



Briercliffe with Extwistle Parish Council

Tuesday, 17th January 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: County Councillor Cosima Towneley, Jennifer Sutcliffe (Acting Parish Clerk), plus 4 residents.

Councillor Dack opened the Parish Council Meeting and welcomed everyone.

Agenda.	Actions by Clerk	Cllr Support
Parish Council Agenda.		
22/23/079 Announcement.		
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only. The protocol and recording of Parish Council Meetings is to be reviewed and updated on the website.		
22/23/080 Apologies for absence.		
All Councillors were present.		
22/23/081 Declarations of Interest / Code of Conduct.		
Councillor Michael Greenwood declared an interest in the Contractor, Allotments and hanging baskets.		
22/23/082 To receive reports from Working Groups.		
Planning Working Group.		
a) One Planning application had been received:		

<p>HOU/2023/0009: Proposed outbuilding within rear garden at 91 Talbot Drive, Briercliffe, Burnley. It was agreed that no response was required by the Parish Council, unless any neighbours made contact. All members were in agreement.</p> <p>A Compulsory Purchase Order had been made for 69 Halifax Road, Briercliffe.</p>		
<p>Communications Working Group.</p>		
<p>The group had met last Thursday. At a previous meeting it was agreed that four Newsletters would be produced each year, March, June, September and December. The December 2022 Newsletter had not been printed.</p> <p>It was proposed that the next edition would be printed and delivered in March 2023, with the final copy to be agreed by the 9th February, it would be 2 x A3 pages costing approximately £500. Proposals were also put forward to include adverts which would be approximately 10 x 9 cm, each with a cost of £10 per advert, with a commitment to 4 editions per year or £12 per edition, payable in advance. It was also agreed that Councillor P. Lishman would approach local businesses to ascertain interest in placing adverts. Several ideas were put forward regarding proposed articles, including the Chairs New Year Message, curiosities and customs, Coronation plans, allotments, local events, Easter competition and for further issues to include items such as the flower show, garden competition, gala pictures, winter tips and Christmas message.</p> <p>Social Media Update.</p> <p>Members were advised that the sub group are still to meet to put in place the agreed amendments to Facebook.</p> <p>Website.</p> <p>The potential cost of the new website would be approximately £500. Domain costs to be reviewed for this financial year.</p> <p>Councillors were again asked to check other Council's Websites to share potential ideas for the Council's website. Once suggestions had been received, the Communications working group will work with the approved company to design the website.</p> <p>Noticeboards.</p> <p>Two new notice boards should be considered, situated at Standen Hall and the Allotments.</p>		<p>PL</p>
<p>Finance Working Group.</p>		
<ol style="list-style-type: none"> 1. Councillor G Lishman reported he had completed the statutory declaration for the Pensions Regulator and advised that the Clerk had elected to opt out of automatic enrolment. 2. It was confirmed that the Finance Working Group could not have delegated powers. 		

<p>Following several Finance Working Group meetings, a budget had been prepared and circulated to members which discussed key findings relating to the previous budget and overspends. The proposed budget and precept for the forthcoming year 2023/24 had been circulated to Councillors. In November 2022 all members received an email explaining that there was £154.78 remaining in the budget which would lead to an approximate yearly overspend of £12,250.00. Details of the overspend had not been forthcoming and it was also stated that in future years, they wished to be clear about the role of the Responsible Financial Officer in the preparation of the budget. It was calculated that whilst there had been an overspend, it was offset by underspends of various items but that the variance represented 68% of the original budget.</p>		
<p>Allotments Working Group.</p>		
<p>It was requested that Terms of Reference are made available for this group and all other groups/committees. Clear written terms of reference which evidence the nature and extent of duties should be defined with clear objectives set. The Clerk and Vice Chair to work on this for the next meeting.</p>		<p>Clerk & PL</p>
<p>The website requires updating in relation to the Allotments. Some items require immediate attention and these will be sent to the Clerk to update.</p>		
<p>County Councillor Cosima Towneley joined the meeting.</p>		
<p>The Allotment Working Group had received 2 new applications. One holder is to give up a pen. There was a query in relation to dumping at the allotments with a quantity of weeds and rubbish being deposited on top of the woodland, most of which had now disintegrated. Five piles of docks, brambles and nettles had been dumped and it was thought that this had come from the allotments. It was suggested that this could be an item in the Newsletter as it is damaging to the environment. It was also suggested that ‘eyes’ or ‘cats eyes’ could be painted onto trees to suggest their actions could be observed, therefore acting as a deterrent. The Allotment society should be informed and it should also be posted on social media sites.</p>		
<p>The Scribe system had been fully loaded and required linking to eventually produce allotment rent letters, invoices etc.</p>		
<p>Two dates had been agreed for the working group to meet:</p>		
<p>Thursday 26th January 2023 at 7pm which would be a general meeting. Thursday 2nd February 2023 at 7pm to discuss policies.</p>		
<p>Allotment Plot 36 behind 20 Jubilee Street – Members discussed maintaining the plot as an allotment or making it a garden extension.</p>		
<p>RESOLVED: That it was agreed by majority vote that it would become a garden extension.</p>		
<p>The Chair will contact the buyer and solicitor to advise.</p>		
<p>The Allotment map is up to date. The divided allotments still need to be updated and this will be an agenda item next month.</p>		
<p>Bird Flu Notices – The Allotments Working Group will organise the notices.</p>		

