

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 20<sup>th</sup> September 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, appearing to read "Robert Bailey", with a long horizontal line extending from the end of the signature.

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 20<sup>th</sup> SEPTEMBER 2023 at 6:30pm at**

**CARNFORTH COUNCIL OFFICES**

- 23093. Apologies:** To receive apologies
- 23094. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23095. Urgent Business:** To consider matters of urgent business
- 23096. Minutes:** To consider Minutes of the meeting held on 19<sup>th</sup> July 2023
- 23097. 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
- 23098. 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>
23/0123/TPO	Fell Sycamore trees – 152 Lancaster Road, Carnforth LA5 9EE <b>Recommendation: Support planning application in principal</b>
23/00699/FUL	Amended: 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>
23/00872/FUL	Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX <b>Recommendation: Object to the planning application</b>



# Carnforth Town Council

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

Application No:	Description
23/00875/FUL	Change of use from retail store to hot food takeaway and installation of flue to rear elevations – 31 Market Street, Carnforth, LA5 9JX <b>Recommendation: Object to the planning application</b>

- 23099. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23100. Carnforth Air Quality Management Areas (AQMA):** To consider Consultation on proposed revocation of Carnforth as an AQMA
- 23101. Town Development & Planning Committee:** To consider report of committee meeting held on 7<sup>th</sup> August and 11<sup>th</sup> September 2023 (See Agenda Pack)
- 23102. Carnforth Fringe:** To consider recommendation and Carnforth Town Council involvement in Carnforth Fringe 2024.
- 23103. Property & Environment Committee:** To consider report of Committee meeting held on 1<sup>st</sup> August and 5<sup>th</sup> September 2023 (See Agenda Pack)
- 23104. Finance & Governance Committee:** To consider report of Committee meetings held on 17<sup>th</sup> August and 18<sup>th</sup> September 2023 (See Agenda Pack)
- 23105. Annual Governance & Accountability Return (AGAR) 2022/2023:** To consider external audit report and certificate and notice of conclusion of audit 2022/2023
- 23106. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 23107. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23108. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23109. Date of next meeting:** Wednesday 18<sup>th</sup> October 2023 at 6:30pm

**Town Clerk & Responsible Finance Officer**

**15 September 2023**

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



# Carnforth Town Council

## Minutes of meeting held on 19<sup>th</sup> July 2023 at 6:30pm at Carnforth Council Offices

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

**In attendance:** Adrian Osmotherley Locum Clerk, County Councillor Williamson, and three members of the public.

**23079 Apologies:** Apologies were received and accepted from Councillors, Paul Gardner, Hanna and Turner.

**23080 Declaration on interests and dispensations:** There were no declarations of interest or dispensations raised.

**23081 Urgent Business:** Councillor Laurence advised that he had forwarded to Councillors details of a draft response he was intending to send to a member of the public regarding the latest position with the Station Clock. The deadline for Councillors to comment is 21<sup>st</sup> July.

**23082 Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 21<sup>st</sup> June 2023 be approved.**

**23083 Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** A member of the public raised concerns in relation to planning application 19/00541/OUT - erection of up to 250 dwellings with associated access at Lunesfield Quarry, Kellet Road. Concerns included the impact the development would have on surrounding properties, residents and existing infrastructure. The Town Mayor advised this application would be considered by Councillors under agenda item 23084 and that members of the public were welcome to stay and listen to these discussions.

**The meeting was then reconvened.**

- 2) **Councillor updates / matters:** The Town Mayor reported on his activities in the last month, including opening Carnforth Carnival and Carnforth Fringe, both of which were well supported and enjoyable. He had also attended the Christchurch School supporting a Carnforth Rotary Club event and Carnforth Twinning Association's Bastille night. The Town Mayor also acted as a Bingo Caller at Gummers Howe community centre recently.

Councillor Jones reported on a review undertaken by the Carnival Committee following this year's event, covering what had gone well and where lessons could be learned. It was reported that this year's Carnival had 'broken-even' and that consideration is being to holding the Carnival over three days.





# Carnforth Town Council

Councillor Smith reported on the Carnforth Fringe event thanking Councillors for their support and attendance and the proprietors of The Royal Station Hotel and Brief encounter Bar and Bistro for agreeing to host performers over the weekend. Councillor Smith commented that he had enjoyed all the acts and that feedback from the public had been good. The Town Mayor, thanked Councillors Laurence and Smith and the Town Clerk, Bob Bailey for leading on the project and making it another successful event for the town. The Town Mayor also thanked County Councillor Williamson for her guidance and assistance during the planning stage of the event.

Councillor Richmond reported that he and Councillor Smith had attended a meeting with representatives from the Royal Society for the Protection of Birds to being discussions on Carnforth obtaining 'Swift town' status in celebration and protection of the species.

Councillor Bromilow reported that she had attended the Rotary Kids Conference; had been another Bingo Caller at Gummers Howe Community Centre and was participating in a project for children concerned with water sampling activities on the River Lune.

Councillor Paula Gardner advised that she had reported to Lancaster City Council the loose external render on the building at the corner of Hunter Street and Walton Road.

**ACTION: Town Clerk to follow up and establish what action Lancaster City Council are taking in rectifying/making safe the defect.**

Councillor Laurence also commented on the Carnforth Fringe event and advised that a meeting of the War Memorial Gardens Centenary 2024 working party had taken place. Th Town Mayor has written to the Lord Lieutenant to try and establish a contact for a Regiment band in the area. The Town Mayor commented he will pass on contact details for the Accrington Pipe Band.

- 3) **Reports of Ward & County Councillors:** There were no Ward Councillors present at the meeting.

County Councillor Williamson commented that updates on a range of issues have been reported in recent editions of Lancaster Rural North News. She reported that work to secure a Devolution Deal for Lancashire was progressing very well with a final business case being presented to Government for approval in September.

Councillor Williamson confirmed that contractors had been commissioned to undertake works on Market Street to move the junction markings back so that larger vehicles have more space when turning into the road – work is expected to start in around 12 weeks.



