



Briercliffe with Extwistle Parish Council

Tuesday, 18th April 2023

Present: Councillor Adam Dack (in the Chair), Councillors Ben Eastwood, Roger Frost, Michael Greenwood, Gordon Lishman, Pippa Lishman, John Stewart, Pam Vincent and Steven Wilkinson.

Others: Steve Watson (Clerk), Elliott Atkinson (Contractor) plus 7 residents.

Councillor Dack opened the Parish Council Meeting and welcomed everyone.

<u>Parish Council Agenda.</u>
22/23/092 Announcement.
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.
22/23/093 Apologies for absence.
All Councillors were present.
22/23/094 Declarations of Interest / Code of Conduct.
There were no declarations of interest. A statement of clarity was requested for an update on complaints and decisions taken between meetings will be provided as a written report and Minuted at the next meeting.
22/23/095 To receive reports from Working Groups.
Planning Working Group.
a) One Planning application had been received:
HOU/2023/0131 - Proposed works to replace the existing rotten timber and single pane large picture window. 2 Hill End House Halifax Road Briercliffe
Whilst there were no representations to be made, the application will be kept under review as it is a listed building and of significant heritage importance. The Conservation Officer is involved.

FUL/2022/0141 - Proposed change of use from agricultural land to a dog walking meadow including 18m perimeter fencing, car parking area, dog play equipment and shelter Resubmission of application FUL/2021/0734.

Councillor Pippa Lishman declared an interest. Concerns were raised about the above application and might need keeping an eye on. 2 letters of complaint have been received and passed over to the Borough.

There have been actions undertaken on the Walshaw Mill application that have not been approved. Borough Councillors have consulted with local residents who were in favour of demolition.

Communications Working Group.

The group had not met, a date will be set and an agenda of items for discussion will be circulated, items to include:

- Newsletter**
- Social Media Update.**
- Website.**
- Noticeboards.**

Contractor Working Group.

The usual seasonal work is being carried out. Following adverse comments at the last meeting, social media has been used to publicise the work of the Contractor. The Contractor work schedule is to be provided. Sympathy was expressed to the Contractor, it was suggested that due diligence matters needed to be considered, however this was not required. Due diligence matters will be discussed further.

Projects Working Group.

Flags, bunting and banners have been purchased for the Coronation. There are 3 suggestions for Coronation activities, these include Coronation Mugs for all school children, which would cost of £3,000 and £5,000. This was considered expensive for a small Parish. A circle of trees on at the top of North Street, resident would need to be consulted first. A third suggestion was Coronation biscuits for the over 80s at a cost of £6 a tin which would cost £600. It was agreed to cost up the tree circle for consideration as these would need to be well established. Previously trees in this location were stolen. An official King Charles III portrait is to be ordered and pictures of the visit to Queen Street included. It was suggested that the end of Duke Street is renamed in honour of Her Majestic the Queen. This will be progressed further and permissions sought.

The Projects Group will discuss the Safer Neighbourhood scheme. There are 6 initiatives of which 2 are relevant, these are Tackling Anti-Social Behaviour and Tackling Dangerous Drivers. A Community Litter pick could be arranged which would require £1,200 for equipment, £250 for Room Hire and £500 for Printing plus there will be a cost for insurance. Any projects should have community involvement and work with local businesses. The Working Group is to investigate this further and disincentives for speeding must be considered especially around Holt Hill.

The information board on the Recreation Ground has been vandalized. It was agreed to get costs to repair and Councillor Wilkinson offered to provide the Perspex. It was suggested that this could be an insurance claim. Councillor Vincent will contact the providers for further advise and if it needs to be removed this will be agreed by email.

The Noticeboard on the Allotments has been vandalized and need to be replaced, this will be checked as an insurance claim.

22/23/096 Updates and Reports (for information only).

The Gala have been given permissions and a written agreement needs to be signed.

