

Agenda Item 3

**Minutes of the Annual Meeting of Barrowford Parish Council
Held at Holmefield House Gisburn Road Barrowford
On Wednesday, 18th May 2022**

Present

Cllr. A Stringer – Chairman in the Chair

Parish Councillors

Cllr. T. Titchiner	Cllr. C. Ashton	Cllr. R. Oliver	Cllr. P. Thompson,
Cllr. G. Gibson	Cllr. L. Ashworth	Cllr. M. Waddington	Cllr. A. Vickerman
Cllr. S. Nike			
PBC Cllr. M. Stone	LCC Cllr. H. Hartley	Mr. & Mrs. Carradice	Mr & Mrs Haigh

- 11. Election of Chairman for the year 2022-23:** Cllr. Oliver took the Chair for this item, Cllr. Stringer was proposed and seconded and elected unopposed.
- 12. The Chairman’s Declaration and Acceptance of Office:** Cllr. Stringer signed the Acceptance of Office and took the Chair.
- 13. Declaration of Interest:** None
- 14. Apologies:** Cllr. Manzar Iqbal
- 15. Election of Vice-Chairman:** Cllr. Oliver was proposed and seconded and elected unopposed.
- 16. To reaffirm the formation of the General Purposes Committee, the Administration Review Working Group, Human Resources Working Group, Best Kept Garden Working Group and to appoint members to the latter three:
It was Resolved:**
- 1) Reaffirm the General Purposes Committee.
 - 2) Reaffirm the Administration Working Group and appoint Cllrs. A. Stringer, M. Iqbal, A. Vickerman, M. Waddington, P. Thompson and the Clerk to that group.
 - 3) Reaffirm the Human Resources Working Group and appoint Cllrs. R. Oliver, J. Gibson, A. Vickerman, M. Waddington and the Clerk to that group.
 - 4) Reaffirm the Best Kept Garden Working Group and appoint Cllrs. R. Oliver, S. Nike, A. Vickerman, P. Thompson and the Clerk to that group.
- 17. Appointments to Other Bodies:
It was Resolved:** to appoint the following Cllrs to the following bodies.
- 1) Barrowford & Western Parishes Area Committee, Cllr. R. Oliver with Cllr, A. Vickerman as reserve.
 - 2) LALC Pendle Branch Cllrs. R Oliver, S. Nike and the Clerk
 - 3) Tree Warden/ Pendle Countryside Access Forum Cllrs. J. Gibson, S. Nike
 - 4) Friends of Holmefield House, Cllrs. A. Stringer, R. Oliver, J. Gibson, A. Vickerman
 - 5) Pendle Heritage Centre Cllr. S. Nike

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18. Council & Committee Meeting Dates for 2022-23:

It was Resolved to adopt the meeting dates highlighted in the report.

19. Subscriptions for 2022-23:

It was Resolved: To continue membership and pay subscription to the organisations highlighted in the report.

20. Minutes of Meeting of the Council Held on the 20th April 2022: Copies having been previously circulated.

It was resolved: That the minutes be approved as a correct record

21. Planning Applications, Tree Orders and Highway Matters:

Mr. Carradice spoke regarding objections to on planning application 22/0239/HHO. Mr. Haigh as applicant spoke on application 22/0298/HHO regarding discussions with Mr. Watson head of planning regarding materials to be replaced with stone to match existing building.

It was Resolved:

- 1) That Fitzgerald Planning & Design be appointed to draft the Council's response to Planning Application 22/0197/FUL
- 2) That the submission of the Council's response to planning application 22/0197/FUL be devolved to the Chair, Vice Chair and the Clerk
- 3) That the following planning comments are submitted by the Council.

Number	Detail	Comments
22/0280/HHO	Proposed front and rear dormer, and rear extension. 22 Stone Edge Road Barrowford Nelson	Concerns: At ground floor filling in at the rear and replacement of flat roofs with a continuous sloped tiled roof could be seen as an improvement but the large dormers to the front and rear could be detrimental to the character and amenity of the current streetscape. The scope of the planning application does not indicate whether this is the only dwelling with large dormers.
22/0261/HHO	Full: Conversion of part of existing car-port to form 2 No ground floor accessible bedrooms with extended mezzanine above. Halstead Barn Halstead Lane Barrowford	No Objection: The site falls outside the Barrowford Conservation Area and does not materially increase the footprint. The conversion of the storage and car ports into habitable rooms will have little effect on the setting of this private forecourt. The Council support this application as long as adequate parking provision is provided.
22/0239/HHO	Full: Erection of single storey rear extension. 4 Hamilton Road Barrowford Nelson	Objection: The property falls within the Carr Hall Conservation Area and does affect design and impact on the Conservation area. The property is situated in the middle of a block of four houses with modest rear gardens. The existing conservatory has an open feel through its large transparent sections of wall and double apexed roof which mirrors the conservatories on the adjacent properties with all extending around 3m outwards and partially across the rear elevation. The proposed extension extends a further 2.5m into the small garden and covers virtually the full

