

### Agenda Item 3

**Minutes of the Annual General Meeting of Barrowford Parish Council  
Held at Holmefield House Gisburn Road Barrowford  
On Wednesday, 16<sup>th</sup> May 2018**

**Present**

Cllr. R. Oliver – Chairman in the Chair

Parish Councillors

T. Titchiner	A. Stringer	M. Waddington	K. Turner	J. Gibson
A. Vickerman	P. Thompson	R O Windley		
Cllr. L. Crossley				

**15. Election of Chairman:** Cllr. R. Oliver was proposed, seconded and elected unopposed Chairman for 2018 – 19.

**16. Chairman’s Declaration:** Cllr. R. Oliver signed the Declaration of Office and took the Chair.

**17. Declaration of Interest:** None

**18. Apologies:** S. Nike

**19. Election of Vice-Chairman:** Cllr. R. Windley indicated that he would not be standing for Vice Chairman and the Cllr. Oliver proposed a vote of thanks for Cllr. Windley’s efforts as Vice Chairman. Cllr A. Stringer was proposed and seconded and elected unopposed as Vice Chairman for 2018 – 19.

**20. Reaffirming the formation of the General Purposes, the Administration Review Committee, Best Kept Garden Committee and Human Resources Working Group and to appoint members to the latter three:**

**It was Resolved:**

- a) To reaffirm the formation of the General Purposes, the Administration Review Committee, Best Kept Garden Committee, Human Resources Working Group and the Neighbourhood Plan Steering Group.
- b) To appoint 5 Councillors: Cllr. A. Stringer, Cllr. Windley, Cllr. R. Oliver, Cllr. A. Vickerman and Cllr. Waddington to the Administration and Finance Review committee.
- c) To appoint Cllr. P. Thompson, Cllr. S. Nike, Cllr. R. Oliver and Cllr. A. Vickerman to the Best Kept Garden Committee.
- d) To appoint Cllr. Waddington, Cllr. Oliver, Cllr. J. Gibson and Cllr. A. Vickerman to the Human Resources Working Group.

**21. Appointments to Other Bodies:**

**It was Resolved:** That the following councillors would represent the Parish Council on the following bodies.

LALC/Pendle Branch

Cllr. R. Oliver

Cllr. S. Nike

### Agenda Item 3

Tree Warden/Pendle Countryside Access Forum	I. Lord Cllr. J. Gibson Cllr. S. Nike
Barrowford & Western Parishes Area Committee	Cllr. R. Oliver Cllr. Vickerman (Reserve)
Friends of Holmefield House	Cllr. G. Gibson Cllr. R. Oliver Cllr. A. Vickerman
Representative on Pendle Heritage Trust Ltd	Cllr. A. Stringer Cllr. R. Windley

#### 22. Council & Committee Meeting Dates for 2018-19:

**It was Resolved:** To adopt the proposed meeting dates for 2018-19.

#### 23. Subscriptions for 2018-19:

**It was Resolved:** That Barrowford Parish Council continued to remain members of the following organisations and to pay subscriptions for the year 2018-19.

Wildlife Trust:

NALC:(National association of Local Councils including membership of the Lancashire Association of Local Councils)

SELRAP

#### 24. Minutes of the Meeting of the Council Held on the 18th April 2018: Copies having been previously circulated.

**It was resolved:** That the minutes of the Meeting held 18<sup>th</sup> April 2018 be approved as a correct record.

#### 25. Planning & Highway Matters:

Number		Comments
18/0282/FUL	Full: Conversion of dwelling (Use Class C3) into a ground floor shop (Use Class A1) with a flat above and 2 cottages to the rear along with external alterations (Re-Submission). 95 Gisburn Road Barrowford Nelson Lancashire BB9 6DX	<b>The amended application addresses the Councils concerns regarding design and materials within the Barrowford Conservation Area and has No objection if the Highway concerns raised by the Highway Authority are adequately addressed.</b>
18/0270/OUT	Outline: Erection of a detached dwelling for use as a holiday let (Access and Layout only). Land To Rear Of 1 Bank Fold Bankhouse Mews Barrowford	<b>Objection:</b> This application is not significantly different from the previous application except the change to holiday let, the Council's objection are still valid and equally apply to this

### Agenda Item 3

		<p>application:</p> <ol style="list-style-type: none"> <li>1) Insufficient off road parking at one space indicated.</li> <li>2) Limited access would necessitate either reversing into or out of the proposed parking space on to Bankhouse Mews at a position less than 6-8m from the junction with Gisburn Road.</li> </ol> <p>Insufficient on street parking to compensate for lack of off road parking due to the fact that there are parking restrictions on Bankfold. No parking on Gisburn Road abutting the site and that any parking along the curtilage abutting Bankhouse Mews would be compromised by the proposed entrance position.</p>
18/0304/TPO <b>For Information</b>	Remove one diseased Horse Chestnut and one twin stemmed Sycamore. Possibly thin one Lime and one Beech. 2 Applegarth Barrowford Nelson Lancashire BB9 6RR	
18/0328/TCA <b>For Information</b>	T1 - Willow. Fell Tree. Tree growing close to wall and has been damaged in car accident. G1 - Crown lift Ash and Elm trees in the woodland to the rear of the walled garden. G2 - Willow. Fell trees as showing signs of rot. Risk of damage to property and injury. Unit 2 Higherford Shed Gisburn Road Barrowford Nelson Lancashire BB9 6JH	
18/0333/TCA <b>For Information</b>	Remove large leylandii in front garden due to proximity and lean to the property. 6 Colne Road Barrowford Nelson Lancashire BB9 6JQ.	

