

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 17<sup>th</sup> April 2024 at the Carnforth Offices, Market Street, Carnforth**

**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 17<sup>th</sup> APRIL 2024 at 6:30pm**

- 24046. Apologies:** To receive apologies
- 24047. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24048. Urgent Business:** To consider matters of urgent business
- 24049. Minutes:** To consider Minutes of the meeting held on 20<sup>th</sup> March 2024
- 24050. 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 and County Councillors
  - 4) Reports from outside bodies
  - 5) Clerk's report (To follow)
- 24051. 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>
24/00259/FUL	Erection of a two storey side and rear extension - 8 Ullswater Crescent, Carnforth, Lancashire, LA5 9AY
24/00320/LB	Listed building application for replacement of uPVC windows with timber windows, removal of existing cementitious render, replacement lime-based render - 129 North Road, Carnforth, Lancashire, LA5 9LU
24/00338/FUL	Erection of detached dwelling - Hunting Hill Lodge, Hunting Hill Road, Carnforth
<b>Traffic Regulation Orders:</b>	
Back Lane, Nether Kellet a distance of approximately 50 metres either side of the private entrance to Aggregate Industries between 0800 hours and 1800 hours from Friday 10th May 2024 until Sunday 12th May 2024 or until completion of the works within this period.	



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

## Traffic Regulation Orders (continued):

North Road, Lancaster from approximately property number 68 to approximately property number 88 - from 1545 hours on Tuesday 26th March 2024 until 2359 hours on Saturday 30th March 2024 or until completion of the works within this period

- 24052. Planning Decisions & Enforcement:** To receive an update on planning authority decisions on previously considered applications and an update on outstanding enforcement matters (see Agenda pack)
- 24053. Town Development & Planning Committee:** To consider report of committee meeting held on 8<sup>th</sup> April 2024 (See Agenda Pack)
- 24054. Property & Environment Committee:** To consider report of Committee meeting held on 9<sup>th</sup> April 2024 (See Agenda Pack)
- 24055. Finance & Governance Committee:** To consider report of Committee meetings held on 11<sup>th</sup> April 2024 (See Agenda Pack)
- 24056. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 24057. Correspondence:** To consider correspondence received since the last meeting (See Agenda Pack)
- 24058. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24059. Exclusion of the Press and Public:** To consider approval that the following agenda items be exempt in accordance with the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960 whereby the press and public be excluded by reason of the commercial nature of the business to be transacted.
- 24060. Crag Bank Village Hall:** To consider the appraisal and costing associated with suggested options for Crag Bank Village Hall (to be sent separately) and to approve establishing a working group to manage the preferred option and project.
- 24061. Energy provision:** To consider a paper on the provision of energy at Council buildings over the next three years (To follow)



# Carnforth Town Council

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

**24062. Date of next meeting:** Wednesday 15<sup>th</sup> May 2024 at 7:00pm or on the rise of the Annual Town Council meeting.

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**Town Clerk & Responsible Finance Officer**

**12 April 2024**

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



# Carnforth Town Council

## Minutes of meeting held on 20<sup>th</sup> March 2024 at 6:30pm at Carnforth Council Offices

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

**In attendance:** Bob Bailey, Town Clerk; County Councillor Williamson; Ward Councillor Belcher and Sargeant Brown

- 24032 Apologies:** Apologies were received and accepted from Councillor Turner
- 24033 Declaration of interests and dispensations:** Declarations of interest relating to connections with local organisations were made and accepted.
- 24034 Urgent Business:** Councillor Laurence reported that he had been asked about the approved precept and how this had been determined. The Town Mayor advised that full details had been set out in the Carnforth Express and that residents could formally raise questions by contacting the Town Clerk in the first instance.
- 24035 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> February 2024 be approved.**
- 24036 Adjournment for public discussion and information only updates.**
- 1) Public Discussion:** No members of the public were present. The Town Mayor invited Sargeant Brown to speak first:
  - 2) Lancashire Constabulary report:** Sergeant Brown provided an interesting and detailed report on crime statistics in Carnforth and the surrounding area. The amount of crime across all areas has reduced and some significantly, which compares very favorably against many places throughout Lancashire and is something that the town 'can be proud of'. Anti-social behaviour in a small number of locations around the town is the main issue, although not at a level of real concern and there are also pockets of organized criminality that 'travel through' the town.  
Sergeant Brown then outlined changes to the structure and purpose of neighbourhood policing that is now starting to pay dividends and ensures that crime is dealt with as efficiently and expediently as possible. It was acknowledged that, due to high profile cases nationally, the perception of standards in policing had suffered in recent years but successes arising from greater scrutiny and awareness from the public, along with effective partnership working is resulting in significant improvements.



