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**Briercliffe with Extwistle Parish Council**

**Tuesday 21st November 2023 7.30pm**

**Present:** Councillors Roger Frost (Chair), Michael Greenwood, Gordon Lishman & Pippa Lishman

**Others:** Steve Watson (Clerk), County Councillor Cosima Towneley plus 7 residents.

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| The Chair opened the Parish Council Meeting and welcomed everyone. | | | | | | | | | |
| **Parish Council Agenda** | | | | | | | **Actions by Clerk** | | **Cllr Support** |
| **23/24/062 Announcements** | | | | | | | | | |
| The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only. | | | | | | |  | |  |
| **23/24/063 Apologies for absence** | | | | | | | | | |
| All Councillors were present. | | | | | | |  | |  |
| **23/24/064 Declarations of Disclosable Pecuniary** **Interest** | | | | | | | | | |
| There were no Declarations of Interest. | | | | | | |  | |  |
| **23/24/065 Reports and recommendations from Working Groups & Appointments** | | | | | | | | | |
| Communications Working Group   * A Newsletter is due; however, this will wait until after the election so new Councillors can be introduced on the front page. This will be delivered before Christmas. * Previous Council decision to add all Councillors as Facebook admins has yet to be actioned. The LALC advice will be shared and then agreed action to be completed. | | | | | | | Email advice & add admin | | All (that use fb) |
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| Finance Working Group   * The cash flow system on Scribe is to be activated. This will include the allotment rents expected. * New Councillors are to be involved in the budget setting process, there will be two meetings prior to the January Council meeting, one to clarify details and look at projects and strategic planning then a draft to all Council to discuss and finalise to be approved at the January meeting. | | | | | | | Activate in SCRIBE | | ALL |
|  | | | | | | | | | |
| Allotment & Garage Report (report attached)   * An electronic waiting list with 50 people has been discovered by the Clerk and shared. 11 requests for pens, 15 for gardens and 2 people who don’t want an allotment yet. There are 4 for garages. * There are 7 vacant plots, some that can be split into smaller. One plot needs some tree work, this will create 14 plots. One tenant is leaving, and 2 garages are becoming vacant. * The lead Councillor has all the paperwork to coordinate updating Scribe. * There has been a successful skip day & bonfire event for tenants. * Rent letters are due, request for Clerk to share a template. * A £100 deposit has been paid and 2 £10 key deposits. £610 is due to be paid back for deposits to 6 tenants. * Repair work is underway on the dry-stone wall. * An inspection is being held at 11:00am Sunday 26 November. * It was confirmed we do not have all evidence of former deposit payments, including some where cash was paid. The Council is now introducing a cash receipt book to be signed at each element of transactions – signed by tenant, allotments lead and Clerk when received. * It was also agreed that the Clerk would contact the previous tenant who had been overpaid a deposit. | | | | | | | Share bill  template  Arrange for  cheques  Contact to  return  overpayment | | Lead to  allocate |
| **RESOLVED: That allotment deposits will be returned; the report was agreed.** | | | | | | | | | |
| Contractor Lead Report   * The Lead and Contractor have a scheduled update meeting. * A job carried out on private land was discussed, this was completed in error and as it is not on the schedule has been discussed with contractor. | | | | | | |  | |  |
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| Planning Working Group   * **PIP/2023/0648** Application for Permission in Principle for construction of one dwelling on land between Hill Farm and Copacabana Halifax Road Briercliffe. Borough Councillors Gordon and Maggie Lishman have objected (Cllr Anne Kelly is a member of the Development Control Committee of Burnley Council and cannot comment) and spoken to the affected residents. Issues include traffic and water flow over the field in question as there are said to be possible springs under the land. An application for a new development was turned down twice in the past. The Parish Council agreed to make a formal objection. | | | | | | |  | | Cllr Frost to send objection |
| **RESOLVED: Councillor Frost will send objection to the proposal** | | | | | | | | | |
| Policy Working Group   * Progress has been slow on Terms and Conditions of Employment as it has been necessary to collect information.  This is a priority; there are concerns Council may not have been fully fulfilling its responsibilities as an employer in relation to such matters as holiday entitlement and sickness leave. * Draft Grievance and Disciplinary Procedures will be part of the review but are no longer an immediate priority. * Changes can be proposed in the context of the current Contract of Employment.  This is a matter of proper practice and not just formal policies.  It will be addressed by the Employment Committee when the new Councillors are in place. | | | | | | |  | |  |
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| Projects Working Group   * Last year’s Christmas parcels list is to be updated with a poster in shops and on social media for names of the over 80s. * The Chair will contact the Charity Commission about closing the Robert Halstead Charity. * The Parish Council owned bus shelter on Burnley Road, Haggate is to be converted into a ‘Book Stop’ scheme. This was welcomed and the Council agreed to offer support for refurbishment work. * A Reindeer Trail is being arranged for 3 December, 10:00 to 4:00. A Remembrance Tree is to be planted on which children can hang memory baubles, which will be provided as part of the event. * A Pub Bed race may be planned for next summer and an Easter Egg Hunt is being considered. | | | | | | |  | | MG / PL  to display  posters  RF to write  RF contact  promoters |
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| **RESOLVED:** **(i) Christmas parcels budget of £200 is agreed.**  **(ii) Councillor Frost will contact the Charity Commission re the Robert Halstead Charity**  **(iii) Councillor Frost will talk with Peter Coles to see whether the Parish Council can contribute to any necessary refurbishment work**  **(iv) That the Reindeer Trail including Tree budget of £200 is agreed.** | | | | | | | | | |
| **23/24/066 Updates and Reports (for information only)** | | | | | | | | | |