**26. Financial Matters:** The relevant paperwork having been previously circulated.  
**It was Resolved:**

### Agenda Item 3

- a. That the adjustments for the year end bank reconciliation 2017-18 be adopted and the highlighted debits be approved for payment
- b. To note the Reconciled Year End Outturn to 31<sup>st</sup> March 2018
- c. To note the Outturn for April 2018
- d. To approve payments of £9,838.56 for May 2018

#### Payments May 2018

To Whom Paid	Total
Trade UK	11.99
Janice Taylor	400.00
Wages & Salaries	4838.10
D. Lewin	42.90
I. Lord	35.04
HM Revenue & Customs	935.77
Nest	142.02
Peninsular	108.00
Petty Cash	61.24
Luncheon Club Petty Cash	31.87
Jewson	20.13
Sharp Business Systems Ltd	30.46
Trade UK	620.52
J B Barnes Ltd	96.91
Citrus Office Solutions	40.42
A Hargreaves	712.30
LITE	1500.00
Daisy Communications	82.87
Luncheon Club	128.02
<b>Total</b>	<b>9838.56</b>

**27. Approval of Accounts 2017-18:** The Documents having previously been circulated:

**It was Resolved:**

- a) That the Statement of Assurance had been read understood and the replies indicated Approved.
- b) That the Annual Return to the Auditor be approved.
- c) Significant Differences the Clerks Explanatory Notes having been read to the Council and approved by the Council.

**28. Report of the Internal Auditor:** The Internal Auditors report had not arrived and will be added to the next Meetings Agenda.

**29. Car Park at Holmefield House:** The Clerk reported that the project had gone out to tender and that he had extended the deadline for response to 12 noon on the 25<sup>th</sup> May 2018. The tenders would be discussed at the June GP Meeting.

**30. Neighbourhood Plan Update:** Cllr. Oliver reported that significant progress had been made with the final draft being available within the next few days. The Clerk reported that the draft would be circulated at least one week before the June GP

### Agenda Item 3

Meeting and that the decision to sign of the Neighbourhood Plan could be signed off at the GP by resolution of the Full Council.

**It was resolved:** That the authority to sign off the Neighbourhood Plan be devolved to the GP Committee and decided at the June Meeting.

#### 31. Reports from Working Groups: None

#### 32. Report of the Clerk:

- 1) **Speed Indicator (Spid):** Barrowford Parish Council has taken delivery of the device and it is currently installed on Gisburn Road to test the battery life between charges.
- 2) **Annual Pay Rises:** The Clerk has received the pay rises nationally approved for 2018-19 from NALC. The Clerk's wage will increase by one point on the Spinal Point Column to reflect increases in his responsibilities and workload. The increases to the lower paid staff are between 9% and 5.5% whilst the Clerk has risen by around 2%. All these rises are covered by increases in the wages budget with no further transfers of funds from outside the approved salary budget.
- 3) **General Data Protection Regulation (GDPR):** The Council is looking at the implications of this new regulation with policy statements being drafted where necessary. Notification to persons whose names and addresses are being held are being assessed but there are some ambiguities over tenants of the Council.
- 4) **Risk Assessments:** A portfolio of Risk Assessments covering the varied operations of the Council and Holmefield House is being undertaken. The first step is that both the Chairman and Clerk need to sign a Health and Safety Policy Statement for prominent display on the Holmefield interior notice board.
- 5) **Friends of Barrowford Memorial Park:** The AGM of the Friends Group took place on Monday the 14<sup>th</sup> May 2018 at which the lake was discussed. After consideration of the silt problem and revised solutions on how to deal with the problem, Scot Whalley an engineer at Pendle has drawn up a scheme with costing and the estimated figure is around £10,500. This does not include additional work needed following on from the leak to the lake.
- 6) **GP Meetings:** The next scheduled meeting is for the 6<sup>th</sup> June 2018.
- 7) **Trailer Repairs:** The larger council trailer was suffering from braking problems and the Clerk sent the trailer for a complete service and repairs. This was essential as the trailer is used for watering and carries around 1.5 tonnes, the work cost around £650.00 plus Vat.
- 8) **Summer Planting:** The Clerk is in the process of ordering the plants for the summer planting; these will be planted before the June meeting.
- 9) **Carr Hall:** A long-time resident of Carr Hall has raised concerns with a Parish Councillor regarding the decline in local standards, these include, littering, speeding, bin services and the deterioration of maintenance at Victoria Park. The Councillor has visited the resident and after discussion the Clerk will respond.

### **Agenda Item 3**

**It was Resolved:** To Note the Report and approve the implementation of the Wage Increases for 2018 -19

**33. Report on the Barrowford & Western Parishes Area Committee:** Cllr. Oliver reported that PC Dibb reported that following the recent spate of vandalism and small scale burglaries at shops over 60 were invited to a meeting at Holmefield House to discuss the matter and assess what could be improved could be made, only one representative turned up. Both PC Dibb and Cllr. Oliver were disappointed at the lack of turnout.

**34. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** Cllr. Windley reported that a meeting of the Trustees of Pendle Heritage Trust Ltd would take place on the 25<sup>th</sup> May 2018.

**35. Date, time & place of the next meeting:** *The next meeting of the Council will be held on Wednesday the 20<sup>th</sup> June 2018 starting at 7pm and held at Holmefield House Gisburn Road Barrowford.*