

46 – 48 Market Street  
Carnforth  
LA5 9LB  
Tel: 07828254149  
Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)



Dear Councillor,

**Subject: Meeting of Carnforth Town Council**

**You are hereby summoned to attend to the 'Ordinary' Meeting of Carnforth Town Council at 6:30pm on Wednesday 19<sup>th</sup> July 2023 at Carnforth Council Offices, 46 – 48 Market Street, Carnforth LA5 9LB**

**If you are unable to attend the meeting you should notify the Town Clerk by Noon on the day of the meeting.**

**Note to the Public:** Electors of the town wishing to address the Council are advised to notify the Town Clerk before 10am on the day of the meeting by email to: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org) or by calling 07828254149.

Permission to speak at the meeting will be at the discretion of the Town Mayor. Public participation at a meeting shall only be in relation to matters relating to items on the agenda any response or debate by the Council shall be at the Town Mayor's discretion.

Yours sincerely,

A handwritten signature in black ink that reads "Bob Bailey". The signature is written in a cursive style with a long horizontal stroke at the end.

Bob Bailey, Town Clerk & Responsible Financial Officer



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**A G E N D A – WEDNESDAY 19<sup>th</sup> JULY 2023 at 6:30pm at**

**CARNFORTH COUNCIL OFFICES**

- 23079. Apologies:** To receive apologies
- 23080. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23081. Urgent Business:** To consider matters of urgent business
- 23082. Minutes:** To consider Minutes of the meeting held on 21<sup>st</sup> June 2023
- 23083. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 1) Public discussion
  - 2) Town Mayor and Members updates and information only reports
  - 3) Reports of Ward & County Councillors & Neighbourhood Policing Partnerships Officer
  - 4) Reports from outside bodies
- 23084. 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>

<b>Application No:</b>	<b>Description</b>
23/00699/FUL	Relevant demolition of Church and erection of two storey building comprising of 9 apartments and bin store with associated garden areas and landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9BP <b>RECOMMENDATION: Object to the planning application</b>
19/00540/OUT	Outline application for the demolition of existing buildings and the erection of up to 250 dwellings with associated new access – Lundsfield Quarries, Lundsfield, Kellet Road, Carnforth LA5 9AB <b>RECOMMENDATION: Defer to Carnforth Town Council</b>
23/00146/FUL	Demolition of attached store building and erection of single storey rear extension – 43 Hill Street, Carnforth LA5 9DY (New planning application)
23/0100/TPO	Felling of an Ash Tree – 8 Bloomfield Park, Carnforth



# Carnforth Town Council

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

21/00899/HYB	Land Between Brewers Barn And The A601(M) North Road Carnforth Lancashire LA5 9LJ
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- 23085. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23086. Town Development & Planning Committee:** To consider report of committee meeting held on 3<sup>rd</sup> July 2023 (See Agenda Pack)
- 23087. Property & Environment Committee:** To consider report of Committee meeting held on 4<sup>th</sup> July 2023 (See Agenda Pack)
- 23088. Finance & Governance Committee:** To consider report of Committee meetings held on 12<sup>th</sup> July 2023 (See Agenda Pack)
- 23089. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 23090. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23091. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23092. Date of next meeting:** Wednesday 20<sup>th</sup> September 2023 at 6:30pm

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

**Town Clerk & Responsible Finance Officer**

**16 July 2023**

**Tel: 07828254149 Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**



# Carnforth Town Council

## Minutes of meeting held on 21<sup>st</sup> June 2023 at 6:30pm at Carnforth Council Offices

**Present:** Councillors Grisenthwaite (Town Mayor); Hanna; Laurence; Jones; Parker; Roe and Smith.

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer

**23064 Apologies:** Apologies were received and accepted from Councillors Hanna, Gardner, Turner and Richmond and City Councillor Belcher and County Councillor Williamson.

**23065 Declaration on interests and dispensations:** Councillors Grisenthwaite and Smith requested dispensation to comment on a planning application to be considered under Urgent Business. Councillor Roe declared an interest as a trustee of the Carnforth Station Trust and as a member of the Salvation Army, Councillor Jones declared an interest on any relevant discussions relating to them.

**23066 Co-option:** The Town Mayor reported on the process undertaken to fill two vacancies on the Town Council following the recent local election which was 'uncontested' since there had not been enough candidates to fill all vacancies. As previously advised by the Town Clerk, under these circumstances, Parish/Town Council may exercise the power to co-opt within seven weeks (35 days not including weekends and bank holidays) in line with the Representation of the People Act 1985, Section 21.

Council was informed that the vacancies had been fully advertised and that following an interview process the panel has **recommended** that Mrs Kath Bromilow and Mrs Paula Gardner be co-opted with immediate effect.

After some comments, it was **RESOLVED unanimously that Kath Bromilow be Co-opted as Councillor for the Crag Bank Ward and Paula Gardner for the Carnforth Town Ward.**

The Town Mayor then formally welcomed them to serve on Carnforth Town Council for a period of 4 years.

**23067 Urgent Business:** The following matters of urgent business were considered;

**1) Premises Licence:** The Town Clerk reported that good progress had been made in securing a Premises Licence for Carnforth Civic Hall. During consultation with statutory bodies, Lancashire Constabulary had imposed some conditions to supplement the application with these to be implemented as soon as practicable.

Councillors were advised that subject to these being added to the application, the granting of the premises licence can be advertised for statutory consultation with an end date of 20<sup>th</sup> July 2023.

After some comments, it was **RESOLVED that the specified conditions be accepted**



# Carnforth Town Council

and the Town Clerk be delegated authority for their implementation and that details of the premises licence be advertised for consultation

- 2) **Planning Application 21/0089/HYB:** It was reported that residents had recently received a further amendment to this planning application to reduce the number of dwellings proposed to be erected to 71.

It was noted that Carnforth Town Council had not, as yet, been consulted on this latest amendment. Concerns were expressed about the lack of emergency vehicle access points and other matters that led to the Council objecting to the original application.

**ACTION: Make a 'neutral comment' on matters raised and get confirmation that Lancaster City Council's Planning Committee will consider this application**

- 23068 **Minutes:** It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 17<sup>th</sup> May 2023 be approved.**

- 23069 **Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** There were no members of the public present.
- 2) **Councillor updates / matters:** The Town Mayor reported on his activities in the last month including the Carnforth Town Assembly which had been another celebration of the last 12 months for the Town Council and local community groups and organisations, supported by very good key speakers. Councillors who attended agreed, commenting on the excellent activities that are available in our town.

The Town Mayor had the pleasure of presenting commemorative coins of the King's Coronation to pupils at the three local primary schools and will be doing the same at Carnforth High School in July. He has also had the privilege of planting the first of several fruit trees and berry bushes on ground adjacent to St Austell Place and along the pathway to Lancaster Road. Funded from the Community Benefit Fund the project marked the start of the national Great Big Green Week. Driven by local residents, who were all on hand to help with the planting on the day, the project has turned a plain and barren area into what will in future deliver a lovely display of apples, pears and plums for everyone to enjoy. The Town Mayor expressed his delight in the enthusiasm of residents for this relatively small but no less impressive project.

Councillor Smith provided an update on the latest position with the drinking fountain on Market Street being reinstated and a water supply being provided for the War Memorial via an external pipe from the nearby public toilets.

Councillor Laurence reported on the ongoing arrangements for the Carnforth Fringe.



# Carnforth Town Council

Councillor Roe reported on the works recently carried out with the Outdoor Maintenance Officer and residents to rub down and paint the railings at the War Memorial Gardens in preparation for next years centenary of the unveiling of the memorial.

Councillor Bromilow reported on a complaint received about rat infestation at Carnforth Highfield Allotments and the Town Clerk advised that this had been dealt with.

3) **Reports of Ward & County Councillors:** There were no Ward or County Councillors present but the Town Council welcomed Sergeant Lindsay Brown of the Neighbourhood Policing Partnership to the meeting.

He provided an update on two recent incidents in the town, these being a stabbing and a serious road traffic accident involving an electric bike.

Councillors were pleased to hear that both victims are out of danger and recovering well.

In relation to the stabbing, it was reported that there had been numerous witnesses who treated the victim at the scene and assisted the Police in making an arrest very quickly. Sergeant Brown made it clear that there had not been a danger to anyone else and that knife crime, whilst generally on the increase across the country, is extremely rare in Carnforth and its surrounding area.

Turning to crime statistics in general, it was reported that Carnforth *'is a safe place to live'* with crime in all its forms being less than 17%.

There followed a discussion on the challenges that the Police have, and are facing, including Police recruitment, policing of social care/mental health and crime by organised groups from outside the County. Sergeant Brown explained the ways in which these are being dealt such as a scheme in collaboration with other emergency services and organisations to ensure that everyone quickly received the *'Right Care from the Right Person'*. He concluded by commending the local Police Community Support Officers (PCSO's) in our area who do an excellent job.

Councillors wished to congratulate the Police on dealing with these unfortunate incident so expeditiously. The Town Council offered its assistance in tackling knife crime and educating people on the dangers and thanked Sergeant Brown for his attendance and our local Police and PCSO's for everything they do to tackle crime and keep us all safe. Sergeant Brown then left the meeting.

4) **Reports from outside bodies:** Councillor Parker reported on recent meetings of



# Carnforth Town Council

Carnforth Chamber of Trade and Carnforth & District Twinning Association.

The Chamber of Trade have agreed to provide funds towards the cost of the Carnforth Fringe. They have, again, raised concerns about the payment arrangements for parking at Carnforth Station which, they fear, will have a negative impact on tourism. The Town Mayor advised that Northern Rail had been contacted about this and had promised a response in May. **ACTION: Town Clerk to follow up and report back.**

It was reported that the Twinning Association are holding a Bastille Night celebration at Christ Church Primary School on Friday 14<sup>th</sup> July. Arrangements for the Twinning Exchange to Saily 24<sup>th</sup> – 29<sup>th</sup> August are being finalised. Councillors were advised that 2023 is the 20<sup>th</sup> Anniversary of the Twinning Association with Saily.

Councillor Jones reported on the forthcoming Carnforth Carnival and asked that Councillors show their support by attending the event of 1<sup>st</sup> July and being present at the Carnforth Town Council gazebo throughout the day.

She also commented on the action she had taken following a residents complaint about one of the local Quarries.

It was then **RESOLVED that reports of Town Councillors and Outside Bodies be noted**

**23070 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
23/00540/FUL	Installation of solar panels to the south facing roof slope – 9 Market Street, Carnforth LA5 9JX
23/00615/FUL	Change of use of first and second floor office & storage space to two 2-bed flats, construction of a raised roof to the rear, installation of shop frontage, infilling of window to front elevation, replacement windows to front and rear and installation of doors to the rear with separate access to shop and flats – 3 Scotland Road, Carnforth LA5 9JY
23/00620/FUL	Erection of two-storey side extension – 28 Langdale Road, Carnforth LA5 9AU
23/00699/FUL	Demolition of Church and erection of a two-storey building comprising of 9 apartments with bin store, gardens & landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9LB



# Carnforth Town Council

Councillors considered and commented on the above planning applications. It was then **RESOLVED to 'Support in Principle' planning applications 23/00540/FUL; 23/00615/FUL and 23/00620/FUL and refer 23/00699/FUL to the Town & Development Committee to consider in more detail.**

**23071 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. Two long-standing planning application are still awaiting a decision including 21/00899/HYB referred to at Minute No. 23067 2). Two more recent planning applications are also awaiting a decision

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

**23072 Town Development & Planning Committee:** Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 12<sup>th</sup> June 2023, including:

- 1) **Planning Applications: Recommendations** were made to Carnforth Town Council in respect of two planning application consultations;
- 2) **War Memorial Gardens – Centenary 2024:** It was reported that plans are now underway to develop an event to mark this special occasion.
- 3) **Great Big Green Week:** An update on the arrangements for the Carnforth Great Big Green Day on 17<sup>th</sup> June. The Town Clerk and Councillors verbally reported on the event which had been another good opportunity for networking with community groups and organisations on tackling climate change and protecting the environment but had, again, failed to attract many residents;
- 4) **Carnforth Fringe:** An update on the ongoing plans for three days of events from 14<sup>th</sup> to 16<sup>th</sup> July at Carnforth Civic Hall, Royal Station Hotel. Brief Encounter Bar and Bistro and the War Memorial Gardens. Volunteers will be needed for each day of the event;
- 5) **Public Highways and Open Spaces:** Discussion and action on a variety of matters including tree planting; Highfield Allotments; decision of the Canal & Rivers Trust (CRT) to withdraw its maintenance and collection of litter bins service and to offer to Parish/Town Council's; complaint of contractors at the Rowland Homes development working from early morning at the weekends.

The Town Clerk advised that CRT had been contacted about removal of the litter bin service and positive action taken regarding working issue. In addition, Lancaster City Council had been asked to provide a 'jumbo' waste bin at the War Memorial Gardens;





# Carnforth Town Council

- 6) **Furness Line Action Group (FLAG):** A **recommendation** that Carnforth Town Council subscribes as a member of FLAG

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

**23073 Property & Environment Committee:** Councillor Roe reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 13<sup>th</sup> June 2023, including:

- 1) **Carnforth (Highfield) Allotments:** The Town Clerk reported on several matters arising from comments received from allotment holders and a recent visit to the site by the Town Mayor and Councillor Turner and the Outdoor Maintenance Officer. A range of actions were agreed including identification of a reliable water supply and work undertaken by Lancaster City Council's Pest Control team. The Committee recommended that Carnforth Town Council endorse Councillor Turner as the Council's lead at the allotments;
- 2) **Environmental & Public Realm:** The Outdoor Maintenance Officer reported on work carried out in the last month and a range of suggestions for Committee consideration, including replacing the planters at Crag Bank roundabout that was approved;
- 3) **Civic Hall:** As requested, committee were presented with quotations for the fitting of carpet tiles in the hall and meeting room. The Town Clerk advised that when setting the 2023/2024 budget, the Town Council had made no provision for this expenditure. After some consideration, the Committee resolved to defer the matter to the Finance and Building Committee to consider whether funds could be made available to meet the cost of the lowest quotation received;
- 4) **Crag Bank Village Hall:** Wall heaters had now been installed in the Pre-school room and permission was granted for the Crag Bank under 5's to display temporary notices about their activities.

