

**Barley with Wheatley Booth Parish Council (BPC)**

**Minutes of the Meeting of the Council held on the 8<sup>th</sup> February 2017 at the Village Hall**

**Present:** Cllr. D. Heap (Chairman) Cllr. D. Oldham Cllr. J. Connor  
Cllr. D. Goodger Cllr. I. Milne Cllr. F Wilkinson

**In Attendance:** C. Heap (RFO & Acting Clerk) & Borough Cllr J. Starkie

**Public:** Brian Nelson, Trevor Wildman & Paula Milligan

1.	<b>Apologies for Absence:</b> Cllr S Statham (Australia) & Cllr C Wakeford (none received).
2.	<b>Councillors Declaration of Interest:</b> Cllr F Wilkinson (Lengthsman Scheme)
3.	<b>To Approve the Minutes of the Council Meetings held on 11<sup>th</sup> January 2017</b> It was <b>RESOLVED</b> that the Minutes of the Council Meeting held on 11 <sup>th</sup> January 2017 should be approved and that the Chairman sign them as a correct record.
4.	<p><b>Public Participation and Questions:</b></p> <p><b>Paula Milligan:</b> - Requested that an Orientation Board be erected in Barley similar to the ones in Newchurch and Roughlee. Paula was informed that the Council had already purchased a board following a public consultation on content. Cllr Starkie had arranged the production, was handing it over today and it was ready to be installed. Paula also expressed concern regarding the condition of the car park. Councillor Wilkinson explained that the stone had been purchased to carry our repairs but it requires dry weather. Paula asked if the Council could e-mail minutes of the meetings to Parishioners. Councillor Heap assured her that the Council would do this if people forward their e-mail addresses. However, the Council have a duty to post the minutes on a dedicated PC website from 2018 and the Council will be working to comply with this requirement.</p> <p><b>Brian Nelson:</b> - Addressed the Council to give provide current information about progress made by 'Burnley Football Club in the Community' (BFCITC) to take over the Whitehough Outdoor Education Centre. BFCITC have been negotiating with Lancashire County Council (LCC) and are close to finalising a deal to take on a 125year lease for the facility. The costs will be 100% funded by grants and donations and no monies will come directly from Burnley Football Club. It is anticipated that renovation costs will be in the region of £100k. The building structure and electrics etc have been well maintained by LCC but décor, bathrooms and fittings will all need extensive work. The facility will continue to be run in a similar way offering courses to schools, colleges and disadvantaged children. There may also be some Corporate courses to raise extra funds. Whitehough will be used for 'Duke of Edinburgh' and 'NCS' awards. The centre is expected to be open by August this year and will be called "Burnley Football Club in the Community Outdoor Centre – Whitehough"</p> <p>The chair informed Mr Nelson that the PC were committed to maintaining the dark, quiet and visually attractive features of the valley and trusted BFCITC to do the same.</p>

