



Briercliffe with Extwistle Parish Council

Tuesday, 23rd January 2024

Present: Councillors Roger Frost (Chair), Vicky Balmer, Michael Greenwood, Libby Lalor, Gordon Lishman, Pippa Lishman, John Marlow, Michael McFarlane and Richard Sagar.

Others: Steve Watson (Clerk), County Councillor Cosima Towneley plus 5 residents.

The Chair opened the Meeting and welcomed everyone, especially the new Councillors and asked them to introduce themselves.

Parish Council Agenda.	
23/24/074	Announcement.
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only. It was suggested that agendas should be made available for the public.	
23/24/075	Apologies for absence.
All Councillors were present.	
23/24/076	Declarations of Interest / Code of Conduct.
Councillor John Marlow expressed a personal interest in the Planning Application for Sandiway Drive.	
23/24/077	Working Groups and Lead Roles Report Back and Appointments
It was suggested that new Councillors attend Code of Conduct training and the Borough Council is to be asked to provide this.	

Communications Working Group
The group consists of all Councillors at present, a smaller group will be determined at the Annual Meeting in May. A newsletter was delivered in December in time for Christmas and a sub-group will put together the next newsletter for all Councillors to approve. The Social Media Policy is still in draft form and it was agreed that all Councillors will become Facebook Admins, but there needs to be 2 Councillors, or 1 Councillor and the Clerk, to approve all posts. The Website is being looked at and the designer of Brierfield Town Council's website has provided a quote, further quotes are to be sought.
Finance Working Group
The Financial Papers had been circulated. There was no significant variation in the account apart from the election costs. The accounts are broadly on track with income and expenditure.
2024 Budget
There have been 2 meetings of the Finance Group looking at the Budget and a proposed Budget was tabled. The Precept will remain at £20,000, allotments and garages pay for themselves and do not use Precept funding. The administration figures need to be reviewed and the stationary and postage sharing arrangements with Hapton and Worsthorne need to be renegotiated.
County Councillor Cosima Towneley joined the meeting.
The insurance is to be checked for projects and events, there is an extra amount for Councillor Training and the income from allotment and garages has been amended to include the new plots. The Contractor budget has been split between general work and allotment work. There may be a back charge on the water bill as the meter has been buried and stopped working.
Work continues on allotment and garage data and who has paid, what and when. Some tenants haven't paid as they have not been invoiced. If there is a surplus on the rents this will be used to improve water facilities and pressure.
There will be 3 newsletter each year of 8 pages of A4 and work is continuing to get adverts.
Councillor Michael Greenwood declared an interest in the Hanging Basket item of the Budget and left the meeting.
The Council is to run the hanging basket scheme again, baskets will be sold at cost and the VAT reclaimed as an income. Only pre-ordered baskets are provided so the expenditure is covered by the income. A lead Councillor to take orders is still to be determined.
Councillor Greenwood rejoined the meeting.
The new website was mentioned earlier and the Community Centre has advised they do not need any funding this year. Work is continuing on the Woodland Walk and external grants are being applied for. The Council is looking to provide small events every couple of months similar to the Reindeer Trail and Halloween competition and a budget of £1,200 has been agreed. The Council is open to ideas and suggestions for events that can be put on.
There is an amount in contingencies, it is hoped there will not be an election this year and the Council does not expect to spend on gifts and hospitality. The Budget allows for £2,000 to be put back into reserves which will bring the level of reserves back up to recommended levels.