## Carnforth Town Council

Councillor Williamson agreed to raise with Highways the potholes/deterioration on the A6 near the new Rowlands development.

- 4) **Reports from outside bodies:** Councillor Parker reported on the Carnforth Chamber of Trade and Carnforth and District Twinning Association meetings.

The Chamber of Trade are promoting the Artisan Market on 12<sup>th</sup> August.

The Twinning Association's Bastille night had been a success and arrangements for the Twinning exchange to Sailly-sur-la-Lys (23<sup>rd</sup> – 27<sup>th</sup> August) are being finalised.

Councillor Bromilow reported that a Rotary Club Mental Health Conference is to be held at Carnforth – time to be confirmed - and that the River Lune Project, monitoring the purity of the water, is continuing.

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

- 23084 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
23/00699/FUL	Demolition of Church and erection of a two-storey building comprising of 9 apartments with bin store, gardens and landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9LB.
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.
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.
21/00899/HYB	Hybrid Application comprising of a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of 114 dwellings, including public open space provision and associated infrastructure - Land Between Brewers Barn and The A601(M) North Road, Carnforth, Lancashire LA5 9LJ.

Councillors considered and commented on the above planning applications.



# Carnforth Town Council

**23/00699/FUL:** Councillor Hanna had advised that he is arranging a meeting with residents to enable details of their objections to be collated. Once this has been completed the Town Development and Planning Committee will be in a position to consider the application in more detail.

**19/00540/OUT:** Further information has been submitted by Homes England to Lancaster City Council. A range of matters and concerns were raised, including:

- the scale of the development presents significant changes to the local infrastructure and services;
- the sustainable future of Carnforth Rangers FC has not been properly addressed;
- proposed changes to the existing highway network and the strain the additional volume of traffic created by 250 homes will have on an already busy and congested Kellet Road;
- the need for better pedestrian and cycle access to Carnforth Town Centre;
- the recently submitted documents have removed the proposal for the building of footbridge;
- relevance to aspects of the development design set out in the Carnforth Neighborhood Plan.

It was then **RESOLVED that the above planning applications be considered further at the next meeting of the Town Development & Planning Committee. ACTION: Town Clerk to confirm that further comments relating to these applications will be accepted beyond the end of the submission date.**

**23/00146/FUL & 21/00899/HYB:** It was **RESOLVED that these planning applications be considered further at the next meeting of the Town Development & Planning Committee.**

**23/0100/TPO:** It was **RESOLVED that the planning application be supported in principle**

**23085 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. Applications 23/00475/FUL, 23/00620/FUL, and 23/00540/FUL have all been permitted.

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

**23086 Town Development & Planning Committee:** Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 3<sup>rd</sup> July 2023, including:



# Carnforth Town Council

- 1) Election of Councillor Parker as Chair and Councillor Laurence as Vice-Chair;
- 2) 'Walkabout' around Highfield and Gummers Howe;
- 3) Recommendation that Carnforth Town Council supports the 'Swift Town' initiative and plans;
- 4) Recommendation that the Town Council commissions a plate to commemorate the 20<sup>th</sup> anniversary of twinning with Sailly;
- 5) Recommendation that Carnforth Town Council objects to 23/00699/FUL
- 6) Update on Carnforth Fringe;
- 7) Recommendation that Carnforth Town Council approves involvement in the national celebrations for the 80<sup>th</sup> Anniversary of D-Day;
- 8) Update on plans to commemorate the 100<sup>th</sup> anniversary of the War Memorial Gardens and Cenotaph.
- 9) Update on highways matters reported to Lancashire County Highways;
- 10) Station Car park parking machines;
- 11) Collection and ongoing maintenance of litter bins following the decision of the Canal & Rivers Trust to withdraw this service

**ACTION: Town Clerk to contact the Lancashire Speed Partnership to find out how effective the recent speed monitoring exercise was and to request liaison with Carnforth Town Council on any future exercises.**

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

**23087 Property & Environment Committee:** Councillor Richmond reported on the recommendations and actions arising from the meeting of the Property & Environment Committee held on 4<sup>th</sup> July 2023, including:

- 1) Councilor Richmond was elected as Chair and Councillor Hanna as Vice-Chair;
- 2) Collection and ongoing maintenance of litter bins following the decision of the Canal & Rivers Trust to withdraw this service;
- 3) Carnforth Highfield Allotments;
- 4) Environmental and public realm matters and updates;
- 5) Very positive inspection by Lancaster Fire & Rescue Service and an update on the premises licence relating to Carnforth Civic Hall;
- 6) Review of cleaning arrangements at Crag Bank Village Hall;
- 7) District wide weeding contract from 1<sup>st</sup> April 2023



# Carnforth Town Council

8) Alexandra Park.

**ACTION:** Town Clerk to request further information from Morecambe Town Council regarding the frequency and number of further weed treatments planned.

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

**23088 Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Finance & Governance Committee held on 12<sup>th</sup> July 2023, including:

- 1) Councillor Jones was elected as Chair and Councillor Grisenthwaite as Vice Chair.
- 2) Resolution of matters relating to compliance with pensions regulations. **ACTION: Town Clerk to advise on the pension review process to ensure that in future the Town Council complies with the Pensions Act 2008;**
- 3) Bank reconciliation and budget monitoring as at 30<sup>th</sup> June 2023 (Month 3);
- 4) Contracts of employments and employees handbook development;
- 5) Lead Councillors for non-operational activities and functions. It was noted that, in addition, a program is being developed for all Members on *Leadership, development and work planning* along with relevant training opportunities

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

**23089 Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation. The Town Mayor brought to Councillors attention, several invoices where the amount payable had been credited or reduced where service provision had been challenged. The Town Mayor thanked the Town Clerk for identifying and recovering these overcharges. It was then **RESOLVED that payments as set out be authorised.**

**23090 Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.

**23091 Items for next Agenda:** There were no additional items raised at this time for the next agenda.

**23092 Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 20<sup>th</sup> September 2023 at 6:30pm.**

The meeting closed at 8:40pm



# Carnforth Town Council

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Town Clerk & Responsible Finance Officer

Chair:

Date: 24<sup>th</sup> July 2023



# Carnforth Town Council

## Planning Application Comments & Decisions

### September 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	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	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	Object to the planning application	Application Withdrawn
<b>23/00756/FUL:</b> Part retrospective application for a change of use of commercial basement to two flats and ancillary bike store, removal of external staircase of new and altered window and door openings – Former Co-op Warehouse, John Street, Carnforth	Object to the planning application	Awaiting Decision



# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 7<sup>th</sup> August 2023

**Present:** Councillors Parker (Chair), Paula Gardner; Hanna; Laurence; Turner, Roe and Smith

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer and one member of the public

- |              |   |
|--------------|---|
| <b>23072</b> | <b>Apologies:</b> Apologies were received from Councillor Grisenthwaite   |
| <b>23073</b> | <b>Declaration on interests and dispensations:</b> There were no declarations of interest or requests for dispensation on items on the agenda.  |
| <b>23074</b> | <p><b>Urgent Business:</b> Councillor Smith reported on the Carnforth Fringe weekend and asked for initial feedback from Councillors. The general opinion was that the weekend had been reasonably successful and could be built on going forward. Councillors are invited to a meeting on Tuesday 15th August at 6:30pm at the Royal Station Hotel to review what went well and not so well over the Fringe Weekend.</p> <p>The Town Clerk advised that a feedback form had been drawn up and published on the Town Council's website and media channels with a deadline for responses of 31<sup>st</sup> August. Subject to the review and funding considerations, Councillors gave their, in principle, support to a 'Carnforth Fringe Festival' in 2024, possibly incorporating more performers and a 'Community Big Lunch' event along the lines of those held over the last two years.</p> <p>Councillor Smith informed Councillors that he has arranged to carry out some weeding work on Sunday 13<sup>th</sup> August, meeting at the War Memorial Gardens.</p> <p>Councillors Paula Gardner and Hanna commented that they are in the early stages of planning a 'Fun Day' on Highfield – more details to follow in due course.</p> <p>It was then <b>RESOLVED that the matters of urgent business be noted and that updates reported back to the Committee in due course.</b></p> |
| <b>23075</b> | <b>Minutes:</b> It was <b>RESOLVED that the Minutes of the meeting held on Monday 3<sup>rd</sup> July 2023 be accepted.</b>   |
| <b>23076</b> | <p><b>Public participation and information only updates:</b> A members of the public raised concerns about planning application 23/00699/FUL around the design and appearance of the development and its potential impact on parking, highway safety and traffic. He also asked questions about Carnforth Town Council's role in the planning process, which was explained by the Committee Chair.</p> <p><b>Actions &amp; Updates:</b> The Town Clerk advised that actions and updates would be reported under items on the agenda for this meeting.</p>   |

**23077 Planning Applications:** The Committee considered the following planning application(s):

<b>Application No:</b>	<b>Description</b>
19/00541/OUT	<p>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.</p> <p><b>Decision: Object to the planning application</b></p>
23/00699/FUL	<p>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</p> <p><b>Decision: Object to the planning application</b></p>
23/00756/FUL	<p>Part retrospective application for a change of use of commercial basement to two flats and ancillary bike store, removal of external staircase of new and altered window and door openings – Former Co-op Warehouse, John Street, Carnforth</p> <p><b>Decision: Object to the planning application</b></p>
21/00899/HYB	<p>Amended Hybrid Application comprising a full application for the erection of 71 dwellings with associated vehicular access, incorporating a signalised junction, together with pedestrian and cycle access points, associated earthworks, roads, parking and drainage infrastructure and an outline application for the erection of up to 87 dwellings, including public open space provision and associated infrastructure - Land Between Brewers Barn And The A601(M), North Road, Carnforth, Lancashire, LA5 9LJ</p> <p><b>Decision: Object to the amended planning application and 'challenge neutral comment' on last submission</b></p>

There was detailed discussions on each of the above planning applications and it was then **RESOLVED that, under delegated powers, the Town Development & Planning Committee authorises the Town Clerk to draft responses for circulation to all Councillors for urgent and final comment before submission to the planning authority (Lancaster City Council) within stated deadlines.**

Councillors noted updates on Temporary Traffic Regulation Orders at Hawk Street, Scotland Road and Back Edward Street, Carnforth.

**23078** **Town Development:** The committee considered the following events, updates and opportunities:

1) **'Save our Swifts proposal'**: Councillor Richmond reported proposed aims and actions to make Carnforth a 'Swift Town' and support environmental objectives specified in the Carnforth Neighbourhood Plan over the next 4/5 years.

**RECOMMENDATION:** That Carnforth Town Council supports this initiative in principal and considers in more detail as plans develop and as part of the budget planning process from 2024/25;

2) **'Live theatre proposal'**: Councillor Smith proposed that a second 'live theatre' event be held at Carnforth Civic Hall on 25<sup>th</sup> November.

**DECISION:** That the proposal be funded from within the Town Development Committee budget and that Councillor Smith and Town Clerk make the necessary arrangements

3) **Sampling nets:** Councillor Smith withdrew a proposal to fund the cost of nets in support of biological sampling being planned by 1<sup>st</sup> Carnforth Scouts, since they had now covered costs through other means. **ACTION: None required**

4) **War Memorial Gardens – Centenary 2024:** Councillor Laurence gave a short update and reported that plans for the centenary event and improvements to the War Memorial Gardens would be picked up from September.

**ACTION:** Update noted and plans considered in more detail as part of the budget planning process for 2024/25

It was then **RESOLVED** that progress on planned events and actions be noted and updates reported back at each committee meeting.

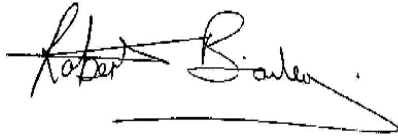
**23079** **Public Highways & Open Spaces:** The Town Clerk reported that a request made by the Town Mayor to discuss highways matters raised with County Highways is still awaited.

