

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: clerk@carnforhtowncouncil.gov.uk



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 16th October 2024 at the Carnforth Civic Hall, North Road, 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 16th OCTOBER 2024 at 6:30pm

- 24126. Apologies:** To receive apologies
- 24127. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24128. Urgent Business:** To consider matters of urgent business
- 24129. Minutes:** To consider Minutes of the meeting held on Wednesday 18th September 2024
- 24130. 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)
- 24131. Carnforth Heritage Centre:** To consider any updates on the plans for the Heritage Centre and management by a governing body
- 24132. 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
24/01009/FUL	Creation of a door and window at Nippers Nursery, 74 Lancaster Road, Carnforth LA5 9LE Recommendation: Support in Principle
24/00030/REF	APPEAL: Erection of a dwelling and associated access: 66 Kellet Road, Carnforth, Lancashire LA5 9LP (original planning application number 23/01248/FUL) Recommendation: Appeal submission be noted
24/0118/PIP	Permission in principle application for the erection of one dwelling – land rear of Cemetery, Back Lane, Carnforth New planning application



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 24133. **Planning Decisions:** To receive an update on planning authority decisions on previously considered applications
- 24134. **Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on 1st October 2024
- 24135. **Town Development & Planning Committee:** To consider report of committee meeting held on 7th October 2024
- 24136. **Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on 10th October 2024
- 24137. **Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 24138. **Correspondence:** To consider correspondence received since the last meeting
- 24139. **Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24140. **Confidentiality:** To identify any items on this agenda which requires to be recorded as confidential and included in 'Part 2 Minutes' for circulation to Councillors
- 24141. **Date of next meeting:** Wednesday 20th November 2024 at 6:30pm

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Town Clerk & Responsible Finance Officer

11 October 2024

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



Carnforth Town Council

Minutes of meeting held on 18th September 2024 at 6:30pm at Carnforth Council Offices

Present: Councillors Downes; Gardner; Laurence; Smith; Richmond; Roe; Sowerby
and Turner

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO);
Ward Councillors Belcher and County Councillor Williamson

In the absence of the Town and Deputy Town Mayors, Councillor Roe was elected to chair the meeting

24111 Apologies: Apologies were received and accepted from Councillors Jones (Town Mayor); Grisenthwaite; Hanna and Parker

24112 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted.

24113 Urgent Business: The Town Clerk provided updates on the following:

- 1) A meeting with County Highways is being arranged to discuss the next steps relating to a residents parking scheme;

ACTION: That further updates be reported as the project progresses

- 2) Councillors considered the latest known information in relation to 'voluntary strike-off action' being taken by Carnforth & Area Regeneration Project (CARP) Limited.

ACTION: That the position be noted and monitored

- 3) The new lease with the Reserve Forces and Cadets Association for North West England has been completed with effect from 13th September 2024;
- 4) Carnforth Town Council has received a letter from the landlord of 46 – 48 Market Street proposing significant changes to the current lease. Urgent action has been taken by the TC&RFO and the Chair of Finance & Governance Committee to seek the advice of the Council's appointed solicitors be sought. After some comments, the action already taken was endorsed.

ACTION: Finance & Governance Committee to lead on negotiations regarding the new lease proposal and report to Carnforth Town Council as required

- 5) Councillors noted that the Facilities Manager's last working day with the Town Council will be Friday;



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- 6) Councillor Smith raised concerns about 'mission creep' relating to additional services that the Council and its staff have and are undertaking that are the responsibility of principal authorities or other external organisations.

The TC&RFO advised that these have been discussed and reported at Committees and gave an assurance that these were lawful actions and that related time and cost is being managed and monitored.

