



Briercliffe with Extwistle Parish Council

Tuesday, 19th July 2022

Present: Councillor Pippa Lishman (in the Chair), Councillors Ben Eastwood, Michael Greenwood, Gordon Lishman, Pam Vincent and Steven Wilkinson.

Others: County Councillor Cosima Towneley, Alan and Ann Firminger (Allotment Association), Steve Watson (Clerk) plus 7 residents.

Councillor Pippa Lishman opened the Parish Council Meeting and welcomed everyone. The Meeting was advised that it would be voice recorded for accuracy of the Minutes only.

<u>Agenda</u>	<u>Actions by Clerk</u>	<u>Cllr Support</u>
Parish Council Agenda		
22/23/033 Apologies for absence		
Apologies for absence were submitted by Councillor Adam Dack who had tested positive for Covid, Councillor John Stewart who had a fall and was unable to drive and Councillor Roger Frost who had a hospital appointment. Councillors Dack and Stewart asked for their apologies to be formally accepted. It was suggested that Councillor Frost's apology is also formally accepted.		
RESOLVED: That the apologies and reasons given are accepted.		
22/23/034 Declarations of Interest / Code of Conduct		
Councillors Pippa and Gordon Lishman declared an Interest in Planning Application FUL/2022/0412 as Pippa's house is adjacent to the Land and Gordon is related to Pippa.		
22/23/035 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 written report which is attached				
(b) Public Questions				
The Public Questions submitted in advance were read out and answers are attached. The location of the Burnley Road Land is to be checked with the resident. Councillor Kelly is to be asked who the Solar Farm developer is and a pre-submission meeting is to be held. Paperwork is needed for 2 Allotment Tenant Representatives on the Allotment Working Group. The Project Working Group will look at the wider issue of flowers in the village. The Community Centre Committee are to be asked about a P.A. System.			Check Land Developer Meeting	Clerk BC AK Clerk
			Paperwork Flowers P.A.	AllotWG ProjWG Clerk
(c) County Council Report				
The County Councillor thanked the festival organisers and reported that Queen Street Mill could have been more active on the day. A survey of drains is to be carried out. Information on the Water Butt Company is to be shared. There are £500 grants for public rights of way and information on Councillor Grants is on the County website.			Water Butt Company	CC CT
(d) Borough Council Report				
Borough Councillor Gordon Lishman read out a report which is attached.				
(e) Allotment Society				
There was no report.				
(f) Other Organisations				
There was no report.				
Councillor Eastwood left the meeting.				
22/23/036 Formally reconvene the Parish Council Meeting				
RESOLVED: That the meeting is formally reconvened for Parish Council Business				
22/23/037 Finance				
1. Accounts to be approved for payment. Additional bills included.				
1.1	Clerk Salary	£457.82	SO	Paid
1.2	HMRC x 2	£228.88	#001689	
1.3	G.S.A. Contractor	£940.00	#001690	
1.4	Defibrillator	£1,315.00	#001691	
1.6	Community Centre	£48.00	#001692	
RESOLVED: The bills outlined above are paid.				
2. Income Received				
2.1	Council Owned garages			£619.72
2.2	Bank Interest			£1.15
2.3	Allotment Rents			£2,682.07