The Town Clerk informed Councillors that he had registered Carnforth Town Council on the new Lancashire County Council's Love Clean Streets website and app (formally known as 'Report It') where a wide range of issues can be reported quickly and easily. Councillors were informed that they can set up an individual Love My Street account and download the app at: <https://lovecleanstreets.lancashire.gov.uk/account/logon>

Councillor Hanna commented that the app is easy to use and Councillor Roe advised that the Furness Line Action Group (FLAG) had recently recommended the app and encouraged its Members to sign up.

It was then **RESOLVED** that the update be noted with any progress being reported and the next Committee meeting and all Councillors be encouraged to download and make use of the 'Love Clean Streets' website and app.

**23080** **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4<sup>th</sup> September 2023 at 5:00pm**. The meeting closed at 6:25pm

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Town Clerk and Responsible Financial Officer

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 11<sup>th</sup> September 2023

**Present:** Councillors Parker (Chair), Paula Gardner; Grisenthwaite, Laurence, Richmond and Turner.

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

**23081 Apologies:** Apologies were received from Councillor Hanna

**23082 Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

**23083 Urgent Business:** The Town Clerk reported on correspondence recently received regarding a consultation on a proposed revocation as Carnforth as a designated Air Quality Management Area (AQMA). An online response survey is available with the consultation closing at 5pm on 18<sup>th</sup> October.

Councillors were also informed of the advice received from the Town Council's solicitor that there already appears to be an agreement in place in respect of the Market Street Clock whereby responsibility for repairing and maintaining the clock is passed to Carnforth Town Council.

After some discussion, it was then **RESOLVED that the matters of urgent business be noted and that the consultation of the Carnforth AQMA be an agenda item on the next meeting of Carnforth Town Council.**

**23084 Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 7<sup>th</sup> August be accepted.**

**23085 Public participation and information only updates:** There were no members of the public present.

**23086 Actions & Updates:** The Town Clerk advised that actions and updates would be reported under items on the agenda for this meeting.

**23087 Planning Applications:** The Committee considered the following planning application(s):

Application No:	Description
23/0123/TPO	Fell Sycamore trees – 152 Lancaster Road, Carnforth LA5 9EE <b>Recommend: Support planning application in principal</b>
23/00699/FUL	Amended: Relevant demolition of Church and erection of two storey building comprising 9 apartments and bin site with associated garden areas and landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9BP <b>Recommend: Object to the planning application</b>

<b>Application No:</b>	<b>Description</b>
23/00875/FUL	Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX  <b>Recommend: Object to the planning application</b>
23/00836/FUL	Change of use from retail store to hot food takeaway and installation of flue to rear elevations – 31 Market Street, Carnforth, LA5 9JX  <b>Recommend: Object to the planning application</b>
Temporary Prohibition of Through Traffic: Grosvenor Road, Carnforth from Grosvenor Court to Grosvenor Place 09:30 – 15:30 Wednesday 25th October or until completion	

There was a discussion on each of the above planning applications. It was commented that it had not been possible to identify what amendment had been made to planning application 23/00699/FUL and considered that no further comments need to be made by the Carnforth Town Council, following its original objection.

It was direct connection between planning applications 23/00836/FUL and 23/00875/FUL was noted and it was considered that comments should be made around parking issues; potential for additional rubbish and associated smells given the nature of the business and the signage not being in keeping with the immediate area.

It was **RESOLVED that Carnforth Town Council considers the recommendations of the Town Development & Planning Committee.**

**23088 Town Development:** The committee considered the following events, updates and opportunities:

**1) Remembrance Sunday:** Arrangements were broadly discussed including request for a road closure; Parade; Service at the War Memorial Gardens and Reception at Carnforth Civic Hall which will be 'scaled-back'.

**ACTION: Town Clerk to liaise with Councillor Laurence on the arrangements for Remembrance Sunday on 12<sup>th</sup> November.**

**2) 'Friends' Groups:** Councillor Paula Gardner reported in the recent 'Love Highfield' event which generated several ideas to improve the play area and land at Highfield and the establishment of a 'Friends' group. Councillor Laurence commented on the activities and fundraising of the Friends of Carnforth Canal Park.

3) **Carnforth Fringe:** The Town Clerk informed Members that a meeting following the 2023 Carnforth Fringe had been held and suggestions made for a similar or bigger event in 2024. It was noted that resources provided by Carnforth Town Council will need to be considered in detail as part of the budget process for 2024/2025.

There followed a discussion around the suggested proposal and of potential benefits of the event to local business and ways in which they might have a lead input in its organisation going forward. **ACTION: Include as an agenda item on the next meeting of Carnforth Town Council.**

4) **War Memorial Gardens – Centenary 2024:** Councillors Laurence and Grisenthwaite gave an update on the developing plans for the centenary event and improvements to the War Memorial Gardens over the next year. It was noted that plans will need to be considered in detail as part of the budget process for 2024/2025.

5) **Citizen of Merit:** It was noted that a Citizen of Merit certificate had been awarded to two children who had helped as part of the recent clean up at Back New Street.

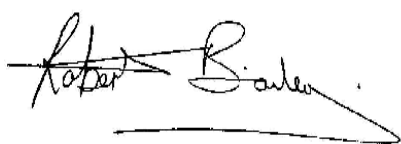
It was then **RESOLVED that progress on planned events and actions be noted and updates reported back at each committee meeting, with proposed budgets being presented to the Finance and Governance Committee from October so that informed decisions can be made when setting the budget and precept for the financial year 2024/2025.**

**23089 Public Highways & Open Spaces:** The Town Mayor, Councillor Grisenthwaite reported on several highways matters that had recently been discussed with County Highways including traffic management and road safety; communications on road traffic prohibitions and making use of 'Mario maps' and consultation on a possible residents parking. Members were advised that a article for the next Carnforth Express had been drafted on the residents parking scheme consultation.

The Town Clerk reported that despite several email and promises Northern Rail had still not provided detailed information on additional proposals for parking at Carnforth Railway Station.