It was then **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

**23074 Finance & Governance Committee:** The Town Mayor, Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 14<sup>th</sup> June 2023, including:

- 1) **Pensions Regulator:** The Town Clerk reported on action that he had undertaken to ensure that the Town Council fully complies with Section 40 of the Pensions Act 2008 and to appeal a fixed penalty notice



# Carnforth Town Council

The Committee approved that, going forward, the Town Clerk be given overall responsibility for ensuring that the Town Council meets its obligations;

- 2) **Property & Environment referral:** The Committee had considered the proposal made for the installation of carpet tiles and had recommended that the Town Council considers possible funding options. There followed a discussion where there was general agreement that these costs could not be met from existing balances and reserves and that a better solution would be to seek professional services to help the Town Council to put together a project to include replacing the current heating system and seek suitable external funding;
- 3) **Professional Services:** The Town Mayor reported that an amended proposal had been received for the provision of services relating to human resources and health and safety and for ensuring that all legislation is met. The Committee had recommended that the Town Council signs an agreement with Elcons Ltd to be funded within the budget for 'professional services';
- 4) **Payments list:** The Committee **recommended** that the payments list be authorised.
- 5) **Budget monitoring and bank reconciliation:** The reports for the month ending 31<sup>st</sup> May 2023 were noted and approved.
- 6) **Community Benefit Fund:** The Committee considered two applications and **recommended** that applications for the installation of practice nets at Carnforth Cricket Club and as a contribution to the Carnforth Fringe be awarded £1,000 each, subject to conditions being met.
- 7) **Lead Councillors:** The Committee considered how Councillor skills and experience could be best used to support delivery of the Council's plans, services and functions and it was **resolved** that this be given further consideration
- 8) **Co-option:** The Town Mayor reported that following the co-option process two applicants would be **recommended** for co-option. The process undertaken was challenged by Councillors Gardner and Roe and the Town Clerk explained that the actions taken following an 'uncontested' local election were in accordance with the Representation of the People Act 1985, Section 21.

It was then **RESOLVED that the report, actions and recommendations of the Finance & Governance Committee be noted and approved.**



# Carnforth Town Council

- 23075** **Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation. The Town Clerk recommended that authorisation of one payment be withheld until such time as the works had been fully and satisfactorily completed. There being no questions it was **RESOLVED that, with one exception, payments as set out be authorised**
- 23076** **Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that the correspondence be noted.**
- 23077** **Items for next Agenda:** Councillor Smith will draw up a proposed program for Councillor awareness and training at a date to be determined.
- 23078** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on Wednesday 19<sup>th</sup> July 2023 at 6:30pm.  
The meeting closed at 8:40pm

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

Town Clerk & Responsible Finance Officer

Chair:

Date: 15<sup>th</sup> June 2023



# Carnforth Town Council

## Planning Application Comments & Decisions

### July 2023 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>19/00541/OUT:</b> Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle	Awaiting Decision
<b>21/00899/HYB:</b> Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ	Object to the planning application	Awaiting Decision
<b>23/00424/CU:</b> Change of use of ground floor shop/takeaway to residential flat – 114 Kellet Road Carnforth LA5 9LS	Support the planning application in principle	Awaiting Decision
<b>23/00475/FUL:</b> Erection of a single story side extension and construction of external steps – Elpha House, Netherbeck, Carnforth LA6 1AA	Support the planning application in principle	Application Permitted
<b>23/00540/FUL:</b> Installation of solar panels to the south facing roof slope – 9 Market Street, Carnforth LA5 9JX	Support the planning application in principle	Application Permitted
<b>23/00615/FUL:</b> Change of use of first and second floor office & storage space to two 2-bed flats, construction of a raised roof to the rear, installation of shop frontage, infilling of window to front elevation, replacement windows to front and rear and installation of doors to the rear with separate access to shop and flats – 3 Scotland Road, Carnforth LA5 9JY	Support the planning application in principle	Awaiting Decision
<b>23/00620/FUL:</b> Erection of two-storey side extension – 28 Langdale Road, Carnforth LA5 9AU	Support the planning application in principle	Application Permitted
<b>23/00699/FUL:</b> Demolition of Church and erection of a two-storey building comprising of 9 apartments with bin store, gardens & landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9LB	Defer to the Town Development & Planning Committee for consideration and recommendation	Awaiting Decision

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 3<sup>rd</sup> July 2023

**Present:** Councillors Laurence (Vice-Chair), Paula Gardner; Grisenthwaite; Hanna; Turner, Richmond; Roe and Smith

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer

**23061** **Apologies:** Apologies were received from Councillor Parker

**23062** **Election of Chairs:** It was proposed and approved unanimously that Councillors Parker and Laurence be elected Chair and Vice-Chair of the Town Development & Planning Committee for the municipal year 2023/2024.

**23063** **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

**23064** **Urgent Business:** The Town Clerk reported that following a useful meeting with representatives from Lancaster City Council and a resident who has been voluntarily maintaining Alexandra Park for several years, she has agreed to continue her valued work. Suggested actions will be reported to the Property & Environment Committee.

It was reported that the Town Mayor has arranged a meeting with Lancashire County Council representatives to discuss the details of the contract made with Morecambe Town Council for weeding across the Lancaster District.

Councillors reported on action and matters arising from a recent 'walkabout' around Highfield / Gummers Howe with Lancaster City Council Ward and office representatives.