3. Bank Balances 5.3. Bank Balances <ul style="list-style-type: none"> ▪ Current a/c – £23,563.81 ▪ Reserves a/c – £13,938.37 ▪ Petty Cash - £ 359.03 (£275.00 Landrover Tax) ▪ Garages - £ 5,196.01 Total £43,057.22 				
RESOLVED: That the bank balances, budget monitoring report, petty cash report and bank reconciliations are noted.				
The Scribe Accounts Software is to be brought to the September meeting and the 2 nominees for the read-only accounts access is to be agreed by the Finance Working Group.			Agenda Nominees	Clerk FinWG
22/23/038 Minutes of the last Parish Council meeting				
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 21 st June 2022. A list of 16 amendments were submitted and are attached.				
RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting, as amended, on the 21st June 2022 are not approved as a correct record until a statement to the fact they have been amended is added.				
22/23/039 Matters outstanding from the minutes				
All matters had been dealt with. A meeting of the 3 Parish Chairs, Sgt Rob Grey and PCSO Dave Hill is to be arranged to discuss the Landrover. Benches will be delivered mid-August. £2,100 was donated to Pendleside by BAGS Committee.			Meeting	Clerk.
22/23/040 Clerk's Report including Administration – for information only				
The correspondence was noted. The Council declined the Public Rights of Way scheme. Leaflets are to be distributed for the Halifax Road TRO and the information put on the website and Facebook. There were no comments on the Licensing Policy.			Leaflets Website & Facebook	ComWG Clerk
22/23/041 Updates and Reports (for information only)				
The Chair				
There was no report.				
Members of the Council				
It was suggested that the large pile of chippings need to be removed, Allotment Tenants present stated they were useful and are used quickly.			Chippings	AllotWG ContWG
22/23/041 To receive reports from Working Groups				
1. <i>Planning Working Group</i>				
The Planning Working Group has not met. The following application are delegated to the Clerk in consultation with the Planning Working Group.				

<p>1. FUL/2022/0412 - Re submission of application for erection of detached dwelling (previously approved 29/07/2019 ref: FUL/2019/0301), Land At Walverden Road Walverden Road Briercliffe</p> <p>2. HOU/2022/0402 - Demolition of an existing rear conservatory and erection of single storey rear extension. 89 Halifax Road Briercliffe Lancashire</p> <p>3. VAR/2022/0367 - Variation of Condition 2 on planning permission APP/2017/0601 relating to removal of parking plot numbers on approved drawing 04H 1 Royal Court Briercliffe Burnley – consultation now closed.</p>		
<p>RESOLVED: That comments on the above applications are delegated to the Clerk in consultation with the Planning Working Group.</p>		
<p>Communications Working Group</p>		
<p>Councillor Pippa Lishman is the Working Group Lead. The website is to get a full overhaul and a report will be brought back. The newsletter is to be reestablished quarterly and it was agreed to get 3 quotes and the appointed printer will be agreed by email. Councillors will deliver the newsletter. It was agreed to change the Facebook settings to information sharing only and remove commenting. The Allotment Society were asked to provide information for the Allotment Noticeboard.</p>	<p>Report back on Website</p>	<p>ComWG</p>
<p>Finance Working Group</p>		
<p>The Finance Working Group has not met due to 2 members having consecutive Covid infections. The Group will look at the Asset Register and Scribe system.</p>	<p>Asset Reg Scribe</p>	<p>FinWG</p>
<p>Allotments Working Group</p>		
<p>Councillor Adam Dack is the Working Group Lead. The Allotment map is being updated. An asbestos contractor has been on site and areas need strimming for access. Tenants are to be asked for car registration numbers to be included on the tenants list. The Borough Councillors are to be asked if glass recycling can be provided on the Allotments. It has been agreed to replace fence poles reported, a reported tap is to be repaired and bottles are to be removed from a plot. A further fence needing repairs is to be checked. There are no new applications and use-it-or-loose-it letters have had responses. Plot 4 is in the process of being resolved and plots 9 & 10 have been handed back. The 'Use-it' process is to be reviewed. There will be 3 advertised site inspections each year in March, July and October with ad-hoc inspections in between. All new plots have now been filled. Information on Allotments is to be put out by the Communications Working Group.</p>	<p>Recycling Reg Numbers Maintenance Fence Review Allotment info</p>	<p>GL AllotWG ConWG MG AllotWG Coms WG</p>
<p>Contractor Working Group</p>		
<p>Councillor Ben Eastwood is the Working Group Lead</p>		
<p>Projects Working Group</p>		
<p>Councillor Pam Vincent is the Working Group Lead</p>		
<p>22/23/042 It was agreed that the next meeting of the Parish Council will be held on Tuesday 20th September 2022 at the Community Center, Jubilee Street at 7:30pm.</p>		
<p>The Chair thanked everyone for attending.</p>		

