

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: clerk@carnforthtowncouncil.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 17th September 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@carnforthtowncouncil.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', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk & Responsible Financial Officer



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the meeting of Carnforth Town Council on
Wednesday 17th September 2025 at 6:30pm at Carnforth Civic Hall**

- 25113. Apologies:** To receive apologies
- 25114. Declarations of Interest:** To receive any declarations of interest from Members in accordance with the Council's Code of Conduct and Standing Orders, and to consider any requests for dispensation.
- Councillors must declare any Disclosable Pecuniary Interests (DPIs) or Other Interests that relate to items on the agenda. Where a Councillor has a DPI, they must not participate in discussion or voting on the matter unless a dispensation has been granted.
- 25115. Urgent Business:** To consider matters of urgent business
- 25116. Minutes:** To consider Minutes of the meeting held on Wednesday 16th July 2025
- 25117. Tourism Lamp post Banners Project:** To receive a presentation by Alison Gardner, Commercial Marketing & Tourism Manager for Lancaster City Council
- 25118. Carnforth Heritage Centre:** To receive a presentation from David Koller
- 25119. 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
- 25120. Residents Parking Scheme:** To consider an update on progress and next steps
- 25121. Evaluation of Business Continuity and Emergency Planning Needs:** To consider the respective roles and responsibilities of Carnforth Town Council in relation to Business Continuity Planning and Emergency Planning, and to determine the appropriate level of focus and resource allocation for each. (See attached report)
- 25122. Preparing for Compliance with Martyn's Law (Protect Duty):** To consider the implications of Martyn's Law (Terrorism Protection of Premises Act 2025) for Carnforth Town Council and to agree initial steps toward compliance, particularly in relation to council-managed venues and public events. (See attached report)



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

25123. Motions Proposed by Councillors: To consider motions submitted by Councillors in accordance with Standing Order 4.10.

Councillors may submit motions on notice for inclusion in the agenda of a Council meeting. These motions must be submitted in writing to the Town Clerk at least four clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

1) **Motion Title:** Emergency Plan; **Proposed by:** Councillor Smith

Motion: That consideration be given to administrative rights for the Town Council Facebook page, being the main means of promulgating information, be extended to ensure that an emergency response under the Emergency Plan can be effectively communicated to residents.

2) **Motion Title:** Data – Speed Indicator Device; **Proposed by:** Councillor Smith

Motion: The Town Council instructs the Town Clerk to:

1. Seek all data gathered by the Speed Indication Device recently installed and more recently removed on North Road and to;
2. provide such data to the local Police representative and invite them to the next Full Town Council meeting with the intention of discussing the data to inform next steps.

25124. Consideration of Application to the NALC Local Council Awards Scheme: To consider whether Carnforth Town Council should apply for accreditation under the National Association of Local Councils (NALC) Local Council Awards Scheme

25125. 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
25/00762/FUL	Retrospective application for the change of use of land into residential with associated access – 27 Crag Bank Crescent, Carnforth LA5 9EQ Recommendation: Object to the planning application



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MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Application No:	Description
25/00642/FUL	Amendment to application: Change of use of dwelling to children's home, erection of two storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road Carnforth LA5 9DS Recommendation: Neutral comment that no apparent changes made from the previous application.
25/00838/FUL	Change of use of social club to general light distribution and partial demolition, upwards extension including construction of roof and infill/alterations of windows and doors – London Midland Railway Clubs Association, Warton Road, Carnforth LA5 9EU Recommendation: Netural comment about heavy goods vehicles on Market Street and related Highway issues
25/00936/OUT	Outline application for the demolition of existing detached dwelling and garage and the erection of an apartment block consisting sux apartments – Green Bank, Scotland Road, Carnforth LA5 9JZ
25/00950/FUL	Conversion of first floor existing shop unit 5 into self-contained staff accommodation, installation of roof lights and construction of a raised roof – Shop Unit 5, Royal Station Hotel, Carnforth LA5 9BT
25/00969/FUL	Removal of existing container storage and erection of single storey lean-to external store – 76 Lancaster Road, Carnforth LA5 9LE
25/00990/FUL	Change of use of commercial unit to 3 indoor padel courts – Unit 6, Keer Park, Warton Road, Carnforth LA5 9FG
25/00979/PAA	Prior approval and change of use of agricultural buildings to 5 dwellings – Thwaites Gate Farm, Lancaster Road, Carnforth LA5 9EL
LAN0454/1193869	Permitted development – Upgrade of existing telecommunications – Scotland Road, Carnforth LA5 9RF
Traffic Regulation Orders:	
No current traffic regulation orders to consider	

25126. Planning Decisions: To consider planning decisions made by Lancaster City Council & planning monitoring (To follow)



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 25127. Town Development & Planning Committee:** To consider report of Town Development & Planning Committee meeting held on Monday 1st September 2025 (See attached)
- 25128. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on Tuesday 2nd September 2025 (See attached)
- 25129. Finance & Governance Committee:** To consider report of Finance & Governance Committee meeting held on Thursday 11th September 2025 including:
- 1) **Closure of Accounts:** To consider external auditors' opinion and notification on closure of accounts for the Financial Year Ended 31 March 2025
 - 2) **Freedom of Information Request:** To formally note and discuss the recent Freedom of Information (FOI) request submitted in relation to the Council's public statement concerning the incident at Crag Bank Roundabout, which referenced criminal damage and potential anti-immigrant behaviour.
- 25130. Adoption of policies and procedures:** To consider for formal adoption of the draft/revised [Social media policy](#)
- 25131. Payments for Authorisation:** To consider for approval payments awaiting authorisation (To follow)
- 25132. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 25133. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 25134. 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
- 25135. Date of next meeting:** Wednesday 15th October 2025 at 6:30pm

Town Clerk & Responsible Finance Officer

14 September 2025

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



Carnforth Town Council

Minutes of meeting held on 16th July 2025 at 6:30pm at Carnforth Civic Hall

Present: Councillors Parker (Town Mayor); Bassinder; Downes; Hanna;
Grisenthwaite, Jones; Laurence; Sharon and Steve Richmond and Smith

In attendance: Bob Bailey, Town Clerk & RFO; Leah Longhorn, Assistant Town Clerk;
Ward Councillors Belcher and Stubb and six residents

25096 Apologies: Apologies were received from Councillors Turner and Szalai.

25097 Declarations of Interest. Councillors referred to their published declarations of interest should any related matter be discussed.

25098 Urgent Business: There were no items of urgent business raised that were not already included on the agenda for this meeting.

25099 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on Wednesday 18th June 2025 be approved.**

Clarification on Actions in Minutes: In response to a request that all actions discussed at the previous meeting be included in the Minutes, it was noted that Council Minutes are not intended to serve as a comprehensive action log. Instead, they provide a formal record of decisions made, resolutions passed, and key points of discussion. While some actions may be referenced for context or clarity, the Minutes are not expected to list every action or operational detail discussed during the meeting.

25100 Adjournment for public discussion and information only updates.

1) **Public Discussion:**

Carnforth Carnival: A representative of the Carnforth Carnival Committee attended the meeting to request permission to use the War Memorial Gardens and Ashtrees Way for a replacement, smaller-scale carnival on Saturday, 13 September 2025, following the cancellation of the main event due to poor weather. Support and advice was also requested from the TC & RFO, including assistance with supporting documentation, event management, and contacts for road closure arrangements on Market Street.

RESOLVED: That the use of the War Memorial Gardens and Ashtrees Way be supported, and that the TC & RFO provide the requested assistance.



Carnforth Town Council

Planning Application 25/00580/FUL: Several residents attended the meeting to raise objections to Planning Application 25/00580/FUL, which proposes a change of use from retail premises to a restaurant and hot food takeaway at 20 Hawk Street, Carnforth LA5 9LA.

Concerns raised included:

- **Noise and disturbance**, particularly during evening hours, affecting nearby residential properties.
- **Odours and waste management**, with fears about the impact of cooking smells and litter.
- **Traffic and parking pressures**, especially on an already narrow and busy street.
- **Impact on the character of the area**, particularly in relation to the proximity of residential dwellings.

Residents urged the Town Council to reflect these concerns in its formal response to the planning authority.

RESOLVED: That the concerns raised by members of the public be noted and considered later in the agenda when the Council discusses its response to the planning application.

2) **Town Mayor & Councillor Updates / Matters:** The Town Mayor and Councillors provided updates on recent and upcoming activities, including:

- Attendance at Morecambe and Carnforth's Armed Forces Day, showing support for veterans and service personnel.
- Participation in the public meeting on 23rd July regarding the proposed Residents' Parking Scheme, aimed at gathering community feedback.
- Support for the successful 1940s Weekend, which was well-attended and positively received by residents and visitors.
- Engagement with the ongoing Bay Fringe Festival (11th–20th July), celebrating local arts and culture.
- Promotion of the upcoming coffee morning at Carnforth Library, encouraging community interaction.
- Organisation of a First Aid course in September, to be delivered by the British Red Cross, enhancing community safety and preparedness.



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- A walkabout on the Highfield Estate with representatives from Lancaster City Council, during which concerns were raised about:
 - a) Inadequate grass cutting
 - b) Fly tipping
 - c) Unemptied waste bins
 - d) The poor condition of the garages area on Windermere Road
- Recognition of a young resident and their family for their voluntary environmental work and litter picking along the canal, contributing positively to the local environment.