Councillor Smith reported on discussions he is having with the Ramblers Associations on walks around Carnforth and the surrounding area and the development of a supporting booklet. Councillors noted that the development of any publication did not qualify for 'rural funds' managed by Lancaster City Council.

Councillor Smith then broadly outlined, and sought Councillors permission, to develop a project, in conjunction with the Royal Society for the Protection of Birds, that would see Carnforth recognised as a dedicated 'Swift Town'.

The Town Mayor requested that Carnforth Town Council acknowledges the 20<sup>th</sup> Anniversary of twinning with Saily with the commemorative plate to be commissioned from a local potter.

It was then **RESOLVED that matters of urgent business be noted; that Carnforth Town Council be recommended to support in principle the proposed 'Swift Town' project and agrees to present Saily-sur-la- Mer with a commemorative plate.**

**23065 Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 12<sup>th</sup> June 2023 be accepted.**

**23066 Public participation and information only updates:** No members of the public were present.

**Actions & Updates:** A meeting has been arranged with the Head of Environmental Services at Lancaster City Council to discuss outstanding actions. NOTE: Invitations have been sent to Councillors Grisenthwaite and Smith.

As approved Carnforth Town Council has now subscribed to Furness Line Action Group.

**23067 Planning Applications:** The Committee considered the following planning application(s):

Application No:	Description
23/00699/FUL	Relevant demolition of Church and erection of two storey building comprising of 9 apartments and bin store with associated garden areas and landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9BP

There was much discussion about this planning application, including written comments provided by Councillor Roe. It was then **RESOLVED that Carnforth Town Council be recommended to object against the above application on the following material factors:**

- 1) Apartments are not in keeping with adjoining properties in a conservation area;
- 2) No provision for off-street parking;
- 3) Potential for increased congestion in the area;
- 4) Application fails to comply with objectives in the Carnforth Neighbourhood Plan, and that:
- 5) Carnforth Town Council requests that this planning application be considered by Lancaster City Council's Planning Committee.

**23068 Town Development:** The committee considered the following events, updates and opportunities:

- 1) **Carnforth Fringe:** Councillors Laurence and Smith reported on progress made in the last few weeks and plans leading up to the Carnforth Fringe 14<sup>th</sup> – 16<sup>th</sup> July. Councillors were encouraged to get involved in the event and requested to provide a review on performances across the whole weekend
- 2) **D-Day Anniversary 2024:** The Town Clerk reported that local communities have been invited to take part in the 80<sup>th</sup> Anniversary of D-Day in 6<sup>th</sup> June 2024. The act of remembrance will include a 'Proclamation' and the lighting of a beacon.

3) **War Memorial Gardens – Centenary 2024:** The Town Mayor and Councillor Laurence reported on plans and progress for a commemorative parade and other events across the weekend of the 100<sup>th</sup> anniversary of the War Memorial Gardens. Councillors were advised that plans to refurbish and make improvements to the War Memorial Gardens are also progressing. to mark its

It was then **RESOLVED that progress on planned events and actions be noted and updates reported back at each committee meeting and that Carnforth Town Council be recommended to approve its involvement in the commemorations for the 80<sup>th</sup> Anniversary of D-Day.**

**23069 Public Highways & Open Spaces:** The Town Mayor, Councillor Grisenthwaite reported that the road safety issues on Carnforth Brow linked to the planning application at Brewer's Barn and access from the A601(M)/A6070 and the matter involving the junction of North Road, New Street and Lancaster Road had again been raised with County Highways.

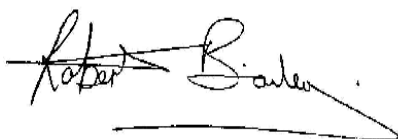
at some point in the near future.

The temporary traffic order reducing the speed on Scotland Road to 30mph was noted and the Town Clerk reported that he had chased Northern Rail about parking machines at the Station Car Park and that a formal response is now expected in two weeks.

The Town Clerk also reported that he had been advised by the Canal & River Trust that plans to no longer maintain and service three of their litter bins on the Canal footpaths had not yet been taken forward but are still expected to happen within the Calendar year. Councillors acknowledged that this position needs to be monitored and the impact and costs assessed for the residents of Carnforth.

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

**23070 Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 7<sup>th</sup> August 2023 at 5:00pm**. The meeting closed at 6:15pm



Town Clerk and Responsible Financial Officer

# PROPERTY & ENVIRONMENT COMMITTEE

## Minutes of the meeting held on Tuesday 4<sup>th</sup> July 2023 at 5:00pm

**Present:** Councillors Bromilow; Paula Gardner; Grisenthwaite (Town Mayor);  
Hanna, Laurence; Roe and Richmond

**In attendance:** Bob Bailey, Town Clerk & RFO and Rik Marsden, Facilities Manager

**23068 Apologies:** Apologies were received from Councillors Parker and Smith and Simon Jobling, Outdoors Maintenance Officer

**23069 Declaration on interests and dispensations:** There were no declarations of interest relating to items on the agenda

**23070 Urgent Business:**

- 1) Election of Chairs:** It was voted unanimously that Councillors Richmond and Hanna be elected Chair and Vice-Chair of the Property and Environmental Committee for the municipal year 2023/2024. Councillor Richmond then took the chair;
- 2) Litter Bins:** Then Town Clerk reported that the Canal & River Trust have advised that they are 'still working through' their proposal to withdraw the maintenance and collection of three litter bins along the canal in Carnforth. They have agreed to keep the Council informed and advise of the likely cost should it be necessary for the Town Council to consider options going forward.

