



Carnforth Town Council

Minutes of meeting held on 17th April 2024 at 6:30pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Town Mayor) Hanna; Jones; Laurence; Roe; Richmond, Turner and Smith.

In attendance: Bob Bailey, Town Clerk; County Councillor Williamson; Ward Councillor Belcher and two members of the public

24046 Apologies: Apologies were received and accepted from Councillor Gardner and Parker

24047 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted.

24048 Urgent Business: The Town Mayor informed Councillors that the following recent interviews it was the recommendation of the panel that Mrs. Linda Downes be co-opted as a Councillor for the Carnforth Ward. This was accepted unanimously and Mrs Linda Downes duly appointed. She thanked the Town Council for the opportunity to represent Carnforth residents.

The Town Mayor then advised that Councillor Kath Bromilow had decided to resign from the Town Council for family reasons. He thanked Councillor Bromilow for her years of service to the Town Council and residents. The Town Clerk informed Councillors that a formal notice of vacancy would have to be published by Lancaster City Council and the co-option procedure followed to fill the vacancy for the Crag Bank Ward.

The Town Clerk also informed Councillors that the Annual Town Council & Mayor Making Meeting will be held on Wednesday 15th May at Carnforth Council Offices and the Annual Town Assembly at Carnforth Free Methodist Church Community Centre on Thursday 23rd May commencing at 7pm.

Councillor Smith informed Councillors that the planned Emergency Plan training will now be arranged for September (suggested date 15th September to be confirmed).

24049 Minutes: Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 20th March 2024 be approved.**

24050 Adjournment for public discussion and information only updates.

- 1) **Public Discussion:** No representations were made.
- 2) **Town Mayor & Councillor updates / matters:** The Town Mayor reported on matters in the last month and his attendance at the official opening of the Carnforth Food Club on 5th April that was well organised and attended.



Carnforth Town Council

Councillors were invited to attend the official opening of the Carnforth Community Pool extension that will be conducted by the Town Mayor and the Leader of Lancashire County Council, Councillor Phillippa Williamson.

Councillor Smith advised that he had reported several 'overflowing' bins to Lancaster City Council and outlined the developing programme for the Carnforth Fringe.

Councillors Hanna, also a Ward Councillor, reported on certain planning applications and their implications and parking issues including the residents parking scheme that Carnforth Town Council has recently consulted on.

Councillor Richmond reported on the success of the first meeting of the Carnforth Swift Group that included a presentation. Attention was drawn to scaffolding on Market Street and what, if any, influence this might have on nesting sites for swifts.

Councillor Laurence reported that a meeting to discuss activities to mark the 80th Anniversary of D-Day will be held in the coming days. He also informed Councillors that an action plan had been developed for the weekend celebrations of the 100th anniversary of the War Memorial Gardens and the cenotaph. Lord Cavendish has confirmed that he will be in attendance.

- 3) **Reports of County & Ward Councillors:** Ward Councillor Belcher reported on casework that she is currently dealing with and endorsed comments made by Councillor Hanna on planning applications affecting the town.

County Councillor Williamson thanked Carnforth Town Council for their invite to the Annual Town Assembly and commented that she had been pleased to support the Carnforth Fringe.

She then reported on local casework including work on the A6070 that is now underway; ongoing concerns about the impact of building works on Preston Street and works to attend to trees on the A6. She again encouraged people to use the 'Love Clean Streets' app which, apart from being an easy and convenient way to report a range of issues, provides essential data and intelligence that helps to focus resources and services to where they are most needed.

The Council was informed that the recent 'Family Open Day' had been well attended and that there are now 27 family hubs across Lancashire.



Carnforth Town Council

Town Councillors then raised matters relating to traffic and highways concern and Councillor Williamson agreed to arrange a meeting with County officers to discuss these further.

4) **Reports from outside bodies:** There were no reports.

5) **Town Clerk's report:** Councillors considered the written report including:

- a) The end of year accounts to be audited by the appointed Internal Auditor and the important role of Councillors is signing off Annual Governance Statement within the Annual Governance and Accountability Return (AGAR) on the effectiveness of the Council's system of internal control. It was recommended that the Finance & Governance Committee undertakes a review and reports to full Council in May when the AGAR and the Internal Auditors report will be considered;
- b) The Council's new website www.carnforthtowncouncil.gov.uk is now live. Work to transfer all email accounts to the gov.uk domain will be completed soon;
- c) A range of community matters that have been dealt with in the last month.
- d) The Town Clerk advised that given the number of established and proposed working groups it would not be possible, or necessary, for Council staff to provide administration and support in all cases. This was accepted by Councillors and the Town Clerk instructed to (re) circulate the Town Council's adopted policy on the roles and responsibility of task and finish approved working groups.