3) **Reports of County & Ward Councillors:** County Councillor not present.

The following updates were provided for information only by Ward Councillors:

- **Highfield Estate Walkabout:** Ward Councillors participated in aforementioned walkabout with Lancaster City Council officers.
- **Planning Matters:** Updates were shared on recent and ongoing planning applications, including community feedback and anticipated decisions.
- **Rotting Vehicle:** Monitoring of a vehicle reported as rotting but not officially abandoned.
- **Dunkirk Avenue Green Space:** Concerns were raised about the poor condition of the public green space. Councillors discussed potential funding opportunities and long-term solutions to improve the area.
- **Unauthorised Lorry Parking:** Reports of unauthorised lorry parking in residential areas were noted, and the matter is being investigated with relevant authorities.

4) **Town Crier:** The Town Crier reported on the success of both appearances at Armed Forces Day and 1940's events in Carnforth, noting strong public engagement and positive feedback.

It was also noted that the Town Crier is awaiting confirmation of the formal arrangements for VJ 80 Day and she and/or TC&RFO will update the Council once further details are received.

5) **Reports from outside bodies:** There were no reports from meetings of outside bodies.



Carnforth Town Council

6) **Clerk's Report:** The TC&RFO reported on the following matters:

Carnforth Big Lunch – 12 July 2025: The event was a celebration of community spirit, drawing hundreds of residents and visitors despite the sweltering heat. Highlights included local food stalls, live performances, and family-friendly attractions. Feedback was overwhelmingly positive, though it was noted that clashes with other events in the area affected attendance. This underlined the need for better coordination and communication in future event planning.

Policy Development and Implementation: Progress was reported on several key policies for consideration and approval at the meeting (Minute 25107 refers) These contribute to a more professional and transparent governance framework. The Councillor Requests to Staff Protocol is now in use, supported by Microsoft Planner, which will also assist with the recording, monitoring, and implementation of agreed actions, improving task tracking and reducing duplication.

Councillor Engagement and Communication: Councillors were reminded to regularly review Council Minutes and communications to avoid repetition of resolved matters and to support efficient use of staff time. Acknowledgement was given to the ongoing commitment of both staff and councillors, with encouragement for continued collaboration and open communication.

Looking Ahead: The Council will focus on developing a more structured approach to internal communications, training, and councillor support to ensure all members are well-informed and equipped to fulfil their roles effectively.

RESOLVED that the reports be noted and progress on any agreed actions and recommendations be reported in due course.

25101 Planning Applications & Traffic Regulation Orders: There were no planning-related Traffic Regulation Orders to consider at this meeting; however, the following planning applications were discussed:

Application No:	Description
25/00580/FUL	Change of use from retail premises to a restaurant and hot food takeaway – 20 Hawk Street, Carnforth LA5 9LA Recommendation: Object to the planning application



Carnforth Town Council

Application No:	Description
25/00642/FUL	<p>Change of use of dwelling to children's home, erection of two-storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road, Carnforth LA5 9DS</p> <p>Recommendation: Support the planning application in principle</p>
Traffic Regulation Orders:	
No Traffic Regulation Orders to consider	

25/00580/FUL: Members considered the recommendations previously made by the Town Development & Planning Committee and public objections raised during the meeting, including concerns about noise, odours, traffic congestion, accessibility, parking pressures, and the impact on the character of the area

RESOLVED: That Carnforth Town Council objects to the planning application and will submit a formal response reflecting the concerns raised.

25/00642/FUL: Members considered the potential benefits of the proposal in providing residential care for children, recognising its contribution to local social care provision. They also discussed the importance of ensuring compliance with all relevant legislation and the need for improved vehicular access to ensure safety.

RESOLVED That Carnforth Town Council submits a neutral planning comment to reflect its position and to ensure that all relevant considerations are addressed by the planning authority.

25102 Planning Decisions: Councillors considered the up-to-date position on decisions of the planning authority on applications previously deliberated by the Town Council.

As requested, Councillors received an update on Brewers Barn (Application No. 21/00899/HYB) which had previously been reported to Lancaster City Council's Planning Committee in October 2024. At that time, the Committee resolved to approve the application, subject to the completion of a Section 106 agreement.

It was noted that the application has since been delayed pending the finalisation of the s106 agreement.



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However, during this period, there have been material changes to the Environment Agency's flood maps for planning, as well as updates to the Council's own Strategic Flood Risk Assessment (SFRA).

Considering these changes, the applicant has been requested to submit an addendum to the original Flood Risk Assessment (FRA) to address the updated information.

Members were informed that the application is now scheduled to be reported back to the Planning Committee in July 2025 for reconsideration. The agenda for that meeting will be published in due course.

RESOLVED that the update on the planning authority's decisions be noted and it was agreed to monitor the outcome of the Planning Committee's reconsideration of planning application 21/00899/HYB

25103 Memorandum of Understanding with Lancaster City Council: Councillors considered a recommendation from the Finance & Governance Committee regarding a draft **Memorandum of Understanding (MOU)** between **Lancaster City Council** and **Carnforth Town Council**. The MOU sets out a framework for collaborative working to deliver shared outcomes for Carnforth and the surrounding area.

It was noted that the MOU is not legally binding but outlines key principles of cooperation, including:

- ✓ A commitment to mutual benefit through joint working
- ✓ The importance of effective and regular communication
- ✓ The establishment of a steering group comprising officers and elected members from both councils to oversee progress and deliver agreed outcomes
- ✓ A focus on strategic and thematic priorities, including planning, economic development, local services, community engagement, and joint initiatives
- ✓ A shared approach to navigating Local Government Reform and opportunities such as the Eden Project

The MOU is intended to remain in effect until 2028, aligning with key local government reform timelines.

It was further noted that a formal signing event will be arranged in the near future, bringing together representatives from both councils to publicly mark the beginning of this collaborative partnership.



Carnforth Town Council

RESOLVED: That Carnforth Town Council approves the Memorandum of Understanding with Lancaster City Council and authorises the Town Mayor and Town Clerk to sign the document on behalf of the Council, thereby formalising the commitment to collaborative working for the benefit of Carnforth residents.

25104 Property & Environment Committee; Councillor Steve Richmond reported on the discussions, recommendations, and actions arising from the meeting of the Property & Environment Committee held on Tuesday 1st July 2025, including:

Keyless Entry Systems – Power Outage Contingency: The Town Clerk & Responsible Financial Officer (TC&RFO) presented correspondence from Councillor Smith raising concerns about the functionality of keyless entry systems at Carnforth Civic Hall and Crag Bank Village Hall during power outages. A minor adjustment to the main door at Carnforth Civic Hall was also suggested.

RESOLVED: That the TC&RFO urgently contacts the system suppliers to obtain further information and options on suitable solutions.

Community Funding – Quarry Contributions: Councillor Grisenthwaite reported on progress toward a community funding agreement involving local quarries and neighbouring councils. Under the proposed agreement, Carnforth Town Council will receive an annual contribution, distributed on a 3:1:1 ratio with Nether Kellet and Over Kellet Parish Councils.

RESOLVED: That the Council supports the agreement in principle and will continue to engage with stakeholders to ensure positive outcomes for residents.

Sizzle Inn Clock Update: The TC&RFO reported unsuccessful attempts to contact a local iron craft company regarding the condition of the Sizzle Inn Clock.

RESOLVED: That efforts to obtain an assessment continue.

Facilities Update – Civic Hall & Crag Bank Village Hall: Wi-Fi issues at Carnforth Civic Hall have been resolved. Heating settings at Crag Bank Village Hall have been optimised, with further improvements expected following sensor repositioning. Preparations for the clean-up campaign are underway, and safety measures including securing tables with ratchet straps are being implemented.



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RESOLVED: That the Council notes the updates and supports continued improvements and safety measures.

Carnforth (Highfield) Allotments: National Gas has confirmed the purchase and installation of four new water butts. National Allotment Week (11–17 August) will focus on “Allotments and Wellbeing.”

RESOLVED: That the Council supports the Friends of Carnforth Allotments in leading activities and will assist where appropriate.

Council Property / Assets: The Facilities Manager reported that toilet lights are frequently left on. Installation of vacancy sensor lighting was suggested. A de minimis threshold of £100 for asset registration was proposed.

RESOLVED: That the Finance & Governance Committee be recommended to approve the threshold, and the Asset Register be updated accordingly.

Storage Container – Crag Bank Village Hall: Efforts to obtain multiple quotes for a 24-foot storage container were unsuccessful. The container will provide secure storage for Council assets and support the Outdoor Maintenance Officer.

RESOLVED: That the Finance & Governance Committee approve the purchase, to be funded from general reserves, and that the TC&RFO proceed with acquisition and installation.

Health & Safety Reviews and Fire Risk Assessments: Draft risk assessments for workplace safety, contractor safety, and environmental risk were presented.

RESOLVED: That the draft assessments be welcomed and further developed for formal adoption.

Environment & Public Realm: A request was received for hedge cutting along a Public Right of Way at Carnforth Brow.

RESOLVED: That the TC&RFO liaise with the Outdoor Maintenance Officer to ensure the work is carried out in line with the Council’s responsibilities and weather conditions.

