

The Town Mayor thanked Cllr Reynolds for his contribution which, in addition, to the Selection Boxes, has also helped to provide some much needed funds to local groups and organisations.

b) **General updates and reports:** The Clerk reported that following his appeal on the Town Council's website and social media contact details for Carnforth Citizen of Merit Awards were now coming forward. The date for the virtual presentation of the Certificates and gifts has been set as Thursday 14th January 2020. The outline event and appeal for contact information has been reported in the local press and the Clerk is working with Cllr Jones to put together a programme for the event with more information and details to follow soon.

The Clerk has submitted a press release to local news and radio outlets on the *Carnforth Steps into the Light* project and competition. The Clerk was thanked for the quality of recent press releases and social media posts and it was suggested that a suitable communications / social media online course to sought to further enhance his communication / media skills.

Councillor Grisenthwaite gave an update on the Eden Project brochure which has been amended following feedback from Carnforth Business Network and is now ready for distribution. With Councillor Reynolds involvement a distribution list is to be drawn up and the printed brochure distributed as wide as practicable and beneficial to fulfil our objectives.

Councillor Smith reported on a recent tele-conference with Lancaster City Council's Head of Public Realm to discuss the Town Council's expectations in terms of service delivery from the City Council's Public Realm team.



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This covers matters such as grass maintenance and weed / vegetation management with a view to a more focused and structured service based on need and biodiversity rather than an ad-hoc and routine service that does not necessarily result in the most advantageous service.

Over the last few months, the Public Realm team have undertaken extensive engagement with conservation groups and agencies such as Natural England to produce an interactive map of the district including, for example overlays of different grassed areas within the district and their strategic and operational importance in terms of grass cutting for example. Other data includes the location of litter and dog waste bins and street furniture along with photographs of their current state.

There is one such overlay of Carnforth and the surrounding area and the Public Realm team would like to work closely with the Town Council and the Outdoor Maintenance Office to critically examine matters such as the grass cutting regimes with a view to being more realistic and efficient and to potentially free up resources to be focussed elsewhere around the town. In the coming weeks the Head of Public Realm will share the interactive map(s) with the Town Council for detailed consideration and possible engagement with the local community with a view to establishing an optimum and more flexible service in the future. Future work may include a similar approach being undertaken with the Canal and Rivers Trust. **ACTION:** Town Development and Planning Committee to take the lead of this piece of work.

The Clerk shared a photograph of dangerous parking outside the Co-op on Market Street where similar concerns have recently been raised and reported to Lancashire County Council. **ACTION:** Clerk with the support of County Councillor Williamson to follow up previous requests for a bollard to be replaced on the footpath adjacent to the Co-op parking area.

- 4) **Reports of Ward and County Councillors:** Councillors had been previously circulated with written reports received from each of the Ward Councillors.

County Councillor Williamson reported on recent meetings with Public Health England to discuss the Covid-19 Tier System and where Lancashire should be when the Government next carry out their assessment. The assessment takes into account several criteria including rates of infection, hospital capacity and 'travel corridors' around the region and how these may have an impact on the risks associated with Covid-19.



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It has been acknowledged that there are wide rates of infection around the County, with Lancaster consistently having one of the lowest rates but it is likely that decisions on the Tiers will continue to be on a County rather than an area basis. The good news is that the rates across the whole of Lancashire are declining at present.

Another main focus for the County Council has been around strategies to keep schools open, complicated again by very different 'spikes' in Covid-19 cases across the County. That said, since the pandemic began very few schools have been closed due to the virus with only 5% of school population (staff and pupils) being affected by the virus.

The 2021/22 County Council budget is currently under consideration but Lancashire County is in a good financial position despite the challenges of 2020 and as a result have been able to invest in economic initiatives to help boost the economy post-Covid. Resources at present are entirely focussed on the coronavirus pandemic and will continue to be so for the coming months.

Town Councillors asked questions on a local signage matter and the County Council's view on the Morecambe Bay Unitary authority proposals.

Ward Councillors Guilding, Reynold and Yates provided written updates on their activities in the last month, including:

- 1) The latest support being provided by Lancaster City Council during the COVID19 pandemic and their views about the current government restrictions;
 - 2) The City Council's decision to support the Bay Unitary Authority proposals;
 - 3) Update on the Eden brochure and a proposal that this be circulated to stakeholders and to draw up a timetable to follow up in the New Year;
 - 4) Congratulations to the Town Council for organising the recent clearance of footpath 8 and the planting of trees which has generated a lot of positive comments in the town;
 - 5) Planning update and progress relating to the development of the Porsche site and the A601(M) project.
- 5) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:
- a) **Carnforth Business Network:** Councillor Watkins commented Carnforth Business Network have confirmed that all lights as part of the Carnforth Steps into the Light project are now in place and being enjoyed by visitors and the local community.



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The Clerk reported that in accordance with the requirements of the grant funding there will need to be a joint 'End of Project' report with the Carnforth Business Network. **ACTION:** Cllr Watkins to arrange for a nominee from Carnforth Business Network to jointly prepare the 'End of Project' report with the Clerk.

Arrangements for the judging of the competition open to residents and businesses to light up their properties are being finalised and the winners from each category will be announced on social media before the end of the year with winners being given their prizes early in January.

- b) **Quarries:** Cllr Parker reported on the meeting held on 23rd November 2021, noting, in particular:
- the state of the road surface on Back Lane;
 - progress on an application to deepen the quarry
 - production in 2020 will be higher than in 2019 despite the impact of coronavirus.
- c) **Carnforth Neighbourhood Plan:** Cllr Watkins advised that changes had been made to the draft plan and re-circulated. A meeting to formally approve this will be held on 18th January and arrangements made for the Regulation 14 district wide consultation. Cllr Watkins and the Clerk have met with the consultant on the DeCarbon8 project that will generate funding and make our Neighbourhood Plan one of, if not the, first to be produced based on zero carbon emissions.

It was then **RESOLVED** that all Councillors and the Clerk be thanked for their contributions and the information only matters and updates be noted.

20105 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/00752/FUL	Demolition of agricultural buildings, conversion of two barns into two dwellings (C3), erection of five dwellings (C3) with associated access and erection of a garage for farmhouse – Hodgson's Croft Farm, North Road, Carnforth, LA5 9LU Town Development & Planning Committee (TD & PC) Recommendation: Object to the planning application
20/00808/LB	Listed building application for conversion of adjoining barn into dwelling - Hodgson's Croft Farm, North Road, Carnforth, LA5 9LU



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Application No:	Description
20/0248/TPO	Felling of a Sycamore tree - Old Coal Yard, North Road, Carnforth TD & PC Recommendation: Object to the planning application
20/01191/FUL	Erection of a retail food store (use class E) with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Carnforth Business Park Kellet Road Carnforth TD & PC Recommendation: Support in Principle
20/01379/AD	Agricultural determination for erection of a storage building - Field At Grid Reference 351950 471570, Netherbeck, Carnforth, Lancashire
Road Traffic Regulation Order: Temporary prohibit traffic on John Street from its point with 52 Lancaster Road, Carnforth from 0900 hours on Thursday 10th December 2020 until 1900 hours on Monday 14th December 2020 or until completion of the works within this period	

Councillor Watkins explained the reasoning behind the recommendations made by the Town Development & Planning Committee relating to planning applications 20/00752/FUL and the related 20/00808/FUL noting that much of the reasons for the Town Council's previous objection to these applications remain unchanged. It is understood that Planning Application 20/0248/TPO has now been withdrawn and after some comments were made around the purpose of the retail food store application (20/01191FUL refers) it was considered that this be supported in principle. The Town Development & Planning Committee also recommends Commenting on the applications Councillors gave their support to the proposed objections and it was noted that planning application 20/01379/AD is at the same location as a previous application for a Heavy Goods Vehicle yard and that whilst there may not be any objection to this particular application the Town Council should be cognisant of the potential for further developments on this site in the future. The period for the road traffic regulation order had now passed with no known issues arising from the works undertaken.

It was then **RESOLVED** that the Council endorses the recommendations made by the Town Development & Planning Committee and that the Clerk acts upon the decisions of Council relating to each planning application set out above.



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20106 Planning Authority Decisions: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. It was noted that four planning applications had been permitted; one, that the Town Council had previously objected to, had been refused and a further ten are awaiting decision. Councillor Smith commented that it would be useful for the Town Development & Planning Committee, in the first instance, to consider the planning committee/officer decision notices as a tool for gaining a clearer understanding of the 'material considerations' that resulted in the decisions being made. It was then **RESOLVED** that the planning authority's decisions be noted and that, where practicable, the Clerk makes arrangements for the Town Development & Planning Committee to consider planning decisions.

20107 Asset Management Committee: Councillor Watson reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on Tuesday 1st December 2020, including:

- 1) Latest information at the time on the Civic Hall being used as a Vaccination Centre;
- 2) Update on the maintenance programme/planner which is about to start a new annual cycle with all equipment due to be PAT tested by the end of January 2020;
- 3) A lengthy conversation on the position regarding the governance and management of the Carnforth Allotments. Relatively minor operational actions have been agreed and Councillor Branyan will act as the Council's representative at the Carnforth Allotment Association meetings. It was acknowledged that a failure to complete legal obligations when the Town Council took over responsibility for the allotments some years ago has put both parties at some risk and will need to be eliminated or mitigated in 2021;
- 4) Essential maintenance work at the Civic Hall to deal with damp and replace rotten panelling in the 'front room';
- 5) Update on outdoor maintenance matters including planning for base to be constructed prior to the installation of new bus shelters expected to be in February. Councillor Watson took the opportunity to thank all those involved in the recent clear up and tree planting in Footpath 8 which had made a significant difference and had already received favourable comments from residents. Councillor Smith suggested that the Outdoor Maintenance Manager be involved in future discussions with the City Council's Public Realm team on the future needs for the town.
- 6) Details required for the free energy audit of the Civic Hall and War Memorial Gardens has been provided and an advisory report is awaited;



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- 7) Discussions on the budget commitments until 31st March 2021 and plans for the Asset Management Committee and Environmental budgets for 2021/22 plans were prepared as requested by the Finance & Governance Committee to consider and incorporate within the annual budget for 2021/22.
- 8) As requested, following the adopted Scheme of Delegation and the Council's request for urgent action, the Clerk has now received a quotation for the installation of a security system from the company who already carries out fire alarm testing.

After some comments and questions, it was **RESOLVED** that the report be noted and that the quotation received from Westmoreland Fire & Security for the installation of a security system be approved.

20108 **Town Development & Planning Committee:** Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held 7th December 2020, including:

- 1) Planning application response recommendations for consideration by the Town Council, discussed earlier in the meeting agenda;
- 2) Relative success of the Remembrance Sunday Service given the COVID19 restrictions and a suggestion that in future a short service is conducted in addition to the Remembrance Sunday Service where these are not on the same day;
- 3) Lancashire Day had not been promoted given restrictions on social gatherings but a few people attended the short service of thanks;
- 4) Clerk will draft up a project plan and work packages for the planned Heritage Transport Festival;
- 5) Other matters and updates including Carnforth Neighbourhood Plan; Carnforth 'Steps into the light' project; grass maintenance and the plans for the Carnforth Citizen of Merit Awards evening had been discussed earlier in the Town Council meeting;
- 6) A student has taken up the challenge to develop a Heritage Trail App and a remote 'kick off' meeting will be held with him in January. Money has been included within the Committee's budget proposals to support this app;
- 7) Updates on planned purchase of additional planters and the recent deliver of four new litter bins provided at the Town Council's request from Lancaster City Council;
- 8) Updates on proposal to install additional bike stands at Carnforth Station and adjacent to Ashtrees Surgery;
- 9) Councillors are requested to consider suitable locations for the planting of trees as part



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of Lancaster City Council's ['Plant a Million Trees'](#) scheme

10) Committee 2021/22 budget request to the Finance & Governance Committee for consideration as part of the 2021/22 budget planning.

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

20109 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 9th December, including:

- 1) A recommendation that Carnforth Free Methodist Church be awarded £1,000 from the Community Benefit Fund as a contribution towards their building project, with this money being used to purchase new seating;
- 2) A Job description for the post of Administrative Officer to support the Clerk & Proper Officer and a recommendation that thus be approved with a view to the post being filled by 1st April 2021 at the latest;
- 3) A further request to Councillors to complete and return the *Skills Audit and Members Development* form at their earliest convenience to support a training and development program for Councillors and so that the Council can aim to make the best use of Councillors skills, experiences and interests;
- 4) A proposal for approval that the Town Council to make formal arrangements for the running and 'trusteeship' of Crag Bank Village Hall and adjacent land;
- 5) Plans to migrate Council business to Microsoft 365 to enhance efficiency and security of information are ongoing;
- 6) Detailed discussion on current budget monitoring and management and planned budget for 2020/21. The work already done by Councillors Grisenthwaite and Jones support by the Clerk was based on the NHS using the Civic Hall for 12 months from January 2021 – the budget implications should the NHS decide, at this late stage, to not to now go ahead are likely to be significant and take no account of any potential loss of income through current hirers of the hall seeking alternative venues;
- 7) The revised Payments list is recommended for approval, including payments to Carnforth Business Network from the grant funding for the Carnforth Steps into the Light project
- 8) A recommendation that the Clerk's job title be changed to Clerk and Proper Officer as set out in statute and to better reflect both legislative responsibilities.



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Following some comments and observations, it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations be approved.

