



## Briercliffe with Extwistle Parish Council

**Tuesday, 18<sup>th</sup> July 2023**

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

**Others:** Steve Watson (Clerk) plus 2 residents.

Councillor Wilkinson opened the Meeting and welcomed everyone.

<b><u>Parish Council Agenda.</u></b>
<b>23/24/033     Announcement.</b>
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.
The Chair read out a statement about Standing Orders and conduct at the meeting.
<b>23/24/034     Suspension of Standing Order 10a(i) – Amendments to Minutes</b>
<b>RESOLVED: That Standing Order 10a(i) is suspended for this meeting.</b>
<b>23/24/035     Apologies for absence.</b>
Apologies for absence were submitted by Councillor Adam Dack who was working.
<b>23/24/036     Declarations of Interest / Code of Conduct.</b>
Councillor Michael Greenwood declared an Interest in item 5.4.1 Contractor Cost Comparisons on the Agenda.
<b>23/24/037     Working Groups and Lead Roles Report Back</b>
Communications Working Group
The Chair stated there was no report as the Group has not yet met.

Finance Working Group
The Chair stated there was no report as the Group has not yet met. It was proposed that all Councillors are given read only access to the Scribe Financial system.
<b>RESOLVED: That read only access to the Scribe system will be an granted to all Councillors.</b>
Allotment Lead
Door knocking, ring rounds, social media and a day on the allotments has brought in a lot of information. The Clerk has populated the waiting list and all information is on Scribe. 6 possible vacant garages, 12 allotments and £2,565.00 is held for deposits and keys. A rent day is needed and water rates are to be refunded. The system should be up to date by the end of August when rent letters will be issued.
Contractor Lead
The flower boxes are looking very nice, 'Tree Tops' have been cutting trees not the Council. A hedge was trimmed but checked for nesting birds first. Grass cutting was switched for watering in the dry weather.
Councillor Michael Greenwood, having declared an interest, left the meeting. The Contractor comparison costs were read out and are attached.
Councillor Michael Greenwood re-joined the meeting. There are no non-scheduled jobs and the Woodland has been checked.
Garages Lead
The Allotment Lead included the garages in her report.
Planning Lead
The East Barn Holt Hill application to move a footpath to allow for a building needs keeping an eye on for future applications on the site.
a. <b>PAR/2023/0387</b> - Class Q conversion of an agricultural building to one dwellinghouse and associated operational development. Windle House Farm Halifax Road Briercliffe
The building is built on medieval foundations, the house is lived in as is the old barn. Approval was given for a new barn on the understanding it would not be converted into a house. The build will not look right in the location, the Lead is to send a letter asking for clarity on whether this is a planning application.
<b>RESOLVED: That the Council had no comments on the application.</b>
Policy Lead
Policies and procedures are to be reviewed and this is on-going.
Projects Lead
A meeting is due with Gary Howell. A quote to fix the hole in the dry-stone wall on the allotments has been provided at £390 and there are 15 entries for the Garden Competition, judging is being held on Thursday 20 <sup>th</sup> July. There is a Best Garden cup which is awarded at the Flower Show in August as well as metal plaques for winners. There is an entry to the Best Children's Garden this year. There is a £1,000 grant available to replace the Allotment Noticeboard with an Environmental Noticeboard, however the noticeboard will cost in the region of £2,000.

<b>RESOLVED: That the Council approves £390 to repair the allotment wall.</b>
<b>RESOLVED: That the Project Lead applies for a noticeboard grant and the Council will consider funding the difference once it is known what this will cost.</b>
<b>23/24/038 Updates and Reports</b>
The Briercliffe Society were awarded £600 for an information board on Duke Street. Councillors Eastwood, Frost and Vincent will co-ordinate the board's content and additional funding may be required from the Council. The Society would like to hold an official unveiling next Spring, with refreshments in the Community Centre.
<b>23/24/039 Formally adjourn the meeting to allow for public participation.</b>
<b>RESOLVED: That the meeting is adjourned to allow for Public Participation.</b>
<b>Public Participation</b>
<b>Police Report.</b>
PCSO Jody Hudson had sent a report which is attached.
<b>Public Questions submitted 3 days in advance in writing.</b>
There were 4 Public Questions submitted in advance which were read out with answers. These are attached.
<b>Public Questions at the meeting.</b>
Councillor Greenwood, having declared an interest, left the meeting. A resident suggested that the Contractor Comparisons were not a 'like for like' comparison, as the Lengthsman did more duties and jobs are now outsourced. Councillor Greenwood re-joined the meeting.
<b>County Councillor Report.</b>
There was no report.
<b>Borough Council Report.</b>
Borough Councillor Gordon Lishman reported that there was little to report other than the usual problems of footpaths, alleyways, fly-tipping and littering. Robin House Lane has been fly-tipped as well as near the ford. The Borough has finished doing the allotment review which included the provision of toilets. An additional covered bin was requested.
<b>Other Organisations.</b>
Councillor Frost advised the Council that his family wish to install a memorial table/bench and will bring further details to the Council via email.
Anne Kelly reported that bookings remained and constant and there was no immediate maintenance needed.
<b>23/24/040 Formally reconvene the Parish Council Meeting.</b>
<b>RESOLVED: That the meeting is formally reconvened for Parish Council Business.</b>