RESOLVED: That the report, actions, and recommendations of the Property & Environment Committee be noted and approved.



25105

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Town Development & Planning Committee: Councillor Laurence reported on the discussions, recommendations, and actions arising from the meeting of the Town Development & Planning Committee held on Monday 7th July 2025, including the following matters:

Lamp Post Banner Project – Lancaster & Morecambe Bay Branding: The Committee received an update on a district-wide initiative to install 30 lamp post banners across Lancaster, Morecambe, Carnforth, and Heysham. The banners will promote destination branding and public messages such as "Keep [Area] Clean and Tidy." Locations have been selected in consultation with planning and highways authorities to ensure visibility and compliance.

RESOLVED: That Carnforth Town Council supports the Lamp Post Banner Project as a positive initiative to promote the Lancaster & Morecambe Bay brand, enhance the visitor experience, and foster civic pride.

Residents' Parking Scheme Consultation – 23 July 2025: An update was received on the upcoming consultation event at Carnforth Civic Hall, with two drop-in sessions scheduled on Wednesday 23rd July 2025; 2:00–4:00pm and 6:00–7:30pm and an online consultation to follow. A councillor briefing will be held in advance to ensure informed support during the event.

RESOLVED: That the Council welcomes the consultation and supports clear communication and public engagement throughout the process.

Planning Applications & Traffic Regulation Orders

Planning Application 25/00580/FUL – The Committee noted multiple resident objections regarding traffic, noise, odour, waste, accessibility and the impact on residential amenity. Concerns about anti-social behaviour and commercial encroachment were also raised.

RECOMMENDATION: Object on grounds of residential impact, traffic congestion, accessibility and incompatibility with the area.

Planning Application 25/00580/FUL : **RECOMMENDATION: Support in principle.**

Planning Enforcement Matters:

External Shuttering – Scotland Road: Concerns were raised about new external shutters potentially installed without planning permission. The Committee noted that such installations may require consent, particularly in prominent or conservation areas.



Carnforth Town Council

RESOLVED: That Lancaster City Council's Planning Services be contacted to confirm whether permission has been sought and whether the installation complies with local planning policies. Updates to be reported at future meetings.

Traffic Light Phasing – Market Street Junction: The Committee discussed ongoing concerns regarding the timing and sequencing of traffic lights at Market Street junction, which have led to confusion, vehicles jumping lights, and safety risks. It was noted that current phasing may not allow sufficient time for vehicles to clear the junction safely, especially during peak periods.

RESOLVED: That Carnforth Town Council formally raise the issue with Lancashire County Council Highways Department, requesting a review of signal timings, consideration of safety improvements, and monitoring of incidents. Councillors and residents are encouraged to report further observations.

Road Resurfacing Priorities and Engagement with County Council: Concerns were raised about the deteriorating condition of several roads in Carnforth. The Committee expressed interest in understanding Lancashire County Council's plans for highway maintenance in 2025–2026.

RESOLVED: That the County Councillor and representatives from Lancashire Highways be invited to a future meeting to discuss road conditions, planned works, and opportunities for collaboration. Progress to be reported to future meetings.

Bay Fringe Festival 2025: The Committee noted that the Council has fulfilled its commitment to support the Bay Fringe Festival through publicity and promotional banners.

Carnforth Big Lunch – 12 July 2025: An update was received on preparations for the event, including confirmed schedule, bookings, and publicity. Support is requested from councillors and volunteers for setup, stewarding, and health and safety.

RESOLVED: That councillors assist with event delivery and continue supporting promotional efforts.

Christmas Switch-On – December 2025: Initial planning discussions included entertainment, stallholder outreach, decorations, and coordination with local groups. Councillors are invited to contribute ideas and assist with logistics.



Carnforth Town Council

RESOLVED: That planning continues, with updates to be provided as the programme develops.

Wednesday Market Promotion and Themed Market Plans: The Committee received an update on promotional efforts and discussed ideas for themed markets, including artisan and Christmas markets.

RESOLVED: That officers explore dates and logistics for themed markets, engage with local businesses, and continue promoting the Wednesday Market.

Free Community Events – September 2025: The Committee noted upcoming events including VJ Day Film Screenings – 5 September, and First Aid Training – 19 September. Both events will be held at Carnforth Civic Hall and promoted widely.

RESOLVED: That councillors support and attend the events, and officers coordinate logistics and publicity.

RESOLVED: That the actions and recommendations of the Town Development & Planning Committee be noted and approved.

25106 Finance & Governance Committee: Councillor Grisenthwaite reported on the discussions, recommendations, and actions arising from the meeting of the Finance & Governance Committee held on Thursday 10th July 2025, including the following matters:

Memorandum of Understanding (MOU) with Lancaster City Council: Minute 25103 above refers

Cine North Film Kit: The Committee noted the storage of the Cine North Film Kit at Carnforth Civic Hall and agreed it should be protected under the Council's insurance policy.

RESOLVED: That officers liaise with the insurance provider to confirm or amend coverage, and a formal record of the kit's contents and value be retained.

Community Benefit Funding – Quarry Operations Extension: The Committee welcomed funding opportunities arising from quarry extensions, intended to support local projects.

RESOLVED: That councillors begin identifying potential projects within Carnforth that could benefit from this funding.

Payments List: A list of payments was presented for authorisation.

RESOLVED: That the payments be approved as recommended.



Carnforth Town Council

Bank Reconciliation & Budget Monitoring: Members reviewed financial reports as at 30th June 2025, noting a reconciled balance of £249,917.

RESOLVED: That the financial reports be noted.

Policy and Procedure Updates: The Committee reviewed updates to several policies, including Social Media Posts for Community Groups , Events, Budget & Precept, and Asset Management.

RESOLVED: That the updated policies be approved and adopted

Property & Environment Committee – Storage Container Purchase: The Committee recommended purchasing a secure storage container, waiving Standing Orders due to limited quotes.

RESOLVED: That, subject to confirmation on planning approval, the purchase be approved and funded from general reserves, with Standing Orders waived

Governance & Staffing – Councillor Requests Protocol: The Committee confirmed the implementation of the protocol requiring councillor requests to staff to be directed through the Town Clerk & RFO.

RESOLVED: That members adhere to the protocol to ensure clarity, efficiency, and professional working relationships.

RESOLVED: That the report, actions, and recommendations of the Finance & Governance Committee be noted and approved.

25107 Adoption of policies and procedures: The Council considered the recommendation of the Finance & Governance Committee regarding the formal adoption of the following policies and procedures:

- 1. Social Media Posts for Community Groups**
- 2. Events Policy**
- 3. Budget and Precept Policy**
- 4. Asset Management Policy**

Each policy was reviewed and discussed in detail. Members acknowledged the importance of these documents in supporting robust governance, operational efficiency, and the safety and wellbeing of staff and councillors. The policies were welcomed as part of the Council's ongoing commitment to transparency, accountability, and effective service delivery.



Carnforth Town Council

RESOLVED: That Carnforth Town Council formally adopts the above policies and procedures with immediate effect, incorporating them into its governance framework.

25108 Payments for Authorisation: Councillors considered the list of payments presented for authorisation, as recommended by the Finance & Governance Committee.

RESOLVED: That the payments listed be approved in full.

25109 Correspondence: Councillors considered the correspondence received in the past month.

RESOLVED that correspondence received and acted on in the last month be noted

25110 Items for next Agenda: Councillors were invited to contact the TC&RFO in good time with any items they wish to be included on the agenda for the next meeting. This will support effective meeting planning and ensure that all proposals and matters of interest are given due consideration..

25111 Exclusion of Press and Public

RESOLVED: That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information relating to council policy and governance.

25112 Confidential Matter – Council Policy and Governance: The Council considered a confidential matter relating to internal council policy, communication and governance arrangements. The discussion included consideration of procedural matters, existing arrangements and potential improvements to ensure effective and transparent decision-making.

RESOLVED: That the matter be noted and that and future concerns be raised in accordance with the Council's Standing Orders.

25113 Date & time of next meeting: The next meeting of the 'ordinary' Town Council is scheduled for **Wednesday 20th August 2025 at 6:30pm**. The meeting closed at 8:20pm

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

Town Clerk & Responsible Finance Officer

22 July 2025

Tel: 07828254149

Email: clerk@carnforthtowncouncil.gov.uk

Evaluation of Business Continuity and Emergency Planning Needs

Report

Purpose: To consider the respective roles and responsibilities of Carnforth Town Council in relation to Business Continuity Planning and Emergency Planning, and to determine the appropriate level of focus and resource allocation for each.

Background: While Emergency Planning is primarily the responsibility of Lancaster City Council and other Category 1 responders under the Civil Contingencies Act 2004, Carnforth Town Council has a supporting role. Conversely, Business Continuity Planning is essential for ensuring the Council's own resilience and ability to maintain critical services during disruptions.

Discussion Points:

- Clarification of statutory responsibilities under the Civil Contingencies Act.
- The importance of Business Continuity Planning for local service delivery and community support.
- The Council's potential contributions to emergency response coordination.
- Identification of risks specific to Carnforth that impact continuity and emergency preparedness.
- Resource implications and potential partnerships with Lancaster City Council and other agencies.

