



Briercliffe with Extwistle Parish Council

Tuesday, 18th April 2017

Present: Councillor Dack (in the Chair), Councillors Bailey, Frost, Hawkes, Kelly, Royle and Vincent.

Others: PCSO Dave Johnson, John Greenwood (Allotment Manager), Stephen Hayward (Assistant Allotment Manager), Michael Greenwood (Lengthsman) S. Watson (Clerk), plus 5 residents.

Agenda

Actions by
Clerk

Cllr
Support

Parish Council Agenda

Councillor Dack opened the meeting and welcomed everyone. PC Rabina Ahmed and another PC joined the meeting and PCSO Dave Johnson left.

16/17/109 Apologies for absence

Apologies were submitted on behalf of Councillors Lishman and Sweetman.

16/17/110 Declarations of Interest / Code of Conduct

There were no Declarations of Interest.

16/17/111 Formally adjourn the meeting to allow for public participation

RESOLVED: That the meeting is adjourned to allow for Public Participation.

(a) Calico Proposals Royal Court

Calico were not in attendance as there were still outstanding legal issues and the Planning Applications has yet to be submitted. They provided a brief written report. There are flooding problems on the site that are now affecting local residents, who cannot use their gardens. Councillor Frost agreed to arrange a site visit with Calico and residents.

Site visit

RF

(b) Public Questions

No public questions were submitted in writing prior to the meeting.

(c) Public Questions at the Chair's discretion

There were no Public questions from the floor.

(d) Police report

PC Ahmed reported that there had been 6 Criminal Damages, 11 Vehicle Crimes, 3 Burglaries and 4 Violent Crimes. Youth Nuisance had been addressed with only 3 calls over the weekend, but this involved different youths and will be addressed. A couple of Youth Community Protection Orders have been issued and over 40 letters sent to parents. Breaches of the orders results in fines. The light on the Recreation ground now goes off at 9:30pm, though this may be due to the clock change. A request is to be made for the light to go out at 10:30pm.

Rec Lights AK

A white van driver has been spotted checking out backyards and removing items, though no reports have been logged. There have been a number of suspicious activities but no registration numbers provided.

The farm robberies were being addressed and the abandoned car has been reported to the Borough Council who will either find the owner or remove the vehicle. The stone thefts between Haggate and Lane Bottom continue and a name was given of a suspect. Mrs Starkie is to be contacted by Dave Johnson for an update.

Contact Mrs Starkie PCSO DJ

PC Ahmed agreed to check where the Community Centre key in the police possession was. PCSO Lonsdale had signed for the key and the costs to replace the locks was significant. If the key is not returned then the Community Centre Association will write to the police direct.

Key PC Ahmed

PACT Priorities were agreed as:

1. Youth Nuisance
2. Stone Thefts
3. Parking

Pc Ahmed was thanked for her report.

(e) County Council Report

There was no County Council report.

(f) Borough Council Report

The Borough Councillors present had nothing to report.

16/17/112 Formally reconvene the Parish Council Meeting

RESOLVED: That the meeting is formally reconvened for Parish Council Business

16/17/113 Minutes of the last meeting

The minutes of the last meeting held on 20th March 2017 were submitted for approval as a correct record.

RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 20th March 2017 are approved as a correct record.

16/17/114 Matters outstanding from the minutes

The football pitch site visit has been arranged but not happened yet. Sport England bids have finished for Burnley this year and a larger Heritage Bid encompassing all projects should be considered. There has been lots of local interest and residents will be invited to a Community Involvement Working Group Meeting. Holgate Street runs like a river when it rains, it was suggested photographs are taken and sent to both the Environment Agency and United Utilities. The resident at the last meeting had not provided a newsletter article. 87 reports of potholes have been sent to the County Council and the flowers and card were delivered to the 100 year old resident.

CIWG Meeting PV

The Biological Heritage Maps could not be found and Paul Halstead is to be asked if he has them, otherwise new maps will be sought from the County Council.

Contact Paul New Maps RF PV

Examples of the calendar were displayed and it was generally agreed that the portrait version was preferred. Prices for the new garages have been received, we are just waiting costs for concrete.

16/17/115 Clerk's Report including Administration – for information only

The Clerk's Report and correspondence was circulated prior to the meeting and noted.

16/17/116 Updates and Reports (for information only)

Members of the Council

Councillor Hawkes was still waiting for a response on the litter behind the Spar.

Community Centre Update

Councillor Kelly updated that the Lengthsman had done an excellent job tidying up the Community Centre and hanging baskets had been ordered. Window boxes were suggested and will be looked into. New bricks or K-Render were suggested for the outside and the Lengthsman was thanked for his work. The issue of the lease was still ongoing.

