

### Agenda Item 3

**Minutes of the Annual General Meeting of Barrowford Parish Council  
Held at Holmefield House Gisburn Road Barrowford  
On Wednesday, 24<sup>th</sup> May 2016**

**Present**

Cllr. R. Oliver – Chairman in the Chair

Parish Councillors

T. Titchiner	B. Norcross	M. Waddington	S. Nike	G. Gibson
A. Vickerman	A. Stringer	R O Windley	K. Turner	
Cllr. L. Crossley				

- 17. Election of Chairman:** Cllr. R. Oliver was proposed, seconded and elected unopposed Chairman for 2017 – 18.
- 18. Chairman’s Declaration:** Cllr. R. Oliver signed the Declaration of Office and took the Chair.
- 19. Declaration of Interest:** None
- 20. Apologies:** P. Thompson Cllr. L. Crossley
- 21. Election of Vice-Chairman:** Cllr. R. Windley was proposed, seconded and elected unopposed as Vice Chairman of the Council for 2017 – 18.
- 22. 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 to the Working Group: 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. B. Norcross, Cllr. R. Oliver and Cllr. A. Vickerman to the Best Kept Garden Committee.
  - d) To appoint Cllr. Waddington, Cllr. Oliver, Cllr. A. Stringer and Cllr. A. Vickerman to the Human Resources Working Group.

**23. 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 I. Lord
Tree Warden/Pendle Countryside Access Forum	Cllr. J. Gibson

### Agenda Item 3

Barrowford & Western Parishes Area Committee	Cllr. S. Nike 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

#### 24. Council & Committee Meeting Dates for 2017-18:

**It was Resolved:** To adopt the proposed meeting dates for 2017-18.

#### 25. Subscriptions for 2017-18:

**It was Resolved:** That Barrowford Parish Council continued to remain members of the following organisations and to pay subscriptions for the year 2015-16.

Wildlife Trust:

SLCC:(Society of Local Council Clerks)

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

SELRAP

#### 26. Minutes of the Meeting of the Council Held on the 19<sup>th</sup> April 2017: Copies having been previously circulated.

**It was resolved:** That the minutes of the Meeting held 19<sup>th</sup> April 2017 be approved as a correct record.

#### 27. Minutes of the GP Meeting held on the 5<sup>th</sup> April 2017: Copies having been circulated.

**It was Resolved:** To note the minutes.

#### 28. Planning & Highway Matters:

Number		Comments
17/0214/HHO	Full: Erection of single storey side extension to west, extend side extension to east and erect first floor over 9 Sandy Hall Lane Barrowford Nelson.	<b>No Objection:</b>
17/0196/HHO	Full: Formation of new dormer windows on the first floor front elevation. 16 Shap Close Barrowford Nelson	<b>No Objection:</b>

#### 29. Financial Matters: The relevant paperwork having been previously circulated.

### Agenda Item 3

#### It was Resolved:

- a. That the adjustments for the year end bank reconciliation 2016-17 be adopted and the highlighted debits be approved for payment
- b. To note the Reconciled Year End Outturn to 31<sup>st</sup> March 2017
- c. To note the Outturn for April 2017
- d. To approve payments of £15,322.37 for May 2017

#### Payments May 2017

To Whom Paid	Total
Wages & Salaries	7000.63
D Lewin	33.00
I. Lord	52.59
HM Revenue & Customs	1892.69
Petty Cash	172.94
Peninsula	1194.00
Peninsula	108.00
Sharp	973.04
Howden	16.16
J & M Hardware	20.81
J B Barnes Ltd	18.70
Option Hygiene Ltd	39.00
LED	28.72
Citrus Office Supplies	89.71
Zurich Municipal	2698.05
A Hargreaves	287.50
Jewsons	12.11
Daisy Communications	77.66
Dewhurst Decorating Supplies	57.24
Waterplus	49.55
Electrical Sales Ltd	49.99
Travis Perkin	19.08
PEAC	151.20
Mr. L. Pickering	280.00
<b>Total</b>	<b>15322.37</b>

**30. Report of the Internal Auditor:** To consider the Internal Auditors report and his recommendations having previously been circulated.

**It was Resolved:** That the Auditors report and his recommendations be noted and acted upon as recommended in the Clerks response.

**31. AED's:** Training Sessions and additional AED at Holmefield House update. Cllr. Windley reported that a training day was being arranged for Friday 9<sup>th</sup> June at Holmefield House. He also reported that progress was being made on the funding for a AED at Holmefield House.

**32. Car Park at Holmefield House:** The Clerk reported that the planning application had been submitted and was in the process of being validated.

### Agenda Item 3

**33. Barrowford Cricket Club Update:** The Clerk gave a brief report regarding funding for the electricity supply at the club including the Clerk making an application to the BWPAC for a grant towards the cost and possibility of some money being derived from the defunct Barrowford Bonfire Committee.

**It was Resolved:** That the Clerk makes a grant application to the BWPAC on behalf of the Cricket Club for £3,000 and that the Council would administer any contribution from the former Barrowford Bonfire for the benefit of Barrowford Cricket Club.

**34. Neighbourhood Plan Update:** Cllr. Waddington reported:

- 1) That the draft copy of the Neighbourhood Plan was completed and was circulated to members at the meeting.
- 2) That following changes at a national level a scoping report would be needed and sent to several statutory consultees an additional fee of £1,155 + vat. This work needs to be carried out as part of the plan and some of the costs will be met from NP grant.

**It was resolved:** That a meeting of the Council be held on Wednesday 31<sup>st</sup> May to discuss the plan and approve the additional expenditure needed for the scoping report.

**35. Reports from Working Groups:** None

**36. Report of the Clerk:** The Clerk reported the fruit trees and bushes at Hilltop had been planted by Cllr. Nike with the assistance of the handyman and that vegetables had been planted in the planters at Holmeffield house.

**37. Report on the Barrowford & Western Parishes Area Committee:** None

**38. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** Cllr. Windley gave a brief update of his first meeting as a Trustee of Pendle Heritage Trust Ltd.

**39. Date, time & place of the next meeting:** *The next meeting of the Council will be held on Wednesday the 21<sup>st</sup> June 2017 starting at 7pm and held at Holmeffield House Gisburn Road Barrowford.*