



Briercliffe with Extwistle Parish Council

Tuesday, 20th November 2018

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

Others: Borough Councillor Anne Kelly, PCSO Dave Johnson, Michael Greenwood (Lengthsman), Steve Watson (Clerk) plus 7 residents.

Councillor Hawkes opened the Parish Council Meeting and welcomed everyone.

Agenda	Actions by Clerk	Cllr Support
Parish Council Agenda		
18/19/039 Apologies for absence		
Apologies were received from Councillors Adam Dack, Simon Dack and Ben Eastwood who were away and Nick Higham who was unwell. Apologies were also received from Borough Councillors Gordon and Maggie Lishman and County Councillor Cosima Towneley		
18/19/040 Declarations of Interest / Code of Conduct		
There were no Declarations of Interest.		
18/19/041 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 outlining that a contractor has been appointed, ground works have commenced and will take approximately 40 weeks to complete. Affected residents have been contacted and contact details provided.		

(b) Public Questions		
There were no new Public questions submitted in advance within the designated time frame. The Chair outlined the extensive additional work that had been created by 2 residents continually submitted the same questions. It was agreed that, for transparency and due to the fact numerous people had already been copied into the emails, these would now be published on the website and Facebook with the responses provided. It was also resolved that no further responses will be provided as the rest of the work of the Parish Council will take priority going forward.		
It was noted that the covering letter of the new Allotment tenancy agreements contained a phrase that intimated the Council may choose not to accept new signed tenancies and that this was an issue of major contention, even though it is not in the actual tenancy. It was agreed that every tenant that signs a new tenancy before the 31 st March 2019 will be guaranteed a new tenancy of their existing Allotment plot. This was unanimously agreed.		
AGREED: That the Parish Council would publish all correspondence received and responses sent from 2 residents. That the Parish Council will honour all Allotment tenancies signed before the 31st March 2019.		
(c) Police Report		
PCSO Dave Johnson provided a written report that is attached as Appendix A. There is a big problem of thefts using stolen number plates and residents were reminded that these can be purchased at a small cost from Halfords. There are lots of problems with speeding cars and residents were reminded to report all incidents to get a better response.		
(d) County Council Report		
The County Councillor had submitted her apologies and provided a written report outlining that she had met with highways, the fly-tipping has been reported and the wall to Lane Bottom has been repaired. The farmer at Boulsworth End Farm has been collecting fly-tipping and a letter of thanks is to be sent.	Letter	Clerk
(e) Borough Council Report		
The Borough Councillor reported that youth nuisance had been addressed in the Police report, dog fouling issues by the crossing patrol warden have been reported and additional patrolled will be provided. A poster scheme is being run with the school and the winning posters will be made into metal signs. The recycling problems have been resolved and the Environment Agency are to visit Pendle Skips. The wall to Lane Bottom has been repaired and white lines at Haggate are to be repainted. The Carpet Warehouse planning application has not been submitted to Development Control. The Council is to provide an invoice for the WOF funding for the Woodland Walk. Residents were reminded to report all dog fouling issues online to get a better response.	Invoice	Clerk
18/19/042 Formally reconvene the Parish Council Meeting		
RESOLVED: That the meeting is formally reconvened for Parish Council Business		

18/19/043 Minutes of the last Parish Council meeting		
The minutes of the last meeting held on 16 th October 2018 were submitted for approval as a correct record.		
RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 16th October 2018 are approved as a correct record.		
18/19/044 Matters outstanding from the minutes		
Signs have been requested for Kimberley Close and the Robin House Lane grit bin is to be located by the gate.		
RESOLVED: That a Surveyor is appointed for the Forest School lease.	Views	RH
18/19/045 Clerk's Report including Administration – for information only		
The Clerk's report and correspondence was noted.		
18/19/046 Updates and Reports (for information only)		
Members of the Council		
The Chair reported that there had been a suggestion to relocate the War Memorial to Duke Street but the costs and logistics made the project prohibitive, details are to be circulated.	Details	RH
The Woodland Walk tenders have been submitted and work is to start as soon as possible. A new Allotment Management system is being developed that will make managing the allotment a lot simpler and GDPR compliant. The trees have been cut back at Proctor Court.		
Community Centre Update		
The Community Centre is doing very well, although the Martial Arts Group has given up due to lack of support. The Christmas Decorations are going up on the 1 st December and the finances are in good order.		
Website		
Website statistics were noted, with 169 unique visitors and 528 page views.		
Heritage Items		
The Heritage Board wording has been agreed and it is now being produced.		
18/19/047 Finance		
1. Accounts to be approved for payment. Additional bills included.		
1.1 Clerk Salary	£404.21	SO PAID
1.2 HMRC	£101.05	001417
1.3 WaterPlus Allotment Water	£695.14	001418
1.4 Remembrance Wreath (S137)	£20.00	001419
1.5 Lanlee Allotment Materials	£128.30	001420

