



Briercliffe with Extwistle Parish Council

Tuesday, 17th October 2023

Present: Councillors Roger Frost, Michael Greenwood, Gordon Lishman and Pippa Lishman.

Others: Steve Watson (Clerk), County Councillor Cosima Towneley plus 3 residents.

The Clerk opened the Meeting and welcomed everyone.

Parish Council Agenda.
23/24/047 Announcement.
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.
23/24/048 Election of a Chair for the remainder of the Municipal Year 2023/2
RESOLVED: That Councillor Frost is appointed Chair for the remainder of the Municipal Year 2023/24.
23/24/049 Election of a Vice-Chair for the remainder of the Municipal Year 2023/2
RESOLVED: That Councillor Gordon Lishman is appointed Vice-Chair for the remainder of the Municipal Year 2023/24.
23/24/050 Apologies for absence.
All Councillors were present.
23/24/051 Declarations of Interest / Code of Conduct.
There were no Declarations of Interest.

23/24/052 Working Groups and Lead Roles Report Back and Appointments
Communications Working Group
RESOLVED: That Councillor Gordon Lishman is appointed Lead for the Communications Working Group and Councillor Pippa Lishman as Deputy Lead for the remainder of the Municipal Year 2023/24. The Group will comprise all Councillors.
Finance Working Group
RESOLVED: That Councillor Gordon Lishman is appointed Lead for the Finance Working Group and Councillor Frost as Deputy Lead for the remainder of the Municipal Year 2023/24. The Group will comprise all Councillors.
Allotment and Garage Leads
Councillor Pippa Lishman will remain as Allotment Lead with Councillor Greenwood as Deputy. Councillor Greenwood would remain as Garage Lead with Councillor Pippa Lishman as Deputy.
RESOLVED: That Councillor Greenwood is appointed Deputy Lead for Allotments and Councillor Pippa Lishman is appointed as Deputy Lead for Garages for the remainder of the Municipal Year 2023/24.
The Chair thanked Councillors for the appointment and stated that the next meeting will have an agenda item to return to an annual change in the Chair. He declined the Chair's allowance and wished to restore the Annual Christmas Lunch, at no cost to the Council. The Chair thanked the former Councillors. 5 vacancies will be filled by election on 30 th November. A microphone trial was being carried out and feedback was requested at the end of the meeting.
Contractor Lead
RESOLVED: That Councillor Pippa Lishman is appointed Lead for Contractor and Councillor Gordon Lishman is appointed as Deputy Lead for the remainder of the Municipal Year 2023/24.
Planning Lead
RESOLVED: That Councillor Frost is appointed Lead for Planning for the remainder of the Municipal Year 2023/24.
Policy Lead
RESOLVED: That Councillors Gordon and Pippa Lishman are appointed as Joint Leads for Policy for the remainder of the Municipal Year 2023/24.
Projects Lead
RESOLVED: That Councillor Greenwood is appointed Lead for Projects and Councillor Frost is appointed as Deputy Lead for the remainder of the Municipal Year 2023/24.
Staffing Committee
It was agreed that the Chair would not be on the Staffing Committee in order to hear appeals.