It was then **RESOLVED that reports of County and Ward Councillors, Outside Bodies and the Town Clerk be noted and recommendations approved.**

24051 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
19/00541/OUT	Outline application for the demolition of existing buildings and the erection of up to 250 dwellings with an associated new access - Lundsfield Quarries, Lundsfield, Kellet Road, Carnforth, Lancashire, LA5 9AB RESOLVED: Object to the planning application, consistent with previous submissions



Carnforth Town Council

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, 3 Market Street, Carnforth, Lancashire, LA5 9JX RESOLVED: Support in principle
24/00259/FUL	Erection of a two storey side and rear extension - 8 Ullswater Crescent, Carnforth, Lancashire, LA5 9AY RESOLVED: Support in principle making a 'neutral comment' on accessibility.
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 RESOLVED: Support in principle
24/00338/FUL	Erection of detached dwelling - Hunting Hill Lodge, Hunting Hill Road, Carnforth RESOLVED: Support in principle
24/00001/REF	APPEAL: Retrospective application for the removal of the external staircase, installation of new and altered windows, doors and rooflights and installation of metal balustrades - Former Co-op Warehouse, John Street, Carnforth, Lancashire RESOLVED: That the appeal to the Secretary of State relating to planning application 23/01159/FUL be noted
<p>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. RESOLVED: That the traffic regulation order be noted</p>	



Carnforth Town Council

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. **RESOLVED: That the traffic regulation order be noted**

24052 Planning Authority Decisions & Enforcement: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated by Town Councillors.

No update was available on outstanding planning enforcement matters.

It was then **RESOLVED that the update on the planning authority's decisions be noted and that the Town Clerk requests updates from Lancaster City Council's Planning Enforcement team on matters under investigation.**

24053 Town Development & Planning Committee: Councillor Laurence reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 8th April 2024, including:

- 1) A **recommendation** that a Working group be established to take forward consultation and actions relating to a proposed Residents Parking Scheme;
- 2) Report from the Chamber of Trade on its revised approach and collaboration with Carnforth Town Council on a range of issues;
- 3) **Recommendations to full Council** on planning applications and traffic regulation orders received at the time of the meeting;
- 4) Carnforth Food Club opening arrangements;
- 5) Update from County Highways on the A6070 scheme;
- 6) Updates on planned events, including Carnforth Fringe; D-Day 80 commemorations (**ACTION: Project mandate required**) and War Memorial Centenary (**ACTION: Project mandate required**);
- 7) A **recommendation** that a working group to set up to take forward plans for the 2024 Christmas lights Switch on in collaboration with the Chamber of Trade

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



Carnforth Town Council

24054

Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 9th April 2024, including:

- 1) Review of energy consumption at council properties;
- 2) Work carried out and planned at Carnforth (Highfield) Allotments; **ACTION: Town Clerk to arrange for an Annual General Meeting for Highfield Allotments on 1st May 2024**
- 3) Flooding on the footpath between Carnforth and Crag Bank **ACTION: Town Clerk to establish what action has been/is being taken to resolve this issue**
- 4) Environmental and public realm matters and actions in the last month;
- 5) 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.**

24055

Finance & Governance Committee: Councillor Jones reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 11th April 2024, including:

- 1) Plans for the Carnforth Town Assembly on Thursday 23rd May at 7pm at Carnforth Free Methodist Community Centre;
- 2) Town Clerk being given permission to represent Carnforth Town Council at a peer review of Lancaster City Council functions and services;
- 3) Payments list for **recommendation** to Carnforth Town Council;
- 4) Bank reconciliation and Summary reports as at 31st March 2024 (Month 12);
- 5) Arrangements being made for the accounts and systems of internal control to be audited and the Town Clerks advice on the responsibility of Carnforth Town Council in relation to the Annual Governance and Accountability Return (AGAR);
- 6) **Recommendation** that working group(s) be established to review funding opportunities and for the Cag Bank Village Hall project once the preferred option has been determined.
- 7) Approval that the Town Clerk makes arrangement for technical support for the transition of exiting email accounts to the Gov.uk domain;

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



Carnforth Town Council

- 24056** **Payments for Authorisation:** Councillors considered the list of payments awaiting authorisation. It was **RESOLVED that payments as set out be authorised in full.**
- 24057** **Correspondence:** Councillors considered correspondence received in the last month.
- 24058** **Items for next Agenda:** Internal Audit and Annual Governance and Accountability Return
- 24059** **Exclusion of the Press and Public:** Councillors **RESOLVED** those 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:** Councillors considered the appraisal and costings associated with suggested options for Crag Bank Village Hall.
After some discussion, it was **RESOLVED that approval be given for the appointment of a consultant to help with fining opportunities and bids and that a working group to manage the preferred option and project once Carnforth Town Council has determined its preferred option.**
It was further **RESOLVED that all Councillors to be invited to an extra-ordinary meeting at Crag Bank Village Hall to review the options in detail. (NOTE: This will be held on Thursday 9th May at 5:30pm)**
- 24061** **Energy provision:** Town Clerk advised that three questions for the provision of energy and water at Council properties for periods covering one, two and three years had just been received. After some comments, it was **RESOLVED Finance & Governance considers, in detail, the quotations received and reports to Carnforth Town Council with a recommendation on its preferred supplier;**
- 24062** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 15th May at 7:00pm 7th April 2024** or on the rise of the Annual Town Council meeting. The meeting closed at 8:25pm.

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

Town Clerk & Responsible Finance Officer