ACTION: That in due course, the TC&RFO provided a report on the law relating to 'topping services' provided by Carnforth Town Council and associated benefits and risks to the local community

24114 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 17th July 2024 be approved.**

24115 Adjournment for public discussion and information only updates.

- 1) **Public Discussion:** No representations were made.
- 2) **Town Mayor & Councillor updates / matters:** Councillors commented and provided updates on the following matters:
 - a) Proposal for a 'Carnforth' Poet Laurette;
ACTION: Project Mandate to be submitted for consideration by the Finance & Governance Committee
 - b) A Friends of Carnforth Library group has been established and will be holding an event for Mental Health Day on 10th October. The Friends have made an initial enquiry about the Community Benefit Fund but have yet to submit any application;
 - c) Pumpkin in the Window competition is generating interest in the town;
- 3) **Reports of County & Ward Councillors:** Ward Councillor Belcher reported on a range of matters, including:
 - d) Update on a number of abandoned vehicles;
 - e) Lancaster & District Local Plan Review;
 - f) Eden Project;

County Councillor Williamson then reported on the following:

- g) Collapsing wall on the A6 has been rebuilt using legal powers;
- h) Crag Bank roundabout white lining is scheduled to be done soon;



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- i) Work on clearing the site on Preston Street is continuing;
- j) The Environment Agency have been alerted to flooding at Crag Bank;
- k) Brown tourism signs erected on the A6 for directions to Carnforth Cricket Club;
- l) Following a spike in rural crime an operation to tackle it is being worked up;
- m) The newly established Friends of Carnforth Library is welcomed;
- n) County Hall in Preston was recently opened to the public as part of Heritage Week, attracting over 500 visitors;
- o) Following the recent change in government further news on approval for the Lancashire Devolution Deal is expected soon;

Town Councillors asked several questions and raised other matters for the attention of both principal councils.

- 4) **Reports from outside bodies:** Councillor Roe requested that an update from the Carnforth Station Trust on the Carnforth Heritage Centre be considered as an exempt item relating to commercial information and legal advice.

It was then **RESOLVED that, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this agenda item, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.**

There were no other reports from outside bodies

- 5) **Clerk's Report:** The Clerk presented his report which provided detailed guidance on the process for determining the precept and budget for the financial year 2025/2026 and the associated timeline for approval in January 2025.

It was stressed that all Councillors have a role in considering the Council's business and financial plans and it was **recommended** that the Finance & Governance Committee leads on the '*development of a simple and understandable business plan to help achieve the Town Council's operational goals; communicate with the public; manage resources and inform the budget process*'.

The report also outlined a review of the Carnforth Neighbourhood Plan undertaken by Councillor Smith that had been circulated for consideration and comment.



Carnforth Town Council

The report set out details of a developing project at Carnforth Highfield Allotments in collaboration with representatives from the National Gas Transmission and the Carnforth Integrated Care on realising associated benefits around well-being, health and inclusion.

It was then **RESOLVED that the updates and reports be noted and progress on agreed actions and recommendation reported in due course.**

24116 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/00847/CU	Retrospective change of use of shop to nail and beauty salon - 31 Market Street, Carnforth LA5 9JX RESOLVED: Support in principle
Traffic Regulation Orders:	
There were no Traffic Regulation Orders to consider	

Councillor Smith again requested that consideration of any outstanding/possible planning enforcement matters be considered by Carnforth Town Council. It was **RESOLVED that planning enforcement matters be included as a standing agenda item alongside consideration of planning applications and statutory consultations.**

24117 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 the Town Council.

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

24118 Town Development & Planning Committee: The TC&RFO reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 5th August and 2nd September 2024, including:

- 1) Consultation on reforms to the National Planning Policy framework;
- 2) Outline review of the Carnforth Neighbourhood Plan;
- 3) Carnforth Ares Regeneration Partnership (CARP) Ltd;
- 4) Banners promoting the towns heritage and community;



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- 5) Road traffic matters;
- 6) Council events and plans

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

24119 Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of Property & Environment Committee held on 6th August and 3rd September 2024, including:

- 1) Introduction of a formal agreement process for the hire of council assets;
- 2) Carnforth Highfield Allotments;
- 3) Heating being installed into Crag Bank Village Hall on 24th & 25th October;
- 4) Action that TC&RFO drafts a procedure for the hire of the Council's Public Address system by community groups and other organisations;
- 5) Proposed changes by the landlord relating to the Council Offices;
- 6) Retirement of the Facilities Manager;
- 7) Environmental and public realm matters

After some comments it was **RESOLVED that the reports, actions and recommendations of the Property & Environment Committee be noted and approved.**

24120 Finance & Governance Committee: The TC&RFO reported on the recommendations, updates and actions arising from the meeting of the Finance & Governance Committee held on 8th August and 4th September 2024, including:

- 1) **Recommendations** that Carnforth Town Council approves all payments awaiting authorisation.
- 2) Bank Reconciliation and Summary report for month ending 31st August (Month 5) and 30th September 2024 (Month 6);
- 3) Arrangements for the recruitment of a Caretaker for Carnforth Civic Hall;
- 4) Implications of proposed lease at Carnforth Town Council and updates on the revised lease with the Reserve Forces and Cadets Association for North West and their use of Carnforth Civic Hall;
- 5) Review of hire chares and **recommendation** that the cost of hire for 'non-contracted' users be increased to £20 per hour from 1st October 2024;



Carnforth Town Council

- 6) Recommendation that the Finance & Governance Committee takes the lead on developing an annual business plan;
- 7) Policy checklist.

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

24121 Payments for Authorisation: Councillors considered the list of payments authorized by the Finance & Governance Committee and Town Mayor in August under delegated authority and those recommendation for authorization by full Council.in September.

After some comments it was **RESOLVED that the retrospective payments be noted and those awaiting authorization be approved in full**

24122 Correspondence: It was **RESOLVED that correspondence received and acted on in the last month be noted**

24123 Items for next Agenda: None specifically identified.

24124 Confidentiality: It was **RESOLVED that agenda item 24115 (4) be recorded as confidential and included in 'Part 2' of these Minutes for circulation to Councillors only**

24125 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be held on **Wednesday 20th November 2024 at 6:30pm.** The meeting closed at 8:15pm.

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Town Clerk & Responsible Finance Officer



Carnforth Town Council

Part 2 Confidential Minutes of meeting held on 18th September 2024 at 6:30pm at Carnforth Council Offices

Present: Councillors Downes; Gardner; Laurence; Smith; Richmond; Roe; Sowerby and Turner

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

Agenda Item 24115 (4): Reports of Outside Bodies

Discussion relating to the Confidential Agenda item: Councillor Roe reported that with great regret that a decision has been made by the Carnforth Station and Railway Trust to close the Carnforth Station Heritage Centre for the foreseeable future with effect from Saturday 12 October 2024.

Visitor numbers have been greatly reduced since the centre reopened following the Covid pandemic. Due to ongoing costs of rent and winter heating the Carnforth Station and Railway Trust has taken legal and professional advice and had concluded that it is unviable to continue. The lease will be handed back to Network Rail who own the Centre and station units.

The Brief Encounter Bistro and Bar and other outlets are run as separate trading entity and will continue to operate despite the Centre closure.

After questions and a discussion on the implications of the closure and any role that Carnforth Town Council might play going forward it was **RESOLVED that the decision of the Carnforth Station and Railway Trust to close the Carnforth Heritage Centre on 12th October 2024 be noted and that Carnforth Town Council plays an active part in trying to find a positive outcome to the situation, whilst making it clear that the Town Council does not have the financial resources nor the management capacity to take over the running of the Centre.**



Carnforth Town Council

Planning Application Comments & Decisions

October 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		
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
24/00619/FUL: Erection of a single storey extension - & Johnson Close, Carnforth LA5 9UJ	Support the planning application in principle	Awaiting Decision
24/00847/CU: Retrospective change of use of shop to nail and beauty salon - 31 Market Street, Carnforth LA5 9JX	Support the planning application in principle	Application Permitted



Carnforth Town Council

Planning Application Comments & Decisions

October 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASHIRE COUNTY COUNCIL PLANNING APPLICATIONS		
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 31st December 2078	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Awaiting Decision
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	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Awaiting Decision

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 1st October 2024 at 5:30pm

Present: Councillors Richmond (Chair); Downes; Grisenthwaite; Laurence and Parker

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO), Simon Jobling, Outdoor Maintenance Officer; Ward Councillors Belcher and Stubbs and 34 members of the public

24085 **Apologies:** Apologies were received from Councillors Hanna, Jones, Roe, Smith and Turner

24086 **Declaration on interests and dispensations:** There were no declarations of interest directly relating to items on the agenda

24087 **Urgent Business:** The TC&RFO reported that the Town Council's solicitors are now in formal discussion with the landlord of the Council offices at 46 – 48 Market Street, following matters raised regarding the current *'Tenancy at will or Licence'* and proposed revisions to the *'Heads of Terms'* offer covering the next 10 years.