	<p><b>Barley Green Filter House Condition 16</b> – Trevor Wildman (TW) addressed the Council regarding the discharge of Condition 16 relating to the developer funding the costs of traffic calming following the completion of the scheme up to the value of £600. It was agreed that the funds go towards installing a road safety mirror, extra signage for parking and ‘no public access’. It was considered that residents of Barley Green would not welcome a ‘sleeping policeman’. It had been confirmed by Pendle BC that they should receive the payment from the developer.</p> <p><b>Action: Cllr Heap</b> to write to Pendle BC to inform them BPC has reached an agreement with the developer allowing PBC to discharge Condition 16.</p> <p><b>TREE</b> – TW informed the Council that only minor pruning would be required during the conversion of the old store room to a ‘holiday cottage’ on the filter house site. This would be done by a qualified tree surgeon under the supervision of PBC. Cllr Heap informed Mr Wildman that he would need to seek the permission of the tree owner. Mr Wildman was not aware that the tree was not situated within the boundary of his plot.</p> <p><b>BARLEY GREEN ROADSURFACING</b> – The Developer informed the Council that he is charged with re-surfacing the road following completion of the works from the end of the garages to the gate pillars but his intentions are to go to the drainage grid. Cllr Heap replied there was a need for structural patching and reshaping of the road, drainage and pothole repairs between the Filter House and Cross Lane.</p> <p><b>Action: Cllr Heap &amp; Milne</b> to liaise with the developer, Pendle BC, United Utilities and residents regarding the extent of the works and funding.</p>																					
5.	<p><b>Planning Applications (PA):</b></p> <ul style="list-style-type: none"> <li>• <b>16/0797/FUL – Ing Head Farm, Barley Lane, Barley, BB9 6LG - Demolition of existing outbuildings and erection of two, one bedroom holiday accommodation.</b> Councillors’ felt that although the size, location and landscaping of the two cottages was acceptable the design contained too much glass to the front elevation and would not be in keeping with the surrounding buildings. A letter of objection has been sent to PBC. Cllr James Starkie has spoken to planners and expressed concern about the plain design. Planners will discuss with the applicant.</li> <li>• <b>16/0814/HHO – Whitehough Grange, Barley Road, Barley. Erection of detached two storey garage and games room building.</b> Councillors visited the site on 15 January and felt the design features were good but were concerned about over development of the listed building site and parking. A letter of objection has been sent to PBC.</li> <li>• <b>16/0508/HHO – Croft Barn, Whitehough – Creation of 2 Parking Spaces –</b> Councillors were informed the owners have appealed to the Secretary of State. The applicant or Barley PC can make no further comments.</li> </ul>																					
6.	<p><b>Financial Matters:</b> The following payments were approved:-</p> <table border="1" data-bbox="252 1720 1305 1982"> <thead> <tr> <th>PAYEE</th> <th>PURPOSE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Raymond Smith</td> <td>Stone for Car Park repairs</td> <td>317.94</td> </tr> <tr> <td>C. Heap</td> <td>Flowers for Clerk</td> <td>20.00</td> </tr> <tr> <td>JKS</td> <td>VAT for Orientation Board</td> <td>265.00</td> </tr> <tr> <td>M. Wilkinson</td> <td>December '16 Toilet Cleaning</td> <td>252.00</td> </tr> <tr> <td>NVS</td> <td>Toilet supplies</td> <td>34.20</td> </tr> <tr> <td>Sabden PC</td> <td>Lengthsman Scheme</td> <td>500.00</td> </tr> </tbody> </table>	PAYEE	PURPOSE	AMOUNT	Raymond Smith	Stone for Car Park repairs	317.94	C. Heap	Flowers for Clerk	20.00	JKS	VAT for Orientation Board	265.00	M. Wilkinson	December '16 Toilet Cleaning	252.00	NVS	Toilet supplies	34.20	Sabden PC	Lengthsman Scheme	500.00
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7. **Councillor actions:**  
Completed actions and progress reports:-
- Car park repairs: the stone has now been delivered, the potholes will be filled when the weather is drier. **Action: Cllr. Wilkinson.**
  - Building survey of toilets: Cllrs Milne and Oldham carried out toilet inspection and Cllr Oldham added comments to original inspection report. Some deterioration has taken place. IM & DO to carry out a full inspection to identify items requiring immediate action. Inspection report to be added to toilet file for information and future maintenance schedule. **Progress Report.**
  - Boothman Wood – Cllr Heap sent letter to PBC informing them that earth moving works had been witnessed and the illegal Haul Road, which the developer had reported had been removed, is now clearly visible and back in use. Cllr Heap had suggested PBC carry out a site visit. **Action Completed.**
  - Planning Protocol – Cllr Heap has written to Roughlee & Newhurch PC supporting collaboration and sharing views on planning matters. **Action Completed.**
  - Barley Green Planning Condition 16 Traffic calming – following Cllr Heap e-mails to PBC it was confirmed that BPC could not accept the £600 from the developer.
  - Footway diversion FP28 Whitehough – Clerk had sent a letter to PBC confirming BPC has no objection to the diversion. **Action completed.**
  - Clerk to inform PBC of request to maintain recycle bins on car park. **Completed**

The following actions will be carried forward:

Councillor	Action	From
F. Wilkinson	Filling of pot-holes in car park.	June-16
D. Goodger	Placing and filling of concrete planters	December-16
D. Heap	Letter to PBC confirming Planning Condition 16 requirements (mirror & signs) at Barley Green	Feb-17
F. Wilkinson	Erect Orientation Board on car park toilet building	Feb'17
D. Heap	Letter to MP regarding Communication Mast	Feb'17
Clerk	Submit entry in to BKV Competition	Feb'17
D. Goodger	Arrange cleaning out church bridge culvert £500	Feb'17

8. **Village Projects 2016/17:**
- **Planters:** David Goodger contacted Frank Grindrod to arrange positioning and planting but due to FG's wife being taken ill, the action will be delayed. Cllr Connor expressed concern that the planters might look out of character on the turning circle. After discussion, it was agreed to put one planter on the bus turning circle and one on the playground path for now. **Action: Cllr. Goodger**
  - **Silt under Chapel Bridge:** - Cllr Goodger informed Councillors that LCC has visited the site and stated that it was not a high priority and they would not take action. Cllr Goodger reported he had a quote for three men for 1 day to remove the silt and relocate it for £500.00. This was agreed in principal and will be put on March agenda. **Action Cllr Goodger.**
  - **Car Par Potholes:** - Cllr Wilkinson said the car park was still too wet to commence work and suggested if the work was delayed until May, it may require major work including new drainage. **Action: Cllr Wilkinson**