The Finance Group consists of all 9 Councillors, however a sub-group of Councillors Frost, Gordon Lishman, McFarlane and Sagar is to be set up for more detailed work.
The Football Club announced that they needed Council support and financial help. The Club has covered all costs since 2018 and would be willing to pay rent in return for support. They also asked for the lease to be reviewed. County Councillor Cosima Towneley commented that the budget was thorough and advised the Football Club of the County Council Ward Members grants. Louise was thanked for all the work she has done with the Football Club and it was agreed that the Chair, Vice-Chair and any interested Councillors would meet with the Football Club within 10 days to discuss the future.
It was proposed that the draft budget was approved. This is attached for information.
RESOLVED: That the proposed Budget for 2024 is approved.
It was proposed that the Precept is to remain at £20,000.
RESOLVED: That the Precept for 2024 will remain at £20,000.
It was proposed that Councillors McFarlane and Sagar join Councillors Frost and Gordon Lishman on the Finance sub-group.
RESOLVED: That Councillor McFarlane and Sagar are appointed to the Finance sub-group.
Councillor Gordon Lishman was thanked for his report and all the work he had done on the budget.
Allotment and Garage Leads
The Allotment and Garages are to be merged into one item on future agendas. It was proposed that Councillors Balmer and Marlow are appointed to the group and an Allotment Committee is to be established that will include tenant representatives.
RESOLVED: That Councillors Balmer and Marlow are appointed to the Allotment and Garages Group.
Councillor Pippa Lishman provided a detailed report which is attached.
RESOLVED: That the recommendations in the Allotment and Garages report are approved.
A previous tenant is to be contacted about the allotment deposit refund.
Contractor Lead
The Lead has met with the Contractor and agreed a work plan for the remainder of the financial year that provides sufficient work to fulfil the contract. Grass cutting will start again in April. The Contractor has been asked to quote for the removal of fly-tipping on Cross Street. It was noted that Councillors Frost and Greenwood live on Cross Street, but that this was not a personal or prejudicial interest at this stage. All agreed work will be sent via email in future to avoid confusion. The Garage Lead is to be sent a letter for a new lock.
Planning Lead
It was proposed that Councillors Greenwood and Sagar join Councillor Frost on Planning.

RESOLVED: That Councillors Greenwood and Sagar are appointed to the Planning Group
<p>1. FUL/2023/0672 - Demolition of stable building and the erection of a mixed use agricultural and equestrian building. Higher House Nelson Road Briercliffe</p> <p>Councillors Balmer and Marlow declared a Personal Interest in the application. There were no comments on the application.</p>
<p>2. HOU/2023/0786 - Erection of two storey and single storey extensions (Re-submission of HOU/2023/0669). 50 Sandiway Drive Briercliffe Lancashire</p> <p>There were no comments on the application.</p>
<p>3. East Barn, Holt Hill, Halifax Road, Briercliffe Proposed Development: Creation of vehicular access from Classified Road, construction of access track and domestic parking area within a field, and subsequent change of use of land from agricultural to residential. Application Reference: FUL/2023/0299 Appeal Reference: APP/Z2315/W/23/3332295</p> <p>There were no additional comments on the applications and the previous observations remain.</p>
<p>4. 23/06010/EIA – Scoping Opinion, Walshaw Moor Estate Widdop Road Heptonstall Hebden Bridge Calderdale</p> <p>As this is for a very large wind farm, larger than the Long Causeway and is in a Site of Special Scientific Interest, an actual application will be scrutinized once submitted. The site is near National Trust land and Calderdale Council are to be contacted advising that the Parish Council has concerns and wants to be consulted on all future applications.</p>
<p>An application for the large solar power farm is expected in the Spring.</p>
<p>Concerns regarding the wedding venue application have been raised with Burnley Council who have submitted objections to Pendle Council.</p>
<p>Policy Lead</p>
<p>The Policy Group will work with the Staffing Group as there is overlap. It was proposed that Councillor Pippa Lishman is removed as Deputy lead and is replaced by Councillor Lalor. The Risk register is to be reviewed.</p>
<p>RESOLVED: That Councillor Lalor will replace Councillor Pippa Lishman as Policy Deputy.</p>
<p>The Staffing Group will remove Councillors Greenwood and Pippa Lishman and replace them with Councillors Balmer and McFarlane.</p>
<p>RESOLVED: That Councillors Balmer and McFarlane will replace Councillors Greenwood and Pippa Lishman on the Staffing Group.</p>
<p>The first stage is working on employment policies such as disciplinary and grievance. These will be circulated then discussions with the Clerk will commence.</p>
<p>Projects Lead</p>
<p>It was proposed that Councillor Frost would be the Projects Deputy and Council Marlow would be appointed to the Project Group.</p>