20110 **Date of next meeting:** The next meeting of the Parish Council will be on **Wednesday 20th January 2021**, this will be the annual budget and precept setting for the financial year 1st April 2021 to 31st March 2022. The Town Mayor closed the meeting by thanking all Councillors, staff and partner organisations for their efforts during an unprecedented year. In response Councillors paid tribute to the leadership of the Town Mayor and the support of County Councillor Williamson throughout the year. The meeting closed at 7:55pm

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

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Correspondence – January 2021 meeting



Date	Sender	Topic
15/12/2021	Clerk & Proper Officer	Additional Town Council meeting papers
15/12/2020	Ward Cllr John Reynolds	Ward Councillor Report
15/12/2020	Lancaster City Council	Home Strategy Consultation
15/12/2020	Lancashire County Council	Covid Winter grant scheme - Lancashire County Council
16/12/2020	Strategic Estates Lead - NHS	Carnforth Civic Hall - Proposed use as a vaccination centre (2 no)
16/12/2020	Ward Cllr Peter Yates	Ward Councillor Report
16/12/2020	Ward Cllr Mel Guiding	Ward Councillor Report
16/12/2020	Clerk & Proper Officer	Press Release – Lancaster Guardian
17/12/2020	Lancashire County Council	Bollard Replacement – Market Street, reported
18/12/2020	Lancaster City Council	Planning Application 20/001143/FUL
18/12/2020	Lancaster City Council	COVID19 Online Briefing Session
18/12/2020	Lancaster City Council	Community Briefing - Friday 18th December 2020
18/12/2020	Lancaster City Council	Notice of Casual vacancy
18/12/2020	Lancaster City Council	COVID19 Online Briefing Updated Christmas arrangements
22/12/2020	Lancaster City Council	Parish Council - Grassland Management – meeting invitation
29/12/2020	Lancashire County Council	Bollard Replacement – Market Street, replaced
30/12/2020	Lancaster City Council	Town Development & Planning Committee Agenda Pack
30/12/2020	Lancaster City Council	Asset Management Committee Agenda Pack
05/01/2021	Lancaster City Council	COVID19 Online Briefing- National Lockdown: Stay at Home
05/01/2021	Lancaster City Council	Lancaster District Homes Strategy Conference



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Correspondence – January 2021 meeting



Date	Sender	Topic
05/01/2021	Clerk & Proper Officer	Working from home arrangements
06/01/2021	Clerk & Proper Officer	Carnforth Express – Request for articles
06/01/2021	Clerk & Proper Officer	COVID19 Online Briefing Session – National Lockdown: Stay at Home – Briefing note
07/01/2021	Barton Willmore	Carnforth employment site - update
08/01/2021	Clerk & Proper Officer	Finance & Governance Committee – Agenda Pack
11/01/2021	County Cllr Williamson	Parish/Town Council Update - January 2021
12/01/2021	Clerk & Proper Officer	Draft budget and precept 2021/22
12/01/2021	Clerk & Proper Officer	Carnforth Citizen of Merit Remote Presentation Evening
12/01/2021	Lancaster City Council	Carnforth Town Council – Casual Vacancy
12/01/2021	Lancaster City Council	Carnforth - Grassland management strategy
12/01/2021	Clerk & Proper Officer	Carnforth Town Council – Casual Vacancy
13/01/2021	Lancaster City Council	Community Briefing: NHS, Police and Lancaster City Council - Tuesday 12th January 2020
13/01/2021	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
13/01/2021	Lancaster City Council	Gummers Howe Carnforth
13/01/2021	North West Ambulance Service	Alert from ResilienceDirect - NWS move to REAP Level 4
13/01/2021	Lancashire County Council	Market street fall, Carnforth - near recharging point opposite Greggs - injured pedestrian
15/01/2021	Clerk & Proper Officer	Carnforth Town Council Agenda Pack
16/01/2021	Clerk & Proper Officer	Draft Member/Officer Protocol



Carnforth Town Council Correspondence – January 2021 meeting



Date	Sender	Topic
16/01/2021	Clerk & Proper Officer	PRESS RELEASE: Carnforth Citizens of Merit Award Ceremony
18/01/2020	Lancaster City Council	COVID-19 Vaccine Fraud Guide (from HM Counter Fraud Function and NHS Counter Fraud Authority)
18/01/2020	Lancaster City Council	Community Conversation: Supporting Wellbeing & Mental Health - Thursday 21st January: 6:30pm-8pm
18/01/2020	Cllr John Reynolds	Business Support



Action Plan Log

[SETUP >](#)

18 January 2021

Due Today: 0

Overdue: 0

Done	Description	Notes	Due Date	Priority	Assigned to
	Allotment arrangements	Model templates - NALC	31/03/2021	High	Asset Management
	Energy Audit	Awaiting data	31/03/2021	Medium	Asset Management
	Fire Emergency Works	Civic Hall	31/03/2021	High	Asset Management
	Vaccination Centre	Use of Civic Hall by NHS	31/03/2021	High	Council
	Crag Bank Village Hall	Management of Hall	03/03/2022	High	Council
	Budget & Precept 2021/22		20/01/2021	High	Council
	Aministration Officer	Advertised	31/03/2021	Medium	Council
	Council Vacancy	Notice published	31/03/2021	Medium	Council
	Bus Shelters	Back Lane & Lancaster Rd	31/02/2021	High	Council
	Skills Audit & Member Development		31/03/2021	Medium	Council
	Car Share Scheme	Joint project with LCC	31/03/2022	Medium	Council
	Carnforth Express	January / February 2021	31/02/2021	Medium	Council
	Grassland Management Strategy	Lancaster City Council scheme	31/03/2022	Medium	Council
	Review website		31/03/2021	Medium	Finance & Governance
	Community Engagement Strategy		31/03/2021	Medium	Finance & Governance
	Effectiveness of Internal Controls		31/03/2021	Medium	Finance & Governance
	Carnforth Neighbourhood Plan	Draft Plan Consultation	31/03/2022	High	NPWG
	Develop Heritage App	University Student leading	31/03/2021	Medium	Town Development
	Install Bike Stands	Joint project with LCC	31/03/2021	Medium	Town Development
✓ Done	Carnforth Steps into the Light	Joint project with LCC	31/01/2021	Medium	Town Development
	Heritage Transport Festival	Joint project	31/03/2022	Medium	Town Development
	Town Crier	New appointment	31/03/2021	Medium	Town Development
✓ Done	Citizens of Merit Awards		14/02/2021	Medium	Town Mayor
	Eden Project	Stakeholder engagement	31/03/2021	Medium	Council

Budget 2021/22



RECEIPTS

Code	Title	Budgeted	Apr - Dec Actual	Jan - Mar Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
86	Community Resilience Fund	0	20,000.00	0.00	20,000.00	20,000.00	0	0%	One off payment in 2020/21
58	Local Delivery Scheme	300	500.00	0.00	500.00	200.00	500	3%	
52	Hire of Civic Hall	10,000	2,512.00	0.00	2,512.00	-7,488.00	5,000	33%	Civic Hall closed for most of 2020/21
33	Film Night	2,500	330.00	0.00	330.00	-2,170.00	500	3%	No film nights for most of 2020/21
7	Drinks Machine	520	30.00	70.00	100.00	-420.00	150	1%	
92	Carnforth Steps into the light	0	3,000.00	0.00	3,000.00	3,000.00	0	0%	One off payment in 2020/21
54	Carnforth Express Advertising	0	0.00	0.00	0.00	0.00	0	0%	
83	Other income	0	120.00	0.00	120.00	120.00	0	0%	Delete
71	Bank Interest	50	4.17	7.83	12.00	-38.00	20	0%	
	Sponsorship - Carnforth Express						3,000	20%	
72	VAT Refund	6,000	5,361.50	2,138.50	7,500.00	1,500.00	6,000	40%	
	TOTAL INCOME	22,370	36,283	2,716	39,000	16,630	15,170	100%	