RESOLVED: That the Staffing Committee will comprise Councillors Greenwood, Gordon Lishman and Pippa Lishman.
Communications
It was proposed all Councillors and the Clerk are Admins to the Facebook page and 2 people are required to post. A Newsletter is to be produced and volunteers sought for deliveries.
RESOLVED: That 4 Councillors and the Clerk are made Admins for Facebook and 2 people are required to post.
Finance
A date is needed for a Terms of Reference task group and preparing the budget for presenting to the January Meeting.
Allotments and Garages
A written report is attached.
RESOLVED: That the Allotment Report and Recommendation within are approved.
Contractor
3 nonscheduled jobs were requested but 2 had been completed before the Contractor checked them. Formal congratulations are to be sent to the Contractor on the birth of his son.
Councillors Greenwood and Pippa Lishman were thanked for all the work they had done on the allotment and garages.
Projects
A draft leaflet was circulated that advertised a litter pick with the Football Club on 25 th October and a Halloween Window contest with judging on the 31 st October. The Chair will provide a prize. The Parish Council email is to be included. A Bonfire event is being arranged for allotment tenants only and will be advertised via the rent letters. A meeting is to be held with Gary Howell regarding Woodland Walk maintenance and a dedication bench, adjacent to the old entrance to Haggate Baptist Church and Graveyard, on Halifax Road, in Haggate was agreed for Stephen Brown. Plywood sheets are to be provided for the Remembrance Service to protect the Bowling Green and 11 wreaths have been requested, including the Council wreath. Councillor Greenwood is donating 5 flags for the gable end of the club house and it was noted it was Hill Lane's turn to host the service.
RESOLVED: That a Remembrance budget of £200 is approved for plywood sheets and refreshments.
Policy
A schedule of policies is to be revisited and staffing policies are a priority as terms and conditions of employment have not been properly addressed.
23/24/053 Updates and Reports
The Douglas Way car accident damaged Council property, a person has been arrested and details are to be sought from Jody for insurance purposes. There were no further reports

23/24/054 Formally adjourn the meeting to allow for public participation.																		
RESOLVED: That the meeting is adjourned to allow for Public Participation.																		
The County Council report was moved up the agenda.																		
County Council Report																		
County Councillor Cosima Towneley reported that there are still ongoing rights of way issues and flooded grates. She asked for grit bins to be checked as they should have been filled in September. A family hub is opening with all agencies under one roof. There is a textile bi-annual on at Queen Street Mill and an article is to go in the newsletter. Cosima volunteered to help deliver the newsletter.																		
The County Councillor was thanked for her report.																		
Borough Council Report																		
A written report was given which is attached.																		
Public Participation																		
A resident complained that a question raised had not been included. Another resident asked for his 2 complaints to be revisited, the Chair agreed to look at the complaints procedure and will redraft the paragraph on the agenda before public questions. It was agreed to replace a bench.																		
Police Report.																		
A Police Report was received after the meeting so couldn't be considered, however it is attached for information purposes only.																		
Other Organisations.																		
Councillor Frost advised that Community Centre is going well and does not need Council funding this year. There are some non-urgent works to be done including cleaning the carpet and chairs, work in the kitchen and painting the toilets.																		
23/24/055 Formally reconvene the Parish Council Meeting.																		
RESOLVED: That the meeting is formally reconvened for Parish Council Business.																		
23/24/056 Finance																		
It was proposed that a nominal figure is approved to remove and reinstate the bench.																		
RESOLVED: That a nominal budget is approved to replace the bench.																		
1. Accounts to be approved for payment. Additional bills included Affordable Skip Hire.																		
<table border="0"> <tr> <td>1. Clerk Salary September</td> <td>£457.82</td> <td>SO Paid</td> </tr> <tr> <td>2. G.S.A. Contractor August</td> <td>£840.00</td> <td>#001751 Paid</td> </tr> <tr> <td>3. B. Holden Allotment Deposit</td> <td>£200.00</td> <td>#001752 Paid</td> </tr> <tr> <td>4. P. Vincent Garden Competition</td> <td>£100.00</td> <td>#001753 Paid</td> </tr> <tr> <td>5. HMRC September</td> <td>£114.44</td> <td>#001754 Paid</td> </tr> <tr> <td>6. Vision Graphics</td> <td>£253.44</td> <td>#001755 Paid</td> </tr> </table>	1. Clerk Salary September	£457.82	SO Paid	2. G.S.A. Contractor August	£840.00	#001751 Paid	3. B. Holden Allotment Deposit	£200.00	#001752 Paid	4. P. Vincent Garden Competition	£100.00	#001753 Paid	5. HMRC September	£114.44	#001754 Paid	6. Vision Graphics	£253.44	#001755 Paid
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7. Vision Graphics	£42.24	#001755 Paid
8. Scribe	£417.60	#001756
9. G.S.A. Contractor September	£1,200.00	#001757 Paid
10. Clerk Salary October	£457.82	SO Paid
11. HMRC October	£114.44	#001758
12. PKF Littlejohn External Audit	£252.00	#001759
13. Briercliffe Community Centre	£32.00	#001760
14. G.S.A. Contractor October	£450.00	#001761
15. P3 Computers	£559.20	#001762
2. Income		
1. Garage Rent	£1,005.42	
2. Haggate Baptist	£505.01	
3. Bank Balances		
▪ Current	£16,251.92	
▪ Garages	£5,973.91	
▪ Business Reserve	£14,066.61	
▪ Petty Cash	£100.00	
Total	£36,392.44	