| Councillor updates and feedback   * The Chair proposed that the Council would revert to appointing the Chair for one year and that Councillors would be invited to serve (but could refuse) in order of their length of service on the Council, the Chair advised he was not taking his allowance this year. This was agreed. * The Chair wishes to reinstate the annual Christmas meal, a Police representative, the Borough and the County Councillors will be invited. * The former (Jubilee St) library site may be declared redundant by LCC, Cllrs Frost and Greenwood have met with representatives to discuss future options to be brought back to full Council to discuss. * Work is needed on the Bowling Green entrance as the asphalt is uneven and a quote is to be obtained for the work. * The litter pick on the 25th October was well attended. It was agreed to do these regularly. * The Halloween window competition had 2 winners. * The Stephen Brown Memorial Bench is due to be delivered when fixing will be arranged. * Remembrance Sunday had over 100 people attending including the Beavers, Scouts and Brownies. * A Woodland Walk meeting with Gary Howell has been arranged for Sunday. * A by-election is underway with postal votes being delivered. Voting day will be 30 November. | | | | | | | To invite reps | | All  All |
| **23/24/067 Public Participation**  **Meeting formally adjourned to allow for public participation.** | | | | | | | | | |
| Police Report  A written report was given which is attached.  There has been an increase in anti-social behaviour, car doors are being targeted and people were asked to be vigilant and report any suspicious activities to the Police, especially if there is also CCTV. | | | | | | |  | |  |
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| Public Questions   * A resident was disappointed he had not had a reply to a question and the Chair agreed to look into this. * A question was raised about the allotment bonfire, it was advised this was only for tenants and their families, all relevant authority & Borough Council event & fire forms were completed, and a risk assessment completed prior to the event. Access was restricted and the fire was located in the back of the grazing field. Council Insurance covered the event and all safety measures were in place. * A resident asked again why a garage list had not been redacted. The Clerk did not respond. * Agree that all public questions will be acknowledged on receipt and confirm a response once discussed and agreed. * Cars playing loud music are parking outside an elderly resident’s house at the Thursden picnic area. Nitrous oxide canisters are being dumped and the police have declined to attend. A combined community letter is to be devised and the Police are to be asked to increase their presence over the weekends. The PCSO is to be contacted with the Sergeant copied. | | | | | | | To provide written agreed response to resident  Holding response sent to all contacts | | Chair to review  RF and CT Letter to Police |
| **RESOLVED: Chair Councillor Frost will contact the PCSO and copy to sergeant. The County Councillor also agreed to support this.** | | | | | | |  | |  |
| County Councillor Report   * The County Councillor stated there was limited Police presence in rural areas and she can be contacted about any problems at Thursden Picnic area as she will be happy to attend. * Borough Councillor Anne Kelly is to be asked if ‘warm and welcome’ could apply to the Borough for funds. * The County Councillor will provide a newsletter article about Queen Street Mill and it was agreed that the Mill needed better signs and advertising. * Shay Lane Ford has washed away and is dangerous, a note is to be sent to Rupert Swarbrick at County. Broken gates are to be reported on ‘lovecleanstreets’ and are being replaced with gates. * A speed monitor is to be requested with priority areas being Holt Hill, Nelson Road and Halifax Road. * County Council Member grants are still available from the website.   County Councillor Cosima Towneley was thanked for her report. | | | | | | |  | |  |
| Borough Councillor Report (report attached)   * Borough Councillor Gordon Lishman summarised the report that is attached. * The corroded sign at Lydgate has been reported and a further noticeboard at the former Police House in Lane Bottom was suggested. | | | | | | |  | |  |
| Other Organisations’ Reports  Councillor Frost advised that Community Centre is going well and does not need Council funding this year. | | | | | | |  | |  |
| **23/24/068 Formally reconvene the Parish Council Meeting** | | | | | | | | | |
| **23/24/069 Finance** | | | | | | | | | |
| 1. Accounts to be approved for payment - additional bills included Affordable Skip Hire. | | | | | | | | | |
| 1.1 | | Clerk Salary | £457.82 | SO | Paid |  | |  | |
| 1.2 | | Affordable Skips – Approved by Chair | £384.00 | #001764 | Paid |
| 1.3 | | G.S.A. Contractor | £874.00 | #001765 |  |
| 1.4 | | HMRC | £114.44 | #001766 |  |
| 1.5 | | Clerk 2022 underpayment | £428.37 | #001767 |  |
| 1.6 | | HMRC 2022 underpayment | £107.09 | #001768 |  |
| 1.7 | | Clerk 2023 Backpay | £540.97 | #001769 |  |
| 1.8 | | HMRC 2023 Backpay | £135.24 | #001770 |  |
| The Clerk’s 2022 underpayment is to be referred to the Finance Group. | | | | | | | | | |
| 1. Income received | | | | | | | | | |
| 2.1 | | Garage Rent | £437.70 | | | |  | |  |
| 2.2 | | Allotment Deposits | £100.00 | | | |
| 2.3 | | VAT refund | £2017.15 | | | |
| Cash flow monitoring is to be considered | | | | | | | | | |
| 1. Bank Balances | | | | | | | | | |
| 3.1 | Current a/c | | £16,543.31 | | | |  | |  |
| 3.2 | Garages | | £6,892.65 | | | |
| 3.5 | Business Reserve | | £14,100.72 | | | |
| 3.5 | Petty Cash | | £100.00 | | | |
| Total | | | £37,636.68 | | | |
| **RESOLVED: (i) The above financial figures, with the exception of the Clerk’s 2022 underpay and tax, are approved and the invoices are approved to be paid.**  **ii.) the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are noted.**  **iii.) invoices needing payment before the next meeting are delegated to the Clerk in consultation with the Chair and Finance Lead** | | | | | | | | | |
| **23/24/070 Minutes of the last Parish Council meeting** | | | | | | | | | |
| The Minutes of the last Parish Council meeting held on Tuesday 17 th October were proposed as a correct record. | | | | | | | | | |
| **RESOLVED: the Minutes of the meeting held on Tuesday 17th October are approved as a correct record.** | | | | | | | | | |
| **23/24/071 Matters outstanding from the minutes.** | | | | | | | | | |
| The Insurance Claims at Douglas Way and Roggerham Gate are to be chased. | | | | | | | Clerk to action | |  |
| **23/24/072 Clerk’s Report including Administration – for information only.** | | | | | | | | | |
| The Clerk’s report was noted  The new Electoral Register is now available. | | | | | | |  | |  |
| **22/23/073 Date of next meeting:** | | | | | | | | | |
| It was agreed that the next meeting of the Parish Council will be held on Tuesday 16th January 2024 at the Community Centre, Jubilee Street at 7:30pm.  There being no further business, the meeting closed at 9:30pm. | | | | | | | | | |
| The Chair thanked everyone for attending and reminded everyone there would be no meeting in December. | | | | | | | | | |