PAYMENTS

Code	Title	Budgeted	Apr - Nov Actual	Dec - Mar Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
43	Insurance	1,500	1,247.14	0.00	1,247.14	252.86	1,400		
45	Postage	120	22.66	27.34	50.00	70.00	100		
46	Telephone	120	70.00	50.00	120.00	0.00	120		
47	Printing	750	843.50	156.50	1,000.00	-250.00	1,000		Increased usage and cost
48	Stationery	100	86.15	13.85	100.00	0.00	100		
85	Publications	0	48.36	0.00	48.36	-48.36	50		New Budget
	SUB TOTAL	2590	2317.81	247.69	2565.50	24.50	2,770	3%	
	Allowances	Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
27	Members	1,000	0.00	0.00	0.00	1,000.00	0		This is not been used for some years
30	Mayor	600	600.00	0.00	600.00	0.00	600		
	SUB TOTAL	1,600	600.00	0.00	600.00	1,000.00	600	1%	
	Bank	Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
70	Service Charge	100	132.00	54.00	186.00	-86.00	216		
	SUB TOTAL	100	132.00	54.00	186.00	-86.00	216	0%	

Civic Hall		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
1	Electricity	950	249.42	100.58	350.00	600.00	1,000		
2	Heating Oil	3,500	928.88	271.12	1,200.00	2,300.00	1,500		
3	Water Rates	1,350	1,027.55	322.45	1,350.00	0.00	1,400		
4	Cleaning	1,200	661.42	188.58	850.00	350.00	1,400		
5	Repairs & Maintenance	4,000	3,059.22	940.78	4,000.00	0.00	2,000		
6	Waste & Recyclina	1,100	640.36	459.64	1,100.00	0.00	1,200		
7	Drinks machine Lease	520	430.00	200.00	630.00	-110.00	550		
13	Capital Expenditure	2,000	3,615.00	995.00	4,610.00	-2,610.00	3,000		Proposal for re-flooring deferred
SUB TOTAL		14,620	10,611.85	3,478.15	14,090.00	530.00	12,050	12%	
Committees		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
15	Assets Management	3,500	3,464.91	35.09	3,500.00	0.00	3,500		Unchanged
16	Town Development & Planning	3,000	982.53	1,017.47	2,000.00	1,000.00	3,000		
SUB TOTAL		6,500	4,447.44	1,052.56	5,500.00	1,000.00	6,500	6%	
Community Resilience Fund		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
76	Funds awarded	0	10,683.00	317.00	11,000.00	-11,000.00	2,000		Suggested one off budget to help community groups with Covid19 related support & advice
SUB TOTAL		0	10,683.00	317.00	11,000.00	-11,000.00	2,000	2%	
Council Office		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
87	Repairs & Maintenance	250	162.00	38.00	200.00	50.00	100.00		
SUB TOTAL		250	162.00	38.00	200.00	50.00	100	0%	
Environment		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
61	Grounds Maintenance	1,500	1,763.09	236.91	2,000.00	-500.00	2,000		
90	Alexandra Park	100	0.00	100.00	100.00	0.00	100		
SUB TOTAL		1,600	1,763.09	336.91	2,100.00	-500.00	2,100	2%	
Events		Budgeted	Actual	Forecast	TOTAL	Variance	Proposed Budget	% of budget	Comments
32	Remembrance Day	1,500	40.00	0.00	40.00	1,460.00	1,000		Reduction
33	Film Night	2,500	130.00	0.00	130.00	2,370.00	500		Reduction
34	Twinning Association	200	0.00	200.00	200.00	0.00	200		
56	Heritage Walk	0	0.00	0.00	0.00	0.00	0		Delete
68	Civic Sundav	750	0.00	0.00	0.00	750.00	500		Reduction
69	Armed Forces Day	200	150.00	0.00	150.00	50.00	150		Reduction
73	Carnforth in Bloom	100	0.00	0.00	0.00	100.00	0		Delete
75	VE Day	1,250	0.00	0.00	0.00	1,250.00	500		Reduction
SUB TOTAL		6,500	320.00	200.00	520.00	5,980.00	2,850	3%	

Salaries		Budgeted	Actual	Forecast	TOTAL	Variance
17	Civic Hall Manager	13,200	8,560.98	2,787.72	11,348.70	1,851.30
18	Town Clerk	13,845	8,206.22	2,809.17	11,015.39	2,829.61
19	Outdoor Maintenance Officer	5,000	2,563.00	806.40	3,369.40	1,630.60
80	PAYE	6,500	4,525.89	1,922.04	6,447.93	52.07
88	Assistand Clerk	3,592	0.00	0.00	0.00	3,592.00
	SUB TOTAL	42,137	23,856.09	8,325.33	32,181.42	9,955.58

Proposed Budget	% of budget	Comments
13,200		
14,118		
4,032		
6,500		
5,018		New post 2021/22
42,868	42%	

Expenses		Budgeted	Actual	Forecast	TOTAL	Variance
20	Civic Hall Manager	300	60.00	180.00	240.00	60.00
21	Town Clerk	250	0.00	50.00	50.00	200.00
22	Outdoor Maintenance Officer	750	56.00	44.00	100.00	650.00
28	Members	200	0.00	0.00	0.00	200.00
31	Mayor	300	6.90	293.10	300.00	0.00
	SUB TOTAL	1,800	122.90	567.10	690.00	1,110.00

Proposed Budget	% of budget	Comments
150		Reduction
150		Reduction
150		Reduction
100		Reduction
300		
850	1%	

Training		Budgeted	Actual	Forecast	TOTAL	Variance
23	Civic Hall Manager	150	0.00	0.00	0.00	150.00
24	Town Clerk	200	0.00	0.00	0.00	200.00
25	Outdoor Maintenance Officer	150	0.00	0.00	0.00	150.00
29	Members	150	0.00	0.00	0.00	150.00
	SUB TOTAL	650	0.00	0.00	0.00	650.00

Proposed Budget	% of budget	Comments
100		Reduction
100		Reduction
100		Reduction
250		Reduction
550	1%	

Professional Fees & Services		Budgeted	Actual	Forecast	TOTAL	Variance
40	Legal Services	100	0.00	300.00	300.00	-200.00
41	Internal Audit Services	150	120.00	0.00	120.00	30.00
42	External Audit Services	325	400.00	0.00	400.00	-75.00
82	Plannino Services	0	1,250.00	0.00	1,250.00	-1,250.00
	SUB TOTAL	575	1,770.00	300.00	2,070.00	-1,495.00

Proposed Budget	% of budget	Comments
100		
120		
425		
1,000		New budget heading
1,645	2%	

Subscriptions		Budgeted	Actual	Forecast	TOTAL	Variance
44	LALC	750	0.00	750.00	750.00	0.00
89	Rural Services Partnership	0	130.00	0.00	130.00	-130.00
93	SLCC Subscriptions	0	165.00	0.00	165.00	-165.00
	SUB TOTAL	750	295.00	750.00	1,045.00	-295.00

Proposed Budget	% of budget	Comments
800		
150		
170		
1,120	1%	

Projects		Budgeted	Actual	Forecast	TOTAL	Variance
8	Civic Hall Feasibility Study	1,000	0.00	0.00	0.00	1,000.00
91	Eden Project	1,000	0.00	0.00	0.00	1,000.00
92	Carnforth Steps into the Light	0	2,355.12	625.00	2,980.12	-2,980.12
	SUB TOTAL	2,000	2,355.12	625.00	2,980.12	-980.12

