

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 15th January 2025 at 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, appearing to read "Bob Bailey". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.

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 15th JANUARY 2025 at 6:30pm

- 25001. New Councillors:** Town Mayor to welcome Councillors Bassinder, Richmond and Szalai to Carnforth Town Council following co-option.
- 25002. Apologies:** To receive apologies
- 25003. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 25004. Urgent Business:** To consider matters of urgent business
- 25005. Minutes:** To consider Minutes of the meeting held on Wednesday 18th December 2024
- 25006. 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) Town Crier
 - 5) Reports from outside bodies
 - 6) Clerks Report (to follow)
- 25007. Budget & Precept 2025/2026:** To set the Town Council Budget and Precept for the 2025/26 financial year (See Clerk's report and budget statement attached)
- 25008. 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
	No planning applications to consider
Traffic Regulation Orders:	
	No temporary traffic regulations to consider

- 25009. Planning Decisions:** To consider planning decisions made by Lancaster City Council
- 25010. Town Development & Planning Committee:** To consider report of committee meeting held on Monday 6th January 2025
- 25011. Property & Environment Committee:** To consider report of Property & Environment



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Committee meeting held on Tuesday 7th January 2025

- 25012. **Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on Thursday 9th January 2025
- 25013. **Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 25014. **Correspondence:** To consider correspondence received since the last meeting
- 25015. **Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 25016. **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
- 25017. **Date of next meeting:** Wednesday 19th February 2025 at 6:30pm

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Town Clerk & Responsible Finance Officer

10 January 2025

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



Carnforth Town Council

Minutes of meeting held on 18th December 2024 at 6:30pm at Carnforth Civic Hall

Present: Councillors Jones (Town Mayor); Downes; Grisenthwaite; Laurence; Parker; Richmond, Smith and Councillor Elect Bassinder.

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO); Leah Longhorn, Administrative Officer; Ward Councillor Belcher; County Councillor Williamson; Town Crier, Mel Guilding and one member of the public.

24158 Apologies: Apologies were received from Councillors Hanna and Turner and Ward Councillor Stubbs.

24159 Declarations of Interest. There were no declarations of interest relating to items on the meeting agenda.

24160 Urgent Business: It was reported that Mrs J Bond, wife of former Town Mayor, Ken Bond had passed away – details of funeral arrangements were not yet available. .

24161 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 20th November 2024 be approved.**

24162 Adjournment for public discussion and information only updates.

- 1) **Public Discussion:** There was no representations from members of the public present at the meeting;
- 2) **Town Mayor & Councillor updates / matters:** The Mayor reported on engagements and activities in the last month including attendance at a carol concert led by Carnforth Community Choir and the Carnforth Christmas Light Switch-on. Councillors reported and provided updates on the following matters:
 - a) attendance at the annual general meeting of Carnforth Otters;
 - b) meeting with colleagues from County Highways (just prior to the full Council meeting) to discuss taking forward a formal public consultation on a Residents Parking scheme including whether householders would be in favour of paying for annual residents' parking permits. More than 50% of the responses will need to be in favour for Lancashire County Council to take on the project and pay for the necessary legal and infrastructure works. The Working Group will be meeting early in the New Year to prepare the detailed consultation documentation for publication;



Carnforth Town Council

- c) remote meeting, early in the New Year, with representatives from Booths Limited to discuss management of their Car park on Scotland Road;
 - d) attendance at a Christmas party for senior citizens arranged by Carnforth Rotary;
 - e) attendance at a coffee morning arranged by the Friends of Carnforth Library;
 - f) update on the Carnforth Fringe to be held in July.
- 3) **Reports of County & Ward Councillors:** Ward Councillors Belcher reported on a range of matters and casework including:
- a) New cabinet/political structure at Lancaster City Council;
 - b) Questions raised about a 'Carnforth summit' with City Councillors and senior staff;
 - c) Flytipping on Windermere Road
 - d) Rubbish collection/street cleansing;
 - e) Lundsfield Quarry planning issues and update.
- County Councillor Williamson reported on the following matters:
- a) Speed monitoring on the A6 to be carried out soon;
 - b) Yellow lines at Bridgeside and new Highways signs on Market Street;
 - c) Ongoing enforcement work relating to the site at Preston Street;
 - d) Lancashire County Council budget plans for 2025 / 2026;
 - e) Highways funding and plans;
- Councillors asked questions on highways matters for follow up.
- 4) **Town Crier:** Town Crier reported on a cri and escorting Santa at the Carnforth Switch-on and outlined some important dates in 2025. **ACTION: Town Crier to provide a full list of dates where a Cri may be required in 2025.**
- 5) **Reports from outside bodies:** The following matters were reported
- a) Back lane Group – update on the latest position with the Lundsfield/Back Lane site; Lancaster & District Local plan and actions taken by the Group;
 - b) Carnforth Chamber of Trade meeting – including a review of the recent Christmas lights switch-on and plans going forward.



Carnforth Town Council

- 6) **Clerk's Report:** The TC& RFO reported on the general roles and responsibilities of Town Clerks and a range of specific work in the last month, including representing Carnforth Town Council at cross agency meetings to support 'Eggcup' and collaboration with partners on developing the High Thrive Community Project.

The Town Clerk had also worked with contractors on plans to make improvements to Carnforth Civic Hall and rearranged access to chairs and tables at Crag Bank Village Hall. An agreement with Booths Limited for maintaining Ashtrees Way has been finalised and an online budget consultation form has been developed, approved and published. Discussions have been held with Carnforth Cricket Club regarding ongoing flooding on Footpath 8 and with the Police on an anti-social behaviour incident.

