

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on the 11th January 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: Roger Clarkson

1.	Apologies for Absence: Cllr S Statham (Australia) & Cllr C Wakeford (none received).																											
2.	Councillors Declaration of Interest: Cllr F Wilkinson (Lengthsman Scheme)																											
3.	To Approve the Minutes of the Council Meetings held on 16 December 2016 It was RESOLVED that the Minutes of the Council Meeting held on 16 th December 2016 should be approved and that the Chairman sign them as a correct record.																											
4.	Public Participation and Questions: None.																											
5.	<p>Planning Applications (PA):</p> <ul style="list-style-type: none"> • 16/0797/FUL – Ing Head Farm, Barley Lane, Barley, BB9 6LG - Demolition of existing outbuildings and erection of 2, one bedroom holiday accommodation. 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. It was agreed to have a site meeting was visit on Sunday 15 Jan'17 to consider the application in more detail. • 16/0814/HHO – Whitehough Grange, Barley Road, Barley. Erection of detached two storey garage and games room building. Councillors felt the design features were good but were concerned about over development of the listed building site and parking. It was agreed to have a site meeting was visit on Sunday 15 Jan'17 to consider the application in more detail. 																											
6.	<p>Financial Matters: The following payments were approved:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">PAYEE</th> <th style="text-align: center;">PURPOSE</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>V. Thorp</td> <td>Clerk Salary – last to VT</td> <td style="text-align: right;">176.00</td> </tr> <tr> <td>C. Heap</td> <td>RFO Salary</td> <td style="text-align: right;">123.20</td> </tr> <tr> <td>F. Wilkinson</td> <td>Gatekeeper Salary</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>P. Stubbs</td> <td>Toilet Repair</td> <td style="text-align: right;">45.00</td> </tr> <tr> <td>JKS</td> <td>Parish Magazine</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>JKS</td> <td>Orientation Board</td> <td style="text-align: right;">1,325.00</td> </tr> <tr> <td>HMRC VT & CH</td> <td>PAYE</td> <td style="text-align: right;">74.80</td> </tr> <tr> <td>M. Wilkinson</td> <td>November Toilet Cleaning</td> <td style="text-align: right;">252.00</td> </tr> </tbody> </table>	PAYEE	PURPOSE	AMOUNT	V. Thorp	Clerk Salary – last to VT	176.00	C. Heap	RFO Salary	123.20	F. Wilkinson	Gatekeeper Salary	120.00	P. Stubbs	Toilet Repair	45.00	JKS	Parish Magazine	150.00	JKS	Orientation Board	1,325.00	HMRC VT & CH	PAYE	74.80	M. Wilkinson	November Toilet Cleaning	252.00
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7. **Councillor actions:**
 Progress on actions as follows:
- 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: Cllr I.Milne has undertaken a visual inspection of the building. It was decided that an 'Annual' Building Inspection and a 'Quarterly' Safety Inspection would be carried out. A log book will also be supplied in order for Frank Wilkinson to note any potential hazards to be dealt with as a matter of urgency. **Action: Cllrs Milne & Oldham.**
 - Boothman Wood – Cllr Heap informed Councillors that he had visited Boothman Wood and the dis-allowed Haul Road is now back in use. It also appears that there is a new car park and access road being constructed. It was agreed that a letter be sent to PBC informing them and asking them to monitor the situation. **Action: Cllr Heap**

The following actions will be carried forward:

Councillor	Action	From
F. Wilkinson	Filling of pot-holes in car park.	June-16
D. Oldham & I. Milne	Building survey of toilet block	October-16
D. Goodger	Placing and filling of concrete planters	December-16
D. Heap	Confirm planning application protocols with Roughlee & Newchurch Parish Councils.	January-17
RFO	Pay extra £500 in to Lengthsman scheme	January-17
D. Heap	Letter to BPC regarding Boothman Wood	January-17
Clerk	Inform PBC of request to maintain recycle bins	January-17
D. Heap	Barley Green Traffic Calming – consult with PBC	January-17

8. **Village Projects 2016/17:**
- **Orientation board:** Cllr Starkie informed Councillors that there will not be any funding available from Pendle Partnership towards the costs of the Orientation Board. The Council agreed to continue and purchase two boards. A wall mounted and free standing boards are required, **location to be agreed.**
 - **Planters:** It was confirmed the two planters would be placed either side of the bus shelter. It was agreed that the colour of the planters will be 'toned down' and then Mr Grindrod will be instructed to supply plants. **Action: Cllr. Goodger**
 - Projects for next year:
 - Refurbishment of the toilets,
 - Village Green improvements,
 - Removal of silt under Barley Bridge – there was a discussion regarding whether this project had any merit or not. Cllr. Heap suggested buying sand bags for residents. Councillor Goodger supported the original proposal from Cllr. Statham and agreed to obtain a price for a contractor to remove the debris – **Action Cllr Goodger.**

9.	<p>Highways Act 1987 Footpath Diversion:- FP28 – Whitehough – Diversion of Footpath. It was agreed that a letter be sent to PBC to approve the footpath diversion. Action: Clerk FