

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: 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 19th June 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.gov.uk 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 that reads "Bob Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

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 19th JUNE 2024 at 6:30pm

- 24081. Apologies:** To receive apologies
- 24082. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24083. Urgent Business:** To consider matters of urgent business
- 24084. Minutes:** To consider Minutes of the meeting held on 15th May 2024
- 24085. 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) Clerks Report (to follow)
- 24086. 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>

Application No:	Description
24/00619/FUL	Erection of a single storey extension - & Johnson Close, Carnforth LA5 9UJ
24/0094/TPO5	Sycamore removed – 43 Bridgeside, Carnforth LA5 9LF
LCC/2024/0013	Leapers Wood Quarry to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065
LCC/2024/0012	Back Lane Quarry to permit an extension of the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2077 with restoration by 31 st December 2078

- 24087. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications
- 24088. Town Development & Planning Committee:** To consider report of committee meeting held on 3rd June 2024



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 24089. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on 4th June 2024
- 24090. Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on 13th June 2024
- 24091. Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 24092. Correspondence:** To consider correspondence received since the last meeting
- 24093. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24094. Date of next meeting:** Wednesday 17th July 2024 at 6:30pm

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Town Clerk & Responsible Finance Officer

14 June 2024

Tel: 07828254149 Email: clerk@carnforthtowncouncil.gov.uk



Carnforth Town Council

Minutes of meeting held on 15th May 2024 at 6:30pm at Carnforth Council Offices

Present: Councillors Jones (Town Mayor); Downes; Grisenthwaite; Gardner; Hanna; Richmond and Roe;

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO);
Ward Councillor Jackson Stubbs and two members of the public

24063 Apologies: Apologies were received and accepted from Councillors Hanna; Laurence; Parker and Smith

24064 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted.

24065 Urgent Business: The following matters of urgent business were considered:

- 1) Casual vacancy:** The TC&RFO reported that following formal publication of the Notice of Casual Vacancy for the Crag Bank Ward, the deadline for 10 or more residents to call an election had now passed. Councillors were informed that the vacancy could now be filled by co-option.

ACTION: TC&RFO given authority to make arrangements for co-option

- 2) Crag Bank Village Hall:** Councillor Grisenthwaite reported that as previously agreed Councillors had recently attended Crag Bank Village Hall to consider the options put forward by the appointed architects. The options propose alterations to the building, including a general overhaul of the interior; areas where improvements could be made to optimise the use of the building for the activities and audiences it currently attracts, and; alterations which may increase alternative audiences.

Following the site visit and detailed consideration of the options it was reported that 'Option 1' is the preferred option. It was reported that the budget cost estimate of this option (excluding VAT) is £1.043M.

There followed a discussion on the preferred option and actions being followed up relating to funding the scheme.

It was then **RESOLVED that Option 1 as set out in the architects options appraisal report be taken forward by a working group to be established as soon as practicable.**



Carnforth Town Council

- 3) **Exempt Agenda Item:** Councillor Roe requested that a matter be discussed at the end of the meeting as an exempt item.

The TC&RFO advised that the general nature of the matter needed to be made known so that Councillors could determine whether the request was in accordance with the Local Government Act 1972 and/or the Public Bodies (Admission to Meetings) Act 1960. Councillor Roe subsequently withdrew the request.

24066 Minutes: Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 17th April 2024 be approved.**

24067 Adjournment for public discussion and information only updates.

- 1) **Public Discussion:** No representations were made.
- 2) **Town Mayor & Councillor updates / matters:** Councillor Grisenthwaite reported on matters he had dealt with in the last month including attendance at his final official event as Town Mayor, at the annual summer concert of the Lancaster and District Male Voice Choir at Leighton Hall on 12th May.
There were no further matters of information or updates from Councillors.
- 3) **Reports of County & Ward Councillors:** There were no reports from County and Ward Councillors for this meeting. The Town Mayor, congratulated Ward Councillor Stubbs on his recent election to the Carnforth & Millhead Ward.
- 4) **Reports from outside bodies:** There were no reports of outside bodies.

It was then **RESOLVED that information only updates and reports be noted.**

24068 2023 / 2024 Year End Reports: The Town Mayor invited the TC&RFO to report on the following financial and statutory reports for the year ending 31st March 2024:

- 1) **Internal Auditor's Report:** The TC&RFO was delighted to report that the appointed Internal Auditor has concluded that all objectives set out in the Annual Governance and Accountability Return (AGAR) had been met in full.

The Internal Auditors report provides assurance that the Council's financial management and governance arrangements and systems of internal are sound, compliant with statutory requirements and represent good value for money and the safeguarding of Council assets.