After some comments and questions, it was then **RESOLVED that the updates and reports be noted and progress on agreed actions and recommendations reported in due course.**

- 24163 Casual Vacancies:** The Town Mayor reported on the recent interviews for the co-option of three vacancies for Councillors and the panels recommendations. It was then **RESOLVED that John Bassinder, Sharon Richmond and Viktoria Szalai be co-opted as Councillors of Carnforth Town Council and Councillor Bassinder formally welcomed to the meeting.**

- 24164 Planning Applications & Temporary Road Closures:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
	No planning applications to consider
Traffic Regulation Orders:	
	There were no Traffic Regulation Orders to consider

- 24165 Planning/Enforcement 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.

Five planning applications are awaiting a decision by the planning authority.



Carnforth Town Council

Two applications relating to Back Lane and Leapers Wood Quarries, submitted to Lancashire County Council are still awaiting a decision.

Following a question, Councillors were reminded of a letter in September 2023 setting out the position regarding the possibility of a 'Keep clear' road marking outside the Queen's Hotel on Market Street. The issues identified then appear to remain outstanding.

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

24166 Town Development & Planning Committee: Councillor Parker reported on the recommendations, updates and actions arising from the meeting of the Town Development and Planning Committee held on 2nd December 2024, including:

- a) Report from the Chamber of Trade on the installation of the new artificial trees at businesses along Market Street and their plans to handover responsibility for this in 2025;
- b) Consideration of planning applications and updates on planning enforcement matters;
- c) Public highways and open spaces matters and updates;
- d) Confirmation that members of the Residents Parking Scheme Working Group will be meeting with colleagues from County Highways to discuss conducting a formal survey of residents to inform plans going forward;
- e) Update on the recent Lancashire Day cri;
- f) **Recommendation** that Carnforth Town Council supports events on VE Day 80 on 8th May 2025 and a 'Big Lunch' during Carnforth Fringe week in July;
- g) Information on the High Thrive Community Lunch on 20th January;
- h) Notification that 'HealthWatch' would be running a mental health and wellbeing event on 28th January 2025 Carnforth Civic Hall;
- i) Current budget position, forecast and plans relating to activities managed by this committee;

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



Carnforth Town Council

24167

Property & Environment Committee; Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of Property & Environment Committee held on 3rd December 2024, including:

- a) Further discussion on the location of a bench to be donated in memory of Councillor Roe;
- b) Update on arrangements for the High Thrive Community Lunch on 20th January 2025 between 1pm and 3pm at Gummers Howe Community Centre;
- c) Report from the TC&RFO and the Caretaker on capital expenditure and operational matters relating to Carnforth Civic Hall;
- d) Report of the TC&RFO on operational matters relating to Crag Bank Village Hall and a request for Committee authorisation to purchase two table transporters for use in the hall;
- e) Update on progress being made to review Carnforth Town Council's Health and Safety arrangements;
- f) Report of the Outdoor Maintenance Officer on environmental and public realm matters;
- g) Current budget position, forecast and plans relating to activities managed by this committee;

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

24168

Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Finance and Governance Committee held on 12th December 2024, including:

- a) Update on a meeting with a Health and Safety consultant and next actions;
- b) **Recommendation** that Carnforth Town Council approves the quotation received for the installation of an automated door entry system on the main doors at Carnforth Civic Hall and one on the internal door to the meeting room;
- c) **Recommendation** that Carnforth Town Council approves the revised lease agreement for the use of the Carnforth Offices;
- d) Town Mayor's awards to two community groups;



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- e) **Recommendation** that the payments list be approved;
- f) Finance Report as at 30th November 2024 (Month 8) - Balances stood at £135k being 51.3% of the overall budget;
- g) Presentation by the Town Clerk of a revised estimated budget outturn for year ending 31st March 2025 and budget – based on updated services, functions and plans – for the financial year 2025/2026 and a **recommendation** that the TC&RFO makes arrangements for public consultation on the Council's plans for the upcoming year;
- h) **Recommendation** that Carnforth Town Council adopts the Training & Development Policy and Anti-terror checklist as presented – the latter in compliance with 'Martyn's law'.

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

24169 Payments for Authorisation: Councillors considered the list of payments recommended for authorisation and it was **RESOLVED that payments be approved in full**

24170 Fully Funded Micro Woods: Councillors considered a request from Lancashire County Council regarding 'publicly accessible sites' that may benefit from the Local Authority Treescapes Fund. It was noted that the project involved working in partnership with landowners who would take responsibility for the 'micro-woods' once established.

As Carnforth Town Council does not directly own or lease any land suitable for such a scheme, **it was RESOLVED that Carnforth Town Council liaises with Lancaster City Council to identify any possible sites.**

24171 Correspondence: It was **RESOLVED that correspondence received and acted on in the last month be noted**

24172 Items for next Agenda: Councillors were advised that the main matters for discussion and resolution at the January meeting of the Town Council would be the 2025/2026 budget and precept so that the demand for the annual precept can be submitted to Lancaster City Council by the deadline of 31st January 2025.

24173 Confidentiality: There were no agenda items identified as being confidential.

24174 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be held on **Wednesday 15th January 2025 at 6:30pm**. The meeting closed at 7:45pm



Carnforth Town Council

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Town Clerk & Responsible Finance Officer

Carnforth Town Council

Meeting Date: 15th January 2025

Agenda Item: 25007

Report of: Town Clerk & Responsible Finance Officer

Subject: 2025/2026 Budget and Precept

1) Background

The Town Council is required to undertake a robust annual budget process to:

- ✓ establish the level of funds required to deliver plans for the coming year;
- ✓ determine the level of reserves that should be maintained; and
- ✓ set the Town Council's precept for the coming year.