**23071 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 13<sup>th</sup> June 2023 be approved.**

**23072 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** The Town Clerk reported that all actions and updates would be covered under other agenda items.

**23073 Carnforth (Highfield) Allotments:** The Town Clerk reported on actions taken following a recent visit by Councillors to the Allotments and further comments received from allotment holders.

The Committee noted that a number of positive actions had been taken in recent weeks and plans are in place/being made to continue to develop the site and provide a suitable service to the allotment holders and build on the relationship with the Friends Committee. It was acknowledged that the formal appointment of Councillor Turner and more proactive work being undertaken by the Outdoor Maintenance Officer should help to take this forward and highlight matters that need attention more effectively.



The Town Mayor commented that a meeting has been arranged with the Head of Environmental Services at Lancaster City Council to discuss matters including fencing around the perimeter of the allotments and the Town Clerk informed the Committee that City Council officers are looking at the provision of a permanent water supply.

It was then **RESOLVED that updates relating to Carnforth Highfield Allotments be noted and actions agreed and progress reported back to the Committee in due course.**

**23074 Environment & Public Realm:** The Committee considered a written report of the Outdoor Maintenance Officer setting out tasks completed in the last month and plans and suggestions going forward, including:

- 1) Plans for regular maintenance at Highfield Allotments;
- 2) Future maintenance of the grassed area adjacent to Tesco Superstore;
- 3) Planting arrangements

After some discussion, it was **RESOLVED that the report be noted and that Councillor Roe makes enquiries as to whether the owners of the land adjacent to Tesco would pay Carnforth Town Council for its continuous maintenance and that consideration be given to reviewing the cost and quality of plants used by Carnforth Town Council.**

**23075 Civic Hall:** The Facilities Manager reported that the Civic Hall had passed a formal fire regulations inspection by the Lancashire Fire & Rescue Service (LFRS), although some relatively minor matters had been raised for consideration and/or action following changes in regulations and best practice.

LFRS have advised that the focus in any emergency should be to clear the building as quickly and safely as possible, rather than, for example, individuals trying to tackle a fire using extinguishers.

The Town Clerk reported that the deadline for consultation on the Premises Licence is 20<sup>th</sup> July. So far no objections had been raised but Lancashire Police have stipulated a number of conditions that the Town Council should meet including notices to comply with the Challenge 25 scheme; establishing a Drugs Policy and maintaining records such as an incident book.

It was also reported that the Civic Hall had been subject to a food inspection and had been rated as 5 on the food hygiene rating scheme meaning that *'hygiene standards are very good and fully comply with the law'*. As part of the inspection the Town Council has been supplied with detailed 'food hygiene guidance' and a checklist to ensure that the high standards are maintained.

In discussion, it was noted that 'internal' risk assessments have been carried out at all buildings and that these are regularly reviewed and sufficient for any legal purposes. It was considered, however, that all buildings would benefit from an external review at some point.

It was then **RESOLVED that the report be noted and staff be congratulated on successful outcomes from recent inspections and that Carnforth Town Council be recommended to commission an external risk assessment of all buildings in due course.**

**23076 Crag Bank Village Hall:** The Town Clerk reported on recent discussions around the day-to-day cleaning arrangements that being reviewed with the Facilities Manager and the Caretaker. It was **RESOLVED that the update be noted and actions agreed with progress being reported back to the Committee in due course.**

**23077 Lancaster Weeding Contract:** Councillor Grisenthwaite and the Town Clerk outlined a recent discussion with Lancashire County Council about new arrangements for the weeding of streets and public spaces. Councillors were informed that an agreement has been made between Lancashire County Council and Morecambe Town Council for this service across the whole of the Lancaster District.

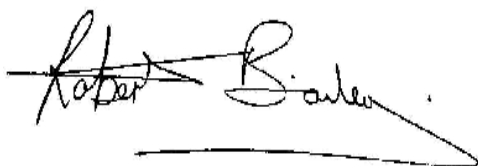
It was reported that questions had been asked about the service to be provided in Carnforth; reporting and monitoring of works and communications with parish/town councils and the public on the new arrangements.

After a number of comments it was **RESOLVED that further enquiries be made and that the ongoing situation be carefully monitored.**

**23078 Alexandra Park:** Councillor Grisenthwaite and the Town Clerk reported on a meeting held with the resident who voluntarily maintains Alexandra Park and officers from Lancaster City Council's Public Realm Services. A number of potential solutions to tackling anti-social behaviour has been identified and will be taken forward subject to further reporting and approval by the committee.