BRIERCLIFFE AREA 20 th June – 18 th July 2022			
INCIDENTS REPORTED - 94			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
0	Burglary		
2	Criminal damage	Townley street Queen street	Occupants have had eggs thrown at their property. No offender identified – vulnerable marker placed on the property. CCTV cameras have been damaged by a group of kids – CCTV footage has been requested.
1	Theft	Todmorden Road	Theft of power washer – no CCTV and no further lines of enquiry.
0	Vehicle crime		
0	Theft of vehicle/UTMV		
8	Nuisance	Lydgate x2 Walverden Road Talbot Street Harrison Street Townley Street	Off road motor bikes causing a nuisance within the area. Pictures of the bike and rider kindly sent to Police unfortunately rider wears hood up and no ID can be gained. Lancashire talking message has been sent out and I have been in the area on the pedal bike but no trace. People smoking, partying and fires lit within the area. Young people causing a issue, a slate tile smashed on the floor. Resident spoken to by myself and contact details left. Young people not known. Off road bikes

			Group of young people causing a issue in the area. Police attend the area but no trace of young people.
Many thanks Jody Hudson PCSO 7738.			

Public Questions

We have received a report issue relating to some uncut grass to the rear of 135 Briercliffe road, I've spoken to Mrs Chorley who as advised this grass normally gets cut each year but this year it's not been done.

I've checked on our system and this area is not managed by GSA; would you be able to advise if this area is normally cut via the Briercliffe lengths man.

This does not relate to Briercliffe as the address given is Briercliffe Road. 135, Briercliffe Road is almost at Duke Bar. It could be a reference to 135, Burnley Road, Briercliffe which is near the old boundary with Burnley, near the Commercial. If it is, the land in question is likely to that which is between 139, which is in Briercliffe, and the Commercial, which is also in Briercliffe, but the land between them is in Brierfield. Some years ago, the Parish Council offered to take this land over but, at the time, the Boundary Commission would not allow exchanges of land between Councils. In this case the exchange would have been between Burnley BC and Pendle BC, but Briercliffe would have been the beneficiary, because the houses on Mayfield Close had not been built.

However, the Parish Council has maintained this land in the past knowing that it was in Pendle, actually Little Marsden, the present name of which is Brierfield. WE got a Manpower Services Commission grant to do the land up, so you can see how long ago that it was.

If we maintain this land I would expect us to contact Pendle BC and Brierfield TC to ask them to contribute to the cost as they benefit from the Council Tax accruing from the properties built on the upper parts of this land.

SOLAR FARM APPLICATION QUESTION FOR THE JULY 2022 MEETING

Why was the Parish Council's response to the standard consultation in relation to the above application only submitted by email on the 6th July - at 12.34, the actual date that the decision was made?

As I understand, the date set for responses was 17th June unless extra time is requested. Had the Parish Council applied for extra time to reply?

It appears that the consultation letters were dated 27th May and therefore after the May meeting, but why wasn't the response to wait for the full application not communicated immediately after the 21st June meeting? It does seem from previous planning applications that responses from our Parish always seem 'at the last minute'.

Since deciding to ask this question I have been in contact with Elizabeth Hindle's office (planning) and ask how the response time limits work. I was also informed that when the full application comes in it will attract considerable attention.

I know the decision was made to wait until a full application was submitted to the Planning Department, before discussions with the members of the public of Briercliffe. However, there is a lot of talk and opinion already going on in the Parish as this is probably going to be one of the most important issues, affecting a considerable amount of land, ever to be faced by the Parish. Possibly there could be a preliminary discussion at July's meeting?