The Chair read a statement on behalf of Carnforth Town Council regarding the news that the Visitor Centre at Carnforth station was to close on 12th October. The statement set out the Council's position and its commitment to facilitate discussions between all interested parties with the aim of *'identifying all possible options to re-open the Centre'*.

At the request of the Chair of the Station Trust, the TC&RFO read out a written statement outlining the reasons why the trust had made a decision to close the Centre.

24088 **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Tuesday 3rd September 2024 be approved.**

Actions & Updates: The TC&RFO reported that actions agreed at the last meeting have been implemented. There were no updates – not covered by the agenda – from Councillors.

24089 It was then **RESOLVED that the updates be noted.**

24090 **Public participation and information only updates:** Several members of the public commented on the pending closure of the Visitor Centre at Carnforth Station and related legal and other matters around the management of the building and its assets, the impact on other businesses at the Station and the town's heritage and visitor economy; the general state of the Station and buildings, relationships with Network Rail and the owners of the Station Clock and positive ways in which through effective collaboration the Centre might be allowed to continue.

Speaking on behalf of Lancaster City Council, Ward Councillor Belcher advised that an urgent meeting had been called with the Chief Officer, Sustainable Growth to discuss options and what support Lancaster City Council are able to provide, if any.

The TC&RFO reported that he had written to the Leader of Lancashire County Council on the matter that morning and was awaiting a reply.

At the beginning of the meeting a member of the public handed out a letter written by another resident in relation to questions about and for the Station Trust. This letter was not referred to at any point in the meeting.

Members of the public and Ward Councillors were thanked for their comments.

24091 **Carnforth Heritage Centre:** Councillors commented on the matter raised by residents and options going forward. Councillors endorsed and reiterated the statement read by the Chair that Carnforth Town Council will fulfil its role as advocates of the local community by facilitating discussions with all interested parties on options going forward.

24092 **Carnforth (Highfield) Allotments:** It was reported that the Town Council's management of and direct activities on Highfield allotments continue to be appreciated by allotment holders and those now on the revised waiting list.

The TC&RFO reported that a virtual meeting has been arranged with representatives from National Gas Transmission and Carnforth Integrated Care to consider a potential project to help encourage the local community to engage with outdoor spaces/community plots at the Highfield allotment and tackle social isolation and loneliness.

After some comments, it was **RESOLVED that updates be noted and actions carried out.**

24093 **Civic Hall:** The TC&RFO reported that actions to cover cleaning of the building and opening the building for users are in place. Councillor Roe was thanked for agreeing to be the keyholder of the building, along with the TC&RFO until such time as a Caretaker is appointed. Councillors were informed that details of the vacant post has been publicized and already generated some interest. The closing date for applications is 5pm on Friday 11th October, with interviews planned in the following week, subject to availability.

The TC&RFO reported that he and the Administrative Clerk have taken on responsibility for ordering cleaning and other supplies for both Carnforth Civic Hall and Crag Bank Village Hall until such time as an alternative arrangement can be made, should it be necessary.

On the advice of the outgoing Facilities Manager, it will be necessary to periodically monitor the state of the flat at the Civic Hall now that it is no longer occupied.

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

24094 **Crag Bank Village Hall:** The TC&RFO informed Councillors that there were no major issues to report. Plans to replace the existing heating system on 24th and 25th October remain on course. The building will be fully closed on both days.

It was then **RESOLVED that the update be noted**

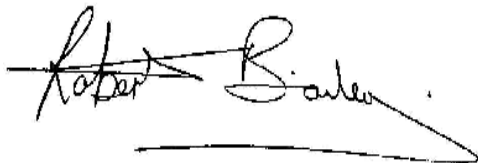
24095 **Environment & Public Realm:** The Outdoor Maintenance Officer reported on work carried out in the last month and outlined future tasks and plans.

The TC&RFO reported that the planters on Ashtrees Way have now been planted by Booths landscape contractors. These and other Council planters and public realm assets have been labelled with new signs with the name of the Council and its logo.

The TC&RFO informed Councillors that a trustee of the Silverdale Gospel Hall had contacted the Carnforth Town Council offering a range of support as part of their 'Public Benefit Outreach Programme'. This includes environmental and public realm support as well as financial donations where this is considered appropriate.