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The Internal Auditor made two recommendations, supported by the Finance & Governance Committee, relating to the timing of the annual review of scale of charges and the ongoing need to ensure that Reserves are annually reviewed, risk assessed and maintained at a sufficient level in line with best practice;

- 2) **'Unaudited AGAR' – including Annual Governance Statement and Accounting Statements for 2023 / 2024:** The TC&RFO presented the 2023/2024 Annual Governance and Accountability Return (AGAR) together with the required statutory documentation in support of the AGAR as at 31st March 2024.
Supporting documentation included the Statement of Accounts; year-end Bank Reconciliation; Explanation of Variances between 2022/2023 and 2023/2024; Reserves / Balances and detailed analysis of receipts and payments for the year. Councillors were reminded that local councils are statutorily required to approve the Annual Governance Statement and Accounting Statements contained within the AGAR.
Councillors were advised that the deadline for submission of the AGAR to be submitted to the Government appointed external auditors is 1st July 2024 and that subject to their review, the AGAR will be referred to as being formally 'Audited';
- 3) **Exercise of public rights:** Councillors were advised that, subject to approval by Carnforth Town Council, the AGAR, together with supporting documents, must be published providing a public right of inspection period of 30 working days. The TC&RFO proposed a timetable for the Council to meet the reporting requirements and statutory deadline.
- 4) **Risk Log:** The TC&RFO presented the updated Risk Log for the financial year 2024/2025 taking account of a range of risks; associated controls/mitigations already in place and actions needed to eliminate or reduce the impact of the risks.
- 5) **Asset Register:** The TC&RFO then presented the asset register for the year ending 31st March 2024 setting out the status, procurement date, location, and value of each asset. The register provides assurance of the continued existence of Council's property and assets that now total over £601k.



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The TC&RFO then made the following recommendations:

- (1) That the Internal Auditor's report is accepted in full and recommendations noted and acted upon;**
- (2) That Section 1 of the Annual Governance and Accountability Return – the Annual Governance Statement 2023/2024 – be approved and signed by the Town Mayor and TC&RFO;**
- (3) That Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2023/2024 be approved and signed by the Town Mayor and TC&RFO in his statutory role as Responsible Financial Officer;**
- (4) That the Annual Governance and Accountability Return and supporting documents be submitted to the External Auditors before the deadline of 1st July 2024;**
- (5) That the period for the exercise of public rights to inspect the accounts be set as Monday 3 June to Friday 12 July 2024 (inclusive);**
- (6) That the Risk Log and Asset Register as presented be approved.**

After questions and comments, the TC&RFO was congratulated and thanked for his work in supporting the Town Council meet its statutory responsibilities, it was then **RESOLVED that all recommendations be approved.**

24069 Financial Regulations: The TC&RFO presented revised Financial Regulations based on the new model published by the National Association of Local Councils (NALC) that had been considered by the Finance & Governance Committee and previously circulated.

The TC&RFO outlined the most significant changes to the previous version being largely in relation to procurement and electronic governance.

Councillors were asked to note that a revised Model Standing Orders is expected to be published by NALC in the coming weeks.

After some comments, it was **RESOLVED that the revised Financial Regulations be adopted in full and that a review of Standing Orders be deferred until such time as the NALC Model Standing Orders are published.**



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24070 Insurance Renewal: The TC&RFO reported that the Town Council's insurance cover was due for renewal.

Councillors were advised that, save for a small increase in the value of the Council's assets sufficient cover is provided for all indemnities. 2024 / 2025 will be the final year of the current arrangements with the appointed insurers, Zurich Municipal Limited.

After some comments it was **RESOLVED that the Insurance renewal be approved for the coming year, with the Council's insurance cover from 2025 / 2026 being subject to a formal tendering process.**

24071 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/00470/FUL	Erection of a building to cover manure storage area - Hare Tarn Farm , Netherbeck, Carnforth LA6 1AA
Traffic Regulation Orders:	
There were no Traffic Regulation Orders to consider	

It was **RESOLVED that the planning application be supports in principle.**

24072 Planning Authority Decisions & Enforcement: To receive an update on planning authority decisions on previously considered applications

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

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

24073 Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 7th May 2024, including:

- 1) A **resolution** that, in accordance with Standing Orders, Carnforth Town Council be recommended to approve the purchase of a Portable PA system and relevant accessories, and that further consideration be given to options to rent the system to other users for a charge to be determined;

ACTION: TC&RFO to make necessary arrangements to purchase a Portable PA System



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- 2) Outcome from a positive and well-supported first annual meeting with Carnforth (Highfield) Allotment holders;
- 3) Recent successful use of cleaning contractors as part of the new agreement to provide cover when needed at both at Crag Bank Village Hall and Carnforth Civic Hall;
- 4) Arrangements for the 'visit' to Crag Bank Village Hall to consider the options appraisal/feasibility study of the building;
- 5) Environmental and public realm matters and actions in the last month. Specifically, arrangements, subject to Council's approval, with Booth's Ltd and Lancaster City Council that Carnforth Town Council take on responsibility for general grounds maintenance of Ashtrees Way and Alexandra Park respectively;

RESOLVED: That Carnforth Town Council formally takes on responsibility for general grounds maintenance of Ashtrees Way and Alexandra Park

- 6) Proposal that work be carried out to refurbish benches in the War Memorial Garden as a 'community event';

ACTION: Outdoor Maintenance Officer & TC&RFO to make necessary arrangements

- 7) A request that Carnforth Town Council funds the replacement of parts needed for the defibrillator at Gummers Howe Community Centre;

ACTION: Councillor Hannah to raise possible funding with Lancaster City Council

- 8) Details of the district-wide weed spraying program to be undertaken by Morecambe Town Council in 2024/2025.