# Carnforth Town Council

Councillors then asked a range of questions covering more details on specific types of crime; mental health & social care; road safety and speeding. **ACTION: Sergeant Brown undertook to investigate and report back on some matters raised.** (Sergeant Brown then left the meeting)

- 3) **Town Mayor & Councillor updates / matters:** Councillors reported on a range of matters and actions including:
  - a) A meeting with representatives of Crag Bank under 5's to discuss complaints and allegations relating to the ongoing heating problems, at Crag Bank Village Hall. A number of actions had been agreed and an apology made to Carnforth Town Council.
  - b) Carnforth Fringe and War Memorial Gardens anniversary actions and updates;
  - c) Upcoming events, such as: Carnforth expo at the Royal Station Hotel; talk on the swift population at Carnforth Civic Hall on 10<sup>th</sup> April and a Mental Health Conference at Crag Bank Village Hall on 19<sup>th</sup> April;
  - d) Residents and local community groups matters and caseload.
- 4) **Reports of County & Ward Councillors:** County Councillor Williamson provided information and updates on the following matters:
  - a) Lancashire Combined County Authority Consultation with the completed proposal to be considered by Parliament in October;
  - b) 2024/2024 budget approval;
  - c) Investment of £32m on the county's roads in the coming year;
  - d) Update on work on the £9.2m scheme to improve the A6070 (formerly the M601M);
  - e) Local Nature Recovery Strategy public consultation until 31st March 2024;
  - f) Next round of Crowdfund Lancashire to open in June 2024;
  - g) Public health weekly 'situation reports';
  - h) 50<sup>th</sup> anniversary of Lancashire County Council;
  - i) Upcoming election of Police & Crime Commissioner, and;
  - j) Local casework and recommendation that use is made of the County Council's 'Report it' and 'Love my street' apps;



# Carnforth Town Council

Ward Councillors reported on their local casework including Highfield Play Area group plans and housing matters.

- 5) **Reports from outside bodies:** Councillors provided updates on the following:
- a) Carnforth Swimming Pool extension;
  - b) Carnforth and District Twinning Association activities and plans for the forthcoming visit of representatives from Sailly-sur-la-Lys;
  - c) annual general meeting of the Chamber of Trade and a change in strategy to attract new members and improve effectiveness;
  - d) Quarry Liaison meeting and Tarmac and Aggregate Industries hosting a series of exhibitions as part of a public consultation on the proposed deepening of our Leapers Wood and Back Lane quarries.
- 6) **Town Clerk's report:** Councillors considered the written report including:
- a) completion of the development stage of the website and a **recommendation** that Carnforth Town Council resolves that the website goes live from 2nd April;
  - b) ongoing operational matters at Crag Bank Village Hall and the work of the Council's solicitors on 'technical amendments' to the lease to satisfy the Land Registry and a **recommendation** that Carnforth Town Council resolves that the arrangements be made for the revised lease to be signed on the Council's behalf by the Town Mayor;
  - c) update on the Carnforth Food Club which will be officially opening on 5th April and every Friday thereafter;
  - d) arrangements for the forthcoming Carnforth expo;
  - e) a recommendation that a formal review of the Carnforth Neighbourhood Plan be deferred until such time as the implications of the Local Plan review are known.

Councillors asked questions about the development of the new website and commented on a perception that they had not been given sufficient time to input on the final product. It was noted that the original demonstration had not taken place due to the cancellation of the February meeting of the Finance & Governance Committee and that a further opportunity to comment had been given at the March meeting of that Committee.



