



## **Briercliffe with Extwistle Parish Council**

**Monday, 16<sup>th</sup> May 2011**

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

**Others:** County Councillor Brindle, J Greenwood (Allotments Representative), S. Watson (Clerk), PCSO Rachel Lonsdale plus 2 residents.

### **Public agenda**

#### **(a) Public questions**

There were no public questions raised at this point of the meeting.

#### **(b) Police report**

The Police circulated a written report, this outlined that there had been 74 incidents and 16 crimes in the last month that compared with 68 incidents and 8 crimes in the previous months. The crimes were mainly opportunity thefts from insecure properties and cars and the Police requested residents to take care to ensure properties are left secure and items are not left on display. It was suggested that car key fobs should be checked regularly as faulty fobs can result in cars being left open.

There has been an incident of lead theft from a mill roof and the Police asked for any information to be passed onto them. The nursery playground has been damaged by youths and a new fence is being investigated. It is suspected that an organized gang carried out a burglary on Halifax Road as a high value car was targeted, however the wrong car keys were stolen. Similar thefts have been carried out in Trawden and Bacup.

A report back was given on last months PACT priorities. Standen Hall Drive is still being monitored with additional patrols and the Police are working closely with the residents. A Neighbourhood Watch scheme is underway and the residents will be joining Briercliffe Residents Association. There is an opportunity to apply for a Lan Pact funding bid of up to £2,500 and a suggestion was made for a camera, additional lighting and a small play park in the area.

Extra patrols have been made in around the school and apart from an instance of abuse towards the headmaster there have been no serious incidents. There have not been any reports of misuse of motorbikes this month, though this may be due to the bad weather. If residents know of people who own motorbikes and mini motos, they can inform the police who keep a log and this makes detection easier if they are misused.

Scrapmetal, such as old kitchen appliances are still being removed from back yards, an irremovable sticker scheme could be investigated.

Rachel notified the meeting of her new mobile number which has been changed on the police posters.

Pictures of a van blocking a driveway on Kimberly Close were circulated, it was suggested that District Councillors should be contacted when this happens then a parking attendant can be deployed.

- RESOLVED:**           **That the PACT Priorities for this month will be:**
- 1. Parking around the school at closing time especially around the lollipop man and Kimberly Close.**
  - 2. Continue with increased patrols around Standen Hall Drive.**
  - 3. Problems of damage to cars by footballs on Red Spar Road.**

The Police were thanked for attending the meeting.

### **(c) County Council Report**

The County Councillor reported that she had received a complaint from a resident who had received a parking fine for parking on the double yellow lines. The resident thought the lines were only to prevent parents from parking at the school and not for local residents. The residents who have complained about speeding on Halifax Road do not wish to be part of a community road watch scheme, speed traps and additional signage will be provided and a speed sign or camera will be investigated. Councillor Frost will include a Community Road Watch scheme in the Briercliffe Column. Another resident has complained that Halifax Road needs to have the pot holes repaired and that the road service is not acceptable, an inspection will be carried out soon. There are 2 brackets for SPiD (Speed Indicator) signs on Halifax Road and the PCSO is looking for funding to provide one. There is also a proposal to have a pedestrian crossing near St James school as elderly residents are having difficulties crossing the road.

Yellow lines on Halifax Road have been repainted but the lines at the Hare and Hounds corner have been reduced at the corner with Todmorden Road. It was suggested that the County re-gazette the corner and extend the lines as the current lines cause sight problems. The Land Lord at the Hare and Hounds has suggested that residents may park on the pub car park.

County Councillor Brindle asked for the Parish Council to provide some priorities for County work and notified the meeting that the Councillors grant funding pot has increased this year and asked for voluntary and community groups to apply. It was suggested that the bowling club may appreciate a grant.

### **Parish Council Agenda**

#### **11/12/005 Apology for absence**

Apologies were submitted on behalf of Councillor Royle.

## 11/12/006 Declarations of Interest / Code of Conduct

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

## 11/12/007 Minutes of the last meeting

The minutes of the last meeting held on 18<sup>th</sup> April 2011 were submitted for approval as a correct record.

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

It was noted that the issue of the cockerels on Douglas Road has been resolved, however the residents felt they already had the issue in hand prior to the complaint being brought to the Parish Council. They felt that the article in the paper hadn't helped the situation.