After comments and observations, it was **RESOLVED that the report, resolutions, and actions of the Property & Environment Committee be noted and approved.**

24074 Finance & Governance Committee: Councillor Jones Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 9th May 2024, including:

- 1) A visit to Crag Bank Village Hall to consider the three options arising from the recent feasibility study. Six Councillors attended to consider in detail each of the proposed options and the associated costs.

RESOLVED that Carnforth Town Council approves 'Option 1' as the preferred solution;



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- 2) Appointment of an experienced consultant to advise and support Carnforth Town Council in securing suitable funding opportunities and making formal bids;
- 3) **Recommendation** that working groups, as discussed, by Carnforth Town Council be formally established and terms of reference agreed;
- 4) **Recommendation** that Carnforth Town Council approves all payments;
- 5) Bank Reconciliation and Summary report for month ending 30th April 2024;
- 6) Internal Audit Report 2023/2024 and delegation to the TC&RFO to make arrangements to implement the auditors recommendations;
- 7) **Recommendation** that Carnforth Town Council adopts the revised Financial Regulations in full and that a review of the Council's Standing Orders be deferred until later in the year;
- 8) **Recommendation** that the Council's responsibilities in relation to the Annual Governance Statement be noted and that the Finance & Governance Committee carries out a full detailed review of the system of internal control during the Municipal year;
- 9) Review of quotations received from three potential energy suppliers and a **recommendation that Carnforth Town Council approves the provision of energy at Council buildings from Yu Energy**

24075 **Payments for Authorisation:** Councillors considered the list of payments awaiting authorisation.

After some comments it was **RESOLVED that payments as set out be authorised in full.**

24076 **Town Development & Planning Committee:** Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 13th May 2024, including:

- 1) Report from the Chamber of Trade on its revised approach and collaboration with Carnforth Town Council on a range of issues;
- 2) **Recommendations** to full Council on planning applications and traffic regulation orders received at the time of the meeting;
- 3) Updates on planned events, including Carnforth Fringe; D-Day 80 commemorations War Memorial Centenary and Christmas Lights switch on in collaboration with Carnforth Chamber of Trade



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ACTION: Project Mandates are required for the War Memorial Centenary and Christmas lights switch-on projects

- 4) A suggestion that Carnforth Town Council runs Halloween-themed competitions such as best decorated property and/or pumpkin carving.

ACTION: Ideas to be developed by the Committee and a project mandate produced

- 5) Update on discussions regarding road traffic matters and concerns at the New Street Crossing and Market Street Lights.

ACTION: Include an article in the Carnforth Express on matters that have been raised by residents and reported to the local authorities

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

24077 Annual Town Assembly: The TC&RFO provided an update on the arrangements for the Annual Town Assembly to be held at Carnforth Free Methodist Community Centre on 23rd May 2024. The TC&RFO also presented the draft Carnforth Town Council Annual Report for 2023/2024.

After some comments it was **RESOLVED that the arrangements for the Annual Town Assembly be noted and the Annual Report for 2023/2024 approved.**

24078 Correspondence: Councillors considered correspondence received in the last month.

24079 Items for next Agenda: Council to consider for approval the composition of agreed working groups and terms of reference if available.

24080 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be held on **Wednesday 19th June 2024 at 6:30pm.** The meeting closed at 8:15pm.

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Town Clerk & Responsible Finance Officer



Carnforth Town Council

Planning Application Comments & Decisions

June 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00541/OUT: 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
21/00899/HYB: 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
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	Object to the planning application	Awaiting Decision
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	Support the planning application in principle	Awaiting Decision
24/00470/FUL - Erection of a building to cover manure storage area - Hare Tarn Farm , Netherbeck, Carnforth LA6 1AA	Support the planning application in principle	Awaiting Decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 3rd June 2024

Present: Councillors Grisenthwaite, Laurence, Parker, Richmond and Smith

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and two members of Carnforth Chamber of Trade

24053 Election: The Committee considered the position of Chair and Vice-Chair of the Committee for the forthcoming year. Following proposals and being put to the vote, it was unanimously **RESOLVED that Councillors Parker and Laurance be elected Chair and Vice-Chair of the Town Development & Planning Committee for Municipal Year May 2024 to April 2025.**

24054 Apologies: Apologies were received from Councillors Downes, Gardner, Hanna, Jones and Turner

24055 Declaration on interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24056 Urgent Business: The TC&RFO reported that Rotary Club of Carnforth are going to reproduce the Carnforth Pocket book and have made an enquiry as to whether Carnforth Town Council would like to have a full-page in the booklet as before.
It was **RESOLVED that the TC&RFO arranges for a full-page on the services and functions of Carnforth Town Council to be included in the revised Carnforth Pocket Book.**

24057 Minutes: It was **RESOLVED that the Minutes of the meeting held on Monday 13th May 2024 be accepted.**

24058 Public participation and information only updates: There were no members of the public present.
The Chamber of Trade provided an update on the parking survey that they are continuing to undertake.

24059 Planning Applications: The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
	No planning applications to consider
Traffic Regulation Orders:	
Silverdale Road, Yealand Conyers from Yealand Hall to outside property No.87 - From 0800 hours on Monday 24th June 2024 until 1700 hours on Friday 28th June 2024 or until completion of the works within this period. RESOLVED: That the Traffic Regulation Order be noted.	