Proposed Budget	% of budget	Comments
0		No longer required
500		
500		
1,000	1%	

Information & Communications		Budgeted	Actual	Forecast	TOTAL	Variance
36	Broadband	500	449.35	149.87	599.22	-99.22
37	Hardware	300	658.49	0.00	658.49	-358.49
38	Domain & Website	150	237.53	112.47	350.00	-200.00
39	Software	250	298.94	51.06	350.00	-100.00
49	Newsletter printing	2,650	3,300.00	1,200.00	4,500.00	-1,850.00
50	Newsletter distribution	1,800	1,500.00	600.00	2,100.00	-300.00
	SUB TOTAL	5,650	6,444.31	2,113.40	8,557.71	-2,907.71

Proposed Budget	% of budget	Comments
600		
300		
500		Revamp website
1,000		MS 365 Migration: improved communication
3,600		Cost offset by proposed sponsorship - see Income
1,800		
7,800	8%	

War Memorial Gardens	Budgeted	Actual	Forecast	TOTAL	Variance
51 Electricity	450	278.21	71.79	350.00	100.00
52 Cleaning	1.800	900.00	900.00	1.800.00	0.00
65 Capital Expenditure	0	0.00	0.00	0.00	0.00
SUB TOTAL	2.250	1.178.21	971.79	2.150.00	100.00
Capital Expenditure	Budgeted	Actual	Forecast	TOTAL	Variance
Bus shelter	0	0.00	0.00	0.00	0.00
SUB TOTAL	0	0.00	0.00	0.00	0.00
Reserves	Budgeted	Actual	Forecast	TOTAL	Variance
35 By Election	4.000	0.00	0.00	0.00	4.000.00
Craig Bank Village Hall	0	0.00	0.00	0.00	0.00
Neighbourhood Plan	2.000	0.00	0.00	0.00	2.000.00
General Reserves	0	0.00	0.00	0.00	0.00
SUB TOTAL	6.000	0.00	0.00	0.00	6.000.00
TOTAL EXPENDITURE	98.572	70.559	19.877	90.436	8.136.25
NET	76.202	34.276	17.161	51.436	-8.493

Proposed Budget	% of budget	Comments
450		
1.800		
0		Delete
2.250	2%	
Proposed Budget	% of budget	Comments
0		Proposal for bus shelter removed
0	0%	
Proposed Budget	% of budget	Comments
5.000		Cover costs of any By-election
0		Business Rates Reserve
2.000		Consultation 2021/22 - may be offset by additional funding
7.000		
14.000	14%	
101.269	100%	
86.099	Precept	
1.664	Tax base	
51.74	Band D	£51.42 in 2020/21 = £0.32 increase 0.6% increase



Carnforth Town Council

Planning Application Comments & Decisions

January 2021 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
19/01525/VCN: Erection of 2 one-bedroom apartments & 8 two-bedroom apartments & relevant demolition of existing detached outbuilding	Object to the planning application	Awaiting decision
20/00607/VCN: Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth	Object to the planning application subject to advice from a planning consultant	Awaiting decision
20/00752/FUL: Demolition of agricultural buildings, conversion of two barns into two dwellings, erection of five dwellings with associated access & erection of a garage farmhouse (as amended) – Hodgson's Croft Farm, North Road, Carnforth LA5 9LU	Object to the planning application	Awaiting decision
20/00808/LB: Listed building application (as amended) - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU		
20/00838/FUL Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth	Support the planning application in principle	Awaiting decision
20/01071/FUL: Demolition of existing single storey rear extension & side garage, erection of a two-storey side extension, installation of a flue & widening of existing access point & driveway – 3 Crag Bank Crescent, Carnforth LA5 9EQ	Support the planning application in principle	Awaiting decision



Carnforth Town Council

Planning Application Comments & Decisions

January 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
20/00978/CU: Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU	Neutral comment around waste arrangements & late opening times	Awaiting decision
20/00912/FUL: Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth. (second consideration)	Neutral comments - potential for increased traffic along North Road	Awaiting decision
20/01156/FUL: Erection of a first-floor extension, 1 Hunter Street, Carnforth, LA5 9BP	Support in Principle	Awaiting decision
20/01228/FUL: Demolition of existing conservatory & erection of a replacement single storey extension – 10 Grosvenor Road, Carnforth LA5 9DJ (not previously considered).	Support in Principle	Application Permitted
20/0248/TPO: Felling of a Sycamore tree - Old Coal Yard, North Road, Carnforth	Support in Principle	Application Withdrawn
20/01379/AD: Agricultural determination for erection of a storage building - Field At Grid Reference 351950 471570, Netherbeck, Carnforth, Lancashire	Support in Principle	Prior Approval Not Required

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 5th January 2020 at 5:00pm

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillors Branyan (Chair); Parker & Watson

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

21001 **Apologies:** Apologies were received from Councillor Bromilow, Town Mayor

21002 **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda

21003 **Urgent Business:** The Clerk gave an update on the latest position regarding the potential use of Carnforth Civic Hall by the NHS as a vaccination centre, which remains unclear. The Committee were informed that as a result of a recent fire safety audit carried out by Lancashire Fire and Rescue the following matters have been brought to the Council's attention:

- 1) *Some rooms in the ground floor had heat detection installed. These should be changed to smoke detectors to give the earliest possible warning to the occupant in case of fire in the ground floor;*
- 2) *Emergency lighting of adequate intensity is required in the basement areas;*
- 3) *The flat door (at the base of the stair) is not a 30 minute fire resisting door. A 30 minute fire resisting door, with intumescent strips, cold smoke seals and a self-closing device should be installed;*
- 4) *The wall separating the living accommodation and ground floor of the civic hall corridor does not provide 30 min fire resistance. Improvements should be made to ensure that 30 min fire resistance is provided between the civic hall and any part of the accommodation.*

There followed a discussion on the level of risks associated with these findings. It was reported that the Fire Officer had advised that the Council should consider these ahead of the NHS using the building but that they should not preclude them from doing so. The Committee were advised that Councillor Smith was in discussion with representatives from the NHS on the latest position. After a lengthy discussion and taking into account the issues raised by Lancashire Fire & Rescue it was **RESOLVED** that: **quotations for remedial work on priority matters raised in the fire safety audit be pursued urgently for approval under delegated authority and that the Committee reviews the detailed audit when received.**

21004 Minutes: It was **RESOLVED** that subject to a minor amendment the Minutes of the meeting held on Tuesday 1st December 2020 be approved.

21005 Public Participation: No members of the public were present

21006 Maintenance Planner: Councillors reviewed the actions and plans for December 2020 and January 2021 set out in the maintenance planner. It was reported that due to other work commitments and preparing the Civic Hall for the NHS, PAT testing has not yet commenced but will be completed by the deadline of 31st January 2021. The inspection of fire extinguishers has already been completed and this action now needed to be set for review earlier in the year.

Looking forward, there are no actions required in February and as fire alarm panel was recently the subject of a new contract, this task will now be carried out in June.

It was then **RESOLVED** that the updates and actions relating to the tasks on the maintenance planner be noted and that as part of the end of year procedures an annual review the Asset Register also be undertaken.

21007 Allotments: The Chair reported that the complaint and remedial issues raised with, and by, the Carnforth Allotments Committee had now been actioned.