It was then **RESOLVED that the report and plans be noted and that further updates and actions be considered by the Committee in due course.**

**23079 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 1<sup>st</sup> August 2023 at 5:00pm.** The meeting closed at 5:55pm



Town Clerk and Responsible Finance Officer

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 12<sup>th</sup> July 2023

**Present:** Councillors Grisenthwaite, Jones and Turner

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer

**23066 Apologies:** Apologies were received from Councillors Gardner and Hanna

**23067 Election of Chairs:** It was **RESOLVED that Councillors Jones and Grisenthwaite be elected Chair and Vice-Chair of the Finance and Governance Committee for the Municipal Year 2023/2024**

**23068 Declaration of interests and dispensations:** There were no declarations of interest or requests for dispensation on matters on the agenda for the meeting.

**23069 Urgent Business:** Councillor Grisenthwaite and the Town Clerk outlined new arrangements for the weeding of streets and public spaces across the Lancaster District following an agreement between Lancashire County Council and Morecambe Town Council for this service across the whole of the Lancaster District.

It was noted that the Town Mayor and Property & Environment Committee will be making further enquiries and carefully monitoring delivery of this service in the town.

**23070 Minutes:** It was **RESOLVED that the Minutes of the meeting held on Wednesday 14th June 2023 be approved.**

**23071 Actions & Updates:** The Town Clerk, reported that issues with the Pensions Regulator had been resolved and any penalties waived, with revised compliance arrangements being made. It was then **RESOLVED that the update be noted and that the Finance & Governance Committee endorses actions taken by the Town Clerk to ensure that Carnforth Town Council complies with pensions regulations.**

**23072 Payments List:** In the Town Clerk's presented a list of payments awaiting authorisation. It was reported that the Town Clerk has raised a dispute with a supplier on the invoices received for fire and smoke alarm inspections and a resolution is awaited.

The Town Mayor informed the Committee that after meeting various groups at the Carnforth Carnival he had decided to donate a total of £200 from the Town Mayors Allowance to be shared with the charities of Lancaster Area Search and Rescue and North West Blood Bikes.

After some comments, it was **RESOLVED that with, the exception of recent invoices for the inspection and maintenance of fire equipment and alarm systems, all payments as presented, be recommended for authorisation and that the donations to be made by the Town Council be acknowledged and welcomed.**

**23073 Budget Monitoring & Bank Reconciliation:** The Committee considered the following reports:

- 1) **Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 30<sup>th</sup> June 2023 (Month 3). Reconciled balances as at that date were £118,949.

Councillors were asked to note that in the first quarter of the year net expenditure amounted to £52,483 – which is higher than expected due largely to costs arising from the Carnforth Big Coronation Weekend and no funding in support of this event being awarded this year.

- 2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 30<sup>th</sup> June 2023. Councillors attention was drawn to various matters and there followed a discussion on the continued high cost for the provision of energy and water and the need for the Council to actively seek funding and sponsorship in the remainder of the year and/or consider cuts in service or the deferral of some plans should the need arise.

It was then **RESOLVED that financial reports as at 30<sup>th</sup> June 2023 be approved.**

**23074 Community Benefit Fund:** No Community Benefit Fund Application has been received in the last month. It was reported that the funds awarded to Carnforth Cricket Club in June had helped them to secure the funding needed to provide new practice and coaching net facilities.

**23075 Human Resources Services:** The Town Clerk reported that he had been working with a representative from Elcons Human Resource Consultants to develop draft contracts of employment and an employee handbook. The Town Clerk advised that the agreement with Elcons allows access to a wide range of training opportunities for staff and Councillors, free of charge. The training programme available is updated regularly.

Councillors welcomed the additional and independent Human Resource services being provided through the agreement with Elcons and it was then **RESOLVED that the Finance & Governance Committee considers the contracts of employment and employees handbook at their next meeting and that details of available training be circulated to all Councillors as necessary.**

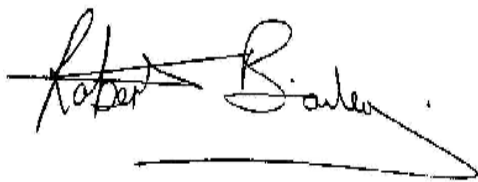
**23076 Lead Councillors:** Further to the discussion last month on identifying Councillors to lead on non-operational activities and functions, Councillor Roe had drafted a note setting out his thought of where this would benefit the services provided by the Council. These functions included, planning, environment, allotments/gardens, events and Council community halls. Councillor Roe was thanked for his contribution and there was general agreement of the areas of work identified, with the addition of finance and internal control; governance and staff and Councillor well-being and training.

It was noted that Councillors Turner and Laurence had already been tentatively agreed as Councillor leads on Highfield Allotments and Civic Events. It was acknowledged that, to a large degree, the areas identified are covered under the terms of reference of the Council's committees and that it is they and the Council as a whole who will make decisions. The role of the lead Councillors will be to work with the Town Clerk and other Council staff to develop ideas and plans and provide support and direction on agreed actions and projects.