Recommendation: That the Council prioritises the development and implementation of a Business Continuity Plan, while maintaining a cooperative role in district-led emergency planning efforts.

Focus on business continuity

1. Clarifying Roles and Responsibilities

- **Emergency Planning** is the statutory responsibility of **Lancaster City Council** and other Category 1 responders under the Civil Contingencies Act 2004.
- **Carnforth Town Council**, as a **Category 2 responder**, is not required to lead emergency planning but should **cooperate and share relevant information**.
- Therefore, the Town Council's **primary focus** should be on **maintaining its own operations** during disruptions.

2. Why Business Continuity Matters Locally

- The Town Council provides **critical community services**, manages **local assets**, and supports **voluntary and civic organisations**.
- Disruption to its operations (e.g. IT failure, staff absence, building access issues) could **impact community resilience**, especially during emergencies.

- A robust BCP ensures **Carnforth remains operational**, supports recovery efforts, and continues to be a **trusted local presence**.

3. Complementary Role in Emergencies

- While not leading emergency response, the Town Council can:
 - Act as a **local liaison** with residents and voluntary groups.
 - Provide **local intelligence** to district and county responders.
 - Offer **community spaces** or resources during crises.
- These contributions are **enhanced** when the Council itself is resilient.

Key Local Risks for Carnforth Town Council

1. Flooding and Severe Weather

- **River Keer proximity** and low-lying areas increase flood risk.
- Heavy rainfall and coastal weather from **Morecambe Bay** can disrupt transport, access to buildings, and community events.
- Risk to **Highfield Allotments**, public spaces, and infrastructure.

2. Transport Disruption

- Carnforth is a **railway hub** with a historic station and key road links (A6, M6 nearby).
- Rail or road closures due to accidents, strikes, or weather can affect staff, councillors, and public access to services/events.

3. Power and IT Outages

- Disruption to **Council office systems**, email, and website could halt communications and service delivery.
- Risk of **cyberattacks** or data loss affecting financial records, community plans, and public trust.

4. Staffing and Volunteer Shortages

- Small team size means illness, resignation, or absence of key personnel (e.g. Town Clerk) can severely impact operations.
- Reliance on volunteers for events and community initiatives (e.g. Christmas lights switch-on) adds vulnerability.

5. Loss of Access to Council Premises

- Fire, vandalism, or structural issues at the Council office or community venues could prevent normal operations.
- Need for alternative meeting and working spaces.

6. Event Disruption

- Carnforth hosts **seasonal and civic events** (e.g. Christmas lights, Remembrance Day).
- Cancellation due to weather, safety concerns, or logistical failure could affect community morale and reputation.

7. Reputational Risk

- Poor handling of local issues (e.g. planning, allotments, public complaints) could damage trust.
- Social media miscommunication or lack of timely updates during crises.

8. Dependency on External Partners

- Reliance on Lancaster City Council, contractors, and suppliers for services like waste, planning, and emergency support.
- Disruption in these relationships can affect service continuity.

Business Continuity vs Emergency Planning

Aspect	Business Continuity Planning (BCP)	Emergency Planning
Purpose	Ensures the organisation can continue critical operations during and after a disruption.	Prepares for and responds to major incidents that threaten life, property, or the environment.
Focus	Internal resilience: maintaining services, protecting assets, and recovering quickly.	External response: protecting the public, coordinating emergency services, and managing crises.
Responsibility	Carnforth Town Council (as a local authority managing its own operations).	Lancaster City Council and other Category 1 responders under the Civil Contingencies Act 2004.
Scope	Covers IT systems, staff availability, premises access, communications, and service delivery.	Covers evacuation plans, emergency shelters, public safety, and multi-agency coordination.

Aspect	Business Continuity Planning (BCP)	Emergency Planning
Triggers	Disruptions like power outages, cyberattacks, staff absence, or building damage.	Emergencies like floods, fires, pandemics, or major accidents.
Community Role	Ensures the Council remains a stable presence and can support recovery efforts.	Protects the wider community and coordinates emergency response.
Planning Horizon	Medium to long-term operational resilience.	Immediate response and short-term crisis management.
Legal Duty	Not legally mandated but considered best practice for good governance.	Statutory duty for Category 1 responders; Town Councils support as Category 2 responders.

Why Carnforth Town Council Should Prioritise BCP

- BCP is within the Council's direct control, while emergency planning is led by higher-tier authorities.
- Ensures continuity of local services that residents rely on, especially during wider emergencies.
- Enhances the Council's ability to support emergency responders and community recovery.
- Builds public confidence in the Council's resilience and preparedness.

Recommendation: That the Council prioritises the development and implementation of a Business Continuity Plan, while maintaining a cooperative role in district-led emergency planning efforts.

Carnforth Town Council

Draft Business Continuity Plan

1. Introduction & Objectives

This Business Continuity Plan (BCP) outlines how Carnforth Town Council will maintain its critical functions during and after disruptive incidents. While emergency planning is the remit of Lancaster City Council, Carnforth Town Council has a vital role in ensuring its own resilience and supporting the community during emergencies.

2. Governance & Responsibilities

The Town Clerk is the designated BCP lead. Councillors and staff have defined roles in implementing the plan. Communication with Lancaster City Council and emergency services will follow established protocols.

3. Risk Assessment & Impact Analysis

Key risks specific to Carnforth include:

- Flooding and severe weather due to proximity to River Keer and Morecambe Bay.
- Transport disruption affecting rail and road access.
- Power and IT outages, including cyberattacks.
- Staffing and volunteer shortages impacting service delivery.
- Loss of access to Council premises due to fire or vandalism.
- Event disruption affecting community morale and reputation.
- Reputational risk from poor communication or service failure.
- Dependency on external partners such as Lancaster City Council and contractors.

4. Critical Functions & Prioritisation

Essential services include communications, finance, allotment management, and community events. Functions are prioritised based on legal obligations and community impact.

5. Recovery Strategies

Recovery strategies include remote working, alternative meeting locations, IT/data recovery plans, and temporary staffing arrangements.

6. Communication Plan

Internal communication will involve councillors and staff. External communication will include residents, media, and partners. Templates for public notices and updates will be maintained.

7. Resource Inventory

The inventory includes key contacts, equipment, access credentials, and supplier details.

8. Training & Testing

Staff and councillors will receive regular training. The BCP will be tested annually and after any major incident.

9. Appendices

Appendices include contact lists, risk matrix, action checklists, and template forms.

Briefing Paper: Compliance with Martyn's Law

Purpose

To consider the implications of Martyn's Law (Terrorism Protection of Premises Act 2025) for Carnforth Town Council and to agree initial steps toward compliance, particularly in relation to council-managed venues and public events.

Background

Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025, was passed in April 2025 in response to the Manchester Arena attack. It introduces a legal duty for those responsible for public premises and events to consider and prepare for the risk of terrorist attacks. The law applies across the UK and will be enforced by the Security Industry Authority (SIA), with a 24-month implementation period before full enforcement begins in April 2027. The law applies to premises and events with public access and capacity thresholds, categorised into Standard Tier (200–799) and Enhanced Tier (800+). As Carnforth Town Council manages community spaces and organises public events, it may fall within the scope of the legislation.

Discussion Points

- Overview of Martyn's Law and its relevance to town and parish councils.
- Identification of council venues and events potentially affected (e.g. Civic Hall, Christmas lights switch-on).
- Requirements under the Standard Tier: risk assessments, staff training, emergency procedures.
- Opportunities for collaboration with Lancaster City Council, police, and security professionals.
- Review of existing contingency and emergency plans in light of Martyn's Law.
- Consideration of available resources and support (e.g. Clear Councils risk assessment templates).

Scope and Applicability

Martyn's Law applies to **qualifying premises and events** based on capacity and usage:

- **Standard Tier:** Premises/events where **200–799 people** may be present.
- **Enhanced Tier:** Premises/events where **800+ people** may be present.

Carnforth Town Council may be affected if it manages or hosts events at:

- Town and village halls
- Parks and open spaces (e.g. Christmas lights switch-on)
- Markets and seasonal fairs

Key Requirements

Standard Tier (200–799 capacity)

- **Notify the SIA** that the premises are within scope.
- **Implement public protection procedures**, such as:
 - Lockdown and evacuation plans
 - Staff awareness and basic training
 - Communication protocols during emergencies
- **No physical security measures** (e.g. CCTV) are mandated, but may be considered

Enhanced Tier (800+ capacity)

- All Standard Tier requirements, plus:
 - **Detailed risk assessments**
 - **Security measures** (e.g. bag checks, CCTV, vehicle barriers)
 - **Security documentation** submitted to the SIA
 - **Designation of a senior responsible individual**

Implementation Timeline

- **April 2025:** Royal Assent granted
- **April 2027:** Expected enforcement date
- Councils are encouraged to **begin preparations now**

Recommendations for Carnforth Town Council

1. Audit Local Venues and Events

- Identify all council-managed venues and events.
- Estimate typical and peak attendance figures.
- Determine which fall under Standard or Enhanced Tier.

2. Conduct Risk Assessments

- Use available templates
- Include terrorism risk in existing event risk management plans.

3. Staff and Volunteer Training

- Provide basic security awareness training.
- Develop and rehearse emergency procedures (evacuation, lockdown).