24060 **Armed Forces Covenant:** It was brought to Councillors' attention that a draft of the Armed Forces Covenant had been agreed by Councillors some months ago but had not yet been actioned.

The TC&RFO acknowledged that this was outstanding and raised concerns about the implications of the 'commitments' set out in of the Council in general and limited staff resources in particular.

There followed a discussion on the 'generic' nature of the covenant and what this might mean in the Council as a corporate body and the staff resources needed. There was an acknowledgment that, given the fact that staff are already stretched, the ongoing support and, when necessary, action by all Councillors to in delivering Council services, functions and events is fundamental for continued success.

It was then **RESOLVED that Carnforth Town Council endorses the appointment of Councillor Laurence as the 'Armed Forces Champion' and that the TC&RFO actions completion of the draft covenant for submission to the Reserve Forces & Cadets Association.**

24061 **Working Parties:** At the Annual Town Council meeting Carnforth Town Council's approved that several working groups be formally established to take forward plans for the current year. The Town Development & Planning Committee identified Councillors to take the initial lead for the following working parties, each of which will need to determine its membership, and terms of reference and produce a Project Mandate:

- 1) Residents Parking Working Group:** Councillor Gristenthwaite to lead
- 2) Christmas Lights Working Group:** Councillor Laurence to lead
- 3) War Memorial 100th Anniversary Working Group:** Group already established

There was a discussion on the broad objectives of each group which will be subsequently formalised. **ACTION: TC&RFO to circulate the Town Council's policy on Working Parties**

24062 **Town Development:** The committee considered the following events, updates and opportunities:

- 1) D-Day 80:** The TC&RFO provided an update on recent actions to prepare for the event on Thursday 6th June.

Details of the event have been posted on Carnforth Town Council's website, on noticeboards and social media where the plans for the day have receiving very positive comments.

It was reported that the Beacon had been checked for safety and arrangements made for the 'community room' at the Fire Station to be available for use on the day.

A risk assessment for the event has still to be completed but there is no requirement to complete and submit a Event Safety Plan to Lancaster City Council and other responders. The Fire Service will be on site at the event.

Help from Councillors and volunteers will be required on the day.

RESOLVED that the update, actions and requirements be noted, and outstanding tasks and Councillors commitments followed up.

2) **Carnforth Fringe:** Councillor Smith gave an update on plans for the Carnforth Fringe and the progress made in the last few weeks. A full programme is expected soon and promotion of the event will be ramped up in the coming weeks.

3) **War Memorial Gardens – Centenary 2024:** Councillor Laurence commented on progress being made and actions going forward.

The TC&RFO advised that following previous unsuccessful attempts and following a recommendation a cleaning contractor had now submitted a quotation for the cleaning of the War Memorial and the paved area and walls in the Gardens.

A project mandate for this event needs is outstanding.

RESOLVED that the update be noted and that the Finance & Governance Committee be requested to recommend payment of the proposed cleaning services to full Council in accordance with Standing Orders

4) **Christmas Lights Switch-on:** Representatives from the Carnforth Chamber of Trade provided a more detailed explanation of the collaboration that they are seeking from Carnforth Town Council and the main requirements and tasks associated with the Christmas switch-on. The Chamber of Trade were asked to provide details of the costs associated with the event.

ACTION: A project mandate to be produced and circulated for further discussion

5) **Halloween Event:** Councillor Richmond has proposed that Carnforth Town Council runs a 'window dressing' and/or, 'pumpkin carving' competition in the run up to Halloween.

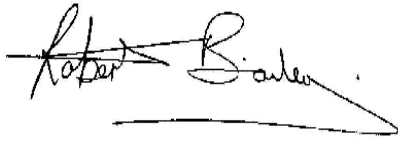
It was acknowledged that Halloween does not appeal to everyone and that some initial concerns have been raised. In response, it was commented that the aim of the proposal is to add interest for those who choose to decorate their property and/or carve pumpkins, not to run an event 'celebrating' Halloween. It was also suggested that the competition would 'fill a gap' in the 'calendar of events' already provided/supported by Carnforth Town Council.

ACTION: A project mandate to be produced and circulated for further discussion

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

24063 **Public Highways & Open Spaces:** There were no additional matters to discuss.

24064 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 1st July 2024 at 5:30pm**. The meeting closed at 6:55pm

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Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 4th June 2024 at 5:30pm

Present: Councillors Parker, Richmond, Roe and Turner

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO),
Rik Marsden, Facilities Manager,
Simon Jobling, Outdoor Maintenance Officer

24054 Election: The Committee considered the position of Chair and Vice-Chair of the Committee for the forthcoming year. Following proposals and being put to the vote, it was unanimously **RESOLVED that Councillors Richmond and Roe be elected Chair and Vice-Chair of the Property & Environment Committee for the Municipal Year May 2024 to April 2025.**

Councillor Richmond then took the chair

24055 Apologies: Apologies were received from Councillors Grisenthwaite, Downes Gardner; Hanna; Jones and Laurance.

24056 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24057 Urgent Business: The following matters of urgent business were considered:

1) **Provision of local services:** The TC&RFO reported that questions had been asked by residents on social media whether Carnforth Town Council could provide a grass cutting service – in addition to that provided by Lancaster City Council - on the playing field at the back of Johnson Close. The TC&RFO advised that certain public services, known as ‘concurrent functions’ (which includes grass cutting) can be provided by parish/town councils or they can ‘top-up’ an existing principal local authority service.