Contractor Working Group.

The usual seasonal work is being carried out including hedge cutting. A meeting will take place in February to discuss this year's requirements.

Management Plan.

It had previously discussed that The Management Plan is to be updated. Gary is to identify trees that require removal, which would be approximately one days work. Due to financial constraints, any future physical work would require a minimum payment. Any advice given would continue to be free of charge.

Projects Working Group.

Discussion took place regarding how the Parish Council would celebrate the King's Coronation. The local community would be organising various street/children's parties. Local information would be gathered with the Parish Council assisting where required. Tree planting for the occasion could be an item to be included in the newsletter. Photos of a previous visit by the King to Queen Street Mill could be shared in the Community Centre.

22/23/083 Updates and Reports (for information only).

There was no progress with the Book Stop.

It was discussed if, next year, there could be Christmas lights near to the Millennium Stone but it was not known if there was an electricity supply.

It was reported that the Millennium stone, which is the responsibility of the Parish may have slipped and Councillor Wilkinson will assess any work required.

22/23/084 Formally adjourn the meeting to allow for public participation.

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

(a) Police Report.

PCSO Jody Hudson had sent a report which is attached.

Public Questions.

(b) There were no Public Questions submitted in advance.

(c) Concerns were raised by residents that questions which had been asked at the October meeting relating to Allotment deposits had not yet been addressed. Councillor G Lishman advised that he is following this issue through and will continue to do so. It was thought that a policy was required relating to deposits for residents who vacate allotments and do not reclaim their deposit.

<p>A question was asked as to why recordings of the meetings were not available on the website and it was agreed that this should become an agenda item for Councillors to discuss. Retention policies should be included in this discussion.</p> <p>Data Protection issues relating to the allotments and the website information will be addressed before the next meeting.</p> <p>A resident made representations relating to the poor quality sound system at the Remembrance Day Service and the minutes silence which had been interrupted by an inconsiderate driver. It was advised that the sound system had been provided voluntarily, however the situation had been quickly remedied with apologies given regarding the system. For this years' service some amendments would be made.</p> <p>The current website will be updated to include the Allotments waiting list and the Chair would make any further updates in September. Boundary fencing was discussed and the Chair will also look into this.</p> <p>It was highlighted that a fence at the Allotments required repairing and the Chair will discuss this with the allotment holder.</p> <p>A complaint was made in relation to the unsightly appearance of the BAGS hut, two clearing sessions had already taken place with more to follow. The Chair will look into this further.</p>		
(d) County Councillor Report.		
<p>County Councillor Cosima Towneley advised that Westminster Boundary Changes are taking place and a General Election will include the new boundaries. However, there will be no changes to the Borough or Ward boundaries.</p> <p>In respect of the King's Coronation she thought events would be more successful if the Parish Council was deeply involved in the planning.</p> <p>Queen Street Mill is now constituted and will be looking for memberships once the bank account is reactivated.</p> <p>Plans are being drawn up for the Library.</p> <p>She recommended the app 'lovecleanstreets' where residents could report issues relating to footpaths, lights, highways, defects etc. at the point of notice.</p>		
(e) Borough Council Report.		
<p>There had been complaints about noise from Heasandford Industrial Estate and it had now been established that this is emanating from the nearby metal recycling business. Residents have been asked by Burnley Borough Council to monitor times and dates in order for them to take any necessary action.</p> <p>Blocked drains on Halifax Road had been reported several times together with unpleasant flooding on New Taylor Fold.</p> <p>A new dog waste bin to be placed towards the water station on Walverden Road continues to be chased up.</p> <p>The Parish Council were asked to chase up the provision of salt and grit for the</p>		