After discussion on other potential responsibilities in the interim, it was **RESOLVED** that: **as soon as practicable the Chair of the Committee will take the lead on addressing the fundamental issue of reviewing and / or establishing new legal agreements / leases with the Allotments Committee and Holders and for Councillors to attend future meetings of the Allotments Committee.**

21008 Civic Hall: In addition, to that already discussed under urgent business, the Civic Hall Manger reported that an electrician will be needed to 'hard wire' the newly installed intruder alarm system. Notwithstanding this the Committee agreed that that installation of an intruder alarm system and annual maintenance was needed and it was **RESOLVED** that the works to complete the installation of the intruder alarm be authorised and carried out as soon as practicable.

21009 Outdoor Maintenance: It was reported on work that he had carried out in the last month, including repairs to benches on Market Street and is planning to carry out repairs to bench adjacent to the 'Owl planter'.

There followed a general discussion about the state of street furniture generally and whether it remained cost effective to repair old benches or replace with composite/weatherproof versions, such as that proposed to replace the four-seater bench at Shore Road.

The Outdoor Maintenance Officer plans to prepare the areas for new bus shelters in January ahead of his scheduled Paternity Leave so that the bases can be finished off ready for the installation of the bus shelters at the end of February / beginning of March.

The Committee were asked to confirm the purchase of a second-hand Stihl FS365 Brushcutter with attachments and replacement part. It was explained that this is a power strimmer that will greatly assist in maintaining grass verges and edges and the removal of moss.

Councillor Watson wished to record his, and the Council's thanks, to the Outdoor Maintenance Officer for taking the lead on the Footpath 8 project which was made a real difference to this area generating very positive responses from members of the public. After some comments it was **RESOLVED** that the update on outdoor maintenance activities be noted and that the purchase of a Stihl FS365 brushcutter be authorised.

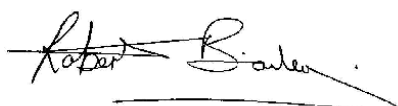
21010 Budget Planning: The Clerk presented reports the latest summary of receipts and payments where the actual against budgeted payments were significantly underspent but this did not yet include planned and approved expenditure in recent weeks. Taking these into account, it is expected that the Committee will spend its full allocation of £3,500 on the purchase and maintenance of assets.

As previously, reported expenditure for *Grounds Maintenance* was slightly in excess of the allocated budget, reflecting a committed investment in brightening up the town with plants and flowers, including the Footpath 8 project.

These plans have been used to inform the proposals for the budget in 2021/22 being £4,000 for Asset Management Committee (an increase of £500) and £2,000 for the Environment Cost Centre, up from £1,500 in the current year. It was noted that a sum of £5,000 has also been put forward for a bus shelter adjacent to the Aldi store for consideration by the Finance & Governance Committee as part of the overall budget for 2021/22 to be approved by the Town Council.

It was then **RESOLVED** that: the latest budget position be noted and that the proposals for consideration by Finance & Governance Committee the 2021/22 budget be approved.

21011 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 2nd February 2021 at 5:00pm**. The meeting closed at 6:20pm.



Clerk to the Council

Chair

Date:

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 4th January 2021

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillor Watkins (Chair); Bromilow (Town Mayor); Holbrook, Parker and Smith

In attendance: Bob Bailey, Clerk and Proper Officer

21001 Apologies: Apologies were received from Councillor EWatson

21002 Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live.

21003 Urgent Business: Councillor Smith undertook to follow up the action around meeting with local hauliers to seek a solution to reducing HGV movement on Market Street that was being taken forward by Ward Councillor Yates and report back to the next meeting and/or full Council on the latest position.

There was a discussion about the Council's liability should it carry out gritting works to tackle a slip hazard in icy conditions. **ACTION:** Clerk to seek clarity about the cover on the Council's public liability insurance and whether the Council is at risk from carrying out such actions.

Councillor Jones made a request on behalf of the Carnforth Covid19 Support group to print a revised leaflet of the support available and updated information on the roll out of the vaccination by Ashtrees Surgery. **ACTION:** Clerk to agree amendments to the Covid19 support group leaflets for subsequent printing and distribution in the coming few weeks.

It was reported that no further progress had been made regarding the proposed Car Share club but dates in January for a site visit are being arranged.

Arrangements need to be made to advertise for a new Town Crier in the New Year.

ACTION: Cllr Watkins to draft a suitable advert for the Clerk to promote.

21004 Minutes: It was **RESOLVED** that the notes of the meeting held on Monday 7th December 2020 be approved.

21005 Public Participation: No members of the public were present.

21006 Planning Applications

Application No:	Description
20/01143/FUL	Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU Recommendation: Support in Principle

After some comments, it was then **RESOLVED** that the Town Council considers the recommendation(s) of the Committee, set out above, and determines action(s) to be taken.

21007 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Heritage Transport Festival:** The Clerk has set up the suggested tasks and activities associated with this project within a project management tool called Trello. Those assigned to the various tasks will be given access to the system where they will be able to provide written updates on each activity for monitoring and action where necessary;
- 2) **Carnforth Steps into the Light:** There has been a very good response to the project as a whole and to the request made to residents and business to light up their properties at the end of this challenging year. In future, it is suggested that a working group be set up with the Carnforth Business Network so that resources and plans can be effectively shared. Overall though it was agreed that the project had been a success.
The Clerk reported on the current spend against the £3,000 grant awarded to the town.
ACTION: Cllr Watkins to suggest to Carnforth Business Network that a joint committee be created in early / mid-year to start planning for the 2021 Carnforth lights project.
There was a discussion about the vouchers to be given out to residents as a result of judging in the Carnforth Steps into the Light Competition. It was suggested that in future the opportunity for the value of the voucher to be spent in local businesses be widened to include non-Members of the Carnforth Business Network. **ACTION:** Councillor Smith to provide an article for the *Carnforth Express* offering all businesses the opportunity to be a part of this successful scheme in 2021.
- 3) **WW2 Heritage Trail Leaflet:** No further update;
- 4) **Heritage Trail App:** Councillor Smith reported a meeting is scheduled with the student who has agreed to develop the app and a further update will be provided after then;

- 5) **Citizen of Merit Awards:** Arrangements for the presentation evening are being finalised and the Leader of Lancaster City Council and Director of Communities and the Environment have accepted our invitation. The Clerk will print and distribute certificates and the bookmark gift to all residents who have provided their contact details and promote the event on social media and the Council's website.