It was then **RESOLVED that the update be noted with any progress being reported and the next Committee meeting.**

**23090 Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 2<sup>nd</sup> October 2023 at 5:00pm.** The meeting closed at 6:20pm



Town Clerk and Responsible Financial Officer



# PROPERTY & ENVIRONMENT COMMITTEE

## Minutes of the meeting held on Tuesday 1<sup>st</sup> August 2023 at 5:00pm

**Present:** Councillors Richmond (Chair); Bromilow;; Grisenthwaite (Town Mayor);  
Laurence and Roe (Part)

**In attendance:** Bob Bailey, Town Clerk & RFO, Rik Marsden, Facilities Manager and  
Simon Jobling, Outdoor Maintenance Officer

**23080 Apologies:** Apologies were received from Councillors Paula Gardner, Paul Gardner, Hanna and Parker.

**23081 Declaration on interests and dispensations:** There were no declarations of interest relating to items on the agenda

**23082 Urgent Business:** The Town Clerk reported that he had been informed by Lancaster City Council that they do not currently have capacity to offer a commercial recycling service in the Carnforth area. Two other potential suppliers were recommended for consideration.  
**ACTION: Town Clerk to make further enquiries and reports back to committee in due course.**

At the request of Councillor Roe, Agenda item 23087 was brought forward for discussion

**23083 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 4<sup>th</sup> July 2023 be approved.**

**23084 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** The Town Clerk reported that Lancaster City Council had provided and installed a picnic bench at Alexandra Park.

**23085 Carnforth (Highfield) Allotments:** The Town Clerk reported on actions taken in the last month, including:

- 1) Allotments holders have been given an opportunity to respond to a survey on the future disposal of waste from the allotments. The survey is due to close on 4<sup>th</sup> August.
- 2) Discussions with Lancaster City Council about a permanent water supply at the allotments are progressing;
- 3) Lancaster City Council are pricing up fencing in three areas around the perimeter of the allotments;
- 4) Plans are being made to widen the footpaths;
- 5) A deed of surrender between Carnforth Town Council and the former Carnforth Allotments Association has been drawn up by the Council's solicitor for signing by both parties;
- 6) Reported infringements to the Allotment rules are being dealt with.

After some comments it was **RESOLVED that updates relating to Carnforth Highfield Allotments be noted and progress reported back to the Committee in due course.**

**23086 Environment & Public Realm:** The Outdoor Maintenance Officer reported on tasks completed in the last month and plans and suggestions going forward, including:

- 1) New planters for Crag Bank Roundabout have been installed and planted;
- 2) Original planters from Crag Bank will be moved to Alexandra Park and compost provided;
- 3) Discussions held with Lancaster City Council on suggested areas of work that could be undertaken by the Outdoor Maintenance Officer – clarification and permission is awaited.

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

**23087 Civic Hall:** The Town Clerk presented a report following the end of the consultation period on the Town Council's application for a premises licence at the Civic Hall and actions taken to address the conditions stipulated by Lancashire Police in support of the application.

It was reported that further work needs to be done to develop a suitable Drugs Policy and install internal CCTV cameras in the building and to have in place arrangements to train volunteers on their responsibilities when serving alcohol and meeting the requirements of the Licensing Act 2003. .

The Committee was then asked to consider the next steps in order to realise the potential benefits and opportunities presented by the premises license being granted, as well as manage any associated risks.

It was brought to Councillors attention that equipment needed to sell alcohol to the public could be funded from the Committee's budget. There followed a discussion on the suggested items and plans for creating a bar to be located in the meeting room at the Civic Hall.

It was then **RESOLVED that the Town Clerk places orders for the necessary equipment and, with the Facilities Manager and Councillor Roe, develops plans for the installation of a fixed bar for further consideration by the Committee.**

Councillor Grisenthwaite reported that following advice provisional quotations had been invited for the installation of infra-red heating panels and an indicative budget identified. Meanwhile, following a recommendation, a professional fundraiser specialising in heritage and community buildings has been approached with a view to providing services to scope capital works at Carnforth Civic Hall and/or Crag Bank Village Hall and identifying costs and potential funding to feed into the Town Council's budget planning process for 2024/2025.

It was then **RESOLVED that the update on potential capital works and funding be noted.**

The Facilities Manager reported that the recent heavy rain had highlighted the need for the rendering of the Civic Hall to be professionally checked and a window repaired to prevent rainwater leaking into the building. Councillors were reminded that no capital works at Carnforth Civic Hall had been built into the budgets for 2023/2024.



# PROPERTY & ENVIRONMENT COMMITTEE

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

**Present:** Councillors Bromilow (Chair); Paula Gardner; Grisenthwaite (Town Mayor) and Laurence

**In attendance:** Bob Bailey, Town Clerk & RFO and Simon Jobling, Outdoor Maintenance Officer

**23091** **Apologies:** Apologies were received from Councillors Hanna, Parker, Richmond and Roe and Rik Marsden, Facilities Manager

**23092** **Declaration on interests and dispensations:** There were no declarations of interest relating to items on the agenda

**23093** **Urgent Business:** The Town Clerk reported that after a protracted dispute with the current provider of fire and security systems a resolution had been reached and the Council refunded. At the request of the Town Clerk a proposal for a fixed maintenance contract has been provided for consideration by the Finance & Governance Committee.

Councillor Paula Gardner reported on the recent Love Highfield event. Several ideas on how to improve the play area were suggested and plans going forward, including establishing a 'Friends' Group agreed. Councillor Hanna has produced and circulated more information for consideration by the Town Development & Planning Committee.

The Clerk reported that Councillor Smith had requested the award of two Citizen of Merit Certificates to children who had assisted with a recent weeding and litter picking.

Councillor Grisenthwaite reported that discussions are ongoing with two professionals around projects to upgrade the heating systems and other potential capital works at both Carnforth Civic and Crag Bank Village Halls.

**23094** **Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 1<sup>st</sup> August 2023 be approved.**

**23095** **Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** Members acknowledged that operatives had been carrying out work to tackle weeds around the town in recent weeks. The Town Clerk advised that streets identified on the list provided by Morecambe Town Council are those on the cyclical programme of works, whilst back streets tend to be on a 'reactive list' where reported issues will be prioritised and scheduled.

