



Carnforth Town Council

Minutes of meeting held on 21st February 2024 at 6:30pm at Carnforth Council Offices

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

In attendance: Derek Whiteway (Acting Clerk) and Mel Guilding, Town Crier

24017 Apologies: Apologies were received from Councillors Grisenthwaite; Roe and Turner and accepted. Apologies also received from Ward Councillor Louise Belcher; County Councillor Phillippa Williamson and Town Clerk, Bob Bailey

24018 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted. Requests for dispensations relating to 1 & 2 Station Buildings and Planning Application 21/00899/HYB were granted.

24019 Urgent Business: The Deputy Town Mayor reported that following the statutory notice for a vacancy on the Town Council the position can now be filled by co-option. This has been published with a deadline for expressions of interest by 29th February 2023.

Councillors were reminded to submit their profiles for the new Council website to the Town Clerk as soon as practicable. Councillors were also reminded that they are invited to the 'Welcome' event for the Carnforth Community Food Club on 23rd February 2024 at 2pm at the Carnforth Hub, Kellet Road.

Councillor Smith informed Councillors of the date for training on the Community Emergency Plan on 17th March 2024 (NOTE: This date has since been changed)

24020 Minutes: Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 17th January 2024 be approved.**

24021 Adjournment for public discussion and information only updates:

1) **Public Discussion:** The Town Crier advised that Commonwealth Day is Monday, 11th March, the theme for which is "One Resilient Common Future".

ACTION: Commonwealth Affirmation to be read at the War Memorials Garden at 11.00am. Councillors were also advised that the 75th Anniversary of the Commonwealth is on Friday, 26th April – further details to follow.

2) **Councillor & Clerk updates / matters:** Councillors reported on a range of matters and actions including:



Carnforth Town Council

- a) Thanks from the local Ramblers Association following work recently carried out public rights of way;
 - b) Reference was made to the large overhanging trees on Russell Road being on private property. **ACTION: Councillor Hanna to enquire with Lancaster City Council on any powers to enforce the cutting back of these tree**
 - c) Mental Health Wellbeing Conference (organised via Rotary) to be held on Friday, 19th April 2024, from 10.00am to 12.30pm, including refreshments;
 - d) Reference to growing concerns over the condition and appearance of Carnforth Railway Station;
- 3) **Reports of County & Ward Councillors:** There was no reports to consider. Councillor Hanna would report on relevant matters on the Agenda.
- 4) **Reports from outside bodies:** Councillor Parker reported on a recent meeting of the Carnforth & District Twinning Association. The Saily-sur-la-Lys association has more than double the number of members compared to Carnforth and efforts continue to increase the latter's membership. The visit to Carnforth is planned for 21st - 25th August. The Carnforth & District Twinning Association Annual General Meeting is scheduled for Monday, 4th March.
- Councillor Parker also reported on Carnforth Chamber of Trade meeting and liaison with Lancaster Chamber of Commerce. Forthcoming Expo to be held at the Royal Station Hotel. AGM scheduled for 11th March.
- 5) **Report of the Town Clerk:** Councillors considered the written report including the ongoing issues with the heating system at Crag Bank Village Hall and request for a letter of authorisation to be sent to Electricity North West for an enhancement to the mains electricity supply.
- Councillors noted the work done to develop a new website and it was requested that, following the cancellation of the meeting of the Finance & Governance Committee, they be given a further opportunity to consider the website before it is formally launched.
- It was then **RESOLVED that reports of Town Councillors, the Town Clerk & Outside Bodies be noted and that the Town Clerk provides a letter of authorisation for the installation of a three phase electricity supply at Crag Bank Village Hall.**