<b>23/24/041 Finance</b>			
1. Accounts to be approved for payment. Additional bills included Affordable Skip Hire.			
1	Clerk Salary	£457.82	SO Paid
2	HMRC July	£114.44	#001749
3	G.S.A. Contractor	£720.00	#001744
4	BHIB – Civic Regalia	£29.88	#001745
5	Nu-Age Posters	£47.00	#001746
6	Briercliffe Community Centre Association	£48.00	#001747
7	HMRC August	£114.44	#001750
9.2	Income		
9.2.1	Council Owned garages	£524.38	
9.2.2	Bank Interest	£13.25	
9.3. Bank Balances			
▪	Current a/c –	£ 18,855.96	
▪	Reserves a/c –	£ 14,034.11	
▪	Petty Cash -	£ 2.01	
▪	Garages -	£ 5,055.17	
	Total	£ 37,947.25	
The costs for Weebly are to be reviewed and it is to be checked if a backup of the Council meetings video can be made. The Communications Group is to look at putting Council audio recording of meetings on the website. The stationery items in the Petty Cash report was for paper and envelopes and the traffic light system has been taken off the accounts.			
<b>RESOLVED: That the above financial figures are approved and the invoices are paid.</b>			
<b>RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are approved.</b>			
<b>RESOLVED: That Petty Cash is returned to £100 with £97.99.</b>			
<b>23/24/042 Minutes of the last Parish Council meeting.</b>			
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 20 <sup>th</sup> June 2023. It was asked if 2 accuracy amendments could be tabled, the Chair agreed. Under Minute 23/24/023 a Contractor decision is recorded under Communications and needs moving to Contractor and the reference to the Flower Show should say Best Garden Competition.			
<b>RESOLVED: That the Minutes, as amended, of the meeting held on Tuesday 20<sup>th</sup> June are approved as a correct record.</b>			
<b>22/23/043 Matters outstanding from the minutes.</b>			
There were no matters outstanding.			
<b>22/23/044 Clerk's Report including Administration – for information only.</b>			
The Clerk's report was noted.			
<b>22/23/045 Updates, Policies and Projects.</b>			
The Grievance Procedure will be included as part of the general policies and procedures reviews.			
<b>22/23/046 Date of next meeting:</b>			

**It was agreed that the next meeting of the Parish Council will be held on Tuesday 19<sup>th</sup> September 2023 at the Community Centre, Jubilee Street at 7:30pm.**

**The Chair thanked everyone for attending.**

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Minutes of the Briercliffe with Extwistle Parish Council Meeting 18<sup>th</sup> July 2023

Contractor Costs

Year	Labour	Materials	Total	Labour Budget	Material Budget	Total	Variance	MG	GSA	average overcharge	average budget	%age overcharge
2014	9347.00	2206.00	11553.00	8300.00	3200.00	11500.00	-53.00					
2015	11800.00	3540.00	15340.00	8800.00	3200.00	12000.00	-3340.00					
2016	11965.00	1591.00	13556.00	8800.00	3200.00	12000.00	-1556.00					
2017	13773.00	1993.00	15766.00	9520.00	3200.00	12720.00	-3046.00					
2018	9914.00	1993.00	11907.00	8800.00	2200.00	11000.00	-907.00					
2019	8385.00	4096.00	12481.00	7600.00	3200.00	10800.00	-1681.00	-10583.00		-1763.83	11670.00	-15.11
2020	9516.00	1849.00	11365.00	7600.00	3200.00	10800.00	-565.00					
2021	11090.00	533.00	11623.00	7600.00	3200.00	10800.00	-823.00					
2022	7600.00	1946.00	9546.00	7600.00	3200.00	10800.00	1254.00		-134.00	-44.67	10800.00	-0.41

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**BRIERCLIFFE AREA 19<sup>th</sup> June – 16<sup>th</sup> July 2023**

**INCIDENTS REPORTED - 109**

NO	TYPE OF INCIDENT	LOCATION	DETAILS
1	Burglary	Burnley Road	Shed break whereby offenders have taken tools
1	Criminal damage	Briercliffe Primary School	Youths have gained entry into the rear school yard of the school and have damaged items by throwing them. CCTV is being checked.
1	Theft	Stirling Court	Pram stolen from outside the home address.
3	Vehicle crime	Balderstone Lane Wroxham Close Portsmouth Avenue	Unknown offender smashed a window of a vehicle and stole items from within. Unknown offender has smashed the windscreen of a vehicle. Back window smashed – possible isolated incident
1	Theft of vehicle/UTMV	Todmorden Road	Land rover defender stolen without keys.
3	Nuisance	Halifax Road Widow Hill Road Briercliffe Road	Nuisance and dangerous parking near to the junction with Briercliffe Road Young people having a party in the wooded area Group of youths causing an issue – informant didn't wish to go into detail.







I have informed the RSPB, woodland trust and Lancashire wildlife Trust who assure me will be contacting you to challenge your backwards approach to local environmental management,

In the interim, stop chopping trees and hedges in summer! Absolute stupidity

This was covered earlier. The Council has not been cutting trees, this was done by 'Tree Tops'. It was agreed to put the question and answer on the website.

Good Afternoon parish council could you please advise what options are open to residents to encourage Mr & Mrs Frankland to adhere to the planning consents attached to the operating of their business. It is now open from 7am in the morning to 9pm at night with no control on the number of cars dogs, visitors or noise. Residents in the neighbourhood have messaged them to ask for their support when noise has been ongoing & unbearable. Residents have also tried to remind them of the opening hours but all communication is ignored.

I have numerous photo, videos, e-mails & texts to confirm how this business is being run but am not able to upload onto the computer. This business is having a detrimental impact on the quality of life of those living in the localit

I have previously asked for help with this from the planning department & parish council but not had any response at all from either. If you are not the right people to ask for help & support could you please point me in the right direction.

At this current time 6 vehicles, approximately 5 dogs & owners having a picnic.

The resident is to be advised that this is a Borough Council Planning Enforcement issue and they need to be contacted.

When is the Council going to get its act together and sort out the allotments?  
How many garages are full that pay monthly?

This was covered earlier under the Allotment Lead's report.