The committee welcomed the practical approach and it was **RESOLVED that a formal paper be put together for consideration by Carnforth Town Council in September and that, in the meantime, Councillors be asked to consider where their individual knowledge and expertise could benefit delivery of Council plans, functions and service delivery.**

**23077** **Items for next Agenda:** The next meeting will review draft contracts and the employee handbooks and considers Member Induction, guidance and training.

**23078** **Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Thursday 17<sup>th</sup> August 2023 at 5:30pm.** The meeting closed at 6:20pm.

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

Town Clerk & Responsible Financial Officer

**Carnforth Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102 Town Development	04/07/2023		Unity Trust - Current	BACS	Carnforth Boundary Stones	Rotary Club of Carnforth	Z	150.00		150.00
119 CCH - Film Nights	06/07/2023		Unity Trust - Current	BACS	Catering	Bookers Ltd	Z	24.47		24.47
120 PAYE	06/07/2023		Unity Trust - Current	BACS	PAYE	HMRC	Z	1,273.79		1,273.79
122 Operations	06/07/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	14.46		14.46
122 Administration	06/07/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	453.41		453.41
122 Administration	06/07/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	271.55		271.55
122 Operations	06/07/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	12.60		12.60
123 CCH - Repairs & Maintenance	06/07/2023		Unity Trust - Current	BACS	Grounds Maintenance	Travis Perkins	S	18.93	3.78	22.71
123 Grounds Maintenance	06/07/2023		Unity Trust - Current	BACS	Grounds Maintenance	Travis Perkins	S	5.63	1.13	6.76
123 Grounds Maintenance	06/07/2023		Unity Trust - Current	BACS	Grounds Maintenance	Travis Perkins	S	69.51	13.90	83.41
124 CCH - Repairs & Maintenance	06/07/2023		Unity Trust - Current	BACS	Fire equipment test and servic	Westmorland Fire & Security	S	149.24	29.85	179.09
124 CCH - Repairs & Maintenance	06/07/2023		Unity Trust - Current	BACS	Fire equipment test and servic	Westmorland Fire & Security	S	90.72	18.14	108.86
124 CCH - Repairs & Maintenance	06/07/2023		Unity Trust - Current	BACS	Fire equipment test and servic	Westmorland Fire & Security	S	241.82	48.36	290.18
125 Printing	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	Z	660.00		660.00
125 Armed Forces Day	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	Z	40.00		40.00
125 Carnforth Fringe	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	S	130.00	26.00	156.00
125 Carnforth Fringe	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	S	85.00	17.00	102.00
125 Printing & Stationery	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	Z	85.00		85.00
125 Distribution	12/07/2023		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	S	400.00	80.00	480.00
126 WMG - Sweeping & Weeding	12/07/2023		Unity Trust - Current	BACS	Cleaning	Moore 'n' Wife	S	450.00	90.00	540.00
127 Carnforth Fringe	16/07/2023		Unity Trust - Current	BACS	Materials	Carnforth Town Council	S	11.65	2.33	13.98
127 Repairs & Maintenance	16/07/2023		Unity Trust - Current	BACS	Materials	Carnforth Town Council	S	8.32	1.66	9.98
<b>Total</b>								<b>4,646.10</b>	<b>332.15</b>	<b>4,978.25</b>



# Carnforth Town Council Correspondence – July 2023 meeting



Date	Sender	Topic
22/06/2023	Carnforth Cricket Club	Thank you for the award of Community Benefit Fund
22/06/2023	Town Clerk	Order of Mayoralty
22/06/2023	Town Clerk	Police Community Support Officer contact details
22/06/2023	Carnforth Twinning Association	Invitation to Bastille Night
23/06/2023	Carnforth Cricket Club	Request to share crowdfunding appeal
23/06/2023	Lancashire County Council	Speed Restriction - A6 Scotland Road, Carnforth
23/06/2023	Town Clerk	Armed Forces Day Order of Service
26/06/2023	Lancaster City Council	Planning Application 21/00899/HYB
28/06/2023	Carnforth Cricket Club	Notification of total funding for project
29/06/2023	Town Clerk	Minutes of Annual Town Council (May) and Ordinary Town Council (June)
29/06/2023	Town Clerk	Town Development & Planning Committee Agenda Pack
30/06/2023	Town Clerk	Property & Environment Committee Agenda Pack
05/07/2023	Lancaster City Council	Planning Application 19/00541/OUT
05/07/2023	Lancashire County Council	Public consultation of the Flood Investigation and Ordinary Watercourse Regulation Documents
05/07/2023	Lancashire County Council	Lancashire Trading Standards - Consumer Alerts July 2023
05/07/2023	Lancashire Fire & Rescue Service	Regulatory Reform (Fire Safety) Order 2005
06/07/2023	Lancaster City Council	Planning Application 23/0100/TPO
07/07/2023	Town Clerk	Finance & Governance Agenda Pack
12/07/2023	Lancaster City Council	Planning Application 23/00146/FUL
12/07/2023	Carnforth Twinning Association	Bastille Night reminder