# Carnforth Town Council

It was then **RESOLVED** that reports of County and Ward Councillors, Outside Bodies and the Town Clerk be noted and recommendations approved, subject to Councillors being given until 31<sup>st</sup> March to make any further comments relating to the development website subject to it going live on 2<sup>nd</sup> April 2024.

**24037 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/00208/FUL	Change of use of first and second floors of former bank into two apartments and alterations to windows and door openings – Barclays, Market Street, Carnforth LA5 9JX
<b>Traffic Regulation Orders:</b>	
M6 Junction 35, Ash dieback and woodland management - work alongside the M6 southbound at junction 35 (Carnforth). Roadworks include lane 1 and 2 closures on the M6 southbound and full closures of the southbound entry slip road off junction 35 between 8 <sup>th</sup> and 23 <sup>rd</sup> March 2024	
Crag Bank Road, Carnforth from its junction with Shore Road to the entrance to the Public Right of Way leading past Galley Hall from 0001 hours on 27 <sup>th</sup> February to until 1800 on 2 <sup>nd</sup> March 2024	
Nether Kellet Road, Over Kellet from its junction of Kirklands Road to outside The School House from 0800 on 22 <sup>nd</sup> April to 17:00 on 1 <sup>st</sup> May 2024	

After discussion it was **RESOLVED** that the planning application be supported in principle and traffic regulation orders be noted.

**24038 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated by Town Councillors.

Four planning applications are awaiting decision including Planning Applications 19/00541/OUT - Lundsfield Quarry for 250 dwellings (supported in principle) and 21/00899/HYB – Brewers Barn for 81 dwellings (objected).

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



# Carnforth Town Council

**24039 Town Development & Planning Committee:** Councillor Parker reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 4<sup>th</sup> March 2024, including:

- 1) Update on 1 and 2 Station Buildings;
- 2) Representation at the forthcoming Carnforth Expo;
- 3) **Recommendation** that Carnforth Town Council resolves to work with the Carnforth Chamber of Trade on forthcoming Christmas events;
- 4) Planning applications – recommendations to full Council;
- 5) Carnforth Food Club – ‘Welcome’ meeting;
- 6) Updates on planned events, including Carnforth Fringe; D-Day 80 commemorations and War Memorial Centenary;

After some comments, it was **RESOLVED that the report, actions and recommendations of the Town Development & Planning Committee be noted and approved.**

**24040 Property & Environment Committee:** Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 6<sup>th</sup> March 2024, including:

- 1) Use of Biodiversity funding received from Lancashire County Council;
- 2) ‘Community conversation’ on the management and use of allotments in the Lancaster District;
- 3) Environmental and public realm matters and actions in the last month;
- 4) Repairs and maintenance issues at Carnforth Civic Hall and Crag Bank Village Hall.

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

**24041 Finance & Governance Committee:** Councillor Jones reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 14<sup>th</sup> March 2024, including:

- 1) two expressions of interest received for the current vacancy on Carnforth Town Council for the Carnforth Ward;
- 2) **Recommendation** that Carnforth Town Council be resolves to appoint a contractor to cover cleaning services when the need arises;



# Carnforth Town Council

- 3) Bank reconciliation and Summary reports as at 29th February 2024 (Month 11);
- 4) **Recommendation** that a review of charges for Council services and functions until October 2024 at the earliest;
- 5) **Recommendation** that a working group responsible for seeking sponsorship and funding opportunities be established;
- 6) Presentation of the newly developed website and a **recommendation** that approval be given for the website to be launched from 2nd April;
- 7) **Recommendation** that an application for the Local Council Award Scheme, subject to the satisfactory completion of required actions, be supported, and;
- 8) A **recommendation** that the draft Training & Development Policy as presented be approved and that all Councillors confirm their commitment to training and development

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

**24042 Payments for Authorisation:** Councillors considered the list of payments awaiting authorisation. It was **RESOLVED that payments as set out be authorised in full.**

**24043 Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.

**24044 Items for next Agenda:** Councillor Smith requested an update on outstanding matters that have been reported to Lancaster City Council's Planning Enforcement Team.