After some comments it was **RESOLVED that that the update be noted and that the TC&RFO liaises with representatives from Silverdale Gospel Hall on potential support for Council activities and projects.**

24096 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5th November 2024.** The meeting closed at 6:25pm

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

Town Clerk and Responsible Finance Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 7th October 2024

Present: Councillors Parker (Chair), Downes, Grisenthwaite; Hanna; Laurence; Richmond, Roe and Sowerby

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO); one representative from Green Pathway Outdoors CIC and two representatives from Cavendish Consulting

24096 **Apologies:** Apologies were received from Councillors Jones, Turner and Smith and Mr Charnley from Carnforth Chamber of Trade

24097 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24098 **Urgent Business:** There were no matters of urgent business.

24099 **Minutes:** The TC&RFO reported that he had carried out the actions from the September meeting including contacting Booth's Estates Manager regarding their plan for the Car Park adjacent to Scotland Road.

It was then **RESOLVED that the Minutes of the meeting held on Monday 2nd September 2024 be accepted.**

24100 **Public participation and information only updates:** There were no members of the public present.

1) The Chair introduced Mr Bone who was attending the meeting as a representative of Green Pathway Outdoors a not for profit, Community Interest Company (CIC) Their aim is to tackle health inequalities, such as health, social isolation, mental health and social hardship and/or economic hardships through the outdoors. This includes providing new supportive communities for participants to support desired health and lifestyle outcomes. The CIC work with groups of people of any age to create small but sustainable health creating habits that helps participants to tackle root causes of poor health and to improve their long-term eating, sleeping and movement habits.

Mr Bone was interested in understanding how the CIC might be able to help and work with the people of Carnforth and surrounding areas.

There followed a discussion on ways in which the CIC could collaborate with local groups including Carnforth Integrated. Mr Bone was thanked for attending the meeting.

ACTION: TC& RFO to send contact details of representatives that could work alongside and/or benefit from what Green Pathway Outdoors CIC has to offer

2) There was no representation from Carnforth Chamber of Trade at the meeting

24101 **Planning Applications:** The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
24/01009/FUL	Creation of a door and window at Nippers Nursery, 74 Lancaster Road, Carnforth LA5 9LE Recommendation: Support in Principle
24/00030/REF	APPEAL: Erection of a dwelling and associated access: 66 Kellet Road, Carnforth, Lancashire LA5 9LP (original planning application number 23/01248/FUL) Recommendation: Appeal submission be noted
Traffic Regulation Orders:	
There were no traffic regulation orders to consider	

24102 **Planning Application Consultation:** Consultants acting on behalf of McDonalds Limited gave a presentation on the company's consultation on bringing forward a planning application to develop the land adjacent to the Porsche Centre off the M6, into a new restaurant and drive thru.

It was reported that a new restaurant would:

- 1) Create up to 120 new jobs, in a range of part-time and full-time positions;
- 2) Commit to 'protecting and restoring nature, with a focus on using renewable energy and materials';
- 3) Bring up to £40k in annual business rates for Lancaster City Council, helping to fund key local infrastructure
- 4) Provide a 'more varied and competitive choice for consumers';
- 5) Develop a programme of community sponsorship and local volunteering

McDonalds's are currently running a virtual consultation for the public that started on 1st October and end on 15th October 2024 and it was reported that just over half of those who had responded so far are in favour of the development.

Councillors then asked several questions and made observations around the access to the site; proximity to the M6; anti-social behaviour; litter; location of the current proposed site; traffic congestion and management; health and sustainability and the consultation and planning process. Notwithstanding the feedback given, Councillors were broadly in support of the plans and potential opportunities.

The consultants advised that they are aiming to submit the final planning submission in mid-November.

Councillors acknowledged that at some point after this the Council would be formally consulted on the proposals as statutory consultees.

It was then RESOLVED that the planning consultants be thanked for their presentation and that the current consultation with residents on the proposal for a McDonalds Restaurant be noted.

24103 Public Highways & Open Spaces: The TC&RFO reported that the white lines at Crag Bank Roundabout have now been reinstated.

The collapsing wall on the A6 near to the Crag Bank roundabout had been dealt with urgently by Lancashire County Council.