<p>boxes on Walverden Road and Robin House Lane which had been provided by Borough Councillors, LCC had refused to fill the boxes. There had been a prior arrangement whereby the Parish Council had an agreement with LCC to deliver one ton free of charge for the Lengthsman to distribute. The Parish Council were asked to investigate if this could be reinstated.</p> <p>It was queried if a bench on Halifax Road was to be repaired or replaced.</p> <p>The Borough Councillors report is attached.</p>			
<p>(f) Allotment Society Report.</p>			
<p>There was no report.</p>			
<p>(g) Other Organisations.</p>			
<p>The Community Centre Report was read out and is attached.</p>			
<p>22/23/085 Formally reconvene the Parish Council Meeting.</p>			
<p>RESOLVED: That the meeting is formally reconvened for Parish Council Business.</p>			
<p>22/23/086 Finance.</p>			
<p>1. Accounts to be approved for payment. Additional bills included</p>			
1.1	G.S.A. Contractor December	£2516.00	#001714
1.2	Clerk Salary	£457.82	SO Paid
1.3	Clerk National Pay Rise 2022	£230.50	#001715
	HMRC x 2 months	£228.88	
	HMRC pay rise tax	£46.10	
	HMRC TOTAL	£274.98	#001716
1.4	GSA Contractor	£640.00	#001717
1.5	Briercliffe Community Centre	£32.00	#001718
<p>RESOLVED: That the bills outlined above are paid.</p>			
<p>2. Income Received</p>			
2.1	Council Owned garages	£524.38	
2.2	Bank Interest	£8.02	
2.3	Allotments	£80.56	
2.4	Electricity North West	£22.83	
<p><i>Bank Balances</i></p>			
<p>3.1. Bank Balances</p>			
	▪ Current a/c -	£ 7061.60	
	▪ Reserves a/c -	£13,955.83	
	▪ Petty Cash -	£ 97.04	
	▪ Garages -	£ 1687.89	
	Total	£22802.36	

<p>Concern was expressed in relation to an invoice which did not appear to be an original document. It was suggested that the contractor be advised to submit original document invoices.</p> <p>A query arose relating to the two months HMRC payment.</p> <p>RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are approved.</p>		
<p>2023-24 Budget Proposal and Precept Proposal.</p> <p>It was highlighted that, after discussion, some amendments to the budget would be necessary.</p> <p>In relation to the Allotments, members were advised that the water company had not charged the Council in 2021/2 or 2022/3. As the Parish Council had taken a charge of £19 per plot for each of these years, it was agreed that allotment holders should be reimbursed and a recommendation was made that this should be offset against next year's rent payments. It had also been established that the water company would not make a charge for the year 2023/4.</p> <p>The following recommendations were made:</p> <p>That the Allotments Working Group should meet and oversee the management of the Allotments and Garages.</p> <p>That in future, income from garages other than the Turning Circle, should be shown separately from general Allotments.</p> <p>That the Contractor Working Group should meet and oversee the work commissioned from the Contractor.</p> <p>That the National Insurance element should, in future, be separated from the salary element.</p> <p>That £3000 is transferred to reserves from next year's budget, considering the current years overspend.</p> <p>Members were asked to agree to the annual budget and the precept required. Some members abstained on voting as they had not had time to read the documents circulated. A vote was taken and a majority of members agreed the budget and precept proposal.</p> <p>RESOLVED: That by majority approval, the budget is approved and the precept request is set at £20,000.00.</p> <p>Councillor G Lishman completed the required forms and volunteered to hand deliver them to Burnley Borough Council.</p>		
<p>22/23/087 Minutes of the last Parish Council meeting.</p>		

To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 22 nd November 2022.		
RESOLVED: With the exception of an amendment to a street name: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 22nd November 2022 are approved as a correct record.		
22/23/088 Matters outstanding from the minutes.		
None		
22/23/089 Clerk's Report including Administration – for information only.		
None		
22/23/090 Updates, Policies and Projects.		
None		
22/23/091 Date of next meeting:		
It was agreed that the next meeting of the Parish Council will be held on Tuesday 21st February 2023 at the Community Centre, Jubilee Street at 7:30pm.		
The meeting closed at 10.15pm.		
The Chair thanked everyone for attending.		