It appears from the planning records that the decision was made on the 6th of July that an EIA was not going to be required. So the next step appears to be that a full planning application will be made. As times scales for responses to be made are generally quite short should the Parish Council appoint a group who has the ability to be able to research in advance what will be a very technical application, especially as you want to invite the developer to come to a meeting to explain what's involved in such an installation?

According to information on the internet as of the year 2000, there were about 500 solar farms with a further 910 in the pipeline in 2021 in the UK. There is lots of useful information regarding the planning applications for farms in other areas of the UK which would be useful from the point of research and determining how our Parish will respond. It seems that many are approved as there is pressure to create alternative energy sources.

The siting and area size proposed is inevitably going to be controversial, so it is vitally important that the Council act now so that when a formal response is required they have all the necessary information on how it may affect our Parish. The outcome may be to support or oppose it, or take a neutral position, but whatever it is it should be professionally presented to the Planning Committee at Burnley Borough Council and submitted well within the requisite timescales.

Having read the draft minutes of the last meeting they appear to be the most comprehensive I have read and of a much higher standard than we have seen for a long time.

As the Parish Council was not making comments on the above, only stating it wished to be consulted when an application was submitted, the date this was conveyed is not relevant. As the Solar Farm Application has not been submitted there is nothing for the Council to comment on, however, the Council is aware that an application once submitted needs to be brought to a public meeting for full discussion and is considering a separate meeting just for this item.

Briercliffe Parish Council Borough Councillors' Report – July 2022

Congratulations to the **Gala** organisers for a great event. It was much appreciated.

The damaged wall by lamp post 8 on **Halifax Road** has been reported again to the County Council asking for it to be fixed and the footpath restored to its correct width.

All three councillors had a meeting with a National Trust consultant about **Queen St Mill** and how to increase local involvement and participation and greater community "ownership". As we have done before, we stressed the importance of marketing the attraction and events. We also suggested that there could be greater community use of the facilities including the café during the summer months and when the Mill is open.

The owner of an **abandoned car** at one site has been identified with some difficulty and they are being chased up by the police to remove it.

Proposed Solar Farm: It appears that it has been decided that the Environmental Impact Assessment should *not* be carried out. We agree that the Parish Council should invite the proposing developer to come and explain the proposal and answer questions and we will be happy to help.

Arncliffe Planning Application: Councillor Gordon Lishman has been leading for us on this and will comment on our behalf when the Parish Council discusses this item. Unintentionally but illustrating an important aspect of the application, Gordon went up on Saturday to look at the site and had a fall leading to sore ribs and scratches!

Thursden Picnic Area: Following complaints about litter, Councillor Anne Kelly has ascertained that the site is a County Council responsibility. She has reported the overflowing bins and litter and has been told that they will undertake a "litter sweep" and new larger bins will be provided.

Bins: There are problems with residents leaving bins in their back street sometimes with other rubbish to be picked up. Can we remind residents that bins left out for an unreasonable time may be removed by the Council, that there may be problems for emergency vehicles, particularly where cars are parked on both sides of narrow streets and that rubbish not put in bins is unsightly and insanitary? When neighbours complain, particular cases can be referred to StreetScene.

Lane Bottom Park: Work started on Lane Bottom play area last Thursday. Councillor Anne Kelly met the contractors while they were removing the wood chippings and doing test digs. Unfortunately, they discovered that the concrete mill floor extended further than they had thought. This means that they have had to get specialist equipment in to dig it up and remove it. That is now finished and the contractors are coming to start to fix the play equipment this week. There is still a lot of tidying and shrub clearing to be done round the site and I have asked that the fence on Halifax Rd/Walverden Rd is improved. Some needs replacing, some needs mending and it all needs painting. I asked at the last PC meeting for ideas for the name of the park. Lane Bottom Mill Park has been suggested. Is everyone happy with that?

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

Minute Amendments

1

DRAFT MINUTES 22/23/022 Public Questions (first point in b)

'It was suggested that residents should be aware that they can ask questions at meetings and this should not be down to the Chair's discretion. It was agreed to allow public questions at meetings, however answers may not always be available and may need a later response'

MY PROPOSAL 'Cllr Frost suggested that residents can ask questions at meeting. It was agreed to allow public questions at meetings; however, answers may not always be available and may need a later response.'