The garage deposit refund is to be checked and Haggate Baptist are to be thanked for their donation to the information boards on the lower recreation ground. The Chair is to see the letter prior to it being sent. The payments already made were not approved and only outstanding payments would be approved. Item 9.1 should be reworded.

RESOLVED: That the above financial figures are approved and the invoices, excluding those already paid, are approved to be paid.

RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are noted.

There is a new element in Scribe that permits reserves to be earmarked.

RESOLVED: That the External Audit report is accepted.

RESOLVED: That the Bank Mandate is updated with the removal of Councillors Eastwood and Vincent and the addition of Councillors Greenwood and Gordon Lishman.

RESOLVED: It was agreed that cheques would only be signed after the bank mandate update was confirmed

As the meeting had run for 2 hours it was proposed to suspend standing order 3(w) and extend the meeting a further 15 minutes,

RESOLVED: That standing order 3(w) is suspended and the meeting would continue to 9:45pm.

23/24/057 Minutes of the last Parish Council meeting.

The Minutes of the last Parish Council meeting held on Tuesday 18th July were put forward as a correct record. The minutes were proposed, but not seconded and 3 Councillors abstained from a vote. The Chair used his casting vote to approve the Minutes.

RESOLVED: That the Minutes of the meeting held on Tuesday 20th June are approved as a correct record.

22/23/058 Matters outstanding from the minutes.
The Heritage figure should be amended to £650 rather than £600.
22/23/059 Clerk's Report including Administration – for information only.
The Clerk's report was noted.
22/23/060 Updates, Policies and Projects.
The NALC draft Grievance Procedure with some relatively minor changes is to be used and the NALC Disciplinary Procedure is also used. Other procedures should follow ACAS advice. Appointments to the Staffing Committee was covered earlier.
22/23/061 Date of next meeting:
It was agreed that the next meeting of the Parish Council will be held on Tuesday 21st November 2023 at the Community Centre, Jubilee Street at 7:30pm. There being no further business, the meeting closed at 9:40pm.
The Chair thanked everyone for attending.

Allotments and Garages Report October 2023

Lead Councillors: Pippa Lishman & Michael Greenwood

Waiting lists

We were provided with the Scribe waiting list at the end of July:

5 waiting for a Pen & Garden

1 waiting for a Pen & Garage

4 waiting for a Pen

16 waiting for a Garden

7 waiting for a Garage

Total 33 waiting.

Councillor Greenwood and I have contacted everyone on each list to confirm if they are still interested. This has been a mammoth task, which involved emailing, phone calls, door knocking, an on-site drop in, and social media contact. Councillor Greenwood took on many of the door-to-door visits and gathered heaps of information.

For allotments (gardens and pens), we confirmed removal of 13 from the list, who were no longer interested or had moved out of area. Four had already been allocated plots.

We have 6 Garages ready to let and confirmed with people ready to sign. However, we need to locate the keys so we can finalise inspections and allocate. The keys to the barrier have now been passed to us and we are undertaking access and inspection this month to allocate the empty garages.

Current Allotments tenants

We used drop-in events at the allotments and some of the same methods as for the waiting list to get hold of all current tenants to get all the details up to date and correct. We have found a number of details on the Scribe system which have changed, and some are no longer tenants; a small number also have incorrect names or plot numbers. We still have some tenant details to chase – in particular 2 plots and need to confirm use & details.

We now need to get all the up-to-date correct details into Scribe. *Can we confirm if Scribe have refunded the monies paid to input the data, that we didn't use them for so far? If not, can we confirm they can now do this from the data that has been collated?*

New Allotment tenants

We signed up 18 during the first 2 weeks of September. On Sunday the 10th, all on the waiting list were allocated and agreed with 1 walk-up to be added to the waiting list

We have signed 21 new tenancies in the last 6 weeks. 2 more await final paperwork/inspections.