RESOLVED: That Councillor Frost is appointed Deputy and Councillor Marlow is appointed to the Project Group.
A litter-pick is to be arranged shortly and other ideas include a Bed Race, Easter Egg Hunt and a 3-legged race. There will be a cup for the bed race and prizes for the 3-legged race. The Football Club were referred to the Project Group for discussions.
23/24/078 Updates and Reports
The approved Stephen Brown Bench was installed before Christmas at the family's request and the invoice for fitting was provided. The parents thanked the Council for their support.
A member asked to see the Clerk's signed Contract of Employment, however it was noted that there was no legal reason why this was necessary, as there is evidence the contract was approved by Council. It was also noted that a copy of the Contract had been provided to the Finance Lead.
The Council has been contacted by HAPPA and Councillors Frost, Greenwood and Pippa Lishman attended a meeting. Blackhouse Lane is in an extremely poor condition and the County have been notified but advised they needed 10 days to respond.
23/24/079 Formally adjourn the meeting to allow for public participation.
RESOLVED: That the meeting is adjourned to allow for Public Participation.
Police Report
A written report was given which is attached.
Public Participation
A resident enquired about reporting potholes and was advised to use the 'Love Clean Streets' App. The County Councillor advised that roads are assessed and put on a tab.
County Council Report.
The County Councillor reported that a big project was the sale of land where the Library and Community Centre are sited. The County has decided that the land is redundant. An informal meeting has been held and the land has been offered to the Parish Council for £73,000. It was agreed to have an Emergency General Meeting within the next 10 to 14 days to discuss the issue.
There are also on-going issues with Rights of Way.
County Councillor Cosima Towneley was thanked for her report.
Borough Councillor Report
Borough Councillor Gordon Lishman read out a report that is attached.
Other Organisations.
A Community Centre Report was provided that is attached. It was noted that the Committee needed 'new blood'.

23/24/080 Formally reconvene the Parish Council Meeting.

RESOLVED: That the meeting is formally reconvened for Parish Council Business.

23/24/081 Finance

1. Accounts to be approved for payment. Additional bills included P. Eddleston for the memorial bench installation and the costs for the reindeer trail.

1. Clerk Salary January	£457.82	SO	Paid
2. Remembrance Wreath	£20.00	#001771	Paid
3. Bonfire Expenses	£103.09	#001772	Paid
4. Bonfire Expenses	£19.35	#001773	Paid
5. Allotment Deposits	£610.00	#001774-001780	Paid
6. Clerks Salary December	£67.62	#001781	Paid
7. HMRC December	£135.24	#001782	Paid
8. G Howell wall repairs	£390.00	#001784	Paid
9. G.S.A.	£468.00	#001785	Paid
10. Christmas Hampers	£187.00	#001786	Paid
11. Briercliffe Community Centre Room Hire	£32.00	#001787	Paid
12. Clerk Pay Rise January	£67.62	#001788	
13. HMRC January	£135.24	#001789	
14. Howarth Timber	£133.27	#001790	
15. WaterPlus	£21.55	#001792	
16. Blakeys	£21.43	#001793	
17. P. Eddleston	£168.00	#001795	
18. Hello Print	£209.99	#001796	
19. Reindeer Trail	£195.26	#001798	
Income			
1. Garage Rent	£1,105.42		
2. Allotment rents/Deposit	£1,760.82		
3. Bank Interest	£33.06		
Bank Balances September			
1. Current	£12,565.59		
2. Garages	£7,998.07		
3. Business Reserve	£14,133.78		
4. Petty Cash	£7.79		
Total	£34,705.23		

WaterPlus are to be contacted about the broken meter and any outstanding charges for this.

RESOLVED: That WaterPlus will be contacted about the broken meter, the above finances are approved for payment and the balances are noted.

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

Plot numbers are to be used to identify allotment rents on Scribe. Allotment Rents and Deposits are to be identified separately at future meetings. The Allotment Deposit cheques will be hand delivered.

The Chair and Vice-Chair are to meet with the Clerk regarding changes to how the finances are recorded and the Chair will resend his request email regarding this.

RESOLVED: That Petty Cash is returned to £100, with £92.21 #001794

23/24/081 Minutes of the last Parish Council meeting.
The Minutes of the last Parish Council meeting held on Tuesday 21 st November were put forward as a correct record. It was suggested that 2 new Councillors and 2 previous Councillors meet with the Clerk to consider the minutes. A private item on the Minutes will be included at the next meeting.
RESOLVED: That the Minutes of the meeting held on Tuesday 21st November are deferred to the next meeting following the above meeting.
22/23/082 Matters outstanding from the minutes.
The Chair has contacted the Charity Commission regarding closing the Robert Halstead Charity.
22/23/083 Clerk's Report including Administration – for information only.
The Holocaust Memorial is being held on Sunday.
As it was 9:33pm the meeting was closed and any remaining business is to be carried forward to the next meeting.
22/23/084 Date of next meeting:
It was agreed that the next meeting of the Parish Council will be held on Tuesday 20th February 2024 at the Community Centre, Jubilee Street at 7:30pm.
The Chair thanked everyone for attending.