The Finance & Governance Committee has prepared the proposed budget for the financial year 1st April 2025 to 31st March 2026. The budget process has taken account of discussions held at Committee meetings and Full Council since October on the Council's planned activities and services in 2025/2026. The Town Council encouraged residents to participate in discussions regarding the proposed budget through an online budget consultation survey and public meetings scheduled in January 2025

2) Projected Outturn for 2024/2025

There is a projected General Balance at 31/03/2025 of £88,809, including net receipts of £49,145 anticipated at the end of the financial year. This is made up of several budget variances as set out in the budget statement.

3) Draft Budget 2025/2026

The following sets out the key budget highlights

Total Proposed Budget: £227,250 This is an increase of just £4,669 on the previous year (£222,581) to accommodate rising costs, new initiatives and enhances general reserves for long-term capital and revenue costs

Planned Major Expenditure: The following is a summary of the main areas of expenditure:

- **Capital Expenditure £58,196:** Planned expenditure on Carnforth Civic Hall and Crag Bank Village Hall
- **Civic and Community Events and projects £11,611:** Regular annual Civic events, including VE Day 80 and community events including the popular 'Big Lunch' and recreational activities.

- **Property & Land £52,776:** Maintenance and cleaning costs of Carnforth Civic Hall; Crag Bank Village Hall; Carnforth (Highfield) Allotments; War Memorial Gardens; Street furniture and planters; investment in green spaces and environmental projects.
- **Administration & staff salaries £104,667:** Operational costs and salaries of five members of staff

Projected Revenue: The projected revenue for 2025/2026 is **£39,750**, mostly from income generated from the hire of Carnforth Civic Hall and Crag Bank Village Hall and events held on these premises.

4) Precept

The precept is the portion of local council tax that is set by a town or parish council to fund its budget. It is collected by the local authority on behalf of the council.

The precept is calculated based on the total expenditure needed to fund services and projects for the upcoming year (£227,250) minus anticipated revenue from other sources (£39,750). The remaining amount is what needs to be raised through the precept, being **£187,500 in 2025/2026**.

This amount is then divided by the number of properties in the area to determine the amount added to each property's council tax bill.

Should Councillors resolve to demand this amount of precept from Lancaster City Council the comparisons and implications for the precept for Band D Council Tax properties are set out in the following table.

Council Tax Calculations	2024 – 2025	2025 -2026
Precept	£182,052	£187,500
Parish Tax Base	1747.27	1,764.41
Band D Equivalent	£104.19	£106.27
Band D increase on previous year	£47.46	£2.08
Band D Increase %	83.64%	1.99%

For Council Tax purposes properties are banded from A – H based on the valuation of properties from lowest to highest. Band D is the established base for reporting (being the median Band), however, most properties in Carnforth, some 2101, are in the lower Council Tax Bands A – C with just 511 in the Bands D – H.

Parish and Town Councils are required to send their demands for their 2025/2026 precepts to Lancaster City Council by 31st January 2025 so that the figures can be considered at the City Council's budget meeting in February.

5) Reserves

Parish and town council reserves are funds that have been set aside from the council's budget for specific purposes or future use. These reserves can be classified into two main categories:

- **General Reserves:** These are unallocated funds that provide a financial cushion for unexpected expenses or emergencies. They help ensure the council can manage operational costs and unforeseen events without needing to raise additional funds through taxation.
- **Earmarked Reserves:** These funds are designated for specific projects or initiatives, such as community developments, infrastructure improvements, or maintenance of facilities. They are planned and allocated in advance, reflecting the council's strategic priorities.

Having reserves allows councils to maintain financial stability and plan for future needs effectively.

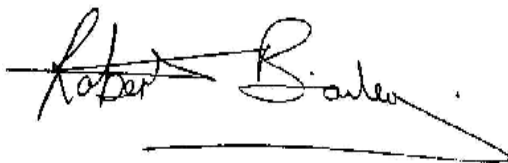
In 2022/2023, Carnforth Town Council resolved to increase its General Reserves to around 3/12th of revenue over a three-year period in line with best accounting practice.

Given the financial challenges in recent years, it has been difficult to achieve the target General Reserve which has remained significantly below this figure, representing financial risk. Through sound management of the Town Council's finances, however, it can now make significant strides toward the target General Reserve in 2025/2026, increasing to £50,000 from £25,000 in 2024/2025 (target £62,500).

- 6) **Conclusion:** This budget reflects Carnforth Town Council's commitment to improving the quality of life for all residents while maintaining transparency and accountability.

Specifically, the draft budget and precept aims to enhance community services, Council assets including Carnforth Civic Hall, Crag Bank Village Hall and Carnforth (Highfield) Allotments; public realm infrastructure and green spaces, while ensuring financial responsibility

- 7) **Recommendations:** The recommendations of the Finance & Governance Committee are that:
- a) Carnforth Town Council considers the draft budget statement and determines whether to make further changes or approve a precept of £187,500 for 2025/2026;**
 - b) A level for General Reserves of £50,000 is approved;**
 - c) Subject to a) above the Town Mayor signs the formal demand to Lancaster City Council and that this be submitted by 31st January 2025 for the approved precept for 2025/2026**