A number of new tenants have been agreed a rent-free period to allow them to get the plot to a usable standard.

2023/4 Rent Statements

The Council is arranging to send out rent bills shortly. We are checking the position with the meter with United Utilities, but there will not be a water charge this year.

New Waiting List

Since signing everyone on waiting list, we have received 5 further contacts.

We understand that the online form on our Webpage seems to go to a spam folder. This online list was shared with Councillor Greenwood and me on 4th October – we are now contacting these applicants and cross referencing against previous checks to see if they want to remain on the list. The list had about 50 people wanting plots and garages. Several are duplicates of people we have already spoken with; a number have already been allocated, but there are many new ones. We are working through the list to confirm and allocate the remaining plots.

The Council currently has 7 empty Pens (3 large ones which we propose are divided into 2/3 garden plots each) and 1 which requires extensive tree works. This will mean there are potentially 13 vacant plots. We have provisional notice on 1 Garden and 1 pen to be finalised – these are ready to be allocated.

It is proposed that one current empty plot should be made into parking near to new gardens. costs for moving the tap and hardcore will be confirmed; we expect the cost to be about £300.

Taken together, these actions will lead to substantial extra income for the Council in the next financial year.

Deposit information

All new tenants have paid the agreed £100 deposit by bank transfer – 1 with Cash and 1 by Cheque (to be passed to the Clerk at our meeting).

We have 2 requests for refunds for past allotment tenant and 1 garage tenant deposits:

- *****
- *****
- *****

Can we confirm that these have been received by the Council and arrange for cheques to be raised and given to me to pass to the recipients?

We would like to confirm all details of all deposits received to be included on Scribe records for all tenants, past and present. This ensures returns can be made as necessary and that we have a complete record; including details of those not to be returned, allowing us to confirm disposable finances for the plots that require work before reletting. Could the Clerk confirm a list of all deposits paid including amounts/method and plot details?

Still to do

- A number of jobs need to be completed to enable letting of some plots, including new gates. We understand gates are part of the contract and will discuss details with Elliot
- Water butts x 18. The Council previously agreed to provide water butts to new garden plots; however, now water has been added to the end, are these still required? Was a size agreed? They range in price from around £30 each
- Move tap near 24 to central
- Dry stone wall near new plots fallen/falling – agreed and booked in
- Investigate ‘bog’ with possible water leak – repair and hardcore path
- We are making plans for the allotment community to come together.

The Council thanks resident John Marlow for all his help in getting the new gardens back to lettable standards having been empty for so long.

Bonfire and BBQ 5th November from 4pm for Allotment holders and families. We are asking them to confirm to Councillor Greenwood or me so that we have likely numbers.

Supervised skips will be placed on the turning circle and Harrison Street for the morning of 28th October, with all the changes, they should be larger than usual. We request that no wood is added to skips as it will be used for bonfire. Tenants should inform us if they need us to store short term.

Next allotment inspection will be Thursday 2nd November from 3 p.m.

Many thanks to allotment and garage tenants and other Briercliffe residents for their co-operation in enabling us to get to this point.

Cllr Pippa Lishman

17 October 2023

Briercliffe Parish Council Borough Councillors' Report – September and October 2023

1. **Burst Water Main on Todmorden Road:** this was reported to us this morning and Gordon visited the site and spoke with United Utilities. They are responding immediately and it is hoped that the full water supply will be restored, preferably without the need to cut off supply for a short time.
2. Land on the industrial estate backing on to **Horning Crescent** has started to be cleared by contractors causing great concern to residents as the trees there are seen as a barrier to Boohoo etc. It also affects **Lydgate** residents. Maggie arranged for council officers to visit the site and clarify what was going on, and to remind contractors they need planning permission for some of the work. Assurances were given that no trees would be removed. The site has protected wildlife on it. Residents remain concerned and are monitoring matters closely.
3. Concerns were raised by parents of **Briercliffe School** about the danger of crossing Burnley Rd because of both speeding cars and inconsiderate parking. They asked for a zebra crossing but the pavements aren't wide enough for the necessary signs and lights. The No Parking sign on the lamppost near the Lollipop Lady has been removed and so cars are parking near her making it difficult for her to see safely. County Councillor Towneley is trying to help.
4. Most of issues reported in the last couple of months have been about **flytipping** and messy back streets. It's a constant problem in and around the village as well as the rural areas. When reported to Streetscene via the Love Your Streets app they usually respond quickly and often scrutinise the rubbish for any clues as to the owner so they can be prosecuted and fined. **Dumping** continues to be a concern and all have been removed once reported.