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| LC-Logo-FinalBRIERCLIFFE AREA  18th October – 19th November 2023 | | | | |
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| INCIDENTS REPORTED - 80 | | | | |
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| NO | TYPE OF INCIDENT | LOCATION | DETAILS | |
| 1 | Burglary | Halifax Road | Offender has smashed a window to enter the barn and removed items. Stolen property located in different location. | |
| 3 | Criminal damage | Lydgate  Hillingdon Road  Standanhall Drive | Super glue put into the lock.  Garden ornaments pushed over and stones thrown around.  Youths throw stones at front window and causes it to smash. | |
| 2 | Theft | Lydgate  Parker street | Personal item stolen – Isolated incident  Isolated incident with ex-employee | |
| 1 | Vehicle crime | Rockwood Close | Resident sees a male trying to break into a neighbours vehicle. | |
| 0 | Theft of vehicle |  |  | |
| 6 | Nuisance | Briercliffe Road  Ellerbeck Close  Red Spar Road  May Tree Close  Clockhouse Grove  Holgate Street | Vehicle nuisance blocking the back street.  ASB from youths – throwing stones and being a general nuisance.  ASB – youths throwing stones.  House party  Youths trick or treating and open the front door of a property.  Isolated incident. | |
|  | | | | |
| Youths caused ASB for many residents within the Standanhall, Red Spar Road and Hillingdon Road area of Briercliffe a couple of nights, high visibility was increased in the area and no further reports made.  Bike marking event by Neighbourhood Policing Team will be being held today Sunday 19th November between 1-2 in the Queen Street Mill area.    Many thanks Jody Hudson PCSO 7738. | | | | |