A flag pole supplier has been identified in Colne, the cost of the pole and a flag is £215 plus VAT, the pole can be permanently fixed or removable.

**RESOLVED: That a flag pole and Union flag will be purchased subject to satisfactory planning permissions and a quote for installation for temporary installation on Duke Street. A specific Armed Forces flag will be purchased separately.**

It was noted that the Land Slip Working Group still needs a meeting and that the library has now reopened and a formal opening event will be held shortly. The Queen Elizabeth Playing Fields application just needs the accurate agreeage details and will be submitted.

The correspondence on No Cold Calling Zones was noted and Councillor Thomas would champion a zone in the Red Spar Road area.

## 11/12/008 Declaration of Office

All Councillors present signed the declaration of office.

## 11/12/009 Administration

1. *Correspondence received*
  - Letter of resignation from Councillor Mel Kinnear*
  - LALC - bulletin*
  - NALC – Standing Orders*
  - Mark Willits – Planning Notification*
  - NALC – conference & Exhibition*
  - Saf Munshi – Winter Services*
  - LALC – Rural Services Event*
  - LALC – Advice on minutes*
  - Paul Falcone – Royal Court Footpath*
  - J Seed – Douglas Road request*

*BHS – response*  
*Andrew Pickering – Scribe*  
*John Halton – Framework Issue 18*  
*NALC – Green Alliance Briefing*

*Correspondence received after publication of the agenda*

*Queen ElizabethII Fields in Trust*  
*Cosima Towneley – Briercliffe cross route complaint*  
*Anne Black – Douglas Road Tenancy Agreement*  
*LCC reminder re Community Centre Invoice*  
*Clerk & Councils Direct Newsletter*

2. *Correspondence sent*  
*United Utilities – Royal Court Pathway*  
*BHS – list of riding establishments*  
*N Hopwood – allotment drainage*  
*Trading Standards – No Cold Calling Zones*
3. *Other administrative matters*  
*Risk Assessment*

A letter of resignation has been received from Councillor Mel Kinnear, the Chair has responded to say it will be brought to the Parish Council meeting.

**RESOLVED: That the resignation is accepted and a letter of thanks to be sent by the Clerk.**

**RESOLVED: that the Parish Council note the Correspondence received and send**

It was noted that the Risk Assessment was a comprehensive document and the Responsible Finance Officer is to be thanked for completing it.

**RESOLVED: That the Risk Assessment is adopted by the Parish Council.**

## **11/12/10 Updates and Reports**

Councillor Kelly was congratulated on her re-election to the District Council and thanked for her year as Chair of the Parish Council.

The Website monthly hits have decreased and the most popular page is currently the Your Councillors page, pictures for the website will be taken at the end of the meeting. It was agreed that the Police Report should be included on the Website with a reminder for people to keep buildings secure. The noticeboard has now dropped to 3<sup>rd</sup> position and new articles are needed. The Grant Form and Allotment Form will be put on the website but the inspection report and waiting list will not as they contain personal details.

There were no further reports.

## 11/12/011 Finance

It was noted that the Newsletter costs £200 per quarter and the current budget is for £200 for the year.

**RESOLVED: The Clerk to check out printing costs from other suppliers.**

### 1. Accounts to be approved for payment

a)	Parish Clerk	Salary	£ 153.00
b)	RFO	Salary	£ 47.72
c)	HMRC	Clerk's deductible tax	£ 37.00
d)	HMRC	RFO's deductible tax	£ 11.93
e)	P3	RFO Printer Cartridge	£ 66.00
f)	Lanlee	materials	£ 31.27
g)	Lanlee	materials	£ 114.19
h)	Acc & Ross College	Dec & March Newsletter	£ 400.00

**RESOLVED: That the bills outlined above be paid.**

Invoices received after publication of the agenda

i)	Greenwoods	Allotments Maintenance	£ 861.00
j)	Greenwoods	Installation of Parish Signs	£ 235.00
k)	Lanlee	Allotment Materials	£ 41.78
l)	Walker Tex Ltd.	Chopper belts	£ 19.20

**RESOLVED: That the additional expenditure outlined above be paid and the current bank balances to be circulated at the earliest opportunity.**

It was noted that the Responsible Finance Officer would need additional hours for the end of year accounts and audit. The additional hours worked to date were 14½ hours.