Town Clerk & Responsible Finance Officer

Revised Estimates 2024/25 & Budget 2025/26

RECEIPTS

Code	Title	Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26	2025 - 2026	2025-2026
59	Precept	182,052	182,052	0	182,052	0			
52	CCH - Hire	12,000	8,228	3,000	11,228	772	11,500	11,500	11,500
58	Local Delivery Scheme	800	0	800	800	0	800	800	800
33	Film nights	3,000	2,384	750	3,134	-134	3,000	3,000	3,000
71	Bank Interest	300	2,550	850	3,400	-3,100	3,000	3,000	3,000
96	Carnforth Fringe	250	350	0	350	-100	350	350	350
105	Crao Bank Village Hall Hire	18,000	15,187	5,000	20,187	-2,187	20,000	20,000	20,000
124	Highfield Allotments	300	353	0	353	-53	400	400	400
105	Sponsorship	4,000	0	0	0	4,000	0	0	0
138	Civic Arms	1,000	542	150	692	308	700	700	700
95	Other Income	0	663	0	663	-663	0	0	0
TOTAL RECEIPTS		221,702	212,310	10,550	222,860	-1,158	39,750	39,750	39,750

PAYMENTS									
Code	Title	Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26 (3%)	2025 - 2026 (5%)	2025-2026 (10%)
Administration									
24	Training - Staff	600	177	73	250	350	258	263	275
27	Members Allowances & Expenses	55	25	30	55	0	57	58	61
29	Training - Members	500	0	250	250	250	258	263	275
30	Town Mayor Allowances & Expenses	600	393	207	600	0	600	600	600
36	Telephone & Broadband	2,100	1,440	480	1,920	180	1,978	2,016	2,112
37	Computer	3,450	3,131	1,044	4,175	-725	4,300	4,383	4,592
40	Legal Services	550	807	193	1,000	-450	1,030	1,050	1,100
41	Internal Audit Services	150	144	0	144	6	148	151	158
42	External Audit Services	460	420	0	420	40	433	441	462
43	Insurance	2,200	2,332	0	2,332	-132	2,402	2,448	2,565
44	NALC/CALC Subscriptions	750	737	0	737	13	759	774	811
47	Postage, Printing & Stationery	555	560	90	650	-95	670	683	715
49	Newsletter	4,000	4,800	1,000	5,800	-1,800	5,974	6,090	6,380
70	Service Charges	300	237	79	316	-16	325	332	347
85	Publications	70	0	0	0	70	50	50	50
89	Rural Services Partnership	125	118	0	118	7	122	124	130
93	SLCC Subscriptions	310	300	0	300	10	309	315	330
94	Pavroll Services	250	182	60	242	8	250	255	267
115	Hospitality	200	170	30	200	0	206	210	220
126	Staff Allowances & Expenses	2,000	1,225	775	2,000	0	2,060	2,100	2,200
129	LANPAC Subscriptions	55	60	0	60	-5	62	63	66
132	ICO Subscriptions	40	35	0	35	5	36	37	39
135	Human Resources Services	900	765	255	1,020	-120	1,051	1,071	1,122
146	Advertising	0	175	0	175	-175	180	184	193
148	AHGTC	0	30	0	30	-30	31	32	33
150	Health & Safety Services	0	500	450	950	0	1,800	1,800	1,800
SUB TOTAL		20,220	18,763	5,016	23,779	-2,609	25,346	25,791	26,902
Capital Expenditure									
12	Carnforth Council Offices	0	0	0	0	0	0	0	0
13	Carnforth Civic Hall	0	0	3,500	3,500	-3,500	5,000	5,000	5,000
65	War Memorial Gardens	0	0	0	0	0	0	0	0
95	Crao Bank Village Hall	60,000	4,800	0	4,800	55,200	53,196	52,500	52,500
SUB TOTAL		60,000	4,800	3,500	8,300	51,700	58,196	57,500	57,500

Events		Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26 (3%)	2025 - 2026 (5%)	2025-2026 (10%)
32	Remembrance Day	1,000	1,000	0	1,000	0	1,030	1,050	1,100
34	Twinning Association	500	500	0	500	0	515	525	550
69	Armed Forces Day	45	35	0	35	10	36	37	39
75	VE Day	80	275	0	275	-195	1,000	1,000	1,000
96	Carnforth Fringe	500	400	0	400	100	500	500	500
142	DDAY 80	1,000	174	0	174	826	0	0	0
136	War Memorial Centenary	5,000	7,385	0	7,385	-2,385	0	0	0
	The Big Lunch	0	0	0	0	0	5,000	5,000	5,000
	SUB TOTAL	8,125	9,770	0	9,770	-1,645	8,081	8,112	8,189
Projects		Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26 (3%)	2025 - 2026 (5%)	2025-2026 (10%)
91	Eden Project	500	0	0	0	500	500	500	500
109	Town Development	1,000	719	281	1,000	0	1,030	1,050	1,100
149	Christmas Switch On	0	1,500	0	1,500	-1,500	2,000	2,100	2,200
	SUB TOTAL	1,500	2,219	281	2,500	-1,000	3,530	3,650	3,800
Property & Land		Approved Budget	Actual to 30/09/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26 (3%)	2025 - 2026 (5%)	2025-2026 (10%)
1	CCH - Energy	2,805	907	302	1,209	1,596	1,246	1,270	1,330
2	CCH - Heating	2,594	73	1,427	1,500	1,094	1,545	1,575	1,650
3	CCH - Water Rates	1,422	1,751	584	2,335	-913	2,405	2,452	2,569
4	CCH - Cleaning & Hygiene	1,347	1,427	473	1,900	-553	1,957	1,995	2,090
5	CCH - Repairs & Maintenance	950	315	185	500	450	515	525	550
6	CCH - Waste & Recycling	1,226	675	0	675	551	695	708	742
33	CCH - Film Nights	1,650	1,462	488	1,950	-300	2,009	2,048	2,145
51	WMG - Electricity	733	261	87	348	385	358	365	383
58	Local Delivery Scheme	800	0	800	800	0	800	800	800
61	Outdoor Maintenance	1,500	1,082	418	1,500	0	1,545	1,575	1,650
87	CTC Office - Repairs & Maintenance	55	0	50	50	5	52	53	55
90	Alexandra Park	100	100	100	200	-100	100	210	220
98	CBVH - Energy	15,493	6,685	2,228	8,913	6,580	9,180	9,358	9,804
100	CBVH - Water Rates	1,658	126	74	200	1,458	206	210	220
101	CBVH - Cleaning & Hygiene	1,100	2,266	734	3,000	-1,900	3,090	3,150	3,300
102	CBVH - Repairs & Maintenance	1,500	1,235	412	1,647	-147	1,696	1,729	1,812
103	CBVH - Waste & Recycling	1,057	1,170	0	1,170	-113	1,205	1,228	1,287
106	Assets	3,000	3,373	627	4,000	-1,000	4,119	4,199	4,399
111	CBVH - Grounds Maintenance	330	291	0	291	39	300	306	320
112	CBVH - NNDR	3,181	2,386	795	3,181	0	3,277	3,340	3,499
114	CCH - NNDR & CTAX	3,735	3,578	922	4,500	-765	4,635	4,725	4,950
120	Defibrillator	550	339	161	500	50	515	525	550