**24045 Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 17<sup>th</sup> April 2024 at 6:30pm at Carnforth Town Council offices.**

The meeting closed at 8:25pm.

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

Town Clerk & Responsible Finance Officer



# Carnforth Town Council

## Planning Application Comments & Decisions

### April 2024 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>23/00872/FUL:</b> Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX	Object to the planning application	Awaiting Decision
<b>23/00883/FUL:</b> Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA	Support the planning application in principle	Awaiting Decision
<b>24/00208/FUL</b> - Change of use of first and second floors of former bank into two apartments and alterations to windows and door openings – Barclays, Market Street, Carnforth LA5 9JX	Support the planning application in principle	Not available on the planning portal

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 8<sup>th</sup> April 2024

**Present:** Councillors Parker (Chair), Grisenthwaite (Town Mayor); Hanna; Laurence, Turner and Smith

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer; Mr Charnley, Chamber of Trade

**24033** **Apologies:** Apologies were received from Councillor Gardner

**24034** **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

**24035** **Urgent Business:** The Town Mayor reported that following previous discussions Lancashire County Council Residents Parking Engineer has now provided documentation and guidance to enable an initial consultation survey to be carried out in support of any subsequent application for consideration by Lancashire County Council. Details of the latest position and next steps were outlined in the most recent edition of the Carnforth Express.

Following a discussion it was **RESOLVED that Carnforth Town Council establishes a working group tasked with leading on the arrangements for a 'Residents Parking Survey' and for making recommendations on the way forward.**

The Town Mayor advised that following interviews a recommendation to appoint a Councillor for the Carnforth Ward would be made at the next full Council meeting.

An annual meeting of the Highfield Allotments needs to be arranged.

**ACTION: Town Clerk to make arrangements for a Highfield Allotments Annual Meeting on 1st May 2024 from 6pm at Gummers Howe Community Centre.**

**24036** **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 4<sup>th</sup> March 2024 be accepted.**

**24037** **Public participation and information only updates:** The Chamber of Trade representative outlined the main matters arising from their recent Annual General Meeting, including:

- 1) Outcomes from the Annual General Meeting, specifically a change in the approach in the way the Chamber will working with and, on behalf of, local businesses;
  - 2) Commitment to the Christmas Lights in collaboration with Carnforth Town Council;
  - 3) Data gathering on customer parking and perception of parking at the Station Car Park
- Councillors asked questions and commented on parking at the Station Car Park and more generally around the town, with a suggestion that there needs to be an holistic approach to resolving the parking problems in Carnforth. It was suggested that Mr. Charnley represents the Chamber of Trade on the working group being established to take forward consultation on a residents parking scheme.

**24038** **Planning Applications:** The Committee considered the following planning applications:

<b>Planning Applications</b>	
<b>Application No:</b>	<b>Description</b>
24/00259/FUL	Erection of a two storey side and rear extension - 8 Ullswater Crescent, Carnforth, Lancashire, LA5 9AY <b>Committee Recommendation: Neutral comment drawing attention to right of access (easement)</b>
24/00320/LB	Listed building application for replacement of uPVC windows with timber windows, removal of existing cementitious render, replacement lime-based render - 129 North Road, Carnforth, Lancashire, LA5 9LU <b>Committee Recommendation: Support in principle</b>
<b>Traffic Regulation Orders:</b>	
Back Lane, Nether Kellet a distance of approximately 50 metres either side of the private entrance to Aggregate Industries between 0800 hours and 1800 hours from Friday 10th May 2024 until Sunday 12th May 2024 or until completion of the works within this period. <b>Noted</b>	
North Road, Lancaster from approximately property number 68 to approximately property number 88 - from 1545 hours on Tuesday 26th March 2024 until 2359 hours on Saturday 30th March 2024 or until completion of the works within this period <b>Completed</b>	

In relation to other planning matters, Councillors commented that Planning Application 24/00208/FUL in relation to the former Barclays building is not available on Lancaster City Council's planning portal. **ACTION: Town Clerk to make enquiries**