4. Engage with Authorities

- Liaise with Lancashire Police and emergency services.
- Attend Home Office webinars and briefings for local councils.

5. Develop Security Plans

- For Enhanced Tier events (e.g. Christmas lights switch-on), prepare:
 - Crowd control strategies
 - Entry checks and perimeter security
 - Communication and coordination plans

6. Stay Informed

- Monitor updates from:
 - National Association of Local Councils (NALC)
 - Home Office and SIA

Recommendation

That the Council:

1. Reviews all venues and events for potential inclusion under Martyn's Law.
2. Initiates basic security awareness training for staff and volunteers.
3. Develops or updates relevant risk assessments and emergency response plans.
4. Seeks guidance from Lancaster City Council and local emergency services.
5. Monitors further legislative updates and prepares for full compliance.



Carnforth Town Council

Planning Application Comments & Decisions

September 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
25/00562/FUL - Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works - Land At Electric Drive Carnforth Lancashire LA6 1FW	Object to the planning application	Awaiting decision
25/00642/FUL: Change of use of dwelling to children's home, erection of two-storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road, Carnforth LA5 9DS	Neutral Comment regarding restricted access	Awaiting decision



Carnforth Town Council

Planning Application Comments & Decisions

September 2025 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		

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	Application Ongoing
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	Application Ongoing

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 1st September 2025

Present: Councillors Laurence (Chair), Bassinder, Downes, Grisenthwaite, Hanna, Parker, Smith, and Szalai

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and Leah Longhorn Assistant Town Clerk (ATC) and two members of the public.

25080	Apologies: There were no apologies
25081	Declaration of interests and dispensations: There were no declarations of interest.
25082	Urgent Business: There were no matters of urgent business not covered by the meeting agenda.
25083	Minutes: It was RESOLVED that the Minutes of the meeting held on Monday 7th July 2025 be accepted.
25084	<p>Public Participation:</p> <p>Planning Application 25/00762/FUL: A member of the public raised concerns regarding the planning application at Crag Bank Crescent:</p> <ul style="list-style-type: none">• Consultation Notice: The public notice inviting comments was reportedly not displayed until Friday, 29 August 2025, leaving residents with limited time to respond before the deadline of 17 September 2025.• Communication with Residents: It was suggested that the principal authority should consider mailing residents directly to ensure they are aware of the opportunity to submit comments or objections, as many were reportedly unaware.• Clarification Requested: The member of the public asked whether Carnforth Town Council could seek clarification from the designated planning officer regarding residents' ability to object.• Application Timeline: It was noted that the application took five weeks to validate, despite the issue having been ongoing for six years.• Concerns Over Timing and Process: The resident expressed concern that the application appears rushed, coinciding with the school holidays, and may not fully comply with planning application procedures.• Site Details: The resident stated that the plot had significantly increased and includes trees and hedges that are not referenced in the application documentation. <p>Information only updates: The following matters were identified and considered:</p> <ol style="list-style-type: none">1. Highways Matters: The Town Clerk and Responsible Financial Officer will contact County Highways to invite representatives to a future meeting to discuss various highways-related issues, including planned resurfacing, ongoing maintenance,

speeding concerns, and traffic management.

2. **Wednesday Market Promotion:** The Assistant Town Clerk will continue to actively promote opportunities for stallholders at the Wednesday Market held in the War Memorial Gardens
3. **Fly-tipping at Windermere Road:** The issue was referred to Councillor Jackson and has now been resolved.
4. **Missing Waste Bins:** Two bins reported missing on Bridgeside
5. **Lamppost Banner Project:** An officer from Lancaster City Council has been invited to attend the September Full Council meeting to discuss the project.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary.

25085 Planning Applications & Traffic Regulation Orders: There were no planning applications or traffic regulation orders to consider.

Planning Applications	
Application Number:	Description
25/0072/FUL	Retrospective application for the change of use of land into residential with associated access – 27 Crag Bank Crescent, Carnforth LA5 9EQ Recommendation: Object to the planning application
25/00642/FUL	Amendment to application: Change of use of dwelling to children's home, erection of two storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road Carnforth LA5 9DS Recommendation: Neutral comment that no apparent changes made from the previous application.
25/00838/FUL	Change of use of social club to general light distribution and partial demolition, upwards extension including construction of roof and infill/alterations of windows and doors – London Midland Railway Clubs Association, Warton Road, Carnforth LA5 9EU Recommendation: Netural comment about heavy goods vehicles on Market Street and related Highway issues.

25/0139/TPO	<p>G1 Woodland edge trees – various trees along fence line over growing boundary and encroaching significantly into gardens and on houses, reduce back to boundary where safe to do so, remove some smaller stems if lean is significant. Group of young trees to the south of the boundary fences – remove one Ash Tree due to Ash dieback, coppice goat and willow – 33 Bridgeside, Carnforth LA5 9LF</p> <p>Noted that this application has been approved by the principal authority</p>
Traffic Regulation Orders & other traffic notices	
There were no traffic regulation orders to consider	

Planning Application 25/00762/FUL: It was noted that Carnforth Town Council has previously submitted formal objections to earlier versions of this application and it was suggested that the previous application and the Council's response be reviewed to assess whether any material changes have been made.

The TC&RFO advised that whilst Carnforth Town Council may raise concerns regarding the consultation process and request that the application should be referred to the Planning Committee, as suggested by a member of the public, it's main responsibility as part of the consultation is to comment on any material changes.

ACTION: TC&RFO will draft a response for consideration by Councillors and request an extension to the current consultation period to enable full discussion at the next Full Council meeting.

Planning Application 25/00642/FUL: Councillors noted ongoing concerns regarding vehicle movements at the traffic lights, particularly cars pulling in and out of the junction and no changes to the original application were identified.

ACTION: TC&RFO will submit a response confirming that the Council's previous comments remain largely unchanged.

Planning Application 25/00838/FUL: Concerns were raised regarding the potential impact of the proposed development on traffic flow, particularly due to the movement of heavy materials and large vehicles along Market Street, which may exacerbate existing congestion issues.

ACTION: TC&RFO will submit comments highlighting these highways-related concerns as the Council's response to the application.

25086 Planning enforcement matters:

New Shuttering – Business Premises on Scotland Road: TC&RFO has contacted the relevant planning enforcement team regarding the installation of shutters at the vape shop. No response has been received to date. **ACTION:** The TC&RFO will continue to pursue the matter.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary.

25087 Public Highways & Open Spaces:

Traffic Light Phasing – Market Street Junction: The TC&RFO has submitted concerns about traffic light phasing contributing to congestion and safety risks.

Crag Bank Roundabout: The roundabout has sustained criminal damage, which has been reported to the police and Lancashire County Council. Some markings at the site may be interpreted as anti-immigration, raising further concern. The location is now scheduled for cleaning but Councillors are concerned Lancashire County Council's response and suggested further escalation if the issue remains unresolved.

There was a discussion about the public statement made by Carnforth Town Council on social media under urgent delegated authority which was supported in full.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary.

25088 Town Development: There was a discussion on the following events and community matters:

- 1) **VJ Day Screening:** Ticket sales remain below expectations. Members are encouraged to assist with promotion. The Town Clerk has contacted Beyond Radio for publicity, with no response to date. BBC Lancashire will also be approached.
- 2) **Film Screening – *What We Did on Our Holiday*:** Ticket sales are progressing well.
- 3) **Remembrance and Armistice Day:** Remembrance Day will be observed on Sunday, 9th November. Armistice Day will take place on Tuesday, 11th November. A brief ceremony is proposed for the latter, including a proclamation and flag raising.
- 4) **Mayor's Cadet Proposal:** It was suggested that a Mayor's Cadet be appointed annually to accompany the Mayor at civic events. – this idea will be developed further
- 5) **Christmas Lights Switch-On:** TC&RFO presented a briefing and related documents on the event which will take place in and around the War Memorial Gardens. No road closures will be implemented. The date was confirmed as Wednesday, 3rd December at 6:30pm. TC&RFO will obtain quotations for Christmas tree installations.
- 6) **Carnforth Carnival:** The event will not proceed this year.

- 7) **Twinning with Sailly-sur-la Lys – 2027:** During a recent visit to Sailly-sur-la-Lys, representatives were invited to collaborate on the 2027 Twinning trip. Plans include a joint project to commemorate servicemen who fought in the Second World War and are buried in the town. The initiative was positively received and seen as an opportunity to engage local veterans.
- 8) **Community Engagement with Schools:** A suggestion was made to strengthen collaboration with local schools to enhance community involvement and Councillors were advised, and invited, to the opening of a new school unit opening at Carnforth Community Primary School on 12th of September.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary.

25089 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6th October 2025 at 5:30pm**. The meeting closed at 6:30pm.

L. Longhorn

Assistant Town Clerk

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 2nd September 2025

Present: Councillors (Steven) Richmond (Chair), Downes, Grisenthwaite, Hanna, Laurence, Parker and Turner

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO), Leah Longhorn Assistant Town Clerk (ATC), Kath Bromilow Facilities Manager and Simon Jobling Outdoor Maintenance Officer

25082 Apologies: There were no apologies for absence.

25083 Declaration on interests and dispensations: There were no declarations of interest relating to items on the meeting agenda.