BRIERCLIFFE AREA 22nd November 2022- 13th January 2023			
INCIDENTS REPORTED - 116			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
2	Burglary	Lydgate Unit on Burnley Road	Garage break – offender breaks into a residential garage and leave empty handed. Offender breaks into unit by kicking the door in. Items taken.
4	Criminal damage	Briercliffe Road Briercliffe x2 Harrison Street Church Street	Offenders have smashed front first pane of glass by unknown means and makes off in unknown direction. Damage has been caused to allotments. Road incident which led to vehicle then being damaged.

2	Theft	Atkinson Street Red Spar Road	Theft of a parcel which was left on the front doorstep. Theft of parcel which was left on front doorstep.
2	Vehicle crime	North Street	Whilst vehicle was parked outside home address vehicle has been damaged.
0	Theft of vehicle/UTMV	Douglas Road	Damage has been caused to the tyres of a vehicle.
8	Nuisance	Granville Street 2x Briercliffe Road Burnley Road Halifax Road Briercliffe Road Queen Street	Youths approach property and kick the front door, youths make off in unknown direction. Youths kicking cars and causing a nuisance – no trace on Police arrival and no reports of damage. Youths throwing snowballs at passing motorists. Youths throwing snowballs at passing motorists. Youths throwing snowballs. Stones being thrown at vehicles no trace on police arrival and no damage reported.
Many thanks Jody Hudson PCSO 7738.			

**Briercliffe Parish Council
Borough Councillors' Report – December/January 2022/3**

1. After complaints about early morning noise from Heasandford Industrial Estate, Anne Kelly contacted Lancashire County council to check the permitted working hours of the recycling centre. Officers visited the site and checked CCTV footage which showed that the early noise doesn't come from there but from the metal recycling business. Residents have been asked by Burnley Council Officers to keep a diary of times and dates of when the noise starts. Officers are checking the

planning permissions which show permitted hours of work and will take action if work starts outside those hours.

2. Maggie Lishman reported blocked drains on Halifax Road (several times).
3. Maggie reported unpleasant flooding on New Taylor Fold.
4. Gordon Lishman has been following up on the proposal for a new dog waste bin towards the water station on Walverden Road where there has been a problem with waste bag litter.
5. We have been asked by residents if the PC could get some salt and grit for the boxes on Walverden Road and Robin House Lane. Those boxes were provided by Borough Councillors at the request of residents when there was a Ward Opportunity Fund. LCC have refused to add those 2 boxes to their list as Walverden Rd is unadopted and there is one half a mile away on Robin House Lane by the ford. Previously the PC had an agreement with LCC and they delivered 1 ton free of charge for the Lengthsman to distribute when and where necessary. Please would the PC investigate whether we can reach that agreement again?
6. Thank you for the new benches on Halifax Road. However, the one outside the former police house is in a very poor state. Over the years neighbours have maintained and painted it but it is now beyond repair. I'd thought, obviously wrongly, that that was the one to be replaced, not the one at the bottom of the footpath which was ok. Any chance that the decrepit one could either be repaired or replaced?
7. In Spring, the fencing on Halifax Road by Lane Bottom Park should be repaired and painted.
8. Various rubbish dumping has been reported and taken away.

Cllr Anne Kelly

07753 253040

01282 438328

annerkelly@hotmail.com

Cllr Gordon Lishman

07778 271177

01282 421865

gordon@lishman.co.uk

Cllr Maggie Lishman

07977 218622

01282 421865

maggie@lishman.co.uk

Community Centre Report Jan 23

The annual accounts are with the auditor and will be shared next month.

Our Annual General Meeting is due at the end of this month.

Gas safety check has been done today.

Electric check not due until March.

Bookings continue to be steady with the usual Christmas parties and events.

Regular bookings have stayed constant but there are no events on Thursdays.

In the next Parish newsletter can we have some space to advertise the regular groups and availability and see if we can encourage some new groups? We want to see the centre used more.

The Community Centre will not need to ask the PC top to add to the precept on our behalf this year. We were lucky to receive a grant last year from the COVID business fund and although we spent a lot on maintenance and improvements we still have a reasonable reserve.

Anne Kelly

Chair