It was noted that Carnforth Town Council has now started undertaking grass cutting at Alexandra Park from Lancaster City Council – although this is a much more manageable area - and has recently picked up the maintenance of Ashtees Way from contractors working on behalf of Booths Ltd.

There followed a discussion on key factors that would need to be considered in taking on local services and the realisation that shrinking public sector budgets may result in services delivered within the community by the principal authorities being cut back.

It was then **RESOLVED that residents be informed that Carnforth Town Council does not currently have the capacity to take on responsibility for grass cutting on the scale required and that further consideration be given to the provision of local services as part of the forward planning/budgeting process.**

ACTION: TC&RFO to produce an advisory paper on taking on and providing local services

- 2) **Estate Walkabout:** Councillor Roe reported that a joint Lancaster City Council / Carnforth Town Council 'walkabout' on the Highfield Estate has been arranged for 6th August (time to be confirmed).
- 3) **War Memorial Garden railings:** Councillor Roe commented on the work being done to re-paint the railings and suggested that plaques relating to the King's Own Regiment be fixed into the numerous insets.

ACTION: Councillor Roe to report back on a suitable solution and associated costs

24058 Minutes: It was **RESOLVED that the Minutes of the meeting held on Tuesday 7th May 2024 be approved.**

24059 Public participation and information only updates: No members of the public present.

Actions & Updates: The TC&RFO reported that the portable PA system had been delivered and would be used for the upcoming D-Day 80 and Carnforth Fringe events.

The Council has received notification that the district-wide Allotments review, commissioned by Lancaster City Council, has now been completed and should be made available soon.

No further update on the servicing of the defibrillator at Gummers Howe Community Centre.

Councillor Roe commented that a payphone on the Forecourt Carnforth Station is soon to be removed and that Lancaster City Council has been contacted with a view to representations being made for its use. The TC&RFO advised that a Ward Councillor had forwarded details suggesting that the payphone may be adopted and fitted with a defibrillator.

It was then **RESOLVED that the updates be noted at that, at this stage, no action be taken in relation to the payphone being adopted by Carnforth Town Council.**

24060 Carnforth (Highfield) Allotments: It was reported that the arrangements with the green waste bins appear to be working well. It may be necessary at some point to consider having two bins at either end of the site for the convenience of all allotment holders.

Councillor Turner reported that he had recently visited the site and had spoken to allotment holders. A small number of plots are not being well-maintained and, as discussed at the recent Allotments Annual General Meeting, there is a need to introduce an inspection process to ensure that the otherwise high standard of the site is maintained.

ACTION: Councillor Turner, supported by the TC&RFO and Outdoor Maintenance Officer, to develop an inspection regime for consideration and implementation.

Councillor Turner and the Outdoor Maintenance Officer outlined work that had been undertaken recently including work on the community plot to create raised beds; stimming of the paths and a variety of other general maintenance work. There followed a discussion on ongoing work/plans to continue to improve the safety and convenience of some footpaths round the site.

ACTION: Councillor Turner and Outdoor Maintenance Officer to develop a program of planned improvements to the Allotments, including the footpaths.

It was also reported that action is being taken by the Outdoor Maintenance Officer and Councillor Roe to replace the valves on the water butts and to make safe the ground on which the butts to the North of the site are located.

No further progress has been made on replacing the fencing at the North end of the site.

It was then **RESOLVED that the updates, actions and plans for Carnforth (Highfield) Allotments be noted.**

24061 Civic Hall: The TC&RFO reported arrangements had been made for cleaning cover at Carnforth Civic Hall for a period of one week whilst the Facilities Manager is on annual leave. As yet nothing is in place to open up and close the building during that week.

After some discussion it was **RESOLVED that Councillor Roe be provided with a booking summary so that he can ensure that the building is open for users and closed after they leave during week commencing 24th June.**

24062 Crag Bank Village Hall: The TC&RFO reported that equipment is regularly being left out by user of the building that he is dealing with.

As discussed at the Annual Town Council meeting, Councillor Grisenthwaite will be leading on establishing a working group for the building improvement project. The TC&RFO advised that questions had been raised by a user and a member of the public as to whether a decision had been made on the Council's preferred option for the building. The TC&RFO informed the Committee that an article in the next Carnforth Express will provide information on the Town Council's preferred option and the next steps. The TC&RFO suggested that, with the Committee's approval, he write to all users of the building to update them on the latest position.

It was then **RESOLVED that the update be noted and that the TC&RFO writes to all users outlining the latest position on the building improvement project.**

24063 Environment & Public Realm: The Outdoor Maintenance Officer provided report on activities in the last month and plans for the coming weeks. It had been a busy time with a great deal of planting being done around the town as well as mowing at Alexandra Park and maintenance of public rights of way and along Ashtrees Way.

The Outdoor Maintenance Officer requested that the Committee considers the purchase of planters to be located along Ashtrees Way which would brighten it up considerably and signage for all Council planters and around the Highfield Allotments.

ACTION: TC&RFO to research the cost of seven planters for Ashtrees Way and up to 20 suitable signs and report back.