1.6	M Greenwood Lengthsman	£977.50	001421		
1.7	Springwood Nursery	£264.36	001422		
1.8	Transfer to Petty Cash	£75.37	001423		
1.9	PKF Littlejohn Audit	£408.00	001424		
1.10	Springwood Nursery	£57.00	001425		
RESOLVED: The bills outlined above are paid.					
2.	Income Received				
2.1	Newsletter Advert	£15.00			
2.2	Garages	£1,447.44			
2.3	Bank Interest	£0.49			
3.	<i>Bank Balances</i>				
	▪ Current a/c –	£ 5,350.01			
	▪ Deposit a/c –	£ 2,923.06			
	▪ Petty Cash -	£ 24.63			
	▪ Facebook Boost -	£ 100.00			
	▪ Garages -	£ 8,828.09			
	Total	£ 17,225.79			
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.					
The Interim External Audit Report was circulated.					
RESOLVED: That the Interim External Audit Report is approved.					
18/17/048	To receive reports from Committees and consider the Recommendations				
1.	<i>Lengthsman Committee</i>				
The Term of Reference were approved.					
2.	<i>Planning Committee</i>				
The Term of Reference were approved.					
RESOLVED: That the Terms of Reference for the Lengthsman Committee and Planning Committee are approved.					
18/17/049	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 his plot. There have been 2 new applications and the BAGS hut has received a receipt. 1 plot is to be let.</i>					

2.	<i>Co-option Working Group</i>		
	The Terms of Reference are being prepared. 2 names have been put forward and another is needed.		
18/19/050	Planning Applications		
	The following applications were considered. APP/2018/0488 – Proposed two storey side and rear extension above existing side extension with a single storey garden room extension to the side and site associated works, Extwistle Cottage, Todmorden Road		
	A letter has been sent and the Planning Agent has submitted objections. It was noted that the extension is considered too large.		
18/19/051	Policy Review		
	The Following Policies were reviewed, some simple amendments were suggested and approved. 1. Standing Orders 2. Financial Regulations 3. Asset Register 4. Risk Assessment 5. Publication Scheme 6. Effectiveness Of Internal Audit 7. Code of conduct		
	RESOLVED: That, with the agreed amendments, the above policies were approved.		
18/19/052	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 Lengthsman and his representative remained in the meeting.		
	All present were thanked for their attendance.		
	RESOLVED: That the Lengthsman Review consulted on with the Lengthsman is approved.		
	The Lengthsman and his representative left the meeting.		
	RESOLVED: That the tender from Durkin is approved for the Woodland Walk project and the appointment of a Project Manager is delegated to the Clerk in consultation with the Chair and Vice-Chair.		
18/17/053	Matters identified for future consideration		
	There were no matters identified.		

18/17/054	It was agreed that the next meeting of the Parish Council will be held on Tuesday 15th January 2018.		
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NOT PROTECTIVELY MARKED

Police Report

Briercliffe area for 30 days to November 16th 2018

AREA	INCIDENTS REPORTED	CRIMES REPORTED
Briercliffe	69	19

The above figures compare with 83 incidents in the same period last year with 17 crimes.

19 CRIMES REPORTED:

- 4 Vehicle crime – Tyre slashed on Duke st
Registration plate from Tiverton drive
Car scratched on Halifax rd _ offender arrested
Front bumper removed from car on Parker st
- 1 Theft - From recycling centre
- 1 Public order - Youths causing nuisance on Harrison st – all sorted with parents etc

- 4 Assaults – One on Cobden st two males arguing over female - detected
Youths on male on Hallam st – detected
Two females on Granville st – detected
Two youths fighting on Hallam st – dealt with by RJ
- 3 Criminal damage – Damage st Bronte farm by residents - detected
Damage to window on Finsley view ongoing dispute
Domestic related – detected.
- 1 Fraud - possible female obtaining money from elderly male - ongoing
- 2 Domestic
- 2 Vehicle theft - Vehicle stolen from Stirling court
Motor bike from Gorple st
- 1 Drugs – small amount of cannabis plants found in house.

- Nuisance

- 5 reports – two from house on Church st
Two from Standen Hall close
One from Harrison st
- All youths from above found and dealt with accordingly.

NOT PROTECTIVELY MARKED

Signed

15th January 2019