



Briercliffe with Extwistle Parish Council

Tuesday, 15th January 2019

Present: Councillor Russell Hawkes (in the Chair), Councillors Ben Eastwood, Roger Frost, Nick Higham, Duncan MacIver, John Stewart and Pam Vincent,

Others: Borough Councillor Anne Kelly, Steve Watson (Clerk) plus 3 residents.

Councillor Hawkes opened the Parish Council Meeting and welcomed everyone.

<u>Agenda</u>	<u>Actions by Clerk</u>	<u>Cllr Support</u>
<u>Parish Council Agenda</u>		
18/19/055 Apologies for absence		
Apologies were received from Councillors Adam Dack and Simon Dack who were away. Apologies were also received from County Councillor Cosima Towneley		
18/19/056 Declarations of Interest / Code of Conduct		
There were no Declarations of Interest.		
18/19/057 Formally adjourn the meeting to allow for public participation		
RESOLVED: That the meeting is adjourned to allow for Public Participation.		
(a) Calico Proposals Royal Court		
Calico had sent a written report that they were at a stage where they felt there was no further benefit to attend meetings, however they would remain in contact with residents and the site office could take enquiries. Issues submitted by a resident had been conveyed to Calico and a response provided, the resident is to confirm if this addressed the issues raised.		
Whilst the Council was disappointed that Calico would no longer be attending meetings they thanks the staff for the work they had put in.		

(b) Public Questions		
Residents reported series problems with parking on street corners especially on North Street and Kimberley Street. Whilst these are not double yellow lined this still contravenes the highway code. There are also problems of parking on double yellow lines on North Street and residents were asked to provide days and times of particularly bad incidents for reporting purposes. Councillor Frost agreed to take the issue up with a highway colleague. It was agreed that the problem was due to irresponsible residents and an article asking for more consideration will be put in the next newsletter and the school will be asked to speak to parents again on the issue, as it is their children who are being put at risk.	Highways Newsletter School	RF RH Clerk
(c) Police Report		
There was no Police report.		
(d) County Council Report		
The County Councillor had submitted her apologies, she had stated there was little to report, however she is in Briercliffe frequently dealing with Queen Street Mill and offered to meet up with anyone who had any issues to report.		
(e) Borough Council Report		
Borough Councillor Anne Kelly attended the meeting later and reported that there was little to report due to the Christmas Break.		
All agencies are to be contacted and asked to provide a written report if they are not able to attend.	Written reports	Clerk
18/19/058 Formally reconvene the Parish Council Meeting		
RESOLVED: That the meeting is formally reconvened for Parish Council Business		
18/19/059 Minutes of the last Parish Council meeting		
The minutes of the last meeting held on 20 th November 2018 were submitted for approval as a correct record.		
RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 20th November 2018 are approved as a correct record.		
18/19/060 Matters outstanding from the minutes		
The thank you letter has been sent to Bouldsworth Farm, the Ward Opportunity Funding has been granted by the Borough Council for the Woodland Walk and a surveyor is still needed for the Forest School Lease. The Clerk to obtain quotes from Burnley companies.	Quotes	Clerk
RESOLVED: That the appointment of a Surveyor the Forest School lease is delegated to the Clerk in consultation with the Chair and Vice-		

Chair on receipts of satisfactory quotes being accepted by the tenant.		
18/19/061 Clerk's Report including Administration – for information only		
The Clerk's report and correspondence was noted. Councillor Vincent may attend the County Civic Service and the LALC AGM.		
18/19/062 Updates and Reports (for information only)		
Members of the Council		
An allotment tenant submitted a proposed layout plan for her allotment.		
RESOLVED: That the plan is accepted.		
The Chair explained the process and reasons for considering migrating the Parish Council Facebook page to a Parish Council Group page as this would provide greater security of content. It was agreed to migrate the page and have the Clerk and Councillors Hawke, Higham and Vincent as Administrators. A post will then be displayed on the original page directing people to the new page.		
The invoice for phase one of the Woodland Walk project was questioned as the work had not yet been finished. It was agreed that the contractor would be given the option of being paid for the work completed to date, or the full amount on completion.		
Councillor Higham is working on the Terms of Reference for the Allotment Working Group.		
Tidying of the Turning Circle garage area is to be included on the Lengthsman job list.		
An advert for Hanging Baskets is to be included in the newsletter and an indication that we are running the scheme again is to be sent to the nursery. Deadline for applications are the end of April.	Notify nursery	RH
Community Centre Update		
The Community Centre is doing very well, the Chair of the Community Centre provided a balance sheet, this is to be audited. It was noted that the electricity costs had significantly increased, however, the Association had requested the same level of grant support as 2018 for next year.		
Heritage Items		
The Heritage Board wording is to be agreed on Friday then production can commence.		
18/19/063 Finance		
1. Accounts to be approved for payment. Additional bills included.		
1.1 PKF Littlejohn Audit £408.00 001424 Paid		
1.2 Springwood Materials £57.00 001425 Paid		
1.3 Greenwood Lengthsman £460.00 001426 Paid		

