



## Briercliffe with Extwistle Parish Council

### Virtual meeting held over Skype due to Government Restrictions

**Tuesday, 21<sup>st</sup> April 2020**

**Present:** Councillor Russell Hawkes (in the Chair), Councillors Adam Dack, Simon Dack, Ben Eastwood, Nick Higham and Pam Vincent.

**Others:** Steve Watson (Clerk).

Councillor Hawkes opened the Parish Council Meeting and welcomed everyone.

| <u>Agenda</u>                                                                                                                                                  | <u>Actions by Clerk</u> | <u>Cllr Support</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|
| <b>Parish Council Agenda</b>                                                                                                                                   |                         |                     |
| <b>19/20/120 Apologies for absence</b>                                                                                                                         |                         |                     |
| Apologies were given by Councillors Duncan MacIver who was unwell and Councillors Roger Frost and John Stewart who weren't able to access remote technologies. |                         |                     |
| <b>RESOLVED: That above apologies and reasons given are approved.</b>                                                                                          |                         |                     |
| <b>19/20/121 Declarations of Interest / Code of Conduct</b>                                                                                                    |                         |                     |
| There were no Declarations of Interest.                                                                                                                        |                         |                     |
| <b>19/20/122 Formally adjourn the meeting to allow for public participation</b>                                                                                |                         |                     |
| <b>RESOLVED: That the meeting is adjourned to allow for Public Participation.</b>                                                                              |                         |                     |
| <b>(a) Police Report</b>                                                                                                                                       |                         |                     |
| There was no Police report.                                                                                                                                    |                         |                     |

