



Briercliffe with Extwistle Parish Council

Monday, 21st February 2011

Present: Councillor Kelly (in the Chair), Bailey, Frost, Lishman, Meeks, Prince, Royle and Thomas

Others: M. Greenwood (Lengsthman), J Greenwood, S. Watson (Clerk), 1 resident and 2 representatives from the Bowling Club.

Public agenda

(a) Public questions

The Chair opened the meeting at 7:30 and welcomed the resident and the representatives of the Bowling Club. A grant request from the Bowling Club was read out by the Chair. The request was for matched funding towards urgent kitchen renovation at a total cost of £6,894.00. The Club had secured a grant from the Lancashire Environment Fund for £4,752.00, therefore the Parish Council was being asked to provide a grant towards the shortfall of £2,142.00.

The Club also advised that the Ladies Toilets had suffered from a frozen water tank burst over the winter causing considerable damage and the Borough Council had offered to re-install a toilet. Also, in future the Borough Council will expect the Bowling Club to pay for water and electricity, although the 2011-12 District Council budget does not include this charge.

It was also noted that the Borough Council general insurance covers the Bowling Club but this does not include the storage shed. It was suggested that the Parish Council could investigate including the storage shed on its own insurance, however the Parish Council would require a detailed list of the contents, the replacement values and the security measures of the container first, this must include pictures of the container.

RESOLVED – that the Parish Council would make a decision on the grant request in private session at the end of the meeting.

RESOLVED - that insurance for the storage shed is investigated only on receipt of the necessary information from the Bowling Club.

A resident in attendance had been asked by residents to approach the Parish Council about waste on the Allotments and asked how the garden waste was being disposed of. The Council responded that a chipper had been purchased that allowed for the waste to be recycled onto the allotments.

The resident suggested that the Parish Council was in breach of Section 30 of the Environmental Regulations and that the waste storage must be on a hard standing, have a lid and be regularly hand-washed. A question was asked as to the cost of this waste management and a response given that the skips were provided free of charge by the Borough Council.

A separate question was raised regarding the Parish Lengsthman and whether they were contractors or employees of the Council. A response was provided that they are contractors.

There were no further questions.

RESOLVED - the Parish Clerk would investigate the suggestion that Section 30 of the Environment Regulations were not being adhered to.

(b) Police report

The Police attended the meeting but were called away to deal with a policing matter prior to the start of the meeting. It was noted that the Briercliffe PCSO has been transferred to Worsthorne. A verbal report to the Chair prior to the meeting noted that there were no real issues that had arisen from the PACT priorities.

It was also noted that the Police have made a request for a key for the Community Centre to provide a venue to question individuals rather than transport them back to Burnley.

It was also noted that there had only been 2 vehicle crimes since the last meeting.

RESOLVED - that due to the lack of Police support and a report back on the current priorities, the PACT priorities will remain the same for the next months, these are:

- 1. Dangerous Parking near the Lollypop Man at school times, specifically a new Silver Ford with a 60 reg, which has been seen several times.**
- 2. A Calico Van causing dangerous visual problems when parked at the bottom of Duke Street.**
- 3. Anti-Social Behavior by a youth on a motorbike around Morning Crescent and Sycamore Avenue.**
- 4. Dangerous parking at school times on Kimberley Close turning circle. And a report is needed at the next meeting in order to set new priorities.**

Parish Council Agenda

10/11/078 Apology for absence

Apologies were submitted on behalf of Councillor Kinnear and County Councillor Brindle.

10/11/079 Declarations of Interest / Code of Conduct

Members were reminded about the Councillors Code of Conduct. The Chair and Councillor Frost declared an interest in relation to planning matters and Councillors Kelly and Frost declared a Personal and Prejudicial interest in financial matters.

10/11/080 Minutes of the last meeting

The minutes of the last meeting held on 17th January 2011 were submitted for approval as a correct record.

RESOLVED - That the minutes of Briercliffe Parish Council be approved as a correct record.

10/11/081 Administration

Correspondence received

LALC e-bulletin

Response to Planning Application for Radio Mast

The Queen Elizabeth II Fields Challenge

Calderdale Core Strategy Consultation

Pendle BC Framework Issue 17

Police Viewpoint Feb 2011

Highways Bulletin Feb 2011

NALC 2011 Networking Lunch

Transdev Response to Bus enquiry

LCC Bus enquiry response, Tim Gornall

LCC Cuts to subsidized Bus Service, Jackie Flynn

LALC Borrowing response, Nikki Hindle

Correspondence sent

Letter to Bowling Club re Grant

Letter to Carol Hird re muck heap

E-mail to United Utilities re Royal Court Pathway repairs

E-mails to Highways re: Road Planings

E-mail to Planning re: Allotment signs

E-mail to P3 computer re: Website

Other administrative matters

Douglas Road Tenancy agreement sent to nos. 7, 9, 13 & 15.

RESOLVED - that the Parish Council note the Correspondence received and send.

RESOLVED - that removal of the stone foundations at the Lane Bottom open space and the provision of football goalposts be entered into the Queen Elizabeth II Fields Challenge.

The School Transport consultation was noted as disappointing although no formal response would be made.

A resident of Parker Street made a request for a repair to an unadopted road. It was agreed that the Clerk would respond explaining that repairs are the landowners responsibility and the Parish Council is unable to offer help.

The Clerk updated on the Douglas Road tenancy agreements. The agreement had gone out with a reference to Douglas Way.