1.4	Greenwood Allotments	£300.00	001426 Paid		
1.5	Lanlee fencing materials	£165.91	001427 Paid		
1.6	Nu-Age Newsletter	£440.00	001428 Paid		
1.7	Clerk Salary	£404.21	SO PAID		
1.8	HMRC 2 months	£202.10	001429		
1.9	WaterPlus Allotment Water	£293.01	001430		
1.10	Briercliffe Community Centre	£32.00	001431		
1.11	Lanlee	£172.96	001432		
1.12	Blakeys	£13.20	001433		
1.13	Durkin Landscapes –from garage account reserves depending on option taken.		to be paid		
RESOLVED: The bills outlined above are paid.					
2.	Income Received				
2.1	Briercliffe Society Christmas Hamper	£50.00			
2.2	Garages/Containers	£1,447.44			
2.3	Bank Interest	£0.48			
2.4	LEF Grant	£6,041.00			
2.5	WOF Grant	£3,000.00			
2.6	Calendars	£10.00			
2.7	Newsletter Advert	£15.00			
2.8	Allotment Deposits	£125.00			
2.9	Allotment rents	£70.00			
2.10	Allotment Water	£16.94			
3.	<i>Bank Balances</i>				
	▪ Current a/c –	£	2,936.12		
	▪ Deposit a/c –	£	2,924.04		
	▪ Petty Cash -	£	89.00		
	▪ Facebook Boost -	£	100.00		
	▪ Garages -	£	10,275.53		
	Total	£	16,324.69		
The budget monitoring report, petty cash report and bank reconciliations were circulated.					
RESOLVED: That the bank balances, budget monitoring report, petty cash report and bank reconciliations are noted.					
Three budget option were circulated.					
RESOLVED: That budget option B (see Appendix A) is approved and a Precept of £22,500 is agreed.					
18/17/064	To receive reports from Committees and consider the Recommendations				
1.	<i>Lengthsman Committee</i>				
There are no further items for discussion					
2.	<i>Planning Committee</i>				
There were no planning applications within Briercliffe, an application for Brierfield was noted.					

18/17/065	To receive reports from Working Groups – for information only		
1.	<i>Allotment Working group</i>		
	<i>The Terms of Reference are being prepared, the Chair will speak to a tenant that has made a request on her plot. There has been 1 new applications.</i>		
2.	<i>Co-option Working Group</i>		
	The Terms of Reference are being prepared. 2 names have been put forward, 1 name is not a resident of the Parish and the other is a contractor of the Council.		
	RESOLVED: That, due to timeframes and lack of other volunteers, the 2 names put forward are approved for the Co-option Working Group and the Group should now meet with 3 members. A report to be prepared as a matter of urgency.		
18/19/066	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.		
	RESOLVED: That the meeting is closed to the press and public, the Clerk was also asked to leave the meeting.		
	The Clerk's salary was reviewed following a NALC agreed cost of living pay agreement.		
	RESOLVED: That, from the 1st April 2019, they Clerk will receive SCP 29 as agreed by NALC for 2018-2019.		
	The Clerk rejoined the meeting.		
18/17/067	Matters identified for future consideration		
	There were no matters identified.		
18/17/068	It was agreed that the next meeting of the Parish Council will be held on Tuesday 19th February 2019.		