5. **Back streets** have not had much attention this year and there has been little if any weedkiller or clearing. When litter is left out as well they soon look a mess and are frequently reported to us. We pass on the concerns and if the same back streets are regularly reported, a team will come up and clear the worst as well as contacting neighbours and warning them of possible future prosecutions if it continues.
6. **Balnagard House** planning application has been causing concerns for local residents and a series of objections have been made included by Gordon & Maggie. As a member of the Development Control Committee, Anne can't express an opinion at this stage. The key planning concern is about traffic and the entry from the house to Halifax Road, where there are already problems.
7. Impassable and slippery footpaths are a constant source of complaints and we regularly report to LCC but they will only look at very well used or dangerous paths because of their budget constraints. The **path from Portsmouth Ave past the Scout Hut to Burnley Rd** is absolutely impassable because of overgrown trees and shrubs and was a well used shortcut to the bus stops and the shops. It's been reported to LCC but we would be grateful for any support from the Parish Council.
8. The path between **Horning Crescent** and **Croasdale Avenue** is very overgrown. Anne has asked for it to be cleared. There are also ash trees suffering from die-back and tree surgeons are going to look at them to decide what to do.
9. Several confidential issues have been dealt with for individual residents.
10. **Downtown** which is over the New Look shop in the town centre now has a community cafe, a pre-loved shop for school uniforms, and the community grocery, which are all now open and available. The development of Community Groceries now includes various types of shops.
11. Our congratulations and thanks to the organisers of the **Flower Show** and all the winners there. It was good to see the increased turnout.
12. We have reported **potholes** on Halifax Rd, crossroads at **Haggate, Todmorden Rd at Cockden, Duke St, Talbot St, Lydgate and Granville St**. We have regularly reported the drain and flowing water problem on **Halifax Road** down from Haggate.
13. Anne has reported the damaged and dangerous street sign at the corner of **Lydgate and Stanbury Drive**.

Cllr Anne Kelly	Cllr Gordon Lishman	Cllr Maggie Lishman
07753 253040	07778 271177	07977 218622
01282 438328	01282 421865	01282 421865
<u>annerkelly@hotmail.com</u>	<u>gordon@lishman.co.uk</u>	<u>maggie@lishman.co.uk</u>

BRIERCLIFFE AREA 17 th September – 18 th October 2023			
INCIDENTS REPORTED - 90			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
1	Burglary	Stanbury Drive	Motorbike stolen from the garage.
1	Criminal damage	Moorview Close	Isolated incident
2	Theft	Burnley Road Little Toms Lane	Car keys, house and garage keys stolen after a party. Work tools stolen from a locked and secured van.
2	Vehicle crime	Milton Street Balderstone Lane	A young male tried a car door. Vehicle plates stolen from vehicle parked up.
0	Theft of vehicle/UTMV		
8	Nuisance	Briercliffe Road Briercliffe Road Burnley Road Spar shop Walshaw Lane	Vehicles parked on the side and back street. 4 youths causing issues in the street running on drives and in gardens. Youths throwing stones at passing vehicles. Youths throwing items around the store. Youths causing issues for residents, youths climbing on garage roof and standing in gardens.

		Moorview close St James Lanehead Widowhill	Isolated incident. Youths climbing on the roof. Youths throwing stones.
<p>Just recently there has been an increase of ASB within the Briercliffe area with young people throwing items at vehicles and causing issues within the Spar shop. Many thanks Jody Hudson PCSO 7738.</p>			