A microphone system is required for the Community Centre and 3 quotes will be obtained. The Chair and Vice Chair will follow up the quotes.
Dog fouling is still a problem and the 'Poo Fairy Spray Scheme' was suggested. This could also be a Newsletter article. The Borough Council has employed an additional Enforcement Officer and there is also a 'Dog Poo App' and hotline available. A request is to be made to Burnley for additional Enforcement Officer time. It was also noted that dog bins need emptying more often and larger bins can be requested.
22/23/097 Formally adjourn the meeting to allow for public participation.
RESOLVED: That the meeting is adjourned to allow for Public Participation.
Public Participation
Police Report.
PCSO Jody Hudson had sent a report which is attached.
Public Questions.
There were no Public Questions submitted in advance.
County Councillor Report.
There was no report.
Borough Council Report.
Councillor Anne Kelly provided a report which is attached.
Other Organisations.
The Community Centre Report was read out and is attached. The Committee is still short of Members but is not running at a loss and does not require Parish Council funding. New groups have joined.
22/23/098 Formally reconvene the Parish Council Meeting.
RESOLVED: That the meeting is formally reconvened for Parish Council Business.
22/23/099 Minutes of the last Parish Council meeting.
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 17 th January 2023.
The approved budget needs to be attached to the Minutes and will be included in these Minutes. No actions were allocated. The Finance Working Group did provide details of the overspend and needs to be recorded and a factual report of what was advised will be included in these Minutes. The Chair is to forward the Allotment Waiting List information. The term Management Plan should state Woodland Walk and a meeting is to be arranged with Garry Howell. The Halifax Road bench is to be installed.
RESOLVED: That, with the above amendments, the Minutes of the Briercliffe with Extwistle Parish Council meeting on the 17th January 2023 are approved as a correct record.
22/23/100 Matters outstanding from the minutes.
None

22/23/101 Clerk's Report including Administration – for information only.
The Clerk was asked to provide a report back from the Allotment Forum.
22/23/102 Updates, Policies and Projects.
None
22/23/103 Date of next meeting:
It was agreed that the next meeting of the Parish Council will be held on Tuesday 16th May 2023 at the Community Centre, Jubilee Street at 7:30pm and will be preceded by the Annual Parish Meeting and the Annual Parish Council Meeting.
The Chair thanked everyone for attending.

BRIERCLIFFE AREA 13th January 2023 – 17th April 2023			
INCIDENTS REPORTED - 258			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
7	Burglary	Shore Avenue Shore Avenue Todmorden Road Halifax Road Grassington Drive ClockHouse Court Halifax Road	Shed broken into and bike stolen Garage broken into and mountain bike stolen Attempt burglary offenders have kicked the front door attempting to gain entry. Garage door broken into, bikes and power tools taken. Attempt break into shed. Garage broken into nothing taken. Garage broken into – power tools taken
6	Criminal damage	Talbot drive Gorple Street Standanhall Drive King Street Milton Street	Fence broken Isolated incident Youths throwing stones Youths kicking door Isolated incident
3	Theft	Clockhouse Avenue	

Minutes of the Briercliffe with Extwistle Parish Council Meeting 18th April 2023

		Hartlands Close Talbot Drive	Informant unsure if stolen or lost item of jewellery. Boiler stolen Isolated incident
3	Vehicle crime	Shore Avenue King street Widow Hill Road	Access gained via unlocked drivers side door and small items taken. Attempt theft of vehicle. Diesel taken from vehicles
2	Theft of vehicle/UTMV	Milton Street Burnley Road	Motorbike stolen from rear yard Motorbike stolen from rear yard
19	Nuisance	Burnley Road Standanhall Drive Lydgate x2 Neatherwood Mooreview Close Gorple Street Burnley Road Shore Avenue x3 Burnley Road Hillingdon Road Townley Street x2 Standanhall Drive Briercliffe Road Halifax Road Townley Street	3-4 youths throwing glass bottles towards each other Youths riding an off road bike. Youths riding off road bike Youths riding off road bike Isolated incident Reports of smoking cannabis Youths riding electric scooters and kicking cars. Smell of cannabis Group of youths throwing eggs and stones at passing cars. Youths throwing stones at passing cars. Youths throwing stones Eggs being thrown Eggs being thrown at cars. Cars racing around the area with loud exhausts. Drunk male walking up and down the street.