Carnforth Town Council

24022 **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
21/00899/HYB	Land Between Brewers Barn And The A601(M), North Road, Carnforth, Lancashire, LA5 9LJ - 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
Traffic Regulation Orders:	
A6070 Carnforth, Lancaster: 50mph Speed Limit; Prohibition of Pedestrians, Equestrians, Cycle and Horse Drawn Vehicles; Prohibition of Stopping	
Footway linking Redruth Drive to Victoria Street Carnforth: Closure for a period of two months from 27 th January 2024	
Haws Hill Carnforth: 08:00 on Monday 11 th March until 17:00 Tuesday 12 th March 2024	

After discussion it was **RESOLVED that the traffic regulation orders be noted and that a further representation be made regarding Planning Application 21/00899/HYB outlining the same views of Carnforth Town Council as previously submitted.**

24023 **No. 1 & 2 Station Buildings:** The Town Clerk had circulated a recent report from the Building Control Officer dealing with the most recent issues relating to 1 Station Buildings.

Lancaster City Council are familiar with both properties and been dealing with dangerous issues associated with them since 2019.

It was noted that not all Councillors had had an opportunity to consider the written report, but the action being taken by Lancaster City Council as set out in the report were generally well received. Councillor Smith again commented on the impact that Heavy Goods Vehicles along Warton Road may be having on properties. After some discussion it was **RESOLVED that representatives from Lancaster City Council and County Highways be invited to a meeting of the Town Development & Planning Committee to discuss the issues further.**



Carnforth Town Council

24024 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 Application number 19/00541/OUT - Lundsfield Quarry. Councillor Hanna commented that this application is expected to be considered by Lancaster City Council's Planning Committee in April or May.

It was then **RESOLVED that the update on the planning authority's decisions be noted and that the Town Clerk submits a request for a Carnforth Town Council representative to speak at the Planning Committee considering Planning Application 19/00541/OUT .**

24025 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 5th February 2024, including:

- 1) Project Swift:** Councillor Bromilow referred to a swift and bat box project in Over Kellet Parish Council using Biodiversity Grant funding available from Lancashire County Council. The Acting Clerk was able to provide further details and offered to provide contact details of the Over Kellet Parish Councillor leading on the project. **Action: The Town Clerk to report on whether Carnforth Town Council's receives biodiversity funding and, if so, what this is used for;**
- 2) Planned events 2024:** Updates on events planned in 2024 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.**

24026 Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 6th February 2024, including:

- 1) Allotments:** Update on the ongoing review of the districts allotments by LESS and 'community conversations' being held throughout February;
- 2) Environmental & Public Realm:** Environmental matters and actions in the last month;
- 3) Carnforth Civic Hall:** The Facilities Manager had reported that on servicing of the boiler over the summer.



Carnforth Town Council

The number of fire extinguishers in the building which are in excess of that required under current regulations. The Town Clerk advised that a revised service level agreement is now in place with the fire alarm and maintenance providers.

- 4) **Crag Bank Village Hall:** The Town Clerk had provided a further update on the ongoing problems relating to the heating system and actions taken. Councillors had visited the building raising matters relating to hire fees, storage and fire risk arrangements. The Town Clerk had responded to each of these at the Property & Environmental Committee meeting.

Councillors supported the actions taken to date and it was acknowledged that there was a need for confidentiality whilst complaints and allegations made by users of the hall are being investigated and actions taken to address the issues raised.

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

- 24027 Finance & Governance Committee:** The February meeting had been cancelled. The Deputy Town Mayor commented that projected reserves balances as at 31st March 2024 are £25,000 – a much reduced carry forward compared to previous years.

- 24028 Payments for Authorisation:** Councillors considered the list of payments awaiting authorisation. It was **RESOLVED that payments as set out be authorised in full.**

- 24029 Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.

- 24030 Items for next Agenda:** Councillor Smith requested an update on outstanding matters that have been reported to Lancaster City Council's Planning Enforcement Team.

- 24031 Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 20th March 2024 at 6:30pm at Carnforth Town Council offices.**

The meeting closed at 8:20pm

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

Town Clerk & Responsible Finance Officer