It was then **RESOLVED that the public highways updates be noted and welcomed**

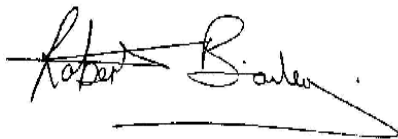
24104 Town Development: There were no updates to consider.

24105 Working Groups: The following updates from working groups were considered:

- 1) **War Memorial 100th Anniversary Working Group:** Councillor Laurence reported on the latest position regarding this event. Invitations will be distributed, and a press release issued in the coming weeks.
- 2) **Christmas Lights Working Group;** The purchase of Christmas lights along Market Street has been discussed at a recent meeting of the Chamber of Trade, who have since submitted an application for funds from the Community Benefit Fund to be considered by the Finance & Governance Committee on 10th October.

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

24106 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4th November 2024 at 5:30pm**. The meeting closed at 6:35pm



Town Clerk and Responsible Financial Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 10th October 2024 at 5:30pm

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

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

24139	Apologies: Apologies were received from Councillors Smith and Richmond
24140	Declaration of interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
24141	Urgent Business: The TC&RFO reported that Councillor Grisenthwaite and he will be attending a funding fair organised by Lancaster District Community Voluntary Service (LDCVS) taking place on Tuesday 15 th October at Trimpell Sports and Social Club. The event provides an opportunity to speak with potential funders about the Town Council's funding needs and projects, specifically the plans for Crag Bank Village Hall, as well as valuable networking with other organisations.
24142	Minutes: It was RESOLVED that the Minutes of the meeting held on Thursday 4th September 2024 be approved.
24143	Public Participation: There were no members of the public present
24144	Actions & Updates: The TC&RFO reported that he has not yet had an opportunity to finalise the draft Policy Checklist for Councillors consideration. The new scale of charges for 'non-contracted' users of both Crag Bank Village Hall and Carnforth Civic Hall were implemented with effect from 1 st October. Initial discussions have been held with the Council's solicitors regarding the lease of the Council offices and instructions given on a response to the landlord's solicitors on the terms outlined in their recent letter to the Town Council. It was then RESOLVED that the updates be noted.
24145	Payments List: The TC&RFO presented a list of payments awaiting authorisation, including retrospective authorisation of the final payment of untaken leave to the Facilities Manager following his retirement. After some comments, it was RESOLVED that the payments list be recommended to Carnforth Town Council for approval.
24146	Budget Monitoring & Bank Reconciliation: The Committee considered the following reports: 1) Bank Reconciliation: Councillors considered the <i>Bank Reconciliation Report</i> as at 30 th September 2024 (Month 6). Reconciled balances as at that date were £162,147. It was reported that for the first half of the year payments totalled £91,512 and receipts (excluding the annual precept) £71,609. Just under 65% of the budget remains for the second half of the year.

2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 30th September 2024.

The TC&RFO highlighted payments exceeding budget for VE Day and savings made against the budget for the D-Day 80 celebrations. The cost of legal services is higher than forecast due to a range of unplanned need in recent months that will benefit the Town Council in the longer term.

In terms of income, the hire of Carnforth Civic Hall is some 11% lower than expected at the mid-way point of the year, whilst the hire of Crag Bank Village Hall is 2% higher than anticipated.

Through a small change in the day-to-day management of Council funds, bank interest has increased by a significant amount enabling them to be used to deliver more services and functions.

It was then **RESOLVED that financial reports as at 30th September 2024 be accepted**

24147 Business Planning and Budget: The TC&RFO presented a broad framework for a business plan of the Council's functions, services and plans that is intended to help the local community understand the council's priorities and activities, and the council to achieve its goals.

Councillors acknowledged that the Council produces an annual report that sets out the Council's achievements against its objectives and that there are mechanisms already in place that help with business planning, including a tried and tested budget process and framework for financing the Council's activities and plans.

As such, Councillors were keen to ensure that a business plan is clear and simple and can be put together reasonably easily and expediently. The TC&RFO confirmed that the approach set out is intended to do precisely that.

It was then **RESOLVED that the Business Plan framework as set out and aligned to the existing budget framework be approved and that the TC&RFO presents a first draft for consideration at the next meeting of the Finance & Governance Committee with a view to this being considered by the other committees for their contributions.**

24148 Community Benefit Fund: The Committee considered an application from Carnforth and District Chamber of Trade for the purchase of 30 artificial Christmas trees for Carnforth Town Centre that are expected to last for a decade. The application requested money from the Community Benefit Fund towards their purchase.