REASONS - Here I feel that saying residents should 'be aware' implies that this is current practice which it has not been recently. My proposal to amend the wording does not amend the factual detail but is clear to the actual discussion held

Verbatim/what was actually said specifically by Roger - 'we have been doing this for several years now, that is not allowing members of the public to ask questions'. ... 'to me this is undemocratic'... 'I want us to consider the fact that the members of the public that come to our meetings, and we are just about the best attended parish council in the borough, should be allowed to ask questions at the meeting, even without notification' ...'what do the members think?'

I asked if we needed to vote or just agree - 'Are we happy to open the questions up'

Gordon - 'I agree'

Pam - 'we have done the occasional question in the last few meetings without any problems'

I said - 'it could be that we cant provide those answers today but need to go away and get the answers, happy to open that to the floor.'

2

DRAFT MINUTES 22/23/022 Public Questions (last point in b) (regarding BAGS)

MY PROPOSAL - to add to the end of this paragraph - 'The Council response is included in the other public questions attached and included further in the allotment report'

REASONS - not to add this factual statement leaves this element open here in the minutes and this was specifically addressed at this point.

Specifically I said (Verbatim) - 'can I hold you off on both of these points till we get to that point in the agenda, because this is something that will come to with the allotments there, I'm not disregarding your question but we will come back to these later on'

3

DRAFT MINUTES 22/23/022 Public Questions (c - County Council report) (sentence regarding Landrover - mid paragraph)

The Briercliffe Landrover is still in the garage awaiting repairs and further details were requested.

MY AMENDMENT PROPOSAL

The 'Briercliffe' Landrover is still in the garage awaiting repairs and MOT, following April 2022 meeting where it was agreed to sell the vehicle. Further details were requested, these will be reported before any further actions taken'

REASONS minutes need to be factual of the meeting, contain only the actual decisions taken by the Council with a very short pre-amble as to how that was reached if necessary. Parish minutes also tend to have more detail to ensure we engage with residents. From the clear discussions that we had I feel we need to be clear on the detail in the preamble. We also did state further info was to be brought and communicated to residents.

after some discussion I said - verbatim - 'I've just been shown minutes from a previous meeting, which was in... April 2022 where the Council has resolved to sell the vehicle once it was MOT'd' '..I think some of the discussion here is that evidence that we actually own it to be able to do that, I cannot comment on that personally'... 'we have got the details about the registered keeper and we have SORN it'... 'we will ask the Clerk to provide some details and as a Council we will confirm those details back to you before the next stages are progressed.'... 'we will pull that information together and come back to you with the details'...' we cant resolve this today we don't have the details to hand'...

4

DRAFT MINUTES 22/23/022 Public Questions (d - Borough Council report) (second sentence)
The wall demolished on Halifax Road six and a half years ago has still not been repaired. It was believed the wall belonged to Haggate Church.

MY AMENDMENT PROPOSAL The wall demolished at the top of Halifax Road (across from number 7) six and a half years ago has still not been repaired. It was believed the wall belonged to Haggate Church, or possibly the Parish Council, this will be confirmed and brought back to a further meeting to confirm action.

Also required an action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising - 'Ownership to be confirmed' 'Clerk'

REASONS the specific detail is important and was highlighted by Steve for clarity and ensures the action from this point can be taken forward.

Verbatim - I said 'we will need to look into that to confirm that, 'coz it actually may be parish council land'... 'we will need to look into that and confirm whether we need to pass that to Borough, County, or get on with it'... 'what we can do is confirm who's land that is'

Clerk said ' and bring it back to the meeting' ' it then goes in the action list' (this 2nd statement was said later in the meeting when it was raised to confirm by Gordon in updates and reports)

5

DRAFT MINUTES 22/23/022 Public Questions (allotment society report)

MY AMENDMENT PROPOSAL add to the start of paragraph 'it was asked how communication is managed for progress regarding people on waiting list.'

