



Carnforth Town Council

Minutes of meeting held on 21st 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 20th July 2023.

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



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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 17th 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.



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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



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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 14th July. Arrangements for the Twinning Exchange to Saily 24th – 29th August are being finalised. Councillors were advised that 2023 is the 20th 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 1st 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 pf 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 tp 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



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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 12th 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 17th 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 14th to 16th 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;



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- 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 13th 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 14th 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



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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 31st 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.**



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- 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 19th 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: 15th June 2023