**23096 Carnforth (Highfield) Allotments:** The Town Clerk reported on actions taken in the last month, including:

- 1) A discussion of arrangements for inviting all allotment holders to an open meeting with Council and staff representatives from the Town Council. It was suggested that, subject to the initial discussion with allotment holders, regular meeting be held.

**ACTION: Town Clerk to arrange the initial meeting as soon as practicable**

- 2) The contractor engaged to move waste had failed to do so due to illness – allotment holders have been advised. In the meantime, following a discussion with Lancaster City Council, a quotation has been received for the provision of 4 green litter bins that could be part of a fortnightly collection.
- 3) The Town Clerk reported that he had chased Lancaster City Council for a quotation for the installation of a permanent water supply and costings for a perimeter fence – both are still awaited;
- 4) The Outdoor Maintenance Officer had recently visited the allotments site to carry out some maintenance works. Regular visits and scheduled work will be carried out going forward including the introduction of a periodic inspection programme.
- 5) Reported infringements to the Allotment rules have been raised with the individuals concerned.

After some comments it was **RESOLVED that updates relating to Carnforth Highfield Allotments be noted and that actions taken, planned and outstanding and matter raised by Allotment holders be discussed at the meeting to be arranged.**

**23097 Environment & Public Realm:** The Outdoor Maintenance Officer reported on tasks completed in the last month and plans and suggestions going forward.

The recent, and ongoing, community clean upon Back New Street was discussed as well as the litter pick arranged by the Friends of Carnforth Canal Park.

The Town Clerk had contacted Lancaster City Council regarding the 'wild-flower' area at Crag Bank and had been advised that *'This year all the wildflowers haven't done particularly well due to the hot weather we have had, but next year hopefully it will be back to looking better'*.

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

**23098 Civic Hall:** The Town Clerk reported that as directed equipment needed in relation to the Civic Hall becoming a licensed premises had been purchased, including a till and card-reader and internal CCTV cameras.

A quotation for the building an installation of a purpose-built bar was presented and discussed, along with an alternative suggestion made by the Facilities Manager. After some discussion it was **RESOLVED that the Facilities Manager be asked to provide a design and costings for a permanent bar for further consideration.**



# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Thursday 17<sup>th</sup> August 2023

**Present:** Councillor Jones (Chair); Grisenthwaite and Hanna

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

<b>23079</b>	<b>Apologies:</b> Apologies were received from Councillors Parker and Smith
<b>23080</b>	<b>Declaration of interests and dispensations:</b> There were no declarations of interest or requests for dispensation on matters on the agenda for the meeting.
<b>23081</b>	<p><b>Urgent Business:</b> The following matters of urgent business were discussed:</p> <p>1) <b>Local Delivery Scheme:</b> The Town Clerk reported that Lancashire County Council had invited the Town Council to opt in to the local delivery scheme for 2023/2024. As in 2022/2023, Lancashire County Council are offering grants of £500 for PROW work and £300 for biodiversity projects.</p> <p>The Town Clerk informed Councillors that a report on related actions by the Town Council in 2023/2024 will be submitted to Lancashire County Council in due course.</p> <p>After some comments, it was <b>RESOLVED that the Town Clerk makes arrangements for Carnforth Town Council to opt in to the Public Rights of Way and Biodiversity schemes for 2023/2024.</b></p> <p>2) <b>Committee updates:</b> The Town Clerk provided a brief update on key matters arising from the Property &amp; Environment and Town Development and Planning Committees, including:</p> <ul style="list-style-type: none"><li>• actions and planned expenditure aimed generating income at Carnforth Civic Hall, taking advantage of the opportunities arising from the recent approval of a premises licence;</li><li>• proposed plans for Carnforth Fringe subject to a report from Councillor Smith following a meeting to review this year's event.</li></ul> <p>Councillors supported Committee plans, noting that the Carnforth Fringe may develop into a commercial collaboration involving Carnforth Chamber of Trade and Morecambe Bay Fringe.</p>
<b>23082</b>	<b>Minutes:</b> It was <b>RESOLVED that the Minutes of the meeting held on Wednesday 12<sup>th</sup> July 2023 be approved.</b>
<b>23083</b>	<p><b>Actions &amp; Updates:</b> The Town Clerk, reported that, after some considerable effort, matters relating to invoices disputed with two suppliers had been satisfactorily resolved with payments either being waived or significantly reduced. There followed a discussion on the regularity of formal reviews of services received from providers.</p> <p>After some discussion, it was <b>RESOLVED that an annual program of service reviews be developed commencing with the provision of fire and security systems from 2024/2025.</b></p>



<b>23084</b>	<p><b>Payments List:</b> The Town Clerk presented a list of payments awaiting authorisation.</p> <p>In response to a question on a payment made from the Community Resilience Fund budget, the Town Clerk reported that this was relating to expenses incurred in 2022/2023 but only recently claimed.</p> <p>It was then <b>RESOLVED that all payments, as presented, be approved under the Council's scheme of delegation and that no further payments from the Community Resilience Fund be made.</b></p>
<b>23085</b>	<p><b>Budget Monitoring &amp; Bank Reconciliation:</b> The Committee considered the following reports:</p> <ol style="list-style-type: none"><li><b>1) Bank Reconciliation:</b> Councillors considered the <i>Bank Reconciliation Report</i> as at 31<sup>st</sup> July 2023 (Month 4). Reconciled balances as at that date were £110,407.</li></ol> <p>Councillors were asked to note that payments to date totaled £66k, significantly higher than planned due to unplanned expenditure and higher than expected costs. It was felt that the position can be managed but there is a risk that balances will be much reduced.</p> <ol style="list-style-type: none"><li><b>2) Summary Report:</b> Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 31<sup>st</sup> July 2023. Attention was drawn to a various matters and there followed a discussion on the essential need for the Council as a whole to ensure that all plans are fully costed, income generated and maximized, and expenditure cut or reduced where practicable.</li></ol> <p>It was then <b>RESOLVED that financial reports as at 31<sup>st</sup> July be noted and that Councillors consider in detail the impact on the Council's budgets when making decisions.</b></p>
<b>23086</b>	<p><b>Community Benefit Fund:</b> The Committee considered a request for funding from Cumbria Cricket Limited to support an individual on a youth cricket tour of Sri Lanka.</p> <p>After some discussion, it was <b>RESOLVED that the applicant be advised that, regrettably, the application does not meet the award criteria for the granting of Community Benefit Funds.</b></p>
<b>23087</b>	<p><b>Carnforth Co-wheels scheme:</b> The Town Clerk presented a report setting out information and statistics on the use of the electric vehicle based at Preston Street that was installed last December as part of the scheme in collaboration with Lancaster City Council and Lancashire County Council on a year-long trial.</p> <p>The statics show that between December 2022 and June 2023 the percentage of mileage and bookings in Carnforth compares favourably with vehicles based in both Lancaster and Morecambe. In addition, there had been a calculated saving in CO2 emissions equivalent to that which '35 mature trees would take up in CO2 in a year!'</p> <p>As part of the agreement Carnforth Town Council pays for a subscription with BP pulse and the energy costs of charging the vehicle.</p>