131	Allotments - Repairs & Maintenance	500	723	277	1,000	-500	1,030	1,050	770
134	Allotments - Pest Control	250	0	100	100	150	103	105	110
138	CCH - Civic Arms	500	731	269	1,000	-500	1,030	1,050	679
139	CBVH - Building Survey & Funding	3,000	6,373	1,127	7,500	-4,500	7,725	7,875	8,250
141	Allotments - Waste & Recycling	500	773	257	1,030	-530	1,061	1,081	1,650
144	CCH - Premises Licence	200	217	0	217	-17	223	228	198
147	Boundary Stones Cleaning	0	150	0	150	-150	155	158	165
	Fire Risk Assessments	0	0	990	990	-990	0	0	0
	SUB TOTAL	51,736	38,468	13,887	52,355	-619	52,776	53,893	56,147
Salaries & Expenses		Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26 (3%)	2025 - 2026 (5%)	2025-2026 (10%)
17	Operations	24,000	17,823	5,941	23,764	236	24,477	24,952	26,400
18	Management & Administration	38,000	28,254	9,418	37,672	328	38,802	39,555	40,700
80	PAYE	19,000	11,681	3,894	15,575	3,425	16,042	16,354	16,500
	SUB TOTAL	81,000	57,758	19,253	77,011	3,989	79,321	80,862	83,600
TOTAL PAYMENTS		222,581	131,777	41,937	173,715	49,816	227,250	229,807	236,138
NET RECEIPTS / PAYMENTS		879	80,533	-31,387	49,145	-50,974	187,500	190,057	196,388
Reserve & Balances		Approved Budget	Actual to 31/12/2024	Forecast to 31/03/2025	Revised Estimate	Variance	Proposed Budget 2025/26	2025 - 2026 (5%)	2025-2026 (10%)
35	Local & By-Elections	0	0	0	0	0	0	0	0
66	Neighbourhood Plan	0	0	0	0	0	2,500	2,500	2,500
107	Emergency Planning	0	0	0	0	0	0	0	0
108	General Reserves	25,000	0	25,000	25,000	0	50,000	50,000	50,000
	SUB TOTAL	25,000	0	25,000	25,000	0	52,500	52,500	52,500
Town Council Tax Calculations		2024 - 2025	2025 - 2026						
		£	£						
	Precept	182,052	187,500	5,448	2.99%				
	Parish Tax Base	1,747.27	1,764.41						
	Band D Equivalent	104.19	106.27						
	Band D increase on previous year	46.85	2.08						
	Band D Increase %	82.58%	1.99%						



Carnforth Town Council

Planning Application Comments & Decisions

January 2025 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
24/01177/FUL: Change of use of dwelling to offices – 108 North Road, Carnforth	Object to the planning application	Awaiting Decision
24/01127/FUL: Change of use and sub-division of one unit into two units and installation of ground floor windows and doors – Unit 5, Keer Park, Warton Road, Carnforth	Support the planning application in principle	Awaiting Decision
24/01217/FUL: Change of use of part of the existing ground floor shop & associated storeroom - 36 Lancaster Road, Carnforth	Support the planning application in principle	Awaiting Decision



Carnforth Town Council

Planning Application Comments & Decisions

January 2025 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		
24/00030/REF: Erection of a dwelling and associated access - 66 Kellet Road, Carnforth, Lancashire LA5 9LP	Noted	Appeal in Progress

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

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 6th January 2025

Present: Councillors Parker (Chair), Bassinder, Downes, Grisenthwaite, Hanna, Laurence, Turner and (Sharon) Richmond.