Palisade fences for the Allotments is being investigated

Website

Website statistics were available, with 133 unique visitors and 354 page views.

Newsletter

The newsletter has been very well received, advertisers have noted an increase in response from the newsletter this month. An invoice for Bestunning is to be sent and it was noted that the cost for the newsletter was £475.00 although adverts had brought in an income of £345.00. The Clerk was thanked for the excellent newsletter.

Calendar

The calendar was covered earlier in the meeting.

16/17/17 Finance

1. Accounts to be approved for payment. Additional bills included.

1. Clerk Salary	£385.89	SO PAID
2. Survey Winner	£25.00	001250 PAID
3. 100 th Birthday gifts	£30.00	001251 PAID
4. B&Q Garages	£107.35	001252 PAID
5. LCC Community Centre Rent	£290.00	001253
6. Greenwoods	£680.00	001254
7. Nu-Age Newsletter	£475.00	001255
8. Howarth Timber Community Centre	£67.75	
9. Howarth Timber Community Centre	£7.24	
a. TOTAL	£74.99	001256
10. P3 Toners	£244.80	001257

RESOLVED: The bills outlined above are paid.

2. Income Received	
1 Allotment Rents	£3,161.96
2 Allotment Rents Direct Credit 2016	£625.74
3 Newsletter Advert	£90.00
4 Turning Circle Garages	£800.74
5 April Allotment rents for information only	£440.90
6 Bank Interest	£0.08

3. Bank Balances to 31st March 2017

▪ Current a/c –	£ 6,268.60
▪ Deposit a/c –	£ 9,219.96
▪ Petty Cash -	£ 70.40
▪ Garages -	£ 7,837.39
Total	£ 23,396.35

The budget monitoring report, petty cash report and bank reconciliations were circulated.

RESOLVED: That the bank balances, budget monitoring report, petty cash report and bank reconciliations are noted.

The Annual Statement of Accounts and Annual Return were circulated.

RESOLVED: That the Annual Statement of Accounts and Annual Return are approved as a correct financial record and are signed by the Chair.

It was noted that a garage tenant had not set up a Standing Order and was not paying the full amount, a letter will be sent giving 1 month to set up correct standing order and pay outstanding amounts.

Another tenant had set up a standing order but had not paid the outstanding payments, two weeks' notice to pay will be given or the tenant will be terminated.

A fraudulent Direct Debit for £34.34 has been reported to the bank.

Reminder letters are to be sent for outstanding rents due with a £5.00 Admin fee giving 2 weeks to pay the rent or lose the plot.

16/17/118 To receive reports from Committees and consider the Recommendations

1. *Allotments Committee*

The Allotment Committee did not meet in March, there are 3 new application forms been submitted and Mr. Sutcliffe will have his deposit returned. Notices for garages will be provided. New fence posts were requested and a price comparison will be sought.

Garage notices	Clerk
Fence posts	SD

RESOLVED: That the recommendations within the Allotment Committee Minutes of the 6th March 2017 are noted.

2. *Planning Committee*

There was no further report.

3. *Finance and Strategic Planning Committee*

The Committees have not met.

16/17/119 To receive reports from Working Groups – for information only

1. *Planning Working Group (excluding planning applications) -*

There was no further report

2. *Community Involvement Working Group*

The Community Involvement Working Group is due to meet and involve members of the public on a Heritage Bid.

4. *Lengthsman Working Group*

The Working Group is working well. 1 tender application was received.

RESOLVED: That Greenwood Joiners and Builders Burnley Ltd. Are awarded the Lengthsman tender for a period of 3 years.

5. *Finance working group*

The Group has no met. The University of Central Lancashire has offered grants of up to £500 for Heritage Projects and finger posts were suggested. An additional 2 Parish Stones were also suggested for Lydgate and Standen Hall Drive. It was agreed that these would be provided on condition that suitable location could be found. It was also noted that the Lane Bottom Playground still need a plaque but a name has not yet been agreed. It was suggested that hedge cutting was becoming an issue and the Parish Council should consider funding this work with additional duties for the Lengthsman.

6. *Strategic Planning working group*

The Group has no met.

7. *Newsletter and Calendar Working Group*

Dealt with earlier

16/17/120 Matters identified for future consideration

Councillor Frost requested Heritage items be considered.

Agenda Item Clerk

16/17/121 It is proposed that in view of the sensitive and confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

An update on an Allotment Tenant was provided.

16/17/122 The next meeting of the Parish Council is due to be held on Monday 15th May, 2017 at 7:45. With a meeting of the Planning Committee at 7:30pm.