Appendix A	2019-20 Budget B	Income	Expenditure	Income over Expenditure
		£	£	
	Allotments			
	Allotment Rents	£ 4,200.00	£ -	£ 4,200.00
	Allotment Maintenance	£ -	£ 4,000.00	-£ 4,000.00
	Allotment Water	£ 1,600.00	£ 1,600.00	£ -
	Allotment Admin	£ -	£ 800.00	-£ 800.00
	Allotment Room Hire	£ -	£ 100.00	-£ 100.00
	Allotment Deposits	£ -	£ -	£ -
	Flower Show	£ -	£ 350.00	-£ 350.00

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	Turning Circle garages	£ 6,000.00	£ 2,693.00	£ 3,307.00	
	Garage Deposits			£ -	
	Skip Hire		£ 500.00	-£ 500.00	
		£ 11,800.00	£ 10,043.00		£ 1,757.00
	Income				
	Maintenance Grant	£ 1,777.00	£ -	£ 1,777.00	
	Precept	£ 22,500.00	£ -	£ 22,500.00	
	Bank Interest	£ 3.00	£ -	£ 3.00	
	VAT Return	£ -	£ -	£ -	
	electricity North West	£ 21.00	£ -	£ 21.00	
		£ 24,301.00	£ -		£ 24,301.00
	Wages and Salaries				
	Clerk	£ -	£ 4,493.00	-£ 4,493.00	
	Clerk Cover		£ 100.00	-£ 100.00	
		£ -	£ 4,593.00		-£ 4,593.00
Cost Cen 8	Professional Charges				
21	Insurance	£ -	£ 500.00	-£ 500.00	
23	Audit	£ -	£ 500.00	-£ 500.00	
51	LALC Subscription	£ -	£ 610.00	-£ 610.00	
	Legal Fees		£ 1,000.00	-£ 1,000.00	
		£ -	£ 2,610.00		-£ 2,610.00
Cost Cen 9	Expenses				
24	Clerk	£ -	£ 50.00	-£ 50.00	
26	Councillors	£ -	£ 50.00	-£ 50.00	
		£ -	£ 100.00		-£ 100.00
Cost Cen 11	Training				
28	Clerk	£ -	£ -	£ -	
30	Councillors	£ -	£ -	£ -	
		£ -	£ -		£ -
Cost Cen 12	Administration				
31	Postage	£ 120.00	£ 200.00	-£ 80.00	
32	Gifts & Hospitality	£ -	£ 100.00	-£ 100.00	
33	Computer/Software	£ 250.00	£ 400.00	-£ 150.00	
41	Stationery	£ 400.00	£ 700.00	-£ 300.00	
52	Room Hire	£ 290.00	£ 600.00	-£ 310.00	
		£ 290.00	£ 2,000.00		-£ 1,710.00
Cost Cen 14	Newsletter				
37	Printing	£ -	£ 1,400.00	-£ 1,400.00	
42	Advertising	£ 750.00	£ -	£ 750.00	
		£ 750.00	£ 1,400.00		-£ 650.00
Cost Cen 15	Lengthsman				
38	Lengthsman Maintenance	£ -	£ 1,200.00	-£ 1,200.00	

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39	Lengthsman Admin	£ -	£ 1,200.00	-£ 1,200.00	
40	Lengthsman Labour	£ -	£ 5,600.00	-£ 5,600.00	
	Lengthsman Additional Hours		£ 1,000.00		
		£ -	£ 9,000.00		-£ 9,000.00
Cost Cen 19	Projects				
54	Hanging Baskets	£ 6,300.00	£ 4,800.00	£ 1,500.00	
55	Christmas Hampers	£ 50.00	£ 160.00	-£ 110.00	
56	Christmas Decorations/Competition	£ -	£ 1,000.00	-£ 1,000.00	
	Calendar		£ 600.00	-£ 600.00	
	Police Landrover		£ 500.00	-£ 500.00	
	Community Centre		£ 1,500.00	-£ 1,500.00	
	Other Projects	£ -	£ 2,685.00	-£ 2,685.00	
		£ 6,350.00	£ 11,245.00		-£ 4,895.00
		£ 43,491.00	£ 40,991.00		
	Reserves (income over expenditure)				£ 2,500.00