After some comments, it was **RESOLVED that Carnforth Town Council approves the sum of £1,500 from the Community Benefit Fund for the purchase of artificial Christmas trees.**

24149 Committees: There were no specific matters/requests from Committees to consider.

24150 Project Mandate: The Committee considered a project mandate submitted by Councillor

Smith relating to the appointment of a Poet Laureate for Carnforth. The Council had previously been approached by a local poet offering to provide this service.

There was a discussion around the benefits and risks associated with such an appointment and the need to ensure proper safeguarding and other controls would be in place. It was also considered that in the interests of inclusivity and openness such an appointment should be made in the public domain.

It was then **RESOLVED that Carnforth Town Council be recommended to approve the appointment of a Poet Laureate, in principle, and that this be commissioned publicly and with the necessary controls in place.**

24151 Governance & Staffing: The TC&RFO reminded Councillors that the closing date for applications for Caretaker at Carnforth Civic Hall is 5pm on Friday 11th October.

Following the recent resignation of Councillor Gardner there is now a vacancy on the Council for a Councillor in the Carnforth Ward.

The Town Mayor commented on the recent issue where information discussed at a Council meeting that had been recorded in the 'Confidential' part of the Minutes and not published had, subsequently been disclosed to a member of the public.

Guidance recently issued by the TC&RFO made it clear that all Council's do from time to time need to discuss matters in confidence and highlighted the reputational and other risks should these be disclosed unlawfully or not in accordance with guidance and standards.

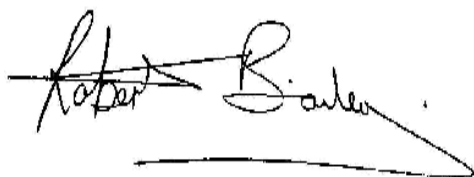
After some comments, it was **RESOLVED that:**

- 1) The TC&RFO makes the necessary arrangements for interviews of candidates for the Caretaker post and advertises the Casual vacancy for a Councillor on Carnforth Town Council, and:**
- 2) The Town Mayor writes to all Councillors and staff on the importance of confidentiality in line with the guidance previously issued**

24152 Items for next Agenda: Budget monitoring and planning; Business plans

24153 Date of next meeting: The next scheduled meeting of the Finance & Governance Committee is **Thursday 14 November 2024 at 5:30pm at the Carnforth Office.**

The meeting closed at 6:20pm



Town Clerk & Responsible Financial Officer



Carnforth Town Council Correspondence – October 2024 meeting



Date	Sender	Topic
13/09/2024	Lancaster City Council	Planning application: 24/0158/TPO
16/09/2024	Town Clerk & RFO	Response to questions raised by Cllr Smith
17/09/2024	Town Clerk & RFO	Clerk's Report
19/09/2024	Town Clerk & RFO	Carnforth War Memorial Centenary 9th November 2024 - Road Closure Application and ESAG
19/09/2024	Town Clerk & RFO	Carnforth Remembrance Sunday 10th November 2024 - Road Closure Application and ESAG
23/09/2024	Lancaster City Council	Planning application 24/01009/FUL
26/09/2024	Councillor Paula Gardner	Letter of resignation
30/09/2024	Town Clerk & RFO	Property & Environment Committee Agenda Pack
30/09/2024	Town Clerk & RFO	Council statement on the Closure of the Heritage Centre
01/10/2024	Administrative Clerk	Appeal for Planning Application 23/01248/FUL
1 – 5/10/2024	Town Clerk & RFO	Various information and emails regarding the Closure of the Carnforth Heritage Centre being discussed at Council meetings
03/10/2024	Town Clerk & RFO	Draft Part 1 and 2 Minutes of the meeting of Carnforth Town Council on 18th September 2024
03/10/2024	Lancaster City Council	Planning Application: 24/0188/TCA
07/10/2024	Town Clerk & RFO	Finance & Governance Committee Agenda pack
09/10/2024	Greenpathway.CIC	Letter of thanks regarding attendance at Committee meeting
09/10/2024	Town Clerk & RFO	Property & environment draft Minutes
10/10/2024	Lancaster City Council	Planning Application: 24/01118/PIP