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO); one representative from Carnforth Chamber of Trade (Part)

25001	Apologies: Apologies were received from Councillor Smith
25002	Declaration on interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
25003	Urgent Business: There were no matters of urgent business
25004	Minutes: Subject to a minor amendment, it was RESOLVED that the Minutes of the meeting held on Monday 2nd December 2024 be accepted.
25005	Public participation and information only updates: <ol style="list-style-type: none">1) Public discussion: There were no members of the public present.2) Carnforth Chamber of Trade: The representative from the Carnforth Chamber of Trade reported on the recent Christmas Lights Switch on and informed Councillors that there will be a review of the event that will be shared in due course. In response to questions, it was again confirmed that in 2025 the Chamber will no longer be taking responsibility for the installation of the new artificial trees along Market Street. The trees have now been taken down and stored. The current position is that the Chamber of Trade will continue to lead on organising the Christmas Switch-on, although there will be a change in the 'management team' with the Chair, Secretary and Treasurer all resigning from these roles after their Annual General Meeting in March.
25006	Planning Applications & Traffic Regulation Orders: There were no planning applications or traffic regulation orders to consider.
25007	Planning enforcement matters: There were no further updates on outstanding planning enforcement matters or any reports of potential new ones. Councillor Hanna advised that information on planning enforcement, including the Local Planning Enforcement Plan (LPEP) adopted in January 2024, is available on Lancaster City Council's website: https://www.lancaster.gov.uk/planning/planning-enforcement It was noted that not all breaches of planning control are sufficient to warrant enforcement action and that it might be possible for Carnforth Town Council to discuss concerns directly with the owner of the property or land in question rather than make a formal complaint for investigation by the planning enforcement team.

It was then **RESOLVED that Councillors be made aware of the Local Planning Enforcement Plan and guidance and that, going forward, it be determined whether any breach of planning control is sufficient to warrant enforcement action or can be addressed in other ways, including intervention by Carnforth Town Council.**

25008 Public Highways & Open Spaces: The TC&RFO reported that he had been notified by a transport company that a sign on Bridgeside had been knocked down due to the icy conditions – this was reported to County Highways and acted on.

Councillors were advised that the Outdoor Maintenance Officer had recently been directed to grit the War Memorial Gardens following concerns raised about slip hazards during the recent cold weather. There followed a discussion about the responsibility for maintaining the War Memorial Gardens and the arrangements for Market Traders using the land each Wednesday that has been a long-standing informal arrangement between the Carnforth Town Council and the Chamber of Trade.

It was **RESOLVED that updates and actions be noted and that Carnforth Town Council be recommended to formalise an agreement with the Chamber of Trade on the management of Market Traders using the War Memorial Gardens.**

25009 Town Development: There was a discussion on the following matters:

- 1) **VE Day 80:** The TC&RFO reported that as instructed he had formally registered that Carnforth Town Council will be participating in this national event. The official plans for this day of celebration and remembrance on Thursday 8th May 2025 have now been released by the King's Pageant Master. **ACTION: Councillor Laurence & TC&RFO to present a Project Mandate for the event at the next committee meeting**
- 2) **Big Lunch 2025:** Carnforth Town Council has agreed that the format for the national 'Big Lunch' will be followed on the Saturday of the Carnforth Fringe held in July. The TC&RFO advised that it is, at this stage, uncertain what impact, if any, this may have on external funding applications. **ACTION: Carnforth Town Council to determine the lead Councillor for this event and produce a Project Mandate for consideration.**
- 3) The TC&RFO reported that High Thrive Community Lunch event has been finalised and will be going ahead on 20th January between 1pm and 3pm at Gummers Howe Community Centre. It was also confirmed that 'Healthwatch' Lancashire will be holding a mental health and wellbeing event at Carnforth Civic Hall on 28th January.

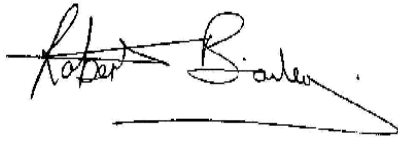
It was then **RESOLVED that updates and actions be noted and that project mandates in support of planned events in 2025 be considered in due course.**

25010 Budget forecasts & plans: The TC&RFO reported that a revised version of the draft budget for 2025/2026 will be presented to the Finance & Governance Committee on 9th January and that a final version will need to be approved at full Council on 15th January.

The latest version will include monies for the planned events and a 'contingency' for any Town Council involvement in plans for Christmas 2025 should it be necessary.

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

25011 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 3rd February 2025 at 5:30pm.** The meeting closed at 6:25pm

A handwritten signature in black ink, appearing to read 'Robert B. Baker', with a long horizontal flourish extending to the right.

Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 7th January 2025

Present: Councillors (Steven) Richmond (Chair); Downes; Hanna; Jones; Laurence and Parker

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO), Simon Jobling, Outdoor Maintenance Officer and Kath Bromilow, Caretaker

- 25001** **Apologies:** Apologies were received from Councillors Bassinder, Grisenthwaite and Szalai
- 25002** **Declaration on interests and dispensations:** There were no declarations of interest or dispensations directly relating to items on the agenda
- 25003** **Urgent Business:** Councillors were reminded that as directed the Outdoor Maintenance Officer had recently gritted the War Memorial Gardens after concerns were raised about slip hazards during the recent cold weather. At the time the TC&RFO raised potential risks should this work be carried out, but the decision had been taken to do so on the basis that this is land managed by Carnforth Town Council.
- Councillors were also informed that questions had similarly been asked relating to slip hazards at Ashtrees Way and Footpath 8 where the TC&RFO had advised that Carnforth Town Council has neither the capacity nor direct responsibility to undertake such work. In both instances the 'complainants' had been signposted to where they could seek further help and/or advice. In the ensuing discussion, Councillors supported the TC&RFO actions and noted that the recent appointment of Health and Safety consultants will help in determining risks and the right course of action going forward.
- 25004** **Minutes:** It was **RESOLVED** that **the Minutes of the meeting held on Tuesday 3rd December 2024 be approved.**
- 25005** **Public participation and information only updates:** There were no members of the public present.
- 25006** **Carnforth (Highfield) Allotments:** The TC&RFO provided an update on the event to be held at Gummers Howe Community Centre on Monday 20th January 2025 from 1pm – 3pm, now called the 'High Thrive Community Lunch'. The event is a free shared community lunch aimed at providing an opportunity for allotments holders/residents to hear about local projects that bring people together to improve social interaction and engagement and tackle loneliness through reconnecting with nature. It was reported that a limit of 40 people had been set for the event with 36 tickets having been taken up already.
- Councillors welcomed this project, and the effective collaboration with other organisations and it was **RESOLVED that the update be noted.**