<p>There was also a drugs warrant executed at an address on Shore Avenue. Many thanks Jody Hudson PCSO 7738.</p>			

17 April 2023 at 22:02

Community centre report April 2023

Electric check has been done this week
 The flooring in the toilets has been replaced
 We had our AGM in February and the audited annual accounts were accepted. (I'll send separately)
 Officers elected are :
 Roger Frost - Secretary
 Anne Kelly - Treasurer and Chair
 Booking Agent - Christine Stuttard
 Committee member - Susan Meeks
 We agreed to keep rents at same rate but will monitor the increases in gas and electricity prices.
 Anne Kelly

Parish Council Report

There have been lots of reports of rubbish all of which have been reported to Streetscene.
 Also reports of dumping rubbish which have been dealt with.
 There is still a drainage issue part way up Halifax Road which is still a problem despite numerous reports to county on the Clean Streets App.
 There was another problem down in Harle Syke on drainage which has been dealt with by United Utilities.
 This is a limited report because it is now during the election period.

Briercliffe Parish Council **Approved Budget**

Cost Centre	Income	2023/4 Budget	
		Receipts	Payments
1	Maintenance Grant	258.00	0.00
2	Precept	20000.00	0.00
3	Bank Interest	15.00	0.00
5	Electricity North West	21.00	0.00
64	Uncashed Cheques	0.00	0.00
6	External Grants	0.00	0.00
	SUB TOTAL	20294.00	0.00

Cost Centre	Expenses		
7	Clerk Expenses	0.00	
8	Councillor Expenses	0.00	250.00
	SUB TOTAL	0.00	250.00

Cost Centre	Salaries		
9	Clerk Salary	0.00	7372.00
	National Insurance		
46	Clerk Cover	0.00	0.00
	SUB TOTAL	0.00	7372.00

Cost Centre	Administration		
10	Postage	120.00	200.00
11	Gifts and Hospitality	0.00	0.00
12	Computer/Software	0.00	900.00
13	Stationery	0.00	50.00
14	Room Hire	0.00	100.00
	SUB TOTAL	120.00	1250.00

Cost Centre	Professional Charges		
15	Insurance	0.00	575.00
16	Audit	0.00	450.00
17	Subscriptions	0.00	800.00
39	Legal Fees	0.00	0.00
47	Planning Applications	0.00	0.00
	Election Costs	0.00	0.00
	SUB TOTAL	0.00	1825.00

Cost Centre	Training		
18	Clerk	0.00	0.00
19	Councillors	0.00	0.00
	SUB TOTAL	0.00	0.00

Cost Centre	Allotments		
20	Rents Received	5400.00	0.00
23	Water	0.00	2869.00
27	Allotment Deposits	0.00	0.00
48	Skip Hire	0.00	600.00
	SUB TOTAL	5400.00	3469.00

Cost Centre	Garages		
26	Garage Income	6000.00	
52	Container Income	1800.00	

28	Garage Deposits	0.00	
	SUB TOTAL	7800.00	0.00

Cost Centre	Lengthsman		
30	Lengthsman Contract	0.00	7600.00
31	Lengthsman Materials	0.00	3200.00
33	Lengthsman Tender Costs	0.00	0.00
53	Lengthsman Contingency	0.00	1000.00
42	GSA Project	0.00	0.00
	SUB TOTAL	0.00	11800.00

Cost Centre	Newsletter		
34	Printing	0.00	2000.00
35	Advert Income	480.00	0.00
	SUB TOTAL	480.00	2000.00

Cost Centre	Projects		
36	Christmas Hamper	0.00	160.00
37	Hanging Baskets	0.00	0.00
	Website		500.00
44	Police Landrover	0.00	0.00
50	Community Centre	0.00	0.00
40	Flower Show	0.00	350.00
	Woodland Walk	0.00	0.00
42	New Projects		2000.00
	Lane Bottom Park		0.00
	Allotment New Plots		
42	Duke Street	0.00	0.00
	Defibrillator		
	Benches		
	Book of Condolence		
	SUB TOTAL	0.00	3010.00