**Allotments & Garages Report**

**November 2023 – Lead Cllrs Pippa Lishman & Michael Greenwood**

**Waiting lists – New list provided in October.**

The list had roughly 50 people wanting plots and garages. We have now contacted these applications and cross referencing against previous checks to see if they want to remain on the list.

11 wanting Pens 15 wanting Gardens 4 wanting Garages

Total 28 waiting (2 are ‘on hold’ at their request)

We currently have 7 empty Pens at this point (3 large ones we plan to divide into 2/3 plots each) and 1 which requires extensive tree works – potentially 14 vacant plots. We have provisional Notice on 1 Garden and 1 pen to be finalised – these are ready to be allocated. Appointments are being made with the applicants in order to sign up.

2 garages awaiting to be signed up, and expected 1 termination shortly

New tenants

Signed up 20 in September & a further 3 in October.

Signed up 2 tenants in November to Garages – 1 on turning circle and 1 on Harrison St, 1 to be signed up shortly when available to meet.

All paperwork and records are with Lead Councillors, whilst discussing with Scribe to complete full upload of all tenancy data, current and new tenancies.

Current **Allotments** tenants

Successful skip day early November, slightly delayed date. Both skips full by mid-morning and collected by lunch and removed.

Bonfire event for tenants held on Sunday November 5th, great event well attended. With lots of feedback on a great event and opportunity for tenants to get together as a community. Requests for other tenant events throughout the year to be looked at.

Bills for current year are still to go out, apologies for further delays. Request for template bill to be provided to finalise this as agreed in October meeting. These will all be hand delivered

**Deposit info**

New allotment tenant - 1 with Cash £100 (to be passed to Clerk at meeting).

New Garage tenant keys deposit – 2 cash x £10 (to be passed to Clerk at meeting).