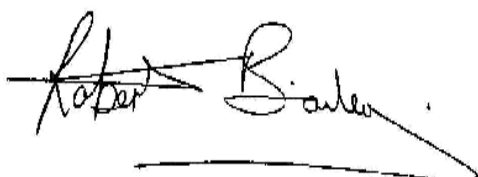
The Town Clerk reported that between January and August this had cost £693 (net of VAT). Councillors were advised that Lancaster City Council had approached the Town Council to establish whether it would consider supporting the scheme into a second year. There followed a lengthy discussion about the statistics, the perceived benefits of the scheme and the cost and it was then **RESOLVED that further analysis of the booking statistics be requested, subject to which a decision on Carnforth Town Council's continued support for the scheme will be made.**

**23088 Exclusion of Press and Public:** The Committee **RESOLVED to exclude the press and public** the press and public from discussions on Agenda item 23089 as items of business could involve the possible disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972

**23089 Human Resources Services:** As requested the Town Clerk presented draft copies of the proposed *Employee Handbook* and *Statement of Main Terms of Employment* that he had worked on with the Council's Human Resource Consultants. Councillors were informed that all staff had been consulted on the drafts and had given their feedback and general support to them being adopted. Staff feedback was considered by Councillors and it was **RESOLVED that the Town Clerk carries out the agreed actions and formally issues the Employee handbooks and Statement of Main Terms of Employment to all staff for signing.** As requested at the last meeting of Carnforth Town Council, the Town Clerk presented a report on the pensions review process to ensure compliance with the Pensions Act 2008. The report set out a timeline of the actions and circumstances relating to delayed submission of the statutory pensions regulation declaration for 2022. After some discussion, it was **RESOLVED that the Town Clerk be given delegated authority to compile and submit, on behalf of Carnforth Town Council, statutory pensions regulation declarations in accordance with the Pensions Act 2008.**

**23090 Items for next Agenda:** The next meeting will consider the arrangements for the budget process for 2024/2025 and a three year budget to 2026/2027. **Committees are requested to consider plans for 2024/2025 and to report back to the Finance and Governance Committee with initial ideas by 30th September 2023.**

**23091 Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Monday 18th September 2023 at 5:30pm.** The meeting closed at 6:45pm.



Town Clerk & Responsible Financial Officer

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Carnforth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	<input type="checkbox"/>	<input type="checkbox"/>	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

MINUTE REFERENCE 23052

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*J. G. ...*

Clerk

*John ...*

www.carnforthtowncouncil.org

USUALLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



**Section 2 – Accounting Statements 2022/23 for**

**Carnforth Town Council**

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	64,886	89,055	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	85,599	90,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	89,073	51,348	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	55,062	70,155	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	95,441	100,579	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,055	59,668	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	89,055	59,668	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	591,070	596,590	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*[Signature]*

Date 16/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as recorded in minute reference:

23052 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*



### Section 3 - External Auditor's Report and Certificate 2022/23

In respect of **Canforth Town Council – LA0042**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

23/08/2023

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
173 External Audit Services	30/08/2023		Unity Trust - Current		External Audit fee	PKF	S	420.00	84.00	504.00
										<b>504.00</b>
174 Legal Services	30/08/2023		Unity Trust - Current		Legal services	Ratcliffe & Bibby	S	400.00	76.00	476.00
										<b>476.00</b>
177 Operations	30/08/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	13.05		13.05
177 Administration	30/08/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	238.76		238.76
177 Administration	30/08/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	260.15		260.15
										<b>511.96</b>
192 CCH - Film Nights	07/09/2023		Unity Trust - Current	BACS	Film night	Eden Arts	S	105.00	21.00	126.00
										<b>126.00</b>
193 Printing	07/09/2023		Unity Trust - Current	BACS	Carnforth Express	Bay Typesetters	Z	660.00		660.00
193 Distribution	07/09/2023		Unity Trust - Current	BACS	Carnforth Express	Bay Typesetters	S	400.00	80.00	480.00
										<b>1,140.00</b>
194 Alexandra Park	08/09/2023		Unity Trust - Current	BACS	Alexandra Park	Gail Brown	Z	100.00		100.00
										<b>100.00</b>
195 Town Mayor	08/09/2023		Unity Trust - Current	BACS	Gifts & Donations	Carnforth Town Council	Z	150.00		150.00
195 Town Mayor	08/09/2023		Unity Trust - Current	BACS	Gifts & Donations	Carnforth Town Council	Z	150.00		150.00
										<b>300.00</b>
196 Grounds Maintenance	15/09/2023		Unity Trust - Current	BACS	Repairs and maintenance	Travis Perkins	S	32.61	6.52	39.13
										<b>39.13</b>
<b>Total</b>								<b>2,929.57</b>	<b>267.52</b>	<b>3,197.09</b>