Briercliffe Parish Council

		2024/25 Proposed Budget	
Cost Centre	Income	Receipts	Payments
1	Maintenance Grant	258.00	0.00
2	Precept	20000.00	0.00
3	Bank Interest	150.00	0.00
5	Electricity North West	21.00	0.00
64	Uncashed Cheques	0.00	0.00
6	External Grants	0.00	0.00
	SUB TOTAL	20429.00	0.00
Cost Centre	Expenses		
7	Clerk Expenses	0.00	35.00
8	Chair's Allowance	0.00	200.00
	SUB TOTAL	0.00	235.00
Cost Centre	Salaries		
9	Clerk Salary	0.00	8275.68
46	Clerk Cover	0.00	0.00
	SUB TOTAL	0.00	8275.68

Cost Centre	Administration		
10	Postage	41.25	75.00
11	Gifts and Hospitality	0.00	0.00
12	Computer/Software	0.00	1000.00
13	Stationery	275.00	500.00
14	Room Hire	0.00	500.00
	SUB TOTAL	316.25	2075.00
Cost Centre	Professional Charges		
15	Insurance	0.00	675.00
16	Audit	0.00	450.00
17	Subscriptions	0.00	675.00
39	Legal Fees	0.00	0.00
47	Planning Applications	0.00	0.00
	Election Costs	0.00	0.00
	SUB TOTAL	0.00	1800.00
Cost Centre	Training		
18	Clerk	0.00	0.00
19	Councillors	0.00	200.00
	SUB TOTAL	0.00	200.00
Cost Centre	Allotments		
20	Rents Received	5150.00	0.00
23	Water	0.00	2870.00
27	Allotment Deposits	0.00	0.00
	Allotment Maintenance Labour	0.00	1600.00
	Allotment Maintenance Materials	0.00	1000.00
48	Skip Hire	0.00	800.00
	SUB TOTAL	5150.00	6270.00
Cost Centre	Garages		
26	Garage Income	8536.00	0.00
52	Container Income	1800.00	0.00
28	Garage Deposits	0.00	0.00
	Maintenance	0.00	1500.00
	SUB TOTAL	10336.00	1500.00
Cost Centre	Lengthsman		
30	Lengthsman Contract	0.00	6000.00
31	Lengthsman Materials	0.00	2200.00
33	Lengthsman Tender Costs	0.00	0.00
53	Lengthsman Contingency	0.00	0.00
	SUB TOTAL	0.00	8200.00
Cost Centre	Newsletter		

34	Printing	0.00	1500.00
35	Advert Income	360.00	0.00
	SUB TOTAL	360.00	1500.00
Cost Centre	Projects		
36	Christmas Hamper	0.00	180.00
37	Hanging Baskets	7200.00	6000.00
	Website	0.00	500.00
50	Community Centre	0.00	0.00
40	Garden Competition	0.00	375.00
	Woodland Walk	0.00	1500.00
42	Small Projects	0.00	1200.00
	Allotment New Plots	0.00	0.00
	SUB TOTAL	7200.00	9755.00
	Contingencies Sub Total		2480.57
	Clerk cover		
	gifts and hospitality,		
	legal fees, elections,		
VAT		500.00	
NET TOTAL		44291.25	42291.25
RESERVES		0.00	2000.00
GROSS TOTAL		44291.25	44291.25

Allotments & Garages Report

January 2024 – Lead Cllrs Pippa Lishman & Michael Greenwood

Propose that new Councillors Balmer and Marlow work with the Lead and Deputy Lead on Allotments and Garages. Following the next Annual meeting, when working Groups are reviewed again, we will be looking at proposals for the establishment of an Allotments Committee to include tenant representation.

Also request that these 2 items are adjacent in agenda in future as often will take together as a joint report.

Waiting lists

Total 29 waiting (2 are 'on hold' at request) one of these requests we are reviewing disability access. No one on waiting list for garages.

We still have provisional Notice on 1 Garden and 1 pen, and 1 new garden and 1 garage – these are ready to be allocated. Appointments are being made with the applicants in order to sign up.

We currently have 7 empty Pens at this point (several large ones to be divided, are being strimmed by the Contractor and fencing / gates to be finalise)

We have 2 empty garages

New tenants

Signed up 1 tenants in January to Garages – 1 on turning circle

Current Allotments tenants / Bills

Bills for current year 2023-24 hand delivered in December 2023

Contact updates and preferred contact methods sheet delivered with bills; this is assisting in current updates. All paperwork and records remain with Lead Councillors, until Scribe complete full upload of all tenancy data, current and new tenancies.