|                                                                                      |           |             |
|--------------------------------------------------------------------------------------|-----------|-------------|
| <b>(b) Calico Proposals Royal Court</b>                                              |           |             |
| There was no update provided.                                                        |           |             |
| <b>(c) Public Questions</b>                                                          |           |             |
| There were no Public Questions submitted.                                            |           |             |
| <b>(d) County Council Report</b>                                                     |           |             |
| There was no County Councillor report.                                               |           |             |
| <b>(e) Borough Council Report</b>                                                    |           |             |
| There was no Borough Councillor Report.                                              |           |             |
| <b>19/20/123 Formally reconvene the Parish Council Meeting</b>                       |           |             |
| <b>RESOLVED: That the meeting is formally reconvened for Parish Council Business</b> |           |             |
| <b>19/20/124 Finance</b>                                                             |           |             |
| 1. Accounts to be approved for payment. Additional bills included.                   |           |             |
| 1.1 Clerk Salary                                                                     | £432.88   | SO Paid     |
| 1.2 Finishing First                                                                  | £1,104.00 | 001537 Paid |
| 1.3 Burnley Borough Planning Application                                             | £139.00   | 001539 Paid |
| 1.4 HMRC                                                                             | £108.22   | 001540 Paid |
| 1.5 Greenwoods Lengthsman Jan-Feb                                                    | £210.00   |             |
| Greenwoods Allotments Jan-Feb                                                        | £575.00   |             |
| TOTAL                                                                                | £785.00   | 001541 Paid |
| 1.6 LALC                                                                             | £696.72   | 001542 Paid |
| 1.7 Scribe third user                                                                | £34.80    | 001543 Paid |
| 1.8 Howarth Timber                                                                   | £50.40    | 001544 Paid |
| 1.9 Kedel Ltd Bench slats                                                            | £1,434.44 | 001545 Paid |
| 1.10 PWLB                                                                            | £1,096.43 | DD          |
| 1.11 Allotment Deposit return                                                        | £50.00    | 001546 Paid |
| 1.12 Clerk Salary                                                                    | £432.88   | SO Paid     |
| 1.13 HMRC                                                                            | £108.22   | 001547      |
| 1.14 Greenwoods Lengthsman                                                           | £230.00   | 001548      |
| 1.15 Scribe Accounts                                                                 | £486.00   | 001549      |
| 1.16 BHIB Insurance                                                                  | £436.50   | 001550      |
| 1.17 LCC Rent                                                                        | £290.00   | 001551      |
| 1.18 Smith Sutcliffe Lengthsman Tender                                               | £360.00   | 001552      |
| 1.19 Briercliffe Community Centre Grant                                              | £1,500.00 | 001553      |
| <b>RESOLVED: The bills outlined above are paid.</b>                                  |           |             |
| 2. Income Received                                                                   |           |             |
| 2.1 Garage rents                                                                     |           | £1,135.44   |
| 2.2 Precept                                                                          |           | £22,500.00  |
| 2.3 Maintenance Grant                                                                |           | £865.00     |
| 3. Bank Balances                                                                     |           |             |
| ▪ Current a/c –                                                                      |           | £ 5,907.81  |
| ▪ Deposit a/c –                                                                      |           | £ 2,930.85  |
| ▪ Petty Cash -                                                                       |           | £ 78.04     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|
| <ul style="list-style-type: none"> <li>▪ Facebook Boost - £ 100.00</li> <li>▪ Garages - £11,820.85</li> <li>Total £20,837.55</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |       |
| The budget monitoring report, petty cash report and bank reconciliations were circulated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |       |
| <b>RESOLVED: That the bank balances, budget monitoring report, petty cash report and bank reconciliations are noted.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |       |
| The 2020 Annual Statement of Accounts and Annual Return was circulated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |       |
| <b>RESOLVED: That the Annual Statement of Accounts and Annual Return are approved.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |       |
| <b>19/20/125 Minutes of the last Parish Council meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |       |
| The minutes of the last meeting held on 18 <sup>th</sup> February 2020 were submitted for approval as a correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |       |
| <b>RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 18<sup>th</sup> February 2020 are approved as a correct record and will be signed as such once Government restrictions are lifted.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |       |
| <b>19/20/126 Matters outstanding from the minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |       |
| <ul style="list-style-type: none"> <li>7.1 King Street Entrance – CC CT – The Gala has been cancelled</li> <li>7.2 Policies – NH – on-going</li> <li>7.3 County Safety Officer – RF – on-going</li> <li>7.4 Ground Rent – RF – on-going</li> <li>7.5 Canvass Shops – SD – unable to due to restrictions</li> <li>7.6 Planning Letters – RF – all required letters sent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | On-going     |       |
| <b>19/20/127 Clerk’s Report including Administration – for information only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |       |
| The Social Media Policy will be circulated for the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Social Media | Clerk |
| <b>19/20/128 Updates and Reports (for information only)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |       |
| <b>Members of the Council</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |       |
| <p>The Bowling Green benches slats are not currently available due to restrictions. The Gala is cancelled. The Newsletter is ready but missed going to the printers so will be published online. The Flower show has been cancelled; there will be no hanging baskets this year due to delivery and distribution issues under current restrictions. After Lockdown ends an on-line and Burnley Express (RF) article proposing a community event was tabled for Parishioners to grow a plant which they can then (following lifting of restrictions) place in the gardens at the end of Duke Street...Additionally the Briercliffe Society will sponsor, with prizes a children’s sunflower competition.</p> <p>For the record a spurious Formal Complaint submitted by Mr J Greenwood has been fully undertaken and all points raised have been proven incorrect. Another Formal Complaint by Mr I Jackson, Councilors concluded was not a matter for the PC to investigate further.</p> |              |       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|
| A quote is due for additional Christmas decorations at Duke Street and is expected to be in the region of £2,500, use of the Borough Councils electric supply is to be checked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Electric                       | Clerk             |
| The potential livery tenant is to be contacted. It was agreed to ask for access to the Queen Street Car Park and a skip will be provided by Councillor Dack to clear the plot if the tenant agrees to do the fencing, gates and buildings (once approved).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tenant                         | Clerk             |
| There have been 6 responses to the Turning Circle garage request, the tenant of a garage previously checked for suspected asbestos is to be contacted about rent arrears, a note has been placed on the Allotment Barrier re: access and an email is to be sent to the Police regarding a potential social gathering on the allotments this coming weekend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Rent arrear<br>Notice<br>email | Clerk<br>RH<br>RH |
| <b>Community Centre Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                   |
| A Community Centre update was provided and read out, the Centre is currently closed due to restrictions, extensive work is required to the building and the Association are to be asked to provide the council with quotes for the work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |                   |
| <b>Heritage Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                   |
| There was no report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |                   |
| <b>19/20/129 To receive reports from Committees and consider the Recommendations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |                   |
| <i>2. Planning Committee</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                   |
| <i>The following applications were considered:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                   |
| There were no comments made on the school application, all other letters have been sent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |                   |
| <b>19/20/130 To receive reports from Working Groups – for information only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                   |
| <i>1. Allotment Working group</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |                   |
| There were 3 new applications, currently on the waiting list: 6 are waiting for a garden, 8 for a pen, 15 garages and 6 are interested in a container. Councillor Adam Dack was thanked for all the work getting new tenants onto the Allotments, with 7 new garden tenants and 4 new pen tenants this month. Advice against having fires was relayed; that new barrier keys are not available at present but Councillor Eastwood (as per the note on the barrier) will be able to allow access. Councillor Simon Dack will arrange for a drone to further map the Allotments.<br><br>Rent letters will be generated and posted shortly after this meeting – (there will be no “Rent Day” due to restrictions).<br><br>The Self-Management proposal is awaiting a response from its proposers prior to the Council taking a decision and the Council conducting a tenant ballot.<br><br>Following legal advised from NALC’s solicitors, all none parishioner tenants have received a termination letter giving 12 months’ notice. 3 tenancies have been sorted to-date, the remainder have yet to make contact. |                                | DM<br>Clerk       |