REASONS this is a factual record of what was asked, and can be an action for the allotments WG to remember this has been raised by the society so we can look at the communications.

6

DRAFT MINUTES 22/23/025 Minutes of the last Parish Council meeting (Resolution)

MY AMENDMENT PROPOSAL add 'Approval Proposed by Cllr Eastwood, Seconded by Cllr G Lishman and carried'

REASONS It is good practice to record Proposers and Seconders when this is a requirement to pass a motion

7

DRAFT MINUTES 22/23/027 Clerk's Report including Administration – for information only

MY AMENDMENT PROPOSAL Also required an action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising and confirmed completed - 'Posters to be placed' 'Clerk'

REASONS It is good practice to note all actions so they are reminders to carry these out and reported to following meeting

8

DRAFT MINUTES 22/23/028 Updates and Reports (for information only) (Members of the Council section 1st point re benches)

'The benches are to be chased up'

MY AMENDMENT PROPOSAL 'The Jubilee bench, Covid memorial and benches in Lane Bottom are to be chased up.'

REASONS the original statement maybe succinct but its helpful to all residents and Councillors to be clear on specific of which benches we refer to without having to trawl through other minutes and notes.

9

DRAFT MINUTES 22/23/028 Updates and Reports (for information only) (Members of the Council section 3rd subject point re flooding)

'The bottom of the recreation ground is flooding and the farmer has offered to use his own machinery. Standing Orders requiring 3 quotes are to be suspended as like for like quotes cannot be obtained.'

MY AMENDMENT PROPOSAL 'The bottom of the recreation ground is flooding, (below the Woodland walk) and the farmer has offered to use his own machinery. Standing Orders requiring 3 quotes are to be suspended as like for like quotes cannot be obtained. Full details required regarding location, problem/issues, and costings to be provided

Also required an action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising - 'Full details to be provided' 'JS'

REASONS the original statement maybe succinct but its helpful to all residents and Councillors to be clear on specific of what action is required and to ensure that action is addressed in the following meeting in matters arising.

Verbatim - I said 'sorry where is this' - John responded- 'I'm not 100% sure but its below the Woodland Walk'

Clerk said 'we need to know the details, where it is, what the problem is and what the costs would be, and then we can come back to it'

10

DRAFT MINUTES 22/23/028 Updates and Reports (for information only) (Members of the Council section 5th Subject point re flowershow)

'the flowershow is being held on the August Bank Holiday weekend. The usual prizes are to be given out at the flowershow by the Chair and the garden competitions will be held again'

MY AMENDMENT PROPOSAL 'The Flower show is being held on the 20th August – not the Bank Holiday weekend! Request that the usual prizes to be given out at the Flower show by the Chair again this year'

REASONS the flower show is not the bank holiday! Pam stated very clearly 'actually a new date and not the Bank holiday weekend'

Pam - ' I have been asked to mention the flowers how which has been booked for the 20th of August, a new date, not the bank holiday weekend, and the chair has been asked to give out prizes as is tradition.'

Clerk we have always done this in the past, its an annual event, its just reinstated' ... 'its all budgeted for'

11

DRAFT MINUTES 22/23/028 Updates and Reports (for information only) (Members of the Council Resolutions)

'RESOLVED: That the Garden Competition Prizes are given out at the flowershow.'

MY AMENDMENT PROPOSAL 'RESOLVED: That the Chair will give out the prizes at the Flower show. That the Garden Competition is reinstated, and Prizes to be given out at the flower show.

That the prizes will be provided for the Flower show and Garden competition Proposed Cllr G Lishman, Seconded Cllr Wilkinson and carried' We specifically proposed and seconded this point (as directed) so this should be recorded

REASONS - Correct Date! specific relevant details and important to note this was proposed, seconded and approved.