It was then **RESOLVED** that: **updates on town development matters be noted and actions undertaken with progress being reported in due course**

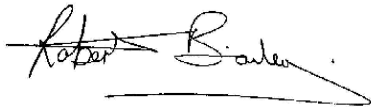
21008 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Planters:** Six planters are being considered for purchase subject to confirmation from Lancashire County Council that the planters can be installed at the suggested locations. It was also considered appropriate to ask Ward Cllr Guiding to comment on any risks that the planters may cause for patrons with a disability. **ACTION:** Cllr Watkins to confirm the suggested locations of the planters and contact the Keer Sands Retirement Home with a view to the cost being shared;
- 2) **Bins:** All now installed. **ACTION:** Clerk was asked to report a damaged dog waste bin on Lancaster Road and to request that the bin recently installed close to On a Roll be replaced by a 'jumbo' bin in due course;
- 3) **Bike racks:** Awaiting a response from Northern Rail to the suggested locations on the Station site. **ACTION:** Clerk to update the City Council officer in charge of the scheme;
- 4) **Tree planting / air quality:** There was a short discussion about encouraging residents to consider this scheme being led by Lancaster City Council and the Woodland Trust. It was considered that this should form part of a wider strategy as part of the Grassland Management Strategy (see below). **ACTION:** Councillors Watkins and Holbrook to produce an article for the *Carnforth Express* on the tree planting and Grass Management schemes and how the local community can contribute going forward;
- 5) **Public Rights of Way / Tow Path Vegetation:** The Chair suggested that a walk be organised on the footpaths and tow paths to identify any matters, such as missing or damaged fingerposts, that need to be addressed and that a group clean up be arranged at some point to tackle vegetation on the tow path;
- 6) **Grassland Management Strategy:** Councillor Smith and the Clerk had a good meeting with the Head of Public Realm at Lancaster City Council to discuss the proposed strategy. All parish/town councils are being invited to a formal meeting on the strategy in the next few weeks after which it will be launched. The Council is encouraged to support and be involved in the development of this strategy in the town that will allow for scarce resources to be employed where they are most needed.

It was then **RESOLVED** that: **updates on public matters be noted and agreed actions undertaken with progress being reported in due course.**

21009 Budget Planning: There were no further changes to the proposals discussed at the last meeting of the Committee for submission to the Finance & Governance Committee as part of developing the full Budget for 2021/22 and it was, therefore, **RESOLVED** that the a budget of £3,000 be requested for the Committee to carry out its functions in 2021/22.

21010 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 1st February 2021. The meeting closed at 5:50pm



Clerk to the Council Date: 11th December 2020

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 13th January 2021

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillors Grisenthwaite (Chair); Bromilow (Town Mayor); Gardner; Jones. Parker and Watson

In attendance: Bob Bailey, Town Clerk

21001 Apologies: There were no apologies

21002 Declaration on interests and dispensations: There were no declarations of interest or dispensations for items on the agenda

21003 At the suggestion of the Chair and agreement from Councillors, the agenda items for Budget Planning and Precept 2021/22 (21003 and 21004 refers) were considered earlier than had been set out on published Agenda,

21004 Budget Planning and Precept 2021/22: The Chair referred to the budget plans that had been sent out with the Agenda. Two scenarios were set out based on whether or not income from the NHS would be received as a result of the Civic Hall being used as a vaccination centre for a period of up to 12 months. In both scenarios as many of the planned expenditure suggestions received from Committees had been incorporated, resulting in very different income and expenditure totals and, as a consequence, the annual precept and the cost passed to residents through their Council Tax.

As it now seems likely that the NHS will not be using the Civic Hall, the Chair suggested a range of amendments to the planned budget to reduce the overall net expenditure and precept to a level more in line with the amount of precept demanded in 2020/21.

Councillors considered and challenged the proposals suggested by the Chair and made suggestions of their own culminating in a revised budget plan and an annual precept of £85,099 (£85,000 in 2020/21). The Clerk reported that this would be equivalent to an annual cost for a Band D property of £51.14, representing a small reduction on the previous year (£51.42) due to a change in the tax base.

After much discussion, the Committee acknowledged that this version of the budget would mean that plans made on the basis that a fixed amount of income would be received from the NHS could not now be realised. It would, however, enable the Town Council to deliver its functions and activities and continue to build on previous years' development of the local community and would do so without passing on any financial burden to residents after what has been the most challenging of years.

It was then **RESOLVED** that the draft budget and precept for 1st April 2021 to 31st March 2022 be recommended for approval by the Town Council. Councillors are asked to submit any comments ahead of the January meeting of Carnforth Town Council so that these can be addressed at the meeting.

21005 Urgent Business: The following items of urgent business was considered:

1) **Request for Financial Support:** The Chair reported that the Council had been approached by a resident for financial support due to the impact that the coronavirus pandemic has had on his livelihood. It was noted that financial support from the Emergency Assistance Grant Scheme had already been given. The Committee agreed that it is not within the powers of a Parish / Town Council to provide such support but it can signpost individuals to other agencies that can help in these circumstances.

2) **Community Engagement Strategy:** The Clerk reported that he is developing a strategy that will outline the Town Council's commitment to provide the local community with genuine opportunities to inform projects, plans, strategies and decisions that affect them whilst providing a plan to deliver a community engagement process that will help the Council to achieve its objectives, build new and be clear about its aims and to plan accordingly.

After some comments, the Committee welcomed the development of a Community Engagement Strategy for consideration and subsequent approval by Town Council and it was **RESOLVED** that: **the Town Council endorses Councillor Branyan as the Council's lead on communications and engagement.**

3) **Skills & Development Audit:** The Chair again reminded Councillors to complete and return their Skills and Development Audit documentation. It was noted that this would help to establish relevant skills that could be utilised to establish Councillor leads on important activities and functions of the Town Council as well as help Councillor's development in fulfilling their responsibilities as elected Members.

Councillors were advised that establishing Councillor's skills and areas of development with a view to making best use of our resources as part of a framework to improve and develop the Council to its full potential, would be a key criterion in any accreditation as part of the *Local Council Award Scheme*.

Councillors who had already completed and returned the form gave assurance that it is not an onerous task to do. It was then **RESOLVED** that: **Councillors again be circulated with the Skills Audit form and reminded to complete and return it by 31st January 2021 at the latest.**

- 4) **Councillor Vacancy:** The Clerk reported that the deadline for the Notice of Vacancy had passed and no request for an election to be held had been received. It is now necessary for a Town Council to fill the vacancy by co-option. Councillors were advised that two people had come forward at this stage although the Notice of Vacancy was not in itself an advert for the vacancy and this option was still open to the Council.

After some discussion, it was **RESOLVED** that: **those registering an interest in the vacancy be asked to submit a formal application and that an advert be placed in the Council's Noticeboards and the next edition of the *Carnforth Express* with a closing date no later than the end of February.**

- 5) **Community Benefit Fund:** Councillor Brayan reported that he had been asked to raise a request for funding from the Community Benefit Fund to replace fencing at the sheltered housing accommodation at Gummers Howe Walk where there had been incidents of anti-social behaviour.

It was pointed that the accommodation is on Lancaster City Council land and, as such, should be asked to consider replacing the fence in the first instance. **ACTION: Councillor Brayan to contact Lancaster City Council, Council Housing to discuss further and report back.**

- 6) **Exempt item:** Councillor Gardner requested that the Committee considered an exempt item under the provisions of Schedule 12A of the Local Government Act 1972, exclusion of press and public, as the matter related to, and would reveal the name of, an individual member of staff. It was **RESOLVED** that: **the matter would be considered at the end of the meeting and the Clerk and Proper Officer be asked to leave the meeting.**

21006 Minutes: It was **RESOLVED** that **Minutes of the last meeting held on Wednesday 9th December 2020 be approved.**

21007 Budget Monitoring: The Clerk presented the up to date 'Net Position' of the Town Council's budgets as at 8th January 2021. The report sets out against each budget heading the net position of receipts and payments and the Committee noted an overall favourable variance of £45,265. The Committee acknowledged that despite unplanned expenditure arising from remedial works at the Civic Hall some planned expenditure had not materialised due to the coronavirus pandemic and the Town Council had benefitted from a £10,000 COVID19 business grant and both unplanned and unused expenditure arising from the coronavirus pandemic.