25007 Civic Hall: The Civic Hall, Caretaker reported on operational matters and that she had now successfully completed training as a Designated Supervisor, such that the TC&RFO has been able to arrange for Lancaster City Council to provide an updated Premises Licence. She commented on the difficulties and risks associated with putting up and taking down the very large Christmas tree and its decorations and requested that consideration be given to replacing this with a smaller artificial tree that is pre-wired with lights. The TC&RFO reported that as instructed he had signed documentation with the Council's existing fire/security contractors to install an automated door entry system at the Civic Hall for the agreed quote. No date for installation has yet been provided. Councillor Laurence commented on the warm welcome and support that the Caretaker has been giving to users of the hall and the TC&RFO commented that there had been an increase in the occupancy rate at the Civic Hall in recent weeks. There followed a broad discussion on the occupancy rates at both Council venues. It was then **RESOLVED that the updates be noted; that the Caretaker researches a replacement Christmas tree and reports back to the Committee and that; the TC&RFO produces a quarterly report on the occupancy rates of Carnforth Civic Hall and Crag Bank Village Hall.**

25008 Crag Bank Village Hall: The TC&RFO reported that he had rearranged the position and location of tables and chairs at the Village Hall as agreed at the last Committee meeting. The new arrangements have been welcomed by users but to be effective all furniture will need to be returned to the correct location and stored in the same way each time by users in line with the Terms and Conditions of hire. The TC&RFO suggested that research be undertaken on the benefits and cost of potentially replacing the existing chairs, which are now some years old. It was then **RESOLVED that the updates be noted and that the TC&RFO provides a report on potential replacement chairs for consideration.**

25009 Health & Safety: The TC&RFO reported that he met with a qualified Health & Safety consultant on 11th December 2024 and that an initial assessment of Carnforth Town Council's arrangements for compliance with health and safety legislation and best practice had been undertaken. The consultant will provide a report in January along with a detailed and useful health and safety handbook. The TC&RFO advised that the report is likely to highlight several aspects of the Council's activities that will need to be addressed in both the short and long term. As previously identified and subsequently instructed the TC&RFO had obtained quotations for undertaking detailed fire risk assessments at both Carnforth Civic Hall and Crag Bank Village Hall. The Committee considered both quotations at the meeting.

After some comments it was **RESOLVED that the update be noted and the outcome of the Health and Safety assessment be considered in detail when the report is made available, and that it be recommended to Carnforth Town Council that fire risk assessments be carried out at the earliest opportunity.**

25010 Environment & Public Realm: The Outdoor Maintenance Officer reported on operational work carried out in the last month. It was acknowledged that during the Winter tasks are significantly reduced compared to the rest of the year.

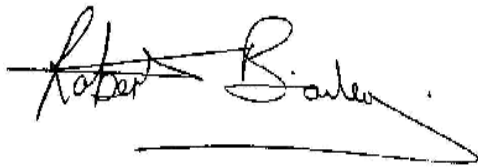
It was then **RESOLVED that the updates be noted.**

25011 Budget Forecasts and plans: The TC&RFO reported that the updated budget forecast for the year ending 31st March 2025 now included the cost for installing the automated door system at Carnforth Civic Hall and for fire risk assessments to be undertaken.

The TC&RFO advised that a revised version of the draft budget for 2025/2026, including further reserves for improvements to Crag Bank Village Hall, will be presented to the Finance & Governance Committee on 9th January and that a final version will need to be approved at full Council on 15th January.

After some comments, it was then **RESOLVED that the update be noted.**

25012 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 4th February 2025.** The meeting closed at 6:10pm

A handwritten signature in black ink, appearing to read 'Robert B. Bailey'. The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Town Clerk and Responsible Finance Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 9th January 2024 at 5:30pm

Present: Councillors Grisenthwaite (Chair), Bassinder; Hanna; Jones, (Sharon) Richmond; (Steve) Richmond, Szalai and Turner

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

25001	Apologies: There were no apologies
25002	Declaration of interests and dispensations: Councillor Turner declared an interest in any discussion specific to staff at Crag Bank Village Hall.
25003	Urgent Business: New Councillors were welcomed to the meeting and introductions given. Councillor Grisenthwaite gave an overview of the terms of reference of the committee and the Council's responsibility for managing its funds. In response to a question, Councillor Hanna outlined the new Cabinet structure and key governance and scrutiny arrangements at Lancaster City Council.
25004	Minutes: It was RESOLVED that the Minutes of the meeting held on Thursday 12th December 2024th be approved.
25005	Public Participation & Information only updates: The TC&RFO reported that the first draft of the initial assessment of the Council's health and safety arrangements has just been received and has yet to be reviewed. ACTION: TC&RFO advises all Councillors of the proposed next steps at the full Council meeting on Wednesday 15th January 2025. The TC&RFO informed Councillors that the access control system at Carnforth Civic Hall will be installed on 30 th and 31 st January 2025.
25006	Payments List: The TC&RFO presented a list of payments awaiting authorisation and it was then RESOLVED that these be recommended to Carnforth Town Council for approval.
25007	Budget Monitoring & Bank Reconciliation: The Committee considered the following reports: 1) Bank Reconciliation: The TC&RFO presented the <i>Bank Reconciliation Report</i> as at 31 st December 2024 (Month 9). Reconciled balances as at that date were £125,865. It was reported that payments to date amounted to £144,312 and that 55% of the total the budget had been spent in the year to date. 2) Summary Report: Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 31 st December 2024. The TC&RFO highlighted budget headings where payments are likely to exceed budget and where savings are likely to be made. It was pleased to report that there had been an upturn in hall bookings in recent weeks and that there were no matters of immediate concern. It was then RESOLVED that financial reports as at 31st December 2024 be accepted

25008 Budget and Precept 2025/2026: Councillor Grisenthwaite outlined the Committees role in preparing the draft budget and precept for consideration and approval by Carnforth Town Council.