**RESOLVED: That an additional 14½ hours is paid to the RFO at a cost of £172.99, this breaks down to £138.38 salary and £34.60 HMRC.**

## 11/12/012 Committees and Working Groups

### *Allotments committee*

An issue was raised at the Allotments meeting with regards to the use of the term Allotments Manager. The Committee recommended that John Greenwood should be appointed as the Allotment Manager in a non salaried, voluntary capacity and two new Allotment Representatives should be appointed.

**RESOLVED: That John Greenwood is appointed as the Allotments Manager in a non salaried, voluntary capacity. If a payment is subsequently agreed for the position then it would be advertised as required for all paid positions. The Allotment Society to be contacted to request the names of 2 new Allotment Representatives.**

An Allotments Waiting List Form was recommended for approval.

**RESOLVED: The Allotment Waiting List Form is agreed and will be sent to all residents on the existing Allotment Waiting List. A none reply within 4 weeks will be deemed to be an agreement to be removed from the list.**

A request has been made to purchase rather than rent the land behind No. 9 Douglas Road, the Allotment Committee recommend declining the request due to the problems it may create in future if other rental leases are returned. Sale of the land will only be considered if all residents are in agreement to buy the land.

**RESOLVED: That No. 9 Douglas Way is informed that the land will not be offered for sale at this time.**

A garage tenant has erected a whole new garage and is challenging the requirement to pay for planning permission.

**RESOLVED: That a letter is sent to the resident advising them that planning permission charges do apply and an article to be included in the Briercliffe News and Website explaining the process for acquiring a garage.**

An Allotment Tenant has moved fences and incorporated additional land within their plot.

**RESOLVED: That the tenant be permitted to take in the additional land on the conditions that the additional area is paid for and that the tenant takes on the maintenance responsibility of the land.**

The Committee agreed to the recommended changes to the payment dates for allotments.

#### *Planning Committee*

Councillor Thomas reported that an application has been received for the installation of a National Wildlife Pond on Foulds House Farm, Halifax Road. The Parish Council has no objections to the application.

#### *Lengsthman Working Group*

No Report, it was agreed that the group would be disbanded.

#### *Finance Meeting*

The Committee did not meet this month.

#### *Recreation and Leisure*

The Committee did not meet this month.

#### *Strategic Planning Group*

The Committee did not meet this month.

### *Land Slip Working Group*

The group has not met.

### **Appointment to Committees**

The following were appointed to the Committees for 2011/12.

Parish Council meeting – All Councillors (RF Chair, ML Vice), Clerk, Allotments Manager

Strategic Planning – All Councillors, Clerk

Finance – PKB, RF, ML, CM, PP, DT, RFO and Clerk

Allotments – PK, RF, ML, PP, JR, Clerk and Allotments Manager plus 2 Allotment Society Representatives

Planning – RF, JR, DT, Vy – clerk doesn't attend

Rec & Leisure – PB, AK, JR, Vy – clerk doesn't attend

Land Slip Working Group – PB, RF, CM, Clerk, Allotments Manager

Newsletter Working Group – PB, RF, CM

PB – Phillip Bailey

RF – Roger Frost

AK – Ann Kelly

ML – Maggie Lishman

CM – Colin Meeks

RFO – Lianne Abram

JR – Joan Royle

PP – Paul Prince

DT – Dave Thomas

Vc – Vacancy

Clerk – Steve Watson

Allotment Manager – John Greenwood

### **Matters identified for future consideration**

The Vacancy to the Parish Council is to be advertised.

The Bowling Club is to be advised that they could apply to the County Councillor for funds to prune the over hanging trees. The Parish is to notify the Bowling Club that this years representatives to the club will be Councillors Bailey and Frost and ask for them to supply dates of upcoming meetings.

The Council received a request to provide a £10 sponsorship for the Briercliffe Flower show. As the Council have provided this sponsorship for previous years it was agreed that a formal grant application was not needed.

**RESOLVED: That the Parish Council provide a £10 sponsorship for the Briercliffe Flower Show.**

It was noted that the budget does not contain a heading for the new Parish Signs, the Responsible Finance Officer to be asked to include a new heading of Parish Signs. An official unveiling event has been arranged for the 3rd June, it was suggested that refreshments could be provided at Queen Street Mill.