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 13th June 2024

Present: Councillors Grisenthwaite, Parker, Roe and Smith

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO)

24069 Election: The Committee considered the position of Chair and Vice-Chair of the Committee for the forthcoming year. Following proposals and being put to the vote, it was unanimously **RESOLVED that Councillors Grisenthwaite and Roe be elected Chair and Vice-Chair of the Finance & Governance Committee for Municipal Year May 2024 to April 2025**

24070 Apologies: Apologies were received from Councillors Hanna, Jones and Richmond

24071 Declaration of interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24072 Urgent Business: The Committee considered the following urgent matters:

- 1) **Volunteer donation:** The TC&RFO reported that a volunteer of the former Carnforth Covid-19 support group had contacted the Council regarding 'donations' she had received from elderly people that she had been supporting that she now wanted to 'return to the Council'.

ACTION: TC&RFO to contact the volunteer to discuss options other than giving the money to the Council. It was then agreed that the volunteer should be awarded a Citizen of Merot certificate from the Town Mayor.

- 2) **Post Office Box:** The TC&RFO requested that given recent issues with the current post box consideration be given to the Town Council having a secure Post Office Box.

ACTION: TC&RFO to provide a report on the pros and cons and cost of a Post Office Box for Carnforth Town Council.

- 3) **Planning applications:** The Chair commented on the recent receipt of planning applications made to Lancashire County Council to increase the depth of the quarries at Back Lane and Leapers Wood. Specifically, whether, subject to planning approval, the Town Council could enter into an agreement with the quarries management for a financial contribution to support the provision of services and/or infrastructure.

Following the advice of the TC&RFO, it was **RESOLVED that a discussion on any possible financial benefits be discussed as an exempt item, separate from the planning implications, at the next meeting of Carnforth Town Council.**

24073 Minutes: It was **RESOLVED that, subject to a minor amendment, the Minutes of the meeting held on Thursday 9th May 2024 be approved.**

24074 Public Participation: There were no members of the public present

24075 **Actions & Updates:** The TC&RFO reported that the new PA system was used at the recent D-Day commemorations and was a very good acquisition that will save the Council money in hire costs.

It was reported that the Administrative Clerk had updated the Council's website with the statutory financial information and the Notice for the inspection of Accounts. The Financial Regulations approved at the last meeting of Carnforth Town Council have also been posted. Arrangements to change the tariff on the energy at Council properties have been completed.

24076 **Payments List:** The TC&RFO presented a list of payments awaiting authorisation. After some questions and comments, it was **RESOLVED that the payments list be recommended to Carnforth Town Council for approval.**

24077 **Budget Monitoring & Bank Reconciliation:** The Committee considered the following reports:

- 1) **Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 31st Mat 2024 (Month 2). Reconciled balances as at that date were £189,377.
- 2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 31st May 2024.

The TC&RFO highlighted costs incurred to cover cleaning at Crag Bank Village Hall, purchase of a hedge cutter, and the cost of hiring a PA system for the VE Day event. Attention was also drawn to income from bank interest that has significantly increased following a change in the day-to-day management of the Council's accounts.

It was then **RESOLVED that financial reports as at 31st May 2024 be accepted**

24078 **Policies & Procedures:** The TC&RFO presented the following policies and guidance:

- 1) **Publication Scheme:** The draft document sets out the information that the Information Commissioner's Office (ICO) expects to be provided to meet the requirements of the model publication scheme, introduced through the Freedom of Information Act 2000. The model publication scheme commits the Council to produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public, including any fees for providing such information. After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to approve the draft Publication Scheme subject to a cost being determined for the printing documents more than 10 pages long**
- 2) **Privacy Notice & Accessibility Statement:** The TC&RFO reported that these documents had been provided by the website providers setting out how the Council will use and protect information given to the Council when anyone uses the new website (Privacy Notice) and how the Council will ensure that as many people as possible are able to use the website. (Accessibility Statement)

The TC&RFO advised that subject to Councillors approval the Privacy Notice would replace the existing one and the Accessibility Statement would be adopted for the first time as the new website is now compliant with the *Accessibility Regulations 2018* and the *Web Content Accessibility Guidelines*.

RESOLVED that Carnforth Town Council be recommended to adopt the Privacy Notice and Accessibility Statement, subject to minor amendments.

3) Use of social media: The TC&RFO presented guidance on the use of social media.

The document is intended to supplement the adopted Social Media Policy and provide guidance focussed on the use of social media as a tool for positive engagement, by individual Councillors, with the local community that they represent.

The guidance highlights the benefits and potential risks associated with social media, along with tips on how to make best use of this platform and making the connection with Councillors responsibilities as set out in the Code of Conduct and the Civility & Respect Pledge.

After some discussion, it was **RESOLVED that, subject to a direct reference being made to the Freedom of Information Act, Carnforth Town Council is recommended to approve the guidance.**

4) Confidential matters: The TC&RFO presented a document entitled '*Dealing with Confidential Council and Committee Agenda items*' that aims to demystify the circumstances and legalisation relating to an agenda item being designated as confidential; how this will be presented at Council and Committee meetings and how the information can be subsequently accessed.

The document also sets out Councillor responsibilities, under the Code of Conduct, to make sure that information of a confidential nature is not disclosed unless it is in the public interest or required by law and consent has been given by an authorised person.