Concerns remain regarding planning application 21/00899/HYB - Land between Brewers Barn and the (former) A601(M) and it was **recommended that Carnforth Town Council submits a further comment in support of previous objections to this application submitted in 2021, 2022 and 2023.** (Note Cllr Smith was granted a dispensation to comment on this planning application)

**24039** **Carnforth Food Club:** The Town Mayor represented Carnforth Town Council at the inaugural Carnforth Food Club on Friday April 5<sup>th</sup>. It had been well attended by patrons across all ages and supported by representatives from Citizen's Advice and Age UK offering advice on a range of matters.

A wide variety of food was available and a number of patrons paid the weekly membership to help with their shopping bill and prevent good food going to waste.

Councillors noted that the Food Club is available to all, not just from the Carnforth area, but all agreed that this had been an excellent example of effective partnership working to bring a much needed and welcome initiative to this part of the Lancaster district.

**24040 A6070 scheme:** Councillors considered the latest update on the scheme to deliver improvements to the A6070 link road. Carnforth Town Council has been requested by County Highways to share details of the scheme on its social media and website platforms. It was noted that a contactor has been appointed and that work will start in April and most of the planned work completed by the Spring of 2025 and **RESOLVED that the up-to-date information be shared on social media and the Council's website.**

**24041 Town Development:** The committee considered the following events, updates and opportunities:

1) **Carnforth Fringe:** Councillor Smith reported that the program for the Carnforth Fringe is coming together and should be available soon. Venus have been confirmed.

**ACTION: Town Clerk to work with Councillor Smith on an Event Safety Management Plan**

2) **D-Day 80:** Contact has been made with local schools and the Carnforth Chamber of Trade. With the exception of arranging the Beacon lighting on 6<sup>th</sup> June, Carnforth Town Council will be promoting related activities in the town. Councillors Laurance and Richmond will be supported by the Town Clerk.

3) **War Memorial Gardens – Centenary 2024:** A meeting to discuss progress and next actions has been arranged for Monday 15<sup>th</sup> April.

**ACTION: Town Clerk to work with Councillor Laurence on an Event Safety Management Plan**

4) **Christmas Lights Switch-on:** Working group to be established following Carnforth Town Council approval. The Town Clerk advised that, at this stage, no budget provision has been identified for this event.

Councillor Smith commented that Carnforth Town Council had resolved that all events/projects be supported by a Project Mandate.

**ACTION: Project Mandate for the planned events be produced and submitted for consideration**

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

**24042 Public Highways & Open Spaces:** The Town Clerk reported that a planned meeting to discuss the ongoing maintenance of on Ashtrees Way had been postponed.

**24043** **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 13<sup>th</sup> May 2024 at 5:30pm**. The meeting closed at 6:25pm

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

Town Clerk and Responsible Financial Officer

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 9<sup>th</sup> April 2024 at 5:30pm

**Present:** Councillors Richmond (Chair); Grisenthwaite; Hanna; Laurance; Roe and Parker

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

**24032 Apologies:** There were no apologies

**24033 Declaration on interests and dispensations:** There were no declarations of interest directly relating to items on the agenda

**24034 Urgent Business:** The Town Clerk reported that the Town Council had been approached by an energy consultancy offering their services including an analysis of consumption history, and costs for both energy and water and an offer to negotiate new contracts on the Council's behalf.

The Town Clerk advised that the same company had been used previously resulting in the current suppliers being appointed almost three years ago. There is no cost to the council for this service or any obligation to change supplier based on their recommendations.

After some comments it was **RESOLVED that a letter of authorisation on behalf of Carnforth Town Council be approved to enable the energy consultants to undertake a review of the costs and consumption.**

It was reported that there has been social media comments about ongoing flooding problems on the footpath adjacent to where the cricket nets have recently been installed. A resident has subsequently approached Carnforth Town Council requesting whether it can help to resolve this matter. **ACTION: Town Clerk to write to Carnforth Cricket Club for an update on the latest position.**

The Town Mayor advised that following interviews a recommendation to appoint a Councillor for the Carnforth Ward would be made at the next full Council meeting.