	Contingencies Sub Total		2118.00
	Clerk cover		
	gifts and hospitality,		
	legal fees, elections,		
	Lengthsman tender,		
	garages, Clerk		
	expenses,		
	Woodland Walk		

VAT		2000.00	
NET TOTAL		36094.00	33094.00

RESERVES		0.00	3000.00
GROSS TOTAL		36094.00	36094.00

Briercliffe Parish Council

17 January 2023

Finance Group Report to Council Meeting

1. Gordon has completed the statutory declaration for the Pensions Regulator. The Clerk has elected to contract out of automatic enrolment.
2. The proposed budget and precept proposal for the Financial Year 2023/4 has been circulated to Councillors. However, it is worth a few comments in advance to explain the Working Group’s role in the process. It was recorded at the last meeting that the Finance Working Group has been tasked by Council with preparing a recommended budget for the January meeting including a recommendation on the Precept.
3. In recent years, the budget has been proposed by the Chair and the Clerk as the Council’s Responsible Financial Officer. On November 20, 2022, we received an email copied to all councillors, which said that there was £154.78 remaining in the Council’s budget which, with commitments proposed at the meeting on November 22, would lead to an overspend of £2,253.87 leading to an approximate overspend of £12,250 for the year. We were asked whether the Group had discussed a possible explanation for this and “how it will be avoided going forward” and about the level of reserves. We will take up the reserves point in the Budget discussion.
4. We were also asked about recommendations for the 2023 Budget and Precept. In future, we also need to be clear about the role of the Responsible Financial Officer in working with the Finance Group and Lead Councillor and providing information to the Council, which could be achieved as result of the review of Group Terms of Reference agreed at the previous Council meeting. This decision was that the Chair, Vice Chair and Clerk could consult groups to make recommendations to the next meeting.
5. However, the Clerk’s email was a clear challenge to explain any variances from the agreed budget and to consider its implications for next year’s budget. We accepted this responsibility and have prepared the budget which has been circulated. It was a result of several meetings of the Group. We had hoped to meet with the Clerk and Chair to go through the current and last year’s position and then to have a meeting with Lead Councillors/Working Group Chairs and any other Councillors to achieve agreement on the proposed budget. However, this proved impossible without encroaching on the Clerk’s holiday and it wasn’t possible to find a date for the wider meeting.
6. We were asked to explain the overspend mentioned above. We would have expected the Responsible Financial Officer to know the reasons for key variances and to have reported them to the Council. We asked some Working Groups some questions to some of which the Clerk has responded, but our estimates are based mainly on figures in the Council’s Scribe accounts system which were up to date to points in October and November when we were working on them. The detailed figures appear in the draft budget, but for Councillors’ convenience, the following summarises the main variances in actual income expenditure against the budget set in January 2022, in order of materiality and over £500:

Projects: Budget: £5,846 Actual: £19,035.81 Overspend: £13,189.81

The actual figure for actual expenditure does not include £1,315 for the defibrillator which was balanced by income from the Community Centre. The total expenditure was made up of:

Flower Show	141.66	(Budgeted £350)
Police Land Rover	628	(Budgeted £500)
Unbudgeted items drawn from budget of £3,336:		
Woodland Walk sign	1,545	
Allotment Maintenance:	3,564	
Payment to Contactor:	2,654	
Payment to Contractor for Duke St work:	1,856	
Benches:	4,779	
Lane Bottom Park:	3,799	
Book of Condolence:	69.15	
	<u>19,035.81</u>	

Note: All items in the list of unbudgeted expenditure other than the book of condolence and the items posted to the Flower Show (actually bouquet for Rose Jackson and condolence materials) were agreed before the election of the new Council in May 2022.

Election Costs Budget: £0 Actual: £3,067 Overspend: £3,067

There was no provision in the 2022/3 budget for the election. The actual amount was reduced by about £2-3,000 because of overlapping costs with the Borough election.

Containers Budget: £2,693 Actual: Nil Underspend: £2,693

The Council budgeted for repayment of a PWLB loan which was paid off in the previous year.

