



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL **A G E N D A**

Monday, 20th February 2012

PUBLIC AGENDA

- (a) Public questions
- (b) Police report
- (c) County Council Report

1. PARISH COUNCIL BUSINESS

Apologies for absence

Declarations of interest

1. Members are invited to declare any interests they have may have in any matter identified for discussion at the meeting.

Minutes of the last meeting

To approve, as a correct record the minutes of the last meeting held on Monday, 16th January 2012 and to consider any actions taken not covered elsewhere on the Agenda.

Administration

1. *Correspondence received*

<i>LALC</i>	<i>Briefing</i>	<i>circulated previously</i>
<i>Glasdon</i>	<i>Catalogue</i>	<i>circulated previously</i>
<i>LCC</i>	<i>Waste Minerals Consultation</i>	<i>available at the meeting</i>
<i>Natwest</i>	<i>Bank Mandate</i>	<i>circulated previously</i>
<i>NALC</i>	<i>Communities in Local Planning</i>	<i>available at the meeting</i>
<i>Howarth Timber</i>	<i>Catalogue</i>	<i>circulated previously</i>
<i>Burnley Borough Council</i>	<i>Contact List</i>	<i>circulated previously</i>
<i>HMRC</i>	<i>Appeal Reply</i>	<i>circulated previously</i>
<i>Historic Towns Forum</i>	<i>The Localism Act</i>	<i>circulated previously</i>
<i>Saf Munshi</i>	<i>Winter ulletin</i>	<i>circulated previously</i>
<i>OCE Member Dev.</i>	<i>Councillor Briefing – better working</i>	<i>circulated previously</i>
<i>QEII Fields Challenge</i>	<i>Diamond Jubilee</i>	<i>circulated previously</i>
<i>Historic Town Forum</i>	<i>February e-news</i>	<i>circulated previously</i>
<i>Tracey Noon</i>	<i>Queen’s Diamond Jubilee</i>	<i>circulated previously</i>

Scribe	Brian Johnson	<i>circulated previously</i>
CVS Edward Lee	Grantfinder Request	<i>circulated previously</i>
LALC	Electoral Commission Consultation	<i>circulated previously</i>
Tracey Noon	Fire Station Farewell	<i>circulated previously</i>
Katie McGee	Fostering posters and postcards	<i>circulated previously</i>
BFS Ltd.	Severe weather supplies	<i>circulated previously</i>
Tracey Noon	Job and Volunteering Opportunities	<i>circulated previously</i>
Tracey Noon	Cromarty Care Class Info	<i>circulated previously</i>
Coleen Jones	Commercial Flowerbeds	<i>circulated previously</i>
Tracey Noon	Opportunities for Young People	<i>circulated previously</i>
Tracey Noon	Healthwatch England Consultation	<i>circulated previously</i>
Tracey Noon	The Cabin Donations	<i>circulated previously</i>
Hags	Introductory offer - Octavia	<i>circulated previously</i>
Sarah Nelson	Winter Bulletin 27	<i>circulated previously</i>
Razza Hussain	Press release ward meeting	<i>circulated previously</i>
Paul Goddard	Christmas Decs Spring Sale	<i>circulated previously</i>
Rocky Sharck	Funding for QEII Fields in Trus	<i>circulated previously</i>
Tracey Noon	National Family Week	<i>circulated previously</i>
Tracey Noon	Free IT Training	<i>circulated previously</i>

2. Correspondence sent

Krystyna LALC	Health & Safety Training Courses
LALC	Finance Training Course Booking Form
AON	Insurance Enquiry
Tom Forshaw	Cover arrangements
Edward Lee	Grantfinder Application
Katie McGee	Fostering Poster
Carole Galbraith	Vacancy
Coleen Jones	Commercial Flowerbeds
Nick Aves	Parish Precept
Paul Goddard	Spring Sale – Solar lights
Tracie Croasdale	Access to HWRC
Michael Slater	Contact Form response Planning Application

Updates/reports

1. *Members of the Council*
2. *Borough Council members*
3. *Website*
4. *Risk Assessment Annual Update* *circulated previously*
5. *FOI Policy Update* *circulated previously*
6. *Code of Conduct* *circulated previously*
7. *Financial Regulations Update* *circulated previously*
8. *Standing Orders* *circulated previously*
9. *Parish Sign Sponsorship Plaques Update*

Finance

1. *Accounts to be approved for payment*
 - a) Parish Clerk Salary £ 230.18
 - b) HMRC Clerk's deductible tax £ 57.55
 - c) LALC Annual Subscription £ 495.04
 - d) LALC Finance Training Course £ 50.00
 - e) Top Sign Sponsorship Plaques £ 57.24
 - f) United Utilities Water Bill £ 161.35
 - g) Greenwoods Lengthsman £ 550.00

h)	Greenwoods	Parish Signs	£ 45.00
Accounts to be received at the Allotment Committee			
i)	Greenwoods	Allotments	£ 316.00

2. *Bank Balances to 31st January 2012*

▪	Current a/c – £	5,279.70
▪	Deposit a/c – £	9,690.09
▪	Petty Cash - £	69.16
▪	Garages - £	1,093.44
	Total	£ 16,132.39

3. Petty Cash Report *circulated previously*

Committees and working groups

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|----|--|------------------------------|
| 1. | <i>Allotments Committee – minutes of the 15th February</i> | <i>To Be Circulated</i> |
| 2. | <i>Planning Committee (inc. planning applications)</i> | |
| 3. | <i>Finance Committee</i> | |
| 4. | <i>Recreation and Leisure Committee</i> | |
| 5. | <i>Strategic Planning Group</i> | |
| 6. | <i>Landslip Working Group</i> | |
| 7. | <i>Meeting at Burnley Borough Council – 17th January 2012</i> | <i>circulated previously</i> |

Matters identified for future consideration

1. Quality Council Status - Clerk
2. Environmental Warden Position – Cllr. Frost
3. 2012-13 Budget, including updating the Insurance – Cllr. Frost
4. Standen Hall Drive Boundary Sign – Cllr. Kelly
5. Privacy and Data Protection Policy – Cllr. Prince
6. Annual and Parish Council meeting cover for May – Clerk
7. Hanging Baskets 2012 - Clerk