We have requests for refunds for past allotment and garage tenant deposits

Sue - £100 Paid bank transfer Carlene 14a – paid £50 cash

Sarah Bolton - £200 paid cash Elaine Blackburn P11- £50

Paul Hargreaves C1- £100 Mick Heaton P20 - £50

Tina Murray P25a- £50 deposit plus £10 key

Can we confirm these have been received by PC and arrange cheques to be raised & passed to Pippa/ Michael

**Other info**

Dry stone wall near new plots fallen/ falling – on way with, need further stone to complete.

Next allotment inspection will be Sunday 26th November from 11am

**Briercliffe Parish Council**

**Borough Councillors’ Report – November 2023**

1. **Burst Water Main on Todmorden Road:** this was reported to us this morning and Gordon visited the site and spoke with United Utilities. They are responding immediately and it is hoped that the full water supply will be restored, preferably without the need to cut off supply for a short time.
2. Land on the industrial estate backing on to **Horning Crescent** has started to be cleared by contractors causing great concern to residents as the trees there are seen as a barrier to Boohoo etc. It also affects **Lydgate** residents. Maggie arranged for council officers to visit the site and clarify what was going on, and to remind contractors they need planning permission for some of the work. Assurances were given that no trees would be removed. The site has protected wildlife on it. Residents remain concerned and are monitoring matters closely.
3. Concerns were raised by parents of **Briercliffe School** about the danger of crossing Burnley Rd because of both speeding cars and inconsiderate parking. They asked for a zebra crossing but the pavements aren’t wide enough for the necessary signs and lights. The No Parking sign on the lamppost near the Lollipop Lady has been removed and so cars are parking near her making it difficult for her to see safely. County Councillor Towneley is trying to help.
4. Most of issues reported in the last couple of months have been about **flytipping** and messy back streets. It’s a constant problem in and around the village as well as the rural areas. When reported to Streetscene via the Love Your Streets app they usually respond quickly and often scrutinise the rubbish for any clues as to the owner so they can be prosecuted and fined. **Dumping** continues to be a concern and all have been removed once reported.
5. **Back streets** have not had much attention this year and there has been little if any weedkiller or clearing. When litter is left out as well they soon look a mess and are frequently reported to us. We pass on the concerns and if the same back streets are regularly reported, a team will come up and clear the worst as well as contacting neighbours and warning them of possible future prosecutions if it continues.
6. **Balnagard House** planning application has been causing concerns for local residents and a series of objections have been made included by Gordon & Maggie. As a member of the Development Control Committee, Anne can’t express an opinion at this stage. The key planning concern is about traffic and the entry from the house to Halifax Road, where there are already problems.
7. Impassable and slippery footpaths are a constant source of complaints and we regularly report to LCC but they will only look at very well used or dangerous paths because of their budget constraints. The **path from Portsmouth Ave past the Scout Hut to Burnley Rd** is absolutely impassable because of overgrown trees and shrubs and was a well used shortcut to the bus stops and the shops. It’s been reported to LCC but we would be grateful for any support from the Parish Council.
8. The path between **Horning Crescent** and **Croasdale Avenue** is very overgrown. Anne has asked for it to be cleared.  There are also ash trees suffering from die-back and tree surgeons are going to look at them to decide what to do.
9. Several confidential issues have been dealt with for individual residents.
10. **Downtown** which is over the New Look shop in the town centre now has a community cafe, a pre-loved shop for school uniforms, and the community grocery, which are all now open and available. The development of Community Groceries now includes various types of shops.
11. Our congratulations and thanks to the organisers of the **Flower Show** and all the winners there. It was good to see the increased turnout.
12. We have reported **potholes** on Halifax Rd, crossroads at **Haggate, Todmorden Rd at Cockden, Duke St, Talbot St, Lydgate and Granville St**.  We have regularly reported the drain and flowing water problem on **Halifax Road** down from Haggate.
13. Anne has reported the damaged and dangerous street sign at the corner of **Lydgate and Stanbury Drive.**

**Cllr Anne Kelly Cllr Gordon Lishman Cllr Maggie Lishman**

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