I said 'do we need to propose and second or general agreement' clerk said ' as its finance need to'

(2 separate points as the flower show request for Chair to attend and give out prizes is separate to the Garden completion, which PC run and agreed will give out Prizes at the flower show.)

12

DRAFT MINUTES 22/23/029 To receive reports from Committees and consider the Recommendations (A late application: 2.1 VAR/2022/0367)

MY AMENDMENT PROPOSAL Add required action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising - 'To review and feedback' 'Clerk'

REASONS - to note action is required and to ensure that action is addressed by the relevant WG, and reported in the following meeting in matters arising

13

DRAFT MINUTES 22/23/029 To receive reports from Committees and consider the Recommendations (Resolution)

'RESOLUTION: That comments on application 0367 are delegated to the Clerk in consultation with the Planning Working Group.'

MY AMENDMENT PROPOSAL 'RESOLVED: That comments on application 0289 as agreed to be submitted by the Clerk, and meeting to be arranged with developer.

That comments on application 0367 are delegated to the Clerk in consultation with the Planning Working Group.'

REASONS - either the comment after 1.3 needs to be identified as a RESOLUTION or this final resolution for the planning section of the minutes needs to be amended as above to cover all agreed actions.

14

DRAFT MINUTES 22/23/030 To appoint to Working Groups and Lead Councillors

MY AMENDMENT PROPOSAL Add in 'The following appointments were taken. Lead Councillors to be appointed at the first meeting of each group. Terms of References for groups to be drawn up

Working Group details to be shared on website

Also required an action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising - 'Term of Reference to be agreed, Website updates'

REASONS - This preamble is required to be clear on process held over from previous meeting, and to add actions to ensure they are carried out and reported.

Verbatim - Roger 'will those groups elect a Lead or Chair', Clerk said 'Yes', Roger - 'this will take place when they meet first'

I aid - 'we also discussed and agreed putting a document together about what we can do, limits of spend and decisions'

A public question asked for the composition of the working group would be in the minutes and on the website.

Clerk agreed for minutes and I said about the website, 'not happening over night' but from the working group just agreed will be on the website.

15

DRAFT MINUTES 22/23/030 To appoint to Working Groups and Lead Councillors (final point)

MY AMENDMENT PROPOSAL Add in 'RESOLVED: Agreed Allotments holder representatives to be included in the Working Group. To be addressed when new group meet.'

Probably also required an action to be noted (2nd & 3rd columns) so this is brought forward to the next meeting as matters arising - 'Allotments WG'

REASONS - referred to earlier in meeting not resolved at that point. requires stating as agreed and actioning

Verbatim - Clerk pointed out a hand written note - 'mention that' I said 'when we met to look at these groups '...'we did discuss as part of the Allotments working group having 2 allotment holders as representatives on that group as well'

16

DRAFT MINUTES 22/23/031 To receive reports from Working Groups – for information only (1. Allotment Working group) (I've added these as tables as the actions elements are relevant in each section - hopefully the formatting works? if not I can amend as a word document attachment - sorry)

There were 2 new applications, though 1 is not within the Parish and the waiting list has been updated. 6 'use-it' letters have been sent and all 16 new plots have been offered and accepted and are	Correspondence
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<p>awaiting tenancies. New gates have been fitted.</p> <p>The BAGS Hut has been removed and the BAGS Committee has been disbanded. The Vice-Chair has had corresponded that she will share with Council. The Chair stated that the Council would now ‘draw a line’ under the issue and move forward. A statement was suggested from the Council regarding how much had been donated to Pendleside. It was asked if the money could go to the Allotments, however it was part of the Committees constitution to give funds to the Hospice on dissolution. The Vice-Chair agreed to respond to the letter requesting evidence of the amount given to the Hospice.</p> <p>The next site inspection date is to be advertised and the Working Group would look into the rat problem. A contractor is being sourced for the asbestos and a report back will be brought to the next meeting.</p>	<p>Response</p> <p>Report</p>
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