	<ul style="list-style-type: none"> <li>• <b>Orientation Board:</b> - Cllr Starkie unveiled the new Orientation Board. It was agreed to install the first one on the wall outside the ladies toilets on the car park. Cllr Wilkinson will erect it and Councillors will discuss at March meeting where to locate the second board. <b>Action: Cllr. Wilkinson.</b></li> <li>• Projects for next year: <ul style="list-style-type: none"> <li>○ Refurbishment of the toilets,</li> <li>○ Village Green improvements,</li> </ul> </li> </ul>
9.	<p><b>Mobile Phone Coverage &amp; Communication Mast:-</b> Cllr Heap informed Council he had received correspondence from MP Andrew Stephenson and the Dept. for Culture, Media and Sport outlining the Government position on mobile phone coverage and offering support to Barley but querying the mast location. The letter outlined the government's intention to ensure 90% of land mass has coverage by end of 2017 and 95% to receive G4 by end of 2020. It was <b>resolved</b> to send the MP our records of the communication mast intended location which he said he would pass on to Mobile Network Operators <b>Action: Cllr Heap</b></p>
10.	<p><b>Toilet Funding &amp; Maintenance Arrangements:</b> Expenditure to end January is £4, 823 with an income of £1,021.48 from donation box.  Emptying of donation box: <b>Action - Cllr Milne in February</b></p>
11.	<p><b>Best Kept Village:</b> It was agreed to enter the Best Kept Village competition. Certificate of merit nominated areas to be the turning circle and Village Hall. It was agreed to add Narrowgates back into the judging area and to ask both pubs if they would like to be entered. <b>Action:- Cllr Connor.</b></p>
12.	<p><b>Barley Green Road Surfacing &amp; Traffic Calming</b> It was agreed that the Parish Council would lead and co-ordinate on behalf of residents to ensure a good standard of road surfacing is provided once the filter house development is completed. This will involve liaising with the developer, Pendle BC and United Utilities to ensure a satisfactory outcome. Cllrs Heap and Milne to lead on the project and liaise with residents. <b>Action: Cllrs Heap &amp; Milne</b></p>
13.	<p><b>Reports for information only:</b></p> <p><b>Parish Clerk:</b> BPC do not have a Clerk at present.</p> <p><b>Responsible Financial Officer:</b></p> <ul style="list-style-type: none"> <li>• The RFO advised that the balance of the account at 8th February 2017 was £40,124.23 with outstanding cheques amounting to £265.00.</li> </ul> <p><b>Chairman</b></p> <ul style="list-style-type: none"> <li>• <b>Parish Clerk:</b> The Chairman informed the Council that Jennifer Sutcliffe had declined the position of Parish Clerk. It was decided to re-advertise the position and be more pro-active in approaching possible candidates.</li> <li>• <b>Risk assessment:</b> To be reviewed and extended to include land and buildings <b>Action:- Cllrs Heap &amp; Milne</b></li> <li>• <b>Standing Orders:</b> The Standing Orders to be reviewed March 2016. <b>Action: Cllrs Goodger &amp; Heap</b> agreed to undertake the review.</li> </ul>

- **Village & Village Hall Lighting:** - It was noted that LED lighting had now been fitted through the village by LCC but that no action has been taken by the Village Hall Committee to limit the bright lighting on the Village Hall.  
**Action: Cllr Heap** to contact the Committee for update.

**Lengthsman:**

- Cllr Wilkinson reported 26hrs worked in January 2017. An extra £500 has been paid in to the scheme and the multiplier had increased to 1.3. The chair informed Council that there were only 30 Hrs available until 31 March 2017.

**Councillors Liaison**

**Councillor Goodger**

- Cllr Goodger informed the Council that the footbridge by the playground has now been repaired by LCC. Cllr Connor responded that another area of the footbridge close to the playground was showing signs of damage/wear.

**Councillor Milne**

- Cllr Milne informed the Council that he had observe numerous villagers tidying up around the village including dog waste bags, which had been left by walkers. It was agreed that these parishioners be congratulated at the next APM.

**Borough Councillor**

- Cllr Starkie informed the Council that due to his high workload he would no longer be arranging and printing the Parish Magazine.
- Cllr Starkie expressed concern that there were too many cars parking outside the car park. He felt this was in part due to the condition of the car park and the high volume of visitor.
- Cllr Starkie informed the Council that Pendle Hill Landscape Partnership had expressed their opinion that there was a need for closer management of the car park, including maintenance and possibly marking out spaces to ensure optimum use of the area.
- Cllr. Starkie BPC should become more involved in footpath maintenance at Whitehough. The chair pointed out that LCC were the responsible authority and that the PC would assist if requested and that Cllr. Starkie might inform LCC accordingly.

**Salary Review 2017 – Clerk, RFO, Gatekeeper & Chairman Allowance  
Exclusion of Public, RFO & Cllr Wilkinson.**

Members **resolved** that the following salary and allowances would apply from April 2017 until March 2019.

Position	Proposed Ann Pay 2017-19	Increase / Year
Parish Clerk > 6 months experience	£1,016.00	£135.20
Parish Clerk < 6 months experience	£ 904.00	
Finance Officer	£ 692.00	£ 76.00
Gatekeeper	£ 548.00	£ 68.00
Chairman Allowance	£ 70.00	£ 20.00

**Date of next the meeting:**

**To be confirmed**