**24035 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 5<sup>th</sup> March 2024 be approved subject to a minor amendment.**

**24036 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** Ownership of the damaged bus shelter on Lancaster Road is to be determined.

**24037 Carnforth (Highfield) Allotments:** The Outdoor Maintenance Officer and Town Clerk provided updates on a range of matters and actions including the provision and collection of waste disposal bins; removal of a large amount of waste in support of individual allotment holders footpaths and community plots. There was a discussion on the Outdoor Maintenance Officer's capacity to provide 'additional' services considering his existing responsibilities.

**ACTION: Outdoor Maintenance Officer and Town Clerk to monitor the position and report back to Committee as necessary.**

It was reported that concrete flags are needed to raise the flower beds in the community plot and that the taps on two of the large water butts need replacing.

It was noted that the first year of Carnforth Town Council taking back responsibility for the management and administration of the Carnforth Allotments has been completed and that, an Annual General Meeting needs to be arranged and all allotment holders invited to attend. The Town Mayor advised that he had spoken to Councillor Turner – Councillor lead for the Highfield Allotments about a suitable date.

It was then **RESOLVED that the updates be noted and that the Carnforth (Highfield) Allotments Annual General meeting be held on Wednesday 1<sup>st</sup> May at 6:00pm at Gummers Howe Community Centre.**

**24038 Environment & Public Realm:** The Outdoor Maintenance Officer reported on tasks completed in the last month and planned in the coming weeks.

It was acknowledged how good the spring plants are looking around the town and the Outdoor Maintenance Officer was thanked for the work he had done on this.

In the coming weeks the Carnforth train at Crag Bank will be treated and work continue on sanding down and painting the metalwork at the War Memorial Gardens.

The Town Clerk reported that the planned meeting with the Estates Managers representing Booths to discuss the ongoing management of Ashtrees way had been postponed. There followed a discussion on the Town Councils position. It was **RESOLVED that Councillor Richmond will join the Town Clerk when a meeting about Ashtrees Way is reconvened.**

The committee commented on recent national reports on sewage spills into England's rivers by water companies that have more than doubled in the last year.

**ACTION: Research be carried to establish the impact of sewage spills in the local area for further consideration and/or action by Carnforth Town Council.**

**24039 Civic Hall:** The Facilities Manager reported that there had been a potential issue in that a booking had been made at the Civic Hall on an evening when part of the building was being used by 2246 Carnforth Squadron – Royal Air Force Cadets.

Even though permission had been forgiven by the Air Force cadets for the other event to go ahead on this occasion, it was acknowledged that this should not happen and procedures have already been out in place to avoid any recurrence.

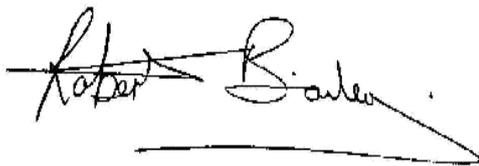
It was **RESOLVED that the updates and actions taken be noted**

**24040 Crag Bank Village Hall:** The Town Clerk reported that further chasing of the service engineers had resulted in no further progress being made with repairs to the heating system. Plans are in place to hire an industrial heater (in addition to the portable ones purchased) should the need arise.

Councillors were informed that the much awaited feasibility study had been received over the Easter break and that budget costings for three suggested options were received in the last few days. These will be reported in full to the Finance and Buildings Committee on Thursday 11<sup>th</sup> April for consideration. .

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

**24041 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 7<sup>th</sup> May 2024 at 5:30pm.** The meeting closed at 6:25pm

A handwritten signature in black ink, appearing to read 'Robert Bowler', with a long horizontal line extending from the end of the signature.