After some discussion it was **RESOLVED that, subject to inclusion, of an addendum explaining pecuniary and non-pecuniary interests, Carnforth Town Council is recommended to approve the document and adopt the practices set out.**

Councillors thanked the TC&RFO for the work he had done and commented on the importance of all Council Members and staff to acknowledge their awareness of, and compliance with, important policies and procedures to avoid any reputational risk; make the most of opportunities and ensure good governance in serving the community.

It was then **RESOLVED that the TC&RFO drafts a 'compliance checklist' as a tool to assess and demonstrate Council Members and staff adherence to government regulations, accepted standards and the Council's own policies and procedures.**

24079 Community Benefit Fund: The Committee considered a submission for funding of £597 from a Girl Guides group based in Silverdale.

After some comments it was, regrettably, **RESOLVED that the application did not meet the Community Benefit Fund criteria.**

ACTION: TC&RFO to signpost the group to other possible sources of funding

24080 Working parties: There was a discussion about the need to establish a working party in relation to the funding and development of the planned project at Crag Bank Village Hall.

It was recognised that the first phase will be to work with the consultant commissioned by the Council to realise funding for the project. It was acknowledged that users and the public will need to be engaged as the project develops.

After some discussion, it was **RESOLVED that, at the initial stage of the project, the working party be made up of four elected Councillors, being Councillors Grisenthwaite and Roe and two others to be determined.**

24081 Items for next Agenda: Review of council policies and internal controls and updates on the Crag Bank Village Hall scheme.

24082 Date of next meeting: The next scheduled meeting of the Finance & Governance Committee is **Thursday 11th July 2024 at 5:30pm at the Carnforth Office.**

The meeting closed at 7:00pm

24083 Exclusion of the Press and Public: It was **RESOLVED that the press and media be excluded in accordance with Schedule 12 of the Local Government Act 1972 and that the following matters be designated as 'confidential'.**

1) Vexatious complaints: The TC&RFO outlined circumstances that, in his view, may lead to an individual being identified as a 'vexatious complainer'. It was recognised, however, that there is currently no policy in place to support decisions being made in this regard.

ACTION: TC&RFO to draft a Vexatious Complaints policy for consideration by the Finance & Governance Committee and subsequent recommendation to Carnforth Town Council

2) Staffing matters: Councillor Smith had raised questions on the post of Administrative Clerk. It was reported that the current incumbent had been appointed into the existing post without a formal interview in 2021, due to the urgent need at the time.

Advice from the Town Council's Human Resources advisors support the Council's decision to appoint the officer after the probation period had been successfully completed.

Given recent additional responsibilities and plans to make more use of the Council's new website and related analytics to improve community engagement, the TC&RFO requested that consideration be given to extending the hours from the current 10 hours per week to 15 per week.

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67	Grounds Maintenance	15/05/2024		General account	BACS	Handsaw	Travis Perkins	S	15.79	3.16	18.95
											18.95
68	Grounds Maintenance	17/05/2024		General account	BACS	Flowers & plants	Laburnham Nurseries Ltd	S	102.98	20.60	123.58
											123.58
69	CCH - Film Nights	17/05/2024		General account	card	Catering	Booths	Z	101.00		101.00
											101.00
70	CCH - Civic Arms	17/05/2024		General account	BACS	Catering	Bookers Ltd	S	155.78	13.77	169.55
											169.55
73	War Memorial Centenary	20/05/2024		General account	BACS	War Memorial Cleaning	Butterworth Cleaning Servi	S	1,386.00	277.20	1,663.20
											1,663.20
74	CBVH - Repairs & Maintenance	23/05/2024		General account	BACS	Electrical services	Barn Electrical Solutions	S	280.00	56.00	336.00
74	CBVH - Repairs & Maintenance	23/05/2024		General account	BACS	Electrical services	Barn Electrical Solutions	S	140.00	28.00	168.00
											504.00
78	CBVH - Building Assessment &	30/05/2024		General account	BACS	Building options appraisal	JCA Architects	S	2,360.50	472.10	2,832.60
											2,832.60
79	Grounds Maintenance	30/05/2024		General account	BACS	Weedkiller	Turners Garden Services	S	34.58	6.92	41.50
											41.50
80	VE Day	31/05/2024		General account	BACS	PA provision	William Towers	Z	200.00		200.00
											200.00
82	Rural Services Partnership	31/05/2024		General account	BACS	Subscriptions	Rural Market Town Group	S	118.00	23.60	141.60
											141.60
83	Grounds Maintenance	03/06/2024		General account	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	180.84	36.17	217.01
											217.01
84	CCH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	75.49	15.10	90.59
84	CBVH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	75.50	15.10	90.60
											181.19
85	CCH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	89.06	17.81	106.87
85	CCH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	-13.59	-2.72	-16.31
85	CBVH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	89.06	17.81	106.87
85	CBVH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	-13.59	-2.72	-16.31
											181.12
86	CCH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	42.24	8.45	50.69
86	CBVH - Cleaning & Hygiene	03/06/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	42.24	8.45	50.69
											101.38
87	CCH - Waste & Recycling	03/06/2024		General account	BACS	Waste & Recyling	Lancaster City Council	S	674.51	134.90	809.41
											809.41
88	Operations	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	20.80		20.80
88	Operations	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	35.06		35.06