25084 Urgent Business:

- 1) Council Office Utilities:** It was reported that the Council is now liable for non-domestic rates (NDR), gas, and electricity at the Council offices. **ACTION: TC&RFO to contact British Gas to confirm that charges do not include utilities for the adjacent dental practice.**
- 2) Film Nights Promotion:** Councillors were encouraged to attend and actively promote the Friday and Saturday film nights to increase public engagement. **ACTION: All Councillors to support promotion through local networks and social media.**
- 3) Full Council Presentation Request:** A request has been received from a representative from the Carnforth Heritage Centre to deliver a short presentation at the next Full Council meeting. **ACTION: TC&RFO to confirm attendance and allocate time on the agenda.**
- 4) Resident Parking Scheme Consultation:** The consultation event be rescheduled from Wednesday, 3rd September to Saturday, 6th September (10:00am–12:00pm) to allow broader Councillor participation. **ACTION: Assistant Town Clerk (ATC) will update event details.**

25085 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Tuesday 1st July be approved.

25086 Public participation: There were no members of the public present at the meeting.

Information only updates:

- 1) Sizzle Inn Clock Restoration:** A local welder may be able to assist with restoring the Sizzle Inn clock by installing wall brackets to support its mounting. **ACTION: TC&RFO to liaise with the welder to progress the restoration.**
- 2) Civic Hall Wi-Fi Coverage:** It was suggested that Wi-Fi boosters be installed at the Civic Hall to improve coverage throughout the building. **ACTION: TC&RFO to investigate suitable booster options and associated costs.**

- 3) **Public Right of Way – Safety Concern (Item 25080):** The Committee discussed the condition of the Public Right of Way referenced in item 25080 from the previous meeting. The footpath exits directly onto a busy road, presenting a significant safety risk to pedestrians due to restricted visibility caused by overgrown hedges and vegetation. The lack of clear sightlines increases the potential for accidents, particularly for vulnerable users.
- 4) Given the severity of the hazard, it was suggested that the footpath be temporarily closed until appropriate safety measures can be implemented. **ACTION: TC&RFO to report the issue to Lancashire County Council, supported by photographic evidence, and to request an urgent safety assessment and consideration of temporary closure.**
- 5) **Planning Application – CBVH Storage Container:** TC&RFO has submitted an online planning application for a storage container to be located at Crag Bank Village Hall. Lancaster City Council has requested a more precise technical drawing. **ACTION: TC&RFO to liaise with a Computer Aided Design (CAD) expert who previously supported Council mapping work, to produce an accurate drawing for submission.**

RESOLVED: That the updates, actions, and recommendations be noted, and that progress on all items be monitored and reported at future meetings of the Committee to ensure continued oversight and accountability.

25087 Council Property:

- 1) **Civic Hall – Maintenance and Improvements:** The Facilities Manager has submitted a list of updates and issues requiring attention:
- Flaking paint on the front door and porch area
 - ‘Blown’ windows in the porch and main hall
 - Redecoration for the upstairs meeting rooms has been completed to a high standard. It was suggested that the stairs, landing, and bathroom be redecorated if budget allows
 - Kitchen requires full replacement - a commercial kitchen is recommended
 - Water ingress in men’s toilets due to damaged brickwork
 - Blinds needed for three upstairs office rooms

ACTION: TC&RFO and Facilities Manager to assess costs and coordinate necessary repairs and improvements.

TC&RFO has obtained a quotation for the installation of vacancy sensory lights in the public toilets at both Carnforth Civic Hall and Crag Bank Village Hall. **ACTION: TC&RFO to organise installation of sensory lighting at Civic Hall and CBVH as agreed by the committee.**

It was suggested that one of the upstairs offices could be rented out on a short-term basis and that another be designated as a Councillor drop-in space or meeting room, subject to accessibility needs.

- 2) **Crag Bank Village Hall (CBVH):** It was noted that the new Floor buffer has significantly improved cleanliness of the main hall floor.

It was reported that the main users of the hall – Crag Bank Under 5s group are proposing to primarily use the classroom.

There followed a lengthy discussion on the safeguarding concerns that this proposal raises, including:

- **Shared Access to Facilities:** Although the group intends to use the classroom, access to the outdoor play area still requires movement through the main hall. This presents a risk of unsupervised interaction between young children and other hall users, particularly during busy periods or overlapping bookings.
- **Toilet Facilities:** The current arrangement involves shared toilet facilities between the under 5s group and other hall users. This poses a significant safeguarding challenge, as it may result in unsupervised or inappropriate contact in communal areas. The lack of dedicated toilets for the group increases the risk of breaching safeguarding protocols.
- **General Hall Usage:** The presence of young children in the building during regular hours may restrict access for other users, particularly if safeguarding measures require exclusive use of certain areas. This could impact the availability of the hall for community groups and events and may lead to scheduling conflicts or reduced usage.
- **Safeguarding Compliance:** Without clear separation of spaces and facilities, the current proposal may not meet safeguarding standards expected for early years settings. Additional measures may be required to ensure compliance, such as physical barriers, revised booking procedures, or dedicated facilities.

ACTION: TC&RFO to review safeguarding implications with the under 5s group and explore whether there are options for mitigating risks, including potential reconfiguration of access routes and facilities. Recommendations to be brought back to the committee for further consideration.

- 3) **Proposal: Refurbishment of Kitchens and Flooring – Civic Hall & Crag Bank Village Hall:** The TC&RFO proposed a refurbishment of the kitchen facilities and flooring at both Civic Hall and Crag Bank Village Hall, funded from existing reserves. This investment is intended to improve the quality, safety, and usability of both venues for community and commercial use.

Benefits of Refurbishment:

- **Enhanced Community Experience:** Upgraded kitchens and flooring will improve the overall environment for users, supporting a wider range of activities and events.
- **Increased Hire Potential:** Improved facilities may attract more bookings, including commercial hires, generating additional income for the Council.
- **Health & Safety Compliance:** Refurbishment will address wear and tear, reducing risks associated with outdated flooring and kitchen equipment.
- **Energy Efficiency:** Modern materials and appliances may offer better insulation and lower energy consumption.
- **Community Investment:** Demonstrates the Council's commitment to maintaining and improving local assets for public benefit.

Risks and Considerations:

- **Public Perception of Spending:** Use of reserves, particularly linked to precept increases that were previously earmarked for another project that is no longer viable, may raise concerns among residents. Clear communication will be essential.
- **Disruption to Hall Usage:** Temporary closure or restricted access during refurbishment may affect regular users and scheduled events.
- **Budget Constraints:** Costs must be carefully managed to remain within available reserves. Additional works (e.g., insulation) may require phased implementation.
- **Safeguarding and Accessibility:** Any changes must ensure continued compliance with safeguarding and accessibility standards.

Additional Suggestions

- Insulation of the main hall at CBVH should be considered prior to flooring replacement, particularly due to cold conditions in winter.
- A phased approach may be appropriate, starting with the most urgent upgrades.

RECOMMENDATION: The proposal to refurbish the kitchens and flooring at both halls using existing reserves is supported in principle. It is recommended that the matter be referred to the Finance & Governance Committee for detailed costings, feasibility assessment, and prioritisation.

4) **Carnforth (Highfield) Allotments:** All plots are in use and generally well maintained. Specific issues noted:

- Plot 18: temporary neglect due to personal injury
- Plots 14, 7, 5, and 3 require attention or development
- New containers to be placed at plots 5 and 11A; containers at plot 8 to be removed and replaced safely (total: 8 containers)

ACTION: TC&RFO to oversee container placement and monitor plot conditions with the support of the Outdoor Maintenance Officer

5) Ongoing Asset Review:

- Continued review of assets at Civic Hall, Crag Bank Village Hall and around the town will be brought back to committee for detailed consideration.
- The Committee noted receipt of a letter from Lancashire County Council regarding a proposed project concerning works to Cenotaphs and Memorials within the local area. The correspondence was issued in advance of an imminent Cabinet meeting and was acknowledged as having been distributed prematurely.

The Council awaits further communication confirming the Cabinet's decision.

- A local woodcarver has offered to replace decorative owls – locally known as the 'Guardians of Carnforth' - and it was suggested that these be anchored to the flower bed on stone. **ACTION: Councillor Turner to confirm materials and pricing for owl carvings**
- Bark on train sculpture requires varnishing – this has been delayed due to unsuitable weather conditions
- A6 banner faded and one has fallen – these to be replaced.

RESOLVED: That the updates, actions, and recommendations be noted, and that progress on all items be monitored and reported at future meetings of the Committee to ensure continued oversight and accountability.

25088 Health & Safety and Risk Management: The TC&RFO and staff continue to carry out risk assessments as part of routine Council operations. Progress has been slightly delayed due to other commitments and the summer break, but work is ongoing. Risk assessments and safety management plans are currently being developed for key upcoming events, including:

- **Christmas Lights Switch-On**
- **Remembrance Day**
- **Armistice Day**

These plans will ensure appropriate measures are in place to manage crowd safety, emergency procedures, accessibility, and safeguarding.

Fire Safety: Fire extinguishers at both Civic Hall and Crag Bank Village Hall have been inspected and confirmed to be compliant.

