

Parish Councillors are summonsed to attend the next Briercliffe with Extwistle Parish Council meeting which will be held on Tuesday, 20<sup>th</sup> November 2018 at the Community Centre, Jubilee Street at 7:30pm

All members of the public are invited to attend



**BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL**  
**A G E N D A**  
**Tuesday, 20<sup>th</sup> November 2018**  
**7:30pm**

**Welcome**

1. **Apologies for absence and reasons given**
2. **Declarations of Disclosable Pecuniary Interests**
  - 2.1 Members are invited to declare any Disclosable Pecuniary Interests they have may have in any matter identified for discussion at the meeting.
3. **Formally adjourn the meeting to allow for Public Participation**

**PUBLIC PARTICIPATION**

- (a) **Calico Royal Court – Update**
- (b) **Public questions submitted in advance in writing**
- (c) **Public Questions at the Chair's discretion**

Briercliffe with Extwistle Parish Council regrets that at the forthcoming Meeting of the Council there will be restricted opportunity for spoken Public Questions. Any member of the public who has a question is advised to submit this in writing, 3 clear days in advance, to the Clerk and a response will be provided at the meeting. The Council respectfully reminds residents that any questions referring to specific individuals or Council employees, Councillor Conduct or legal decision already taken by the Council will not be answered. Questions at the meeting will be dependent on the Chair's discretion, noted and a written response provided after the meeting or at the next meeting. Questions will be taken on rational issues that affect the Parish only.

- (d) **Police report**
- (e) **County Council Report**
- (f) **Borough Councillor Reports**

4. **Formally reconvene the Parish Council Meeting**
5. **Minutes of the last Parish Council meeting**
  - 5.1 To approve, as a correct record the minutes of the last Parish Council meeting held on Tuesday, 16<sup>th</sup> October 2018.

**6. Matters outstanding from the minutes as listed**

- 6.1 Kimberley Close – AK
- 6.2 Robin House Lane Grit Bin – AK
- 6.3 Forest School – The Council to appoint a Surveyor for the plot

**7. Clerk's Report including Administration – for information only unless stated**

HAGS Catalogue  
Clerk & Council Direct Magazine  
Hospice Poster  
National Allotment Society Newsletter

**8. Updates/reports – for information only unless previously identified and included on the agenda**

- 8.1 *Chair's Report*
  - 8.1.1 *Suggestion to relocate the memorial*
- 8.2 *Members of the Council*
  - 8.1.1 *Councillor updates and feedback*
  - 8.1.2 *Community Centre Update*
- 8.2 *Website*
  - 169 Unique Visitors, 528 Page views
- 8.3 *Heritage Items*

**9. Finance**

9.1 Accounts to be approved for payment

9.1.1 Clerk Salary	£404.21	SO PAID
9.1.2 HMRC	£101.05	001417
9.1.3 WaterPlus Allotment Water	£695.14	001418
9.1.4 Remembrance Wreath (S137)	£20.00	001419
9.1.5 Lanlee Allotment Materials	£128.30	001420
9.1.6 M Greenwood Lengthsman	£977.50	001421
9.1.7 Springwood Nursery	£264.36	001422

9.2 Income

9.2.1 Newsletter Adverts	£15.00
9.2.2 Garages/Containers	£1,447.44
9.2.3 Bank Interest	£0.49

9.3. *Bank Balances*

▪ 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

- 9.4 a) Budget Monitoring Report and Bank reconciliations
- b) Petty Cash Report
- c) Payments and Receipts List
- b) External Audit Interim report

**10. To receive Reports from Committees and consider the Recommendations**

- 10.1 *Lengthsman Committee Terms of Reference and Membership*
- 10.2 *Planning Committee Terms of Reference*

**11. To receive Reports from working groups – for information only**

- 1. *Allotment Working Group Terms of Reference and Membership*
  - a. *Allotment tenancy request to add a joint tenant*
  - b. *Allotment – 2 new applications*
- 2. *Co-options Working group Terms of Reference*

**12. Planning Applications**

**Consider the following planning applications:**

- 12.1 **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.

**13. Policy Review**

**The Council is to review the following Policy Documents.**

- 1.1.1 Standing Orders
- 1.1.2 Financial Regulations
- 1.1.3 Asset Register
- 1.1.4 Risk Assessment
- 1.1.5 Publication Scheme
- 1.1.6 Effectiveness Of Internal Audit
- 1.1.7 Code of conduct

- 14. 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. The Lengthsman and his representative may remain in the meeting.**

Woodland Walk Tenders  
Lengthsman Project consultation

- 15. Date of next meeting -** The next meeting Tuesday 15<sup>th</sup> January 2019.