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		width of the rear of the property. The solid wall construction coupled with the flat roof configuration increases the wall height and length giving the appearance of a large solid cube covering around 50% of the garden. The size and massing of this extension will significantly reduce the amenity and setting and enjoyment of the adjacent small gardens especially to no 6 which is the other central property and as such does not have side access or additional garden.
22/0298/HHO	Full: Demolish existing detached garage and erect a single storey side extension and two storey rear extension with raised patio to south west elevation (re-submission). Green Gables 3 Forest Lane Barrowford	<p>Barrowford Parish Council submits the following Objection: The re-submitted design removes the large flat roofed aspect and increases the size of the two-storey extension, the Council notes that the removal of the previously proposed alterations to the front entrance and flat roofed garage section are a step in the right direction but the design and particularly choice of materials do not enhance the conservation area and that the application should be refused on the following grounds.</p> <p><i>The proposed extensions would be out of keeping and unsympathetic to the existing individually designed house within the Carr Hall Road Conservation Area. The proposed extensions would represent poor design and fail to contribute to or enhance the architectural style of this property contrary to Policies ENV1 and ENV2 of the Pendle Local Plan Core Strategy: Part One, Design Principles Supplementary Planning Document and the Conservation Area Design, Development Guidance Supplementary Planning Document and para 202 of the National Planning Policy Framework.</i></p> <p>The Applicant addressed the Parish Council regarding the change of materials from white render to coursed natural stone to match the existing. If this change is applied the Parish Council is minded to remove its objection.</p>
22/0300/HHO	Full: Erection of first storey bedroom extension over existing garage, erection of single storey full width rear extension, insertion of dormer to rear elevation. 12 Whittycroft Drive Barrowford Nelson	<p>Concerns: The extensions materially affect three elevations of this originally modest 1930-40's semi-detached property and will increase the terracing effect on the street scape, but the stepped roofline and double pitched dormer will give variation to the streetscape. The Parish Council has two concerns:</p> <ol style="list-style-type: none"> 1. Adequate provision of off-road parking. <p>Adequate mitigation scheme for surface water runoff with the significant reduction of soft surfaces in the garden and extended hard surfaces by the increased roof size.</p>
22/0312/HHO	Full: single storey rear extension. 1 Arncliffe Grove Barrowford Nelson	No Objection: Small extension to the side to create an ensuite bathroom.
22/0270/TPO	Remove 1 No. Ash tree subject to a T.P.O. with Ash Die Back disease and replace with 1 No. Oak tree. 6 Halstead Close Barrowford Nelson Lancashire BB9 6HF.	For Information Only

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22. Financial Matters: Documents having previously been circulated.

It was Resolved:

- 1) Virements for April None
- 2) Outturn for to the 30th April 2022 be noted
- 3) Allotment Rent Collection 2022-23 to be noted
- 4) To approve payments of £10,214.22 for May 2022.
- 5) To approve a 5-year plan with Zurich Municipal, significantly reducing annual premiums.
- 6) To approve Fitzgerald Planning & Design consultancy fee of £600 for work on planning application 22/0197/FUL

23. Play Equipment at Barrowford Memorial Park: The Clerk gave a verbal update.

24. Meals on Wheels/Luncheon Club: A report having previously been circulated.

It was Resolved:

- 1) To cease the Meals on Wheels service with the last day being Thursday 30th June 2022.
- 2) To continue the Tuesday Luncheon Club.

25. Higherford Residents Action Group AGM: Cllr. Stringer attend the meeting on behalf of the Parish Council and gave a brief report regarding traffic concerns on Gisburn Road and the Triangle at Dickie Nook.

26. Report of the Clerk: The Clerk circulated a report at the meeting;

- 1) **Plant Sale at Holmefield House:** The In Bloom Group will be holding a plant sale at Holmefield House on Saturday 28th May 2020 between 10am and noon.
- 2) **Platinum Jubilee Event at Holmefield House:** The Armed Forces Support Group are holding an event to mark the Queen's Jubilee on Saturday 4th June 2022 the event will start at 10am until 4pm.
- 3) **Summer Plants:** The summer plants will be collected next Thursday and it is hoped that a significant number will have been installed prior the Platinum Jubilee Bank Holiday.
- 4) **Allotments:** The Council has let three allotments this last month with further viewings planned.
- 5) **Internal Audit:** The Internal Audit has been completed and will be added to the June meeting Agenda for discussion.
- 6) **Heritage Trust for the Northwest:** The CEO Liz Moss has asked to talk about future plans for the Heritage Centre complex and the Clerk has invited her to come to the GP Meeting to be held on the 1st June this will allow time for any discussions to take place.

It was Resolved: To note the report.

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- 27. Report on the Barrowford and Western Parishes Area Committee Meeting:** A verbal report was given by Cllr. Oliver.
- 28. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** None
- 29. Date, time & place of next meeting:** *7pm 19th June 2018 at Holmefield House Gisburn Road Barrowford.*