|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| <p>A tenant /family member is to be brought up to speed on allotment policy and tenancy conditions which have been breached.</p> <p>A tenant who is a number of years in rent arrears will be contacted and payments demanded, or tenancy will not be renewed when this year's rent letters are sent.</p>                                                                             |                     | <p>AD BE</p> <p>AD</p> |
| <p>The BAGS Hut Committee are to be included in the new Social Media Policy and reminded of the conditions of tenancy to provide annual statement of accounts. It was suggested that hanging basket sales could also be transferred should the allotment self-management proposals reach fruition.</p>                                                                                |                     |                        |
| <p>The Lengthsman Contract is on hold due to restrictions and grass cutting is to be offered to an interested party, 3 times a week and a quote is to be requested. Cllr. S. Dack expressed his disappointment that the outgoing LM had not got in touch to discuss issues he had with the advertised tender at the time of publication, rather than after the tender had closed.</p> | <p><i>Quote</i></p> | <p><i>Clerk</i></p>    |
|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                        |
| <p><b>19/20/131 Matters identified for future consideration</b></p>                                                                                                                                                                                                                                                                                                                   |                     |                        |
|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                        |
| <p>There were no matters identified.</p>                                                                                                                                                                                                                                                                                                                                              |                     |                        |
|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                        |
| <p><b>RESOLVED: 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.</b></p>                                                                                                                    |                     |                        |
| <p>A definitive use of the proposed land was reached and it was agreed to get a District Valuation Office valuation for that specific use. Once a price is determined, the Council will take a public decision on the land sale.</p>                                                                                                                                                  | <p>Value</p>        | <p>Clerk</p>           |
|                                                                                                                                                                                                                                                                                                                                                                                       |                     |                        |
| <p><b>19/20/132 It was agreed that the next virtual meeting of the Parish Council will be held on Tuesday 19<sup>th</sup> May 2020.</b></p>                                                                                                                                                                                                                                           |                     |                        |