Security Enhancements: A site visit is scheduled for 3rd September 2025 to assess the installation of battery-operated backup for the automated door locking system at Carnforth Civic Hall. **ACTION: Town Clerk to report findings and recommendations following the visit.**

Next Steps for Risk Assessments

- Finalise and implement risk assessments and safety plans for all scheduled autumn/winter events.
- Review and update building-specific risk assessments for Civic Hall and CBVH, including fire safety, safeguarding, and access control.
- Ensure all assessments are documented and stored in accordance with Council policy.
- Identify any training needs or procedural updates arising from the assessments.
- Continue to complete and reviewing risk assessments and safety plans, and to report progress at Committee meetings.

RESOLVED: That the updates, actions, and recommendations be noted, and that progress on all items be monitored and reported at future meetings of the Committee to ensure continued oversight and accountability.

25089 Environment & Public Realm: The Outdoor Maintenance Officer has requested a review of his role and responsibilities, noting that the scope of work he is currently undertaking exceeds what was originally agreed. This includes regular maintenance, seasonal planting, and support across multiple Council assets.

The Outdoor Maintenance Officer highlighted that he is using rechargeable batteries for his tools, which he charges at home using his own electricity. This occurs approximately 4–5 times per week and is contributing to increased personal utility costs.

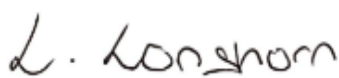
ACTION: TC&RFO to report to Finance & Governance Committee for further consideration and recommendation

Autumn/Winter Planting: The planters across the town require replanting for the autumn and winter seasons.

War Memorial Gardens: It was noted that the replacement lock for flagpole at the War Memorial Gardens requires installation.

RESOLVED: That the updates, actions, and recommendations be noted, and that progress on all items be monitored and reported at future meetings of the Committee to ensure continued oversight and accountability.

25090 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 7th October 2025**. The meeting closed at 6:35pm



Assistant Town Clerk

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 11th September at 5:30pm

Present: Councillors Grisenthwaite (Chair), Bassinder; Hanna; (Sharon) Richmond and Svalai

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

25101	Apologies: Apologies were received from Councillor Jones
25102	Declaration of interests and dispensations: Councillor Bassinder declared an interest in any staffing matters relating to a member of Council staff. Councillor Grisenthwaite declared a dispensation in respect of agenda item 25110 concerning an application to the Community Benefit Fund.
25103	Urgent Business: There were no items of urgent business relevant to this Committee.
25104	Minutes: It was RESOLVED that subject to a minor addition the Minutes of the meeting held on Thursday 10th July 2025 be approved.
25105	<p>Public Participation and Information only updates – No members of the public were present</p> <ol style="list-style-type: none">Memorandum of Understanding (MOU): The TC& RFO confirmed that the formal signing of the Memorandum of Understanding between Lancaster City Council and Carnforth Town Council will take place at Lancaster Town Hall on 23rd October. The exact time is to be confirmed.Eden Arts Film Kit: Councillor Grisenthwaite provided an update on the new film equipment, which is now being managed by Carnforth Town Council on behalf of Eden Arts. The kit is available for community use under agreed terms and will support local creative initiatives.Storage Container: The TC&RFO reported that there has been no further progress regarding the planning application for the proposed storage container.Council Policies: All approved Council policies have now been uploaded to the Council's website. Councillors are encouraged to familiarise themselves with these documents to ensure compliance and informed decision-making.Cenotaphs and Memorials Scheme: An update is awaited from Lancashire County Council's Environmental Services Team regarding the proposed scheme for cenotaphs and memorials across the county, including Carnforth. The Council will monitor developments and respond accordingly.Quarry Liaison Meeting: Liaison meetings involving representatives from both local quarries is scheduled to take place on Thursday 18th September 2025.nThis meeting will provide an opportunity to discuss community concerns and collaborative opportunities.

7) Christmas Market Strategy: Councillor Szalai raised the suggestion of developing a formal strategy for a Carnforth Christmas Market. It was agreed that initial scoping and feasibility discussions would be scheduled, with a view to exploring potential partnerships and funding sources.

RESOLVED: That the Committee notes the updates provided and endorses the associated actions outlined. The TC&RFO, along with designated councillors, are authorised to progress these matters and report back at the next scheduled meeting. The Committee further supports the development of strategic initiatives, including the proposed Christmas Market and ongoing collaboration with external partners, in line with the Council's priorities and community engagement objectives.

25106 **Payments List:** The TC&RFO presented a list of payments awaiting authorisation.

RESOLVED that these be recommended to Carnforth Town Council for approval.

25107 **Bank Reconciliation & Budget Monitoring:** The following was considered:

- 1) **Bank Reconciliation:** The TC&RFO presented the Bank Reconciliation Report as at 31st August 2025 (Month 5). The reconciled bank balances stood at **£230,820**, reflecting total payments to date of **£91,043** and total receipts of **£223,347** which includes the **£187,500 annual precept**.
- 2) **Summary Report:** Councillors reviewed the detailed Summary Report of Receipts and Payments as at 31st August 2025. The TC&RFO provided commentary on key income and expenditure lines, including:
 - **Venue Hire:** Income and expenditure relating to Carnforth Civic Hall and Crag Bank Village Hall were highlighted. The TC&RFO noted that, once outstanding payments are received, the accounts for these facilities are expected to be on track and within budget projections.
 - **The Big Lunch Event:** The event was delivered successfully and came in at just 2% over budget, which was considered acceptable given the scale and community impact of the initiative.
 - **Professional HR Services:** A discussion was held regarding the cost and value for money of the Council's contracted professional human resources services. Councillors considered the benefits of expert support in staffing matters against the associated expenditure and agreed to review the service provision as part of the upcoming budget planning process.

RESOLVED: That the Committee notes the financial updates provided and that a formal review of the Council's professional HR service provision be undertaken by the TC&RFO to inform future budget planning and ensure best value for the Council.

25108 Closure of Accounts: Policy and Procedure Updates: The TC&RFO reported that the Annual Governance and Accountability Return (AGAR) for 2024/25 has been reviewed by the Council's appointed external auditors. The auditors have issued the following opinion:

"In our opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices, and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

This confirms that the Council's financial management and governance arrangements meet the required standards and that no issues were identified during the review. The successful conclusion of the audit reflects the Council's ongoing commitment to transparency, accountability, and sound financial stewardship. This outcome provides reassurance to our community that public funds are being managed responsibly and in line with national standards of good governance, financial integrity, and public accountability

They further concluded that:

- **The Council operated within its approved budget for the year.**
- **All financial transactions were recorded and reconciled in accordance with statutory requirements.**
- **Reserves remain at a sustainable level, supporting future projects and contingencies.**

The Council remains in a strong financial position and is well-placed to deliver its strategic objectives and community priorities in the year ahead.

Public Access to Documents: In accordance with the Accounts and Audit Regulations 2015, members of the public may request to inspect the AGAR and supporting documents. The TC&RFO thanked all members and staff for their contributions throughout the year. and supporting documents until 31 December 2025.

The TC&RFO suggested that the publication of the Notice of Conclusion of Audit includes the availability of the AGAR for public inspection until 31 December 2025 to provide residents with the opportunity to engage with and understand the Council's financial stewardship.

RESOLVED: That Carnforth Town Council notes the completion of the external audit of the Annual Governance and Accountability Return (AGAR) for the financial year ending 31st March 2025, and confirms that the Notice of Conclusion of Audit be published in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, with the Council's accounts and related documents being made available for public inspection until 31st December 2025

25110 **Review of Council Charges for Services:** Councillors reviewed the current charges for council services including the hire of halls, allotments, and market stalls. It was noted that the existing fees have remained unchanged over the past year and continue to offer fair and accessible rates for the community, while supporting the Council's operational costs.

RESOLVED: That charges for the hire of halls and market stalls be maintained at their current levels for the financial year 2026/27, with the exception of one regular hall user whose rent is currently below the standard rate. This user's rent will be aligned with the standard hire rate from 1 April 2026, ensuring consistency and fairness across all users. That the charge for allotments be increased from £0.25 per metre to £0.30 per metre from 1 April 2026, reflecting rising maintenance costs and ensuring the sustainability of the service.

The TC&RFO was instructed to notify all affected users in writing, providing appropriate notice of the changes.

25111 **Community Benefit Fund:** The Committee received a request for £1,500 from the Community Benefit Fund to support the installation of solar panels at Carnforth Swimming Pool.

Following discussion, the Committee recognised the significant value the swimming pool brings to the local community, including its role in promoting health and wellbeing, providing accessible leisure facilities, and supporting local schools and clubs. The proposed solar panel installation aligns with the Council's environmental objectives and will contribute to long-term sustainability and cost savings for the facility.

RESOLVED: That Carnforth Town Council approves an award of £3,000 from the Community Benefit Fund, in recognition of the wider community benefit and environmental impact of the project.

25112 **Committees:** The Committee considered a proposal from the Property & Environment Committee to refurbish the kitchens and flooring at both Carnforth Civic Hall and Crag Bank Village Hall, recognising the importance of maintaining high-quality, safe, and welcoming community facilities.

The Committee acknowledged that both venues are well-used by local groups and residents, and that improvements to the kitchen areas and flooring would enhance usability, hygiene standards, and overall visitor experience.