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
88	Management and Admin	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	571.10		571.10	
88	Management and Admin	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	52.46		52.46	
88	Staff allowances & expenses	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	71.00		71.00	
88	Staff allowances & expenses	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	26.00		26.00	
88	Staff allowances & expenses	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	7.49		7.49	
88	Staff allowances & expenses	03/06/2024		General account	BACS	Salaries & Expenses	Staff	Z	30.00		30.00	
											813.91	
89	Remembrance Day	03/06/2024		General account	BACS	Wreaths & D-Day Pins	Royal British Legion	Z	27.50		27.50	
89	DDAY 80	03/06/2024		General account	BACS	Wreaths & D-Day Pins	Royal British Legion	Z	87.50		87.50	
											115.00	
90	CBVH - Cleaning & Hygiene	04/06/2024		General account	BACS	Cleaning contract	Simply Clean	S	80.00	16.00	96.00	
											96.00	
113	Grounds Maintenance	05/06/2024		General account	BACS	Salaries & Expenses	Carnforth Town Council	S	37.50	7.50	45.00	
113	Grounds Maintenance	05/06/2024		General account	BACS	Salaries & Expenses	Carnforth Town Council	S	6.21	1.24	7.45	
113	Staff allowances & expenses	05/06/2024		General account	BACS	Salaries & Expenses	Carnforth Town Council	Z	32.40		32.40	
											84.85	
114	Carnforth Fringe	11/06/2024		General account	BACS	Printing Services	Bay Typesetters	S	100.00	20.00	120.00	
114	DDAY 80	11/06/2024		General account	BACS	Printing Services	Bay Typesetters	Z	20.00		20.00	
114	Postage, Printing & Stationery	11/06/2024		General account	BACS	Printing Services	Bay Typesetters	Z	50.00		50.00	
											190.00	
116	CCH - Film Nights	12/06/2024		General account	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00	
											126.00	
117	CCH - Film Nights	14/06/2024		General account	BACS	Catering	Bookers Ltd	S	138.31	24.77	163.08	
											163.08	
118	CCH - Film Nights	14/06/2024		General account	BACS	Catering	Booths	Z	119.40		119.40	
											119.40	
119	Premises Licence	14/06/2024		General account	BACS	Premises Licence	Lancaster City Council	Z	180.00		180.00	
											180.00	
120	Advertising	14/06/2024		General account	BACS	Advertising	Rotary Club of Carnforth	Z	150.00		150.00	
											150.00	
									Total	8,084.12	1,240.21	9,324.33

Bob Bailey

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role



Carnforth Town Council

Correspondence – June 2024 meeting



Date	Sender	Topic
15/05/2024	Town Clerk & RFO	Additional Papers for full Council meeting
16/05/2024	Town Clerk & RFO	NALC Civility and Respect Project
17/05/2024	Town Clerk & RFO	Good Councillors guide 2024 edition
17/05/2024	Central Government	Safety of Lithium-ion Batteries and e-bikes and scooters
21/05/2024	Lancaster City Council	Online Community Conversations: Disability Access
21/05/2024	National Association of Local Councils	NALC events
21/05/2024	Town Clerk & RFO	Carnforth (Highfield) Allotments - Notes of Annual General Meeting & Accounts
21/05/2024	LESS	Lancaster District Allotment Review - launch event
21/05/2024	Lancashire County Highways	Temporary Road Traffic Order: Initial Notification -Silverdale Road, Yealand Redmayne
21/05/2024	Lancaster City Council	Community Conversations: Eden Project Morecambe
22/05/2024	Lancaster City Council	Planning Application 24/00409/FUL: Erection of 2 single story side extensions to existing store
22/05/2024	Met Office	Weather warning
24/05/2024	Electricity North West:	Overhead Lines (Exemption) Regulations 2009
28/05/2024	Town Clerk & RFO	Town Development & Planning Committee agenda pack
28/05/2024	Town Clerk & RFO	Property & Environment Committee agenda pack
31/05/2024	Town Clerk & RFO	Carnforth Town Council Minutes - May 2024
03/06/2024	Councillor Richmond	Halloween competition proposal
04/06/2024	Lancaster City Council	Household Support Fund information sessions



Carnforth Town Council

Correspondence – June 2024 meeting



Date	Sender	Topic
04/06/2024	Lancashire County Council	County Service to commemorate 80th Anniversary of the D-Day landings
04/06/2024	Town Clerk & RFO	D-day 80 update and programme
06/06/2024	Lancashire County Highways	Temporary Road Traffic Order: Formal Notification -Silverdale Road, Yealand Redmayne
06/06/2024	Town Clerk & RFO	Finance & Governance Committee agenda pack
07/06/2024	Town Clerk & RFO	Press Release – Carnforth D-Day 80 event
10/06/2024	LANPAC	Annual Report 2023/24
11/06/2024	Silverdale Rangers	Funding for Silverdale Rangers
11/06/2024	Town Clerk & RFO	Carnforth Express & CTC Annual Report
12/06/2024	Town Clerk & RFO	CTC entry in the Carnforth Pocket Booklet
12/06/2024	Lancashire County Council	Amendment to planning permissions Back Lane Quarry & Leapers Wood Quarry