Water costs Budget: £1,600 Actual: Nil Underspend: 1,600

This arose because Water+ did not levy a charge.

Community Centre Budget: £1,500 Actual: Nil Underspend: £1,500

It was known when the budget was set that this wouldn't be required.

Clerk Salary Budget: £6,493. Actual 2022/3 £7,257. Overspend: £764

The underlying problem appears to be that the budget figure does not include National Insurance payments and the expenditure on both is included in payments. There is also an additional amount for the NJC upgrade during the year which is reflected in the forecast outturn. This requires further clarification to reach the exact figure.

Skip Hire Budget: £500 Actual: £1,160 Overspend: £660

There were 3 skips paid for in this year, presumably including one from the previous year.

Lengthsman Tender Budget: £500 Actual: Nil Underspend: £500

There was no tender process in the year.

Newsletter Printing Budget 1400 Actual: £900 Underspend: £500

Fewer newsletters were printed.

Cumulatively, that means that the Council overspent its budget by £17,680.81 on those major expenditure items during this year. Fortunately, that was offset by an underspend of £6,793 on other major items.

However, a total variance of £24,473.81 against a budget of £35,842 represents 68% on the original budget. We should do better in future!

It appears that £275 should be added to the Land Rover outturn costs to cover the tax payment.

Gordon Lishman
Roger Frost
Michael Greenwood

16 January 2023

BUDGET PROPOSAL: 2023/4

This is the first time the Finance Group has produced a budget and we hope it meets the Council's requirements. We hoped to be able to discuss the proposals and the details with all Councillors and the Clerk and then with Councillor Leads and all Councillors during our work in preparing the budget, but this has not proved possible. As a result, there are some areas which will need tweaks either to the budget or to forecasts during the year.

Our apologies for the fact that our proposal has 8 columns of figures, but we hope that Councillors can read across the items without much difficulty. It arises because budgets normally list receipt and payments separately, which would mean only four columns, but there are some advantages in having income and expenditure on the same line. The first two columns are last year's outcome from the Annual Accounts; the second two are last year's budget; the third pair are our forecast of the outturn for the current year and the final pair represent our proposed budget for next year. It is normal to consider a budget with reference to last year's accounts and this year's predicted expenditure. This discussion is primarily about the last two columns; the previous ones are background information for reference.

In the light of further information, there are already a few amendments to make. In the column for last year's payments budget the item for "Clerk cover" has been included twice and the training figure has appeared from somewhere! Taking out these two items enables us to balance the two figures to last year's agreed budget totals. We have added the transfer to reserves of £10,918.91 to be taken from reserves to balance the final draft outturn figure.

The figure for Allotments Rental income should be £5,400, taking out the water payment which is again not being levied next year. Following the Comms Group meeting last week, we have reduced the proposed printing cost to £2,000 and added £500 for website development.

If these changes are agreed, we will circulate a revised budget draft including the changes.

The Council can amend this draft during our discussion. It will be amended during the meeting to produce a final agreed budget for the Council to approve.

Key elements are summarised below.

Allotments: Rent and water payments

The current situation is that allotment rent payments are shown in Scribe management accounts as a single item. The water element is shown separately and the same amount is then shown as payments for water. We suggest that in future the income is shown as one item with a separate item for expenditure on water.

The water company did not to make a charge in 2021/2 or 2022/3. The Council has therefore taken £19 per plot for each of these years which has not been spent. We have made provision in our draft budget to repay these amounts and **recommend** that the repayment should be offset against next year's rent payments. They will not make a charge in 2023/4, so the usual £1600 for water is not included.

We **recommend** that the Allotments Working Group should actually meet and oversee the Council's management of the Allotments and Garages.

Garages other than Turning Circle:

We **recommend** that in future that this rental income should be shown separately from general Allotments income to support management by the Allotments Group.