The Clerk also presented a *Bank Reconciliation Report*, generated from the Scribe Accounting System setting out the bank and petty cash balances that had been reconciled to the accounting records.

This had been previously requested by the Committee as part of their review of the assertions set out in the Annual Governance and Accountability Return (AGAR) which identified that Councillors should be assured that regular bank reconciliations are being undertaken.

The bank reconciliation presented showed that balances had been reconciled to the accounting records and that as at 12th January 2021 bank and petty cash balances amounted to £68,074.

After some comments and questions it was **RESOLVED** that the net position and bank balances be noted and that the Clerk and Proper Officer presents an update on both reports at each monthly meeting of the Finance & Governance Committee.

21008 **Payments List:** The Town Clerk presented the Payments list. The total payments amount to £9,134 including payments relating to the Carnforth 'Steps into the Light' project and the latest edition of the *Carnforth Express*. Councillors asked several questions including arrangements in place to review existing contracts. It was then **RESOLVED** that the payments listed be **RECOMMENDED** for approval by the Town Council at its meeting on 20th January 2021 and that the Assets Management Committee undertake a review of all contracts as part of their work programme.

21009 **Crag Bank Village Hall:** Following the decision of Town Council to proceed with the takeover of Crag Bank Village Hall, the Chair and Cllr Watson had now reviewed the trading accounts for the last two full financial years (2018/19 and 2019/20) and were able to confirm that in each year a surplus had been achieved. In the financial year 2020/21 despite the pandemic leading to the building being effectively 'mothballed' for ten months, the financial situation was stable as the Hall had received a business grant from Lancaster City Council.

Councillors were reminded that the building is sound and has been routinely maintained. Taking the latest position into account it had been concluded that the proposal to take on the management of the building presents no financial risk to the Council.

The briefing note presented by the Chair set out the next steps, being seeking the necessary legal advice and two/three Councillors being appointed as trustees to oversee the formation of a management committee with additional trustees (up to a maximum of 12) being appointed in due course. The purpose of the committee will be to undertake a thorough review of the operations of the Hall in collaboration with existing users in order to maximise its use and value to the community.

After some discussion, it was **RESOLVED** that: Carnforth Town Council be **recommended to approve the actions outlined to facilitate the takeover of Crag Bank Village Hall in a timely fashion.**

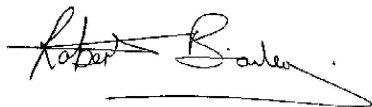
21010 Effectiveness of Internal Controls: The Chair took the Committee through a paper provided by the Clerk covering a review of Assertion 2 of the Annual Governance and Accountability Return (AGAR) on Internal Control aimed at providing assurance that the Council maintains an 'adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness'.

The review set out clearly that of the seven standards under this assertion, one did not apply to Carnforth Town Council, five had been met in full and one had been partially achieved.

The partially achieved standard related to duties under employment legislation and pension obligations and payment of staff. These are currently provided by the Clerk and Proper Officer to an acceptable standard but there may be an opportunity to enhance this control and introduce independence and objectivity into the arrangements by outsourcing this responsibility. After some comments, it was **RESOLVED** that the Finance & Governance Committee carries out a review of the payroll function with a view to recommendations being brought to Carnforth Town Council in due course.

21011 Date of next meeting: The next meeting of Finance & Governance Committee will be on **Wednesday 10th February 2021** at 5:15pm. **The meeting closed at 6:45pm**

21012 Exempt Item: The Clerk and Proper Officer left the meeting.



Clerk to the Council Date:

Carnforth Town Council
DRAFT PAYMENTS LIST 233 TO 271

Voucher	Cheque	Code	Name	Description	Amount
233	Direct Debit	70 - Service Charge	Unity Trust	Service Charge	18.00
234	Direct Debit	7 - Drinks Machine	Henry Howard Finance	Drinks Machine lease	204.00
235	Direct Debit	36 - Broadband	Plusnet	Broadband	28.20
236	Direct Debit	36 - Broadband	Plusnet	Broadband	29.30
237	Direct Debit	70 - Service Charge	Unity Trust	Service Charge	18.00
238	Direct Debit	51 - Electricity	British Gas	Electricity	36.30
239	Credit Card	70 - Service Charge	Lloyds Bank	Service Charge	3.00
240	Credit Card	4 - Cleaning	Hartley Hire	Cleaning supplies - Civic Hall	53.50
241	Credit Card	48 - Stationery	Liz Withey	Stationery	11.00
242	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	14.40
243	Credit Card	93 - SLCC Subscriptions	SLCC	Subscriptions	165.00
244		2 - Heating Oil	WCF Fuels	Fuel	573.30
245		5 - Repairs & Maintenance	Trade UK	Equipment - Civic Hall	80.00
246		5 - Repairs & Maintenance	Travis Perkins	Repairs and maintenance	16.27
247		5 - Repairs & Maintenance	Travis Perkins	Repairs and maintenance	30.06
248		15 - Assets	Jane Kasham	Stihl Brushcutter	150.00
249		5 - Repairs & Maintenance	Trade UK	Repairs and maintenance	20.36
250	Direct Debit	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	32.36
251	Credit Card	15 - Assets	Broxap	Bench	808.80
252		15 - Assets	Westmorland Fire & Security	Intruder Alarm	1,842.00
253	Credit Card	51 - Electricity	British Gas	Electricity	30.17
254		49 - Printing	Bay Typesetters	Carnforth Express	600.00
255		50 - Distribution	Bay Typesetters	Carnforth Express	360.00
256		47 - Printing	Bay Typesetters	Christmas Cards	90.00
257		92 - Carnforth Steps into the ligh	Bay Typsetters	Carnforth Steps into the Light Project	65.00
258		18 - Town Clerk	Bob Bailey	Salary	936.39
259		17 - Civic Hall Manager	Richard Marsden	Salary	929.24
260		19 - Outdoor Maintenance Office	Terry Allum	Salary	268.80
261		22 - Outdoor Maintenance Office	Richard Marsden	Expenses	15.00
262		46 - Telephone	3	Telephone	10.00
263		80 - PAYE	HMRC	PAYE	640.68
264		62 - Cleaning	Moore 'n' Wife	Cleaning	540.00
265		5 - Repairs & Maintenance	Trade UK	Repairs and maintenance - Civic Hall	74.14
266		86 - Community Resilience Fund	Kathryn Haigh	Mileage	10.80
267		92 - Carnforth Steps into the ligh	Philip Jones Opticians	Carnforth Steps into the Light Project	250.00
268		92 - Carnforth Steps into the ligh	Carnforth DIY supplies	Carnforth Steps into the Light Project	150.00
269	Direct Debit	36 - Broadband	Plusnet	ICT	29.64
270		86 - Community Resilience Fund	Bay Typesetters	Covid19 Leaflets	250.00
271		5 - Repairs & Maintenance	Rik Marsden	Expenses	10.99
TOTAL					9,394.70