Town Clerk and Responsible Finance Officer

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Thursday 11<sup>th</sup> April 2024

**Present:** Councillors Jones (Chair); Grisenthwaite (Town Mayor); Hanna, and Roe

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

**24042 Apologies:** There were no apologies

**24043 Declaration of interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

**24044 Urgent Business:** The Town Clerk reported on the following matters of urgent business:

**1) Carnforth Town Assembly:** The 2024 Carnforth Town Assembly will be held on Thursday 23<sup>rd</sup> May 2024 from 7pm at Carnforth Free Methodist Community Centre. The event is an opportunity for electors to hear about the activities of Carnforth Town Council over the last year and plans going forward, and to showcase of the wealth of activities, opportunities and support that the town has on offer through its community groups.

**ACTION: All Councillors are encouraged to attend if available.**

**2) Review of energy costs:** Councillors were informed that, following a recommendation by the Property & Environment Committee, Day 2 Day energy consultants have carried out a review of current energy costs and searched the market for alternative solutions. The analysis of the data had just been received but indicates the potential for significant savings in both gas and electric at Carnforth Civic Hall and Crag Bank Village Hall.

**ACTION: Town Clerk to present a paper to the next meeting of Carnforth Town Council for consideration.**

**3) Peer Review:** Town Clerk informed Councillors that he had been invited by Lancaster City Council to be part of a Peer Challenge Focus Group on 16<sup>th</sup> April 2024. The focus group will be asked to consider key functions of the City Council and give feedback on areas where they are doing well and learn from other local governments on areas where improvements could be made. The invite has been extended to Carnforth Town Council as a 'valued external partner'. **ACTION: Town Clerk be authorised to represent**

**Carnforth Town Council as part of the Local Government Peer Review**

**4) Options appraisal – Crag Bank Village Hall:** The Town Clerk shared a paper copy of the completed options appraisal and costings relating to Crag Bank Village Hall. Three options have been suggested.

There was a discussion on how this commercial information should be shared with all Councillors and the project taken forward. The Town Clerk also requested the Committee's direction on what could be shared with users of the building at this early stage.

It was then **RESOLVED** that:

- 1. the commercially sensitive and confidential information be shared with all Councillors and discussed as an exempt item at the next meeting of Carnforth Town Council;**
- 2. it be recommended that a consultant be appointed as soon as practicable to advise/support Carnforth Town Council in securing suitable funding opportunities;**
- 3. a working group be established with clear terms of reference to manage the project and report regularly to Carnforth Town Council**

The Town Clerk retained the costing information provided. .

**24045 Minutes:** It was **RESOLVED** that the **Minutes of the meeting held on Thursday 14<sup>th</sup> March 2024 be approved.**

**24046 Actions & Updates:** The Town Clerk reported that:

- 1)** as directed an agreement was now in place with a cleaning company to provide essential cover at Council properties as and when required;
- 2)** the precept demand for 2024/2025 has been received;
- 3)** the new website is now live and already receiving good feedback from visitors including local businesses requesting to be added to the '*Directory*'.

**24047 Payments List:** The Town Clerk presented a list of payments awaiting authorisation. After some comments it was **RESOLVED** that the **payments list be recommended to Carnforth Town Council for approval.**

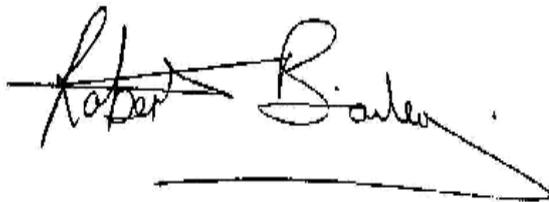
**24048 Budget Monitoring & Bank Reconciliation:** The Committee considered the following reports:

- 1) Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 31<sup>st</sup> March 2024 (Month 12). Reconciled balances as at that date were £39,764.
- 2) Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 31<sup>st</sup> March 2024.