In latest Bank statements show (including payments to be passed to Clerk today) £2587.70 rent received from 49 tenants

59 tenants (Allotments & Garages) not processed through bank on received here.

Received information from the Clerk last week regarding previous water details paid. This is being worked through.

Deposit info

We have requests for refunds for past allotment and garage tenant deposits.

These cheques were agreed and signed at November's meeting. We request again these are passed to Mick & Pippa this evening

- | | |
|--------------------------------------|---|
| • [REDACTED] £100 Paid bank transfer | • [REDACTED] - £100 |
| • [REDACTED] – paid £50 cash | • [REDACTED] - £50 |
| • [REDACTED] - £200 paid cash | • [REDACTED] - £50 deposit plus £10 key |
| • [REDACTED] - £50 | |

There was also an overpaid deposit amount– please confirm if this action has been carried (checked cashed, and requested returned). Agreed to action by Clerk at previous meeting

Other info

Cash & Cheques passed to Clerk today.

Vote to agree report and all actions.

BRIERCLIFFE AREA 19 th November 2023 – 12 th January 2024			
INCIDENTS REPORTED - 148			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
2	Burglary	Balderstone Lane Sheridan Street	Suspects have entered the recycling centre and empty bins. Suspects enter the property via front door and take vehicle keys and makes off in vehicle.
3	Criminal damage	Burnley Road Briercliffe New Taylor fold Balderstone Lane	Suspects have thrown a brick through the front window. Isolated incident Suspects cut a lock off
4	Theft	Balderstone Lane Church Street Townley Street Talbot Drive	Suspects cut the locks off and takes items. Wallet stolen from a unlocked vehicle. Tools have been stolen from a vehicle. Money stolen from within vehicle.
2	Vehicle crime	Kimberley Street Granville Street	Items taken from a locked and secure vehicle. Youths have caused damage to a wing mirror.
1	Theft of vehicle	Briercliffe Road	Vehicle left parked up on the street and then stolen by unknown means.
6	Nuisance	Burnley Road Briercliffe	

		Netherwood Road	Vehicle parking on the pavement preventing wheel chair user from getting round.
		Gorple street x2	Motorbike nuisance
		Lydgate	Noise nuisance between neighbours
		Talbot street	Motorbike and quad bike nuisance
			Isolated incident
Many thanks Jody Hudson PCSO 7738.			

**Briercliffe Parish Council
Borough Councillors' Report – January 2024**

1. We have been working with the people opposing the proposed wedding venue development at Rockwood and have advised them on procedure and approaches including at their meeting in the Community Centre, details of which appear on the Parish Council's website.
2. We have reported residents' complaints about dirty back streets and people leaving rubbish on the street. The Borough Council's Streetscene come quickly but we do ask that residents should be more careful.
3. The recent weather has been creating potholes on roads and streets, often where previous filler repairs have been washed out! We keep reporting them. Todmorden Rd is particularly bad all the way from Haggate to Roggerham.
4. The footpath from 55 Shore Ave to 29 is very slippery, mossy and needs some serious cleaning. It has had an initial clean but needs more.
5. Anne Kelly has reported complaints about Metro metals starting too early to Environmental Health. If other residents around Lydgate have complaints, please let us know. The more complaints there are, the more likely that enforcement action can be take.
6. Maggie Lishman is pushing for upgrades and better management of the lighting around the Multi-Use Games Area at the Rec.

7. We want to record our thanks on behalf of residents to the bin collection teams who have been working in atrocious conditions. There were a few missed collection areas in the snow, but they were picked up soon afterwards.

8. The Councillors were very impressed by the lovely Christmas decorations round village.

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Community centre Report January 2024

The accounts have been audited and are ready to be approved at the AGM in the next couple of weeks.

Rents have been fairly stable but the committee have decided that's it's necessary to increase rents slightly mainly because of the huge rise in energy prices. We have regular groups in with a variety of activities and are still looking for more. Thursdays are the only free day but we hope to have a new group starting in March. Children's parties at weekend continue to be a good source of our income.

Obviously we have concerns about the future of the centre because of LCC's intention to sell the whole site. We are investigating whether to apply to make the centre a community asset which would give us some rights.

The gas check and the service on the boiler have been done. Fire extinguishers should be checked in the next few days. Electricity check is due in March.

The centre will be painted throughout in the next couple of months.

The Community centre committee urgently needs some more members. There are only 4 of us so obviously if there are problems and we are away there is no one else to pick it up.

Anne Kelly