Contractor budget

It has not been the practice over the last 21 months to split the materials element from the Contractor's invoices in reporting. This is important in order to ensure, firstly, that the VAT element on materials is identified and reclaimed and, secondly, that the labour cost is seen in the context of the Council's minimum contractual commitment on labour. The current calculation is that £5,590 of the £7,600 budget for labour has been spent and £1,176 of the materials budget of £3,200.

Councillors have not seen the Contract. We are told that items which are separately tendered, such as the Duke Street project, should not be included in the Contractor Budget. However, the item of £2,654 in the Projects Budget does seem from the invoice to cover mainstream work so we have for the time being included it under this heading in the forecast for current expenditure. We **recommend** that the Contractor Working Group should actually meet and oversee the work commissioned from the Contractor in the context of the contract and the General Annual Maintenance Jobs list approved by Council.

Clerk Salary & National Insurance

We **recommend** that for clarity, the NI element should in future be separated from the salary element. This may lead to later changes to be accommodated in the Forecast to the budget proposals, but for the time being, we have reflected the Clerk's figures.

Communications

This includes estimated newsletter costs and income, but originally made no provision for website development or any other Comms work. The draft has been amended in the light of the Communications Group's recommendations to this meeting.

New Projects Budget

We have included £2,000 in the budget for new projects. The only proposal we have received has been from Pam in relation to coronation-related activity.

Hanging Baskets

There has been some discussion about whether the Council will go back to offering hanging baskets for sale as they have done in the past since the Council, through Anne Kelly's work, took over from the previous provider. However, It is not yet clear whether it will be done and, if so, whether there will be competition which would affect sales. We have therefore not included a definite item at this stage. If necessary, it can be undertaken as a project. **Note:** Cllr Greenwood has not participated in discussion on this item and will recuse himself from any discussion by the Council.

Contingencies Budget

There have been various elements in the budget for contingencies including items for Clerk cover, gifts and hospitality, legal fees, election costs, Lengthsman tender costs, garages costs, Clerk expenses, and Woodland Walk. These items arise from time to time but not predictably within any year. We propose therefore that they should be drawn together in a single contingencies budget for which we have allowed £2,118. (That very specific amount is because the figure is used as the balancing figure for the overall budget). It can be reviewed during the year, perhaps after Q2 and 3 to consider any re-allocations to or from the item to be covered in the Forecast.

We understand that there may be a specific plan for the Woodland Walk which includes expected costs as part of the agreed plan. If a specific amount can be identified, we propose that it should be included against that head with a corresponding reduction in the Contingency item, unless it's already included in the Contractor's list of jobs or will be.

Transfer to Reserves

In the light of the current year's overspend, we recommend that £3,000 is transferred to reserves from next year's budget. The amount currently allocated to Reserves (Jan 2023) is £13,934.68. (£14,000 in round terms). After at the end of this financial year, that will be reduced by £10,918 (£11,000 in round terms), leaving about £3,000. We are told that the recommended reserves level is £17,900. In addition, the current account balance is £21,429.66, and the amount shown in the Garages account, which was depleted by a transfer during the autumn, is £1,789.69. We could consider a further transfer to reserves from the Current Account, but the amounts and the timing should be dependent on the cash flow plan, which we agreed should be added to the management accounts, and bearing in mind that income from Allotment rents will be less because of the refund of previous years' water payments. We **recommend** that the Council should review its current Reserves Policy.

Other details

Unsurprisingly, given the fact that that this is our first thorough look through the figures, there are still a few outstanding questions on matters of detail, notably in the Administration and Subscription areas but we believe that any later agreed changes on these items can be accommodated in the Forecast column which is being added to the management accounts and will not represent material changes to any budget line, defined as £500 which is about 1.3% of the total budget.

General Recommendations

Adopt the budget with any agreed changes.

The Responsible Financial Officer should update the management accounts in Scribe including the forecast shortly after the end of each month at the latest.

Precept 2023/4

Arising from the proposed budget, we recommend that the Precept should be set at £20,000 for next year, in line with the current year's precept.

We understand that last year the precept request was for "Lengthsman/Contractor Scheme, projects and general admin/running costs". We recommend that the same description is used for next year.

Gordon Lishman

Roger Frost

Michael Greenwood

16 January 2023