It was then **RESOLVED** that **financial reports as at 31<sup>st</sup> March 2024 be noted.**

**24049 Annual Return 2023/2024:** The Town Clerk presented the unaudited Annual Return for the year ended 31st March 2024. Councillors noted that expenditure exceeded income (including the annual precept) by £19,904 and acknowledged that the causes of this overspend had been identified and mitigated throughout the year and had been funded from within existing balances and reserve

- 24050 Funding Working Group:** It was noted that the original proposal referred to the terms of reference for this working group being to seek sponsorship for the Carnforth express as a minimum. It was felt that external funding for the essential works to Council property could be incorporated into its remit, although this would now have to be considered in light of a proposal to establish a working group for the Crag Bank Village Hall project.
- Councillors also acknowledged that staff resources needed to support the Council's working groups requires further consideration. It was then **RESOLVED that Carnforth Town Council gives further consideration to the terms of reference and administration of proposed new working groups.**
- 24051 Gov.uk accounts:** The Town Clerk requested that specialist technical support be sought from the Council's existing ICT consultants, based in Carnforth, to ensure an effective and smooth migration of all Council licenses and Microsoft 365 accounts (15 no) to the new gov.uk domain. It was **RESOLVED that the request for ICT support for the gov.uk migration b approved.**
- 24052 Community Benefit Fund:** There were no applications to consider.
- 24053 Items for next Agenda:** To include further consideration of the implications and actions arising from the completed survey report on Crag Bank Village Hall and to establish a working group to take the project forward.
- 24054 Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Thursday 9<sup>th</sup> May at 5:30pm at Crag Bank Village Hall.** The meeting closed at 6:15pm.



Town Clerk & Responsible Financial Officer

# Carnforth Town Council

11 April 2024 (2024-2025)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	CBVH - Waste & Recycling	04/04/2024		Unity Trust - Current	BACS	Waste & Recycling	Lancaster City Council	S	776.04	33.37	809.41
											<b>809.41</b>
6	NALC/LALC Subscriptions	08/04/2024		Unity Trust - Current	BACS	LALC subscription	LALC	Z	737.36		737.36
											<b>737.36</b>
7	Litter picking and sweeping	10/04/2024		Unity Trust - Current	BACS	Litter picking & sweeping	Moore 'n' Wife	S	450.00	90.00	540.00
											<b>540.00</b>
8	Repairs & Maintenance	10/04/2024		Unity Trust - Current	BACS	Materials	Travis Perkins	S	45.45	9.09	54.54
8	Repairs & Maintenance	10/04/2024		Unity Trust - Current	BACS	Materials	Travis Perkins	S	5.30	1.06	6.36
											<b>60.90</b>
<b>Total</b>									<b>2,014.15</b>	<b>133.52</b>	<b>2,147.67</b>



# Carnforth Town Council

## Correspondence – April 2024 meeting



Date	Sender	Topic
18/03/2024	County Councillor Williamson	Lancaster Rural North News - March 2024 Update
20/03/2024	Town Clerk	Carnforth Town Council - Agenda Pack
21/03/2024	Town Clerk	New website link
22/03/2024	National Highways	A590 – safety improvement works - Update
25/03/2024	Lancaster City Council	Planning Application: 24/00259/FUL -8 Ullswater Crescent
25/03/2024	Lancaster City Council	Planning Application: 24/00338/FUL Hunting Hill Lodge, Hunting Hill Road, Carnforth
25/03/2024	Lancaster City Council	Local Nature Recovery Strategy Consultation - Survey Closes Sunday 31st March
25/03/2024	Lancashire County Council	Temporary road traffic order: Back Lane, Nether Kellet 10-12/5/24
26/03/2024	Town Clerk	Press response – annual precept
26/03/2024	Lancashire County Council	Temporary road traffic order: Immediate Road Closure - North Road, Carnforth - 26/03/2024 to 30/03/2024
27/03/2024	Councillor Parker	Commemorative Bench
28/03/2024	Town Clerk	Property & Environment Agenda pack
30/03/2024	Town Clerk	Carnforth express
03/04/2024	Lancashire County Council	A601(M) Improvements - Update Flyer
04/04/2024	Town Clerk	The Canal Turn - Waste bins
04/04/2024	Lancaster City Council	Planning application: 24/00320/LB - 129 North Road
04/04/2024	Town Clerk	Town Development & Planning agenda pack
04/04/2024	Town Clerk	Finance and Governance agenda pack
10/04/2024	Town Clerk	Footpath flooding
11/04/2024	Town Clerk	Carnforth Annual Town Assembly