# Carnforth Town Council

## Correspondence – September 2023 meeting



Date	Sender	Topic
13/07/2023	Town Clerk	Carnforth Express – July/August edition
16/07/2023	Town Clerk	Carnforth Town Council – Agenda Pack
20/07/2023	Lancaster City Council	Update to Planning Application 19/00541/OUT Lundsfield Quarries
20/07/2023	Town Clerk	Amended payments awaiting authorisation
20/07/2023	Lancashire County Council	July (Summer) 2023 Parish and Town Councils' Newsletter
20/07/2023	Lancashire Association of Local Councils (LALC)	New Clerk/Councillor training courses
20/07/2023	Lancaster City Council	21/00899/HYB - Land Between Brewers Barn And The A601(M), North Road, Carnforth
21/07/2023	Lancaster City Council	Local Plan, Planning Policy And Consultations
21/07/2023	Visitor	Complaint regarding Ticket Machine at Carnforth Station car park
24/07/2023	Lancashire County Council	Temporary Road Closure - Hawk Street, Carnforth
24/07/2023	County Cllr Williamson	Lancashire Rural North News
25/07/2023	Lancaster City Council	Carnforth Civic Hall - Premises Licence Notification
25/07/2023	Resident	Letter of thanks for services provided by Carnforth Town Council
26/07/2023	Press Release	'Carnforth to the rescue'
26/07/2023	National Association of Local Councils (NALC)	NALC events and training opportunities
27/07/2023	Town Clerk	Property & Environment Meeting Agenda Pack - 1st August
27/07/2023	Town Clerk	Leadership, Development and Work Planning Workshop
29/07/2023	Lancaster City Council	Cost of Living Funding
31/07/2023	Lancashire County Council	Temporary Road Closure: Back Edward Street, Carnforth 30/8-6/9/23
31/07/2023	Lancashire County Council	<b>A6 Scotland Road, Carnforth 7-8/8/23</b>





# Carnforth Town Council

## Correspondence – September 2023 meeting



Date	Sender	Topic
31/07/2023	Town Clerk	Clerks Report for Property & environment meeting
31/07/2023	Town Clerk	Carnforth Town Council - July Minutes
01/08/2023	Town Clerk	Councillors Contact List
01/08/2023	Lancaster City Council	Planning Application: 23/00756/FUL - Former Co-op Warehouse, John Street, Carnforth
03/08/2023	Town Clerk	Town Development & Planning Committee Agenda pack
04/08/2023	Town Clerk	Carnforth Fringe Survey
07/08/2023	Town Clerk	Carnforth Express
08/08/2023	Town Clerk	Proposed submission - Planning application: 23/00699/FUL   Pentecostal Church Hunter Street Carnforth
08/08/2023	Town Clerk	Proposed submission - Planning Application 21/00899/HYB Land Between Brewers Barn And The A601(M) North Road Carnforth
08/08/2023	Town Clerk	Proposed submission - 19/00541/OUT Lundsfield Quarries Lundsfield Kellet Road Carnforth
09/08/2023	Town Clerk	Finance & Governance Committee Agenda pack
09/08/2023	Town Clerk	Property & environment committee Minutes
09/08/2023	Town Clerk	Planning application: 23/0123/TPO - 152 Lancaster Road
10/08/2023	Lancaster City Council	Expression of Interest for Capital grant fund extended
11/08/2023	North West Coastal Access	Warton Common – Commons Act s38 application relating to establishment of the King Charles III England Coast Path
11/08/2023	Town Clerk	Town Development & Planning Committee Minutes



# Carnforth Town Council

## Correspondence – September 2023 meeting



Date	Sender	Topic
12/08/2023	Lancashire County Council	King's Award for Voluntary Service – Call for Nominations
14/08/2023	Town Clerk	Carnforth Fringe Survey
14/08/2023	Town Clerk	Clerk's Report - Finance & Governance Committee
14/08/2023	Town Clerk	Pensions regulatory compliance matters
15/08/2023	National Association of Local Councils (NALC)	NALC events and training opportunities
15/08/2023	Lancaster City Council	Planning Application: 23/00699/FUL - Hunter Street, Carnforth - Erection of 9 apartments building - Amended consultation
16/08/2023	Department for Levelling Up, Housing & Communities	Birthday Honours 2024
18/08/2023	Lancashire County Council	Temporary Road Closure: Grosvenor Road, Carnforth
22/08/2023	Town Clerk	Co-wheels pool car analysis
22/08/2023	Town Clerk	Scribe Training
29/08/2023	Lancaster City Council	Development of a Local Area Energy Plan
29/08/2023	Lancaster City Council	Planning Application: 23/00872/FUL, 3 - 7 New Street Carnforth
29/08/2023	Lancaster City Council	Planning Application: 23/00875/FUL - 31 Market Street
29/08/2023	Lancaster City Council	Planning Application: 23/00836/FUL Land At Grid Netherbeck Carnforth
29/08/2023	Lancaster Military Heritage Group	War Memorial Website Appeal
29/08/2023	Lancaster City Council	Community Ownership Fund
29/08/2023	Resident complaint	Wildflower Area - Crag Bank
30/08/2023	Town Clerk	Press Release: Carnforth celebrates 20 years of Bon Ami!
02/09/2023	Town Clerk	Town Development & Planning Committee Agenda Pack



# Carnforth Town Council

## Correspondence – September 2023 meeting



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
02/09/2023	Town Clerk	Property & Environment Committee meeting Agenda Pack
04/09/2023	Lancashire County Council	Parish and Town Council Conference Saturday 4 November 2023
05/09/2023	Lancashire County Council	Temporary Road Closure: Highfield Road, Carnforth
07/09/2023	Lancaster City Council	Pot of Possibility Funding Opportunity
07/09/2023	County Councillor Williamson	Lancaster Rural North News
07/09/2023	Town Clerk	Request for articles - Carnforth express September/October edition
12/09/2023	Town Clerk	Property & Environment Committee draft Minutes
12/09/2023	Lancashire County Council	Relining Market Street
13/09/2023	Lancashire County Council	Walking and cycling survey
13/09/2023	Rural Services Network	Rural Funding Digest - September 2023
14/09/2023	Northwest Rail	Carnforth Station Car Park
14/09/2023	Town Clerk	Town Development & Planning Committee draft Minutes