RESOLVED - that the Douglas Road Tenancy agreement are re-sent with the correct details and by way of apology for the administrative error, an additional signed copy and return envelope be included. Plots 1, 3 and the PC plot 5 can be offered to No. 7 and plot 11 to be offered to Mr Eustace of Burnley Road at an equivalent allotment cost and not garden rent.

10/11/082 Councillors' updates/reports

Borough Councillors

Councillor Frost updated the meeting on the issues at the tip. The Environment Agency funding has been lost due to budget cuts and the Parish Council has been advised to seek legal advice. Cllr Frost has requested written confirmation from the Environment Agency and there reasons for withdrawing the funding. Legal advice can be sought from the Borough Council.

RESOLVED - the Clerk to formally request legal advice from the Borough Council. The Clerk to also contact Lee Collins requesting written documentation of all evidence gathered to date.

It was noted that the fence is in need of repairs and the area needs securing, the Environment Agency are to be contacted for advice on how this can best be achieved.

Parish Councillors

There were no further reports

County Councillor

County Councillor Brindle had submitted her apologies but had sent a report that Catlow Bottoms and the ford had been tidied.

10/11/083 Finance

Accounts

a)	Parish Clerk	Salary	£ 116.11
b)	RFO	Salary	£ 47.72
c)	HMRC	Clerk's deductible tax	£ 27.75
d)	HMRC	RFO's deductible tax	£ 11.93
e)	Lanlee	Allotment Materials	£ 35.57
f)	Burnley Borough Council	School Christmas Tree	£ 30.00
g)	Burnley Borough Council	Sandbagging Queen Street	£1,662.00

RESOLVED- That the bills outlined above be paid.

Additional items of expenditure incurred after the publication of the Agenda were tabled as follows:

h)	Greenwoods	Garage Colony bases	£1,500.00
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RESOLVED - That the additional expenditure outlined above be paid.

Bank balances

- Current a/c - £ 11,537.98
- Deposit a/c – £ 9,686.22

RESOLVED: **That the Summary of spend to 14th February is noted**

It was noted that the bank interest was at £2.84.

RESOLVED - The Responsible Finance Officer (RFO) is asked to provide an email response to all Parish Councillors on why the bank interest is so low.

It was noted that there was no income from the Bowling or Football Clubs as there is no charge to them.

It was suggested that the Computer Software costs seemed to be high. An explanation was given that this was the costs of the accountancy package and the hard drive backup for the new Clerk.

RESOLVED - The RFO to provide a breakdown of the software costs and budget for next year to all Councillors.

It was noted that the budget for training had been removed. Cllr Prince requested training and was advised that most training is provided in June, Planning and Code of Conduct training were suggested as these were provided free of charge by the District Council. It was suggested that if any urgent training needs arose then the Finance Committee would reconsider the Training Budget.

The Chair proposed that the Chair's Allowance should be removed, however the Chair may still claim expenses.

The £150 income from the hanging basket will be used to fund the Christmas parcels and competitions.

Following the recent request for funding from the Bowling Club, the Clerk suggested a formal grants scheme should be adopted. A proposed grants form had been previously circulated and a guidance for grants and proposed contract was circulated at the meeting. The Clerk was asked if the contract would be binding, it was advised that a lawyer had devised the contract.

RESOLVED - it was agreed that a grants process, including the form, is to be adopted from the 1st April. The Clerk is to circulate the guidance and contract for approval at the next Finance Committee. A new cost centre of grants is to be set up and Finance Committee to determine the budget level for 2011 and the maximum grant that may be approved.

It was noted that cost centre 5, Recreation & Leisure, didn't have a budget next year and Finance Committee would be asked to consider options.

It was suggested that the Deputy Chair should always hold a position on Finance Committee to help in a smooth transfer, this was agreed as a good idea.

The Audit fees of £350 were questioned as being high, it was explained that the Parish Council do not get to choose their auditor and these were the standard fees for Parish Councils.

10/11/084 Committees and Working Groups

Allotments committee

It was proposed that the Allotment Minutes are accepted with the amendment that the reference to 'Ben's House' be changed to Harrison Street and that the Allotment Society meeting is to be held on the 22nd February.

Having declared an interest in Planning matters the Chair left the meeting.

Planning Committee

Councillor Thomas reported that an application for log cabins may be in the greenbelt area and as such should not be accepted. Also there were no objections to an application for change of dwelling on Burnley Row but the proposed wall would be unsightly and may attract nuisance. Notification has also been received that the 3m fencing for the games area has received approval.

RESOLVED: That the Parish Council note the objections in the Greenbelt.

The Chair returned to the meeting.

Lengsthman Working Group

It was agreed that this item could be removed from the agenda.

Finance Meeting

It was agreed that issues from the Finance Committee had been covered under the finance section of this meeting. It was agreed that another meeting of the Finance Committee should be convened soon.

Recreation and Leisure

No report

Strategic Planning Group

It was agreed that a meeting of the Strategic Planning Committee should be held after the next finance meeting.

Matters identified for future consideration

The Annual General Meeting needs to be convened for May and preparation work should commence on this shortly. The AGM to be an agenda item on the next meeting.

Newsletter articles were requested for the end of the week to ensure a timely production.

It was agreed that the issue around the tip should be an agenda item and will be included on the next agenda.

The meeting moved into Closed Session and the Public were excluded.