It was agreed that the works should be funded from existing Council reserves, subject to the following conditions:

- **Detailed costings to be obtained for each element of the refurbishment.**
- **A feasibility assessment to be undertaken, including any necessary building regulations or planning considerations.**

- **Prioritisation of works based on urgency, community impact, and budget availability.**

RESOLVED: That Carnforth Town Council approves, in principle, the refurbishment of the kitchens and flooring at Carnforth Civic Hall and Crag Bank Village Hall, to be funded from existing reserves. The TC&RFO be authorised to obtain detailed costings and undertake a feasibility assessment, with a prioritised schedule of works to be presented to the Council for final approval.

25113 Exclusion of Press and Public: There were no matters under the provisions of the Public Bodies (Admission to Meetings) Act 1960 S 1(2) that required that the press and public be excluded from the meeting for consideration of following agenda item.

25114 Governance & Staffing: The following matters were considered:

Freedom of Information Request – Crag Bank Roundabout Incident: The Committee noted the receipt of a Freedom of Information (FOI) request relating to the authority under which Carnforth Town Council issued a public statement following the recent incident of criminal damage at the Crag Bank roundabout, which had raised concerns about potential anti-immigrant perceptions.

The TC&RFO confirmed that a formal response had been issued in accordance with the Council's FOI procedures and statutory obligations under the Freedom of Information Act 2000. The response clarified that the statement was made under the Council's general powers to communicate with the public on matters of local concern, and in line with its commitment to community cohesion and public reassurance.

The Committee reaffirmed its support for the Council's decision to respond promptly and responsibly to the incident

RESOLVED: That the Committee notes the FOI request and the response issued by the TC&RFO and endorses the Council's approach to public communication in response to incidents affecting community safety and cohesion.

Assistant Town Clerk – Completion of Probation Period: The Committee received confirmation that the Assistant Town Clerk has successfully completed her probationary period. Members expressed their appreciation for her dedication, professionalism, and the positive contribution she has made to the work of the Council during this time.

Her support across a range of administrative and governance functions has been noted as efficient, reliable, and responsive to the needs of both councillors and the community. The Committee commended her for her commitment to learning and her proactive approach to Council business.

RESOLVED: That Carnforth Town Council formally acknowledges the successful completion of the probation period by the Assistant Town Clerk and recommends her formal appointment to the permanent role, subject to the terms and conditions of employment previously agreed.

Pay Review – Outdoor Maintenance Officer: The Committee considered a proposal to review the pay of the Outdoor Maintenance Officer, recognising the evolving scope and importance of the role in maintaining Carnforth's public spaces and supporting community wellbeing.

The Officer has consistently demonstrated high performance, flexibility, and commitment, with responsibilities now extending to regular maintenance of parks and open spaces, support for community events and emergency response, liaison with contractors, and health and safety reporting.

During the discussion, members also considered the broader issue of pay equity and transparency across the Council's operational staff. It was agreed that all such roles, including the Outdoor Maintenance Officer, be aligned with the National Association of Local Councils (NALC) salary scales, to ensure consistency, fairness, and competitiveness with similar roles.

RESOLVED:

- 1) That Carnforth Town Council approves a pay increase for the Outdoor Maintenance Officer, effective from 1st October 2025, in recognition of increased responsibilities and consistent high performance.**
- 2) That the Council's operational staff roles, including the Outdoor Maintenance Officer, be aligned with the National Association of Local Councils (NALC) salary scales, to ensure fairness and transparency.**

25115 Items for next Agenda: The Committee agreed that the following items should be included on the agenda for the next meeting:

Policy Review Continuation: Progression of the scheduled review of Council policies to ensure they remain current, relevant, and compliant with statutory requirements and sector best practices. This will include identifying any policies requiring urgent updates or consolidation.

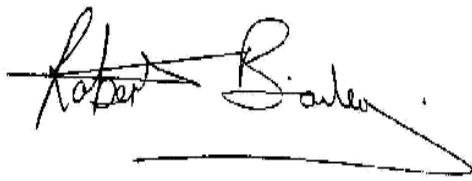
Budget Forecasting and Review for 2026/27: Commence a discussion on projected income and expenditure for the upcoming financial year, including consideration of emerging priorities, potential funding opportunities, and alignment with strategic objectives. Initial budget assumptions and timelines for the formal budget-setting process will also be reviewed.

Business Continuity Planning: Examination of the Council's business continuity arrangements, with a view to strengthening resilience against potential disruptions. This will include identifying critical services, assessing risks, and reviewing contingency measures to ensure operational continuity in the event of emergencies or unforeseen events.

RESOLVED: That the above items be formally included on the agenda for the next meeting and that relevant preparatory documentation be circulated to Members to support informed discussion and decision-making.

25116 Date of next meeting: The next meeting of the Finance & Governance Committee is scheduled for **Thursday 9th October 2025 at 5:30pm.**

The meeting closed at 6:40pm

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

Town Clerk & Responsible Financial Officer

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	PAYE, Salaries & expenses	03/09/2025 - 14/09/2025				Confidential			273.15	16.17	289.32
											289.32
167	CBVH - Repairs & Maintenance	24/07/2025		General account	BACS	Gutter cleaning	Ben's Gutters	S	250.00	50.00	300.00
											300.00
219	Twinning	15/08/2025		General account	BACS	Grants Paid	Carnforth Town Council	Z	277.50		277.50
											277.50
221	LANPAC Subscriptions	26/08/2025		General account	BACS	LANPAC subscription	LANPAC Ltd	S	50.00	10.00	60.00
											60.00
226	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	5.69	1.14	6.83
											6.83
227	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	10.09	2.02	12.11
											12.11
228	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	14.49	2.90	17.39
											17.39
232	Outdoor Maintenance	03/09/2025		General account	BACS	Expenses	Carnforth Town Council	Z	30.45		30.45
232	Outdoor Maintenance	03/09/2025		General account	BACS	Expenses	Carnforth Town Council	Z	3.99		3.99
											34.44
233	External Audit Services	08/09/2025		General account	BACS	External Audit fee	PKF	S	630.00	126.00	756.00
											756.00
268	CCH - Film Nights	14/09/2025		General account	BACS	Film night	Eden Arts	S	105.00	21.00	126.00
											126.00
269	Postage, Printing & Stationery	14/09/2025		General account	BACS	Expenses & Allowances	Staff	S	63.32	12.66	75.98
269	Postage, Printing & Stationery	14/09/2025		General account	BACS	Expenses & Allowances	Staff	S	35.82	7.16	42.98
											118.96
270	CBVH - Repairs & Maintenance	14/09/2025		General account	BACS	Repairs and maintenance	C.E Contracting	Z	60.05		60.05
											60.05
Total									1,809.55	249.05	2,058.60



Carnforth Town Council

Correspondence – September 2025 meeting



Date	Sender	Topic
14/07/2025	Town Clerk & RFO	Draft Minutes – Town Development & Planning committee
15/07/2025	Town Clerk & RFO	Town Clerk's Report
16/07/2025	Town Clerk & RFO	Agenda Pack – Carnforth Town Council meeting
21/07/2025	Lancaster City Council	Planning application 25/0139/TPO
23/07/2025	Lancashire County Council	TRRO - Grosvenor Court, Carnforth 22-24/7/25
22/07/2025	Town Clerk	Draft Carnforth Town Council Minutes
24/07/2025	Town Clerk & RFO	WhatsApp Leadership Group
04/08/2025	Lancaster City Council	Planning Application 25/00838/FUL
05/08/2025	Lancaster City Council	Planning Application: 25/00642/FUL
07/08/2025	Town Clerk	Carnforth Town Council agenda pack
07/08/2025	LANPAC	Invitation – Lancashire Cybercrime & Fraud Conference
11/08/2025	WHP Telcoms Ltd	Pre Planning Consultation letter for Cellnex COL.MOD.UK.0005806 Lancaster Road, Lundsfield
18/08/2025	Town Clerk	Planning Application 25/00762/FUL
28/08/2025	Lancaster City Council	Planning Application: 25/00950/FUL
29/08/2025	Lizzi Collinge MP	Eden roundtable invitation
01/09/2025	Assistant Town Clerk	Property & Environment Committee Agenda pack
01/09/2025	Assistant Town Clerk	Town Development & Planning Committee Agenda pack
03/09/2025	Lancaster City Council	Planning Application 25/00969/FUL
03/09/2025	Lancaster City Council	Planning application 25/0182/TPO
03/09/2025	Lancaster City Council	LAN054/1193869 - Scotland Road - Regulation 5 Notification



Carnforth Town Council

Correspondence – September 2025 meeting



Date	Sender	Topic
05/09/2025	Town Clerk	Joint Statement from Carnforth Town Council and Lancaster City Council - Lancaster Road – Hate Crime
07/09/2025	PKF Littlejohn LLP	LA0042 2024/25 AGAR Section 3 External Auditor Report
09/09/2025	Town Clerk	Finance & Governance Agenda pack
11/09/2025	Lancaster District Community and Voluntary Solutions	Q&A session on the New 10-Year NHS Plan
12/09/2025	Lancaster City Council	Planning Application 25/00979/PAA
14/09/2025	Lancaster City Council	Planning Application 25/00936/OUT
14/09/2025	Town Clerk	Carnforth Town Council - September meeting agenda pack