The TC&RFO then presented Version 0.04 of the estimated budget outturn for the financial year ending 31st March 2025 and proposed budget, based on services, functions and plans for the financial year 1st April 2025 – 31st March 2026.

Balances at 31st March 2025 are now estimated to be £88,809.

Based on current plans the precept for 2025/2026 is estimated at £187,500.

Applying the Tax Base for 2025/2026, the annual cost for a Band D property will be £106.27, representing an increase of £2.08 on the previous year (1.99%).

The TC&RFO advised that in line with best accounting practice, the Council has been striving to maintain general reserves equivalent to three to twelve months' of net expenditure to cover contingencies and cash flow issues.

It was explained that reserves have depleted in recent years due to unexpected costs in energy and other areas of expenditure, and a decision made by Carnforth Town Council not to increase the precept for this purpose in the 2024/2025 budget. The TC&RFO was able to report that because of plans put in place by the Council at the time, it is now possible to double the amount of general reserves for 2025/2026 which will bring the level closer to the target amount and avoid risks associated with drastic financial fluctuations.

After some questions and comments, it was **RESOLVED that the Finance & Governance Committee presents a final draft of the 2025/2026 budget and precept requirements to the January meeting of Carnforth Town Council for consideration and resolution.**

25009 Community Benefit Fund: There were no applications for Community Benefit Funds to consider.

25010 Committees: There were no matters or recommendations from committees to consider.

25011 Governance & Staffing: The Committee considered the reports of the TC&RFO on the following matters:

1) Job Evaluation Scheme: The TC&RFO's report outlined discussions with a consultant on the practicalities and cost of developing such a scheme for Carnforth Town Council and clearly set out the benefits and disadvantages of implementing and maintaining one.

After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to introduce a job evaluation scheme as a fair means of comparing the value of jobs within the Council.**

2) Annual Town Assembly: The report set out proposed changes to further increase public interest and involvement in this statutory annual event. These include:

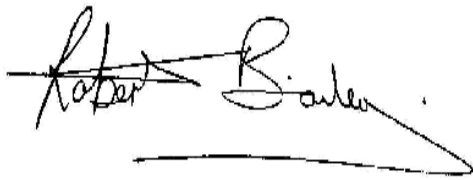
- Inviting local community groups and organisation to set up a stall at the event to promote themselves and their activities;
- Introducing an 'awards ceremony' that has specific categories aimed at celebrating people and organisations in the local community for the work they do to make the town a better place to live, work and play;
- Invite representatives form community groups/charities to be presented with funds determine by the Town Mayor and paid from the annual Town Mayors' Allowance.

Councillors fully supported the ideas and it was **RESOLVED that Carnforth Town Council be recommended to approve changes to the Annual Town Assembly and appoints a working group to deliver the event.**

25012 **Items for next Agenda:** Carry out a review of Council policies (to be determined)

25013 **Date of next meeting:** The next scheduled meeting of the Finance & Governance Committee is **Thursday 13th February 2025 at 5:30pm.**

The meeting closed at 6:20pm

A handwritten signature in black ink, appearing to read 'Robert Barker', with a long horizontal flourish extending to the right.

Town Clerk & Responsible Financial Officer

Carnforth Town Council

9 January 2025 (2024-2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
389	CBVH - Repairs & Maintenance	02/01/2025		General account	BACS	Electrical services	Barn Electrical Solutions	S	100.00	20.00	120.00
											120.00
417	CCH - Film Nights	06/01/2025		General account	BACS	Film night	Eden Arts	S	105.00	21.00	126.00
											126.00
418	CCH - Heating	09/01/2025		General account	BACS	Heating Fuel	WCF Fuels	S	651.35	130.27	781.62
											781.62
								Total	856.35	171.27	1,027.62



Carnforth Town Council Correspondence – January 2025 meeting



Date	Sender	Topic
13/12/2024	County Councillor Williamson	Junction of North Road and Bridgeside, Carnforth
18/12/2024	Town Clerk	Updated payments list
18/12/2024	Lancashire County Highways	Temporary Road Closure: A6070 B6254 to M6 Junction 35, Carnforth 18-19/12/24
18/12/2024	County Councillor Williamson	Lancaster Rural North News - December Update
03/01/2025	Town Clerk	Property & Environment Committee Agenda pack
03/01/2025	Town Clerk	Town Development & Planning Agenda pack
03/01/2025	Town Clerk	Finance & Governance Committee agenda pack
06/01/2025	Town Clerk	Additional papers - Finance & Governance Committee
08/01/2025	Resident	Email re anti-social behaviour and wellbeing
10/01/2025	Lancashire County Council	A6 Scotland Road, B6254 Market Street, Carnforth 20-24/1/25 (footway only)
10/01/2025	Westmorland Fire and Security	Access control Installation
10/01/2025	Lancaster City Council	24/01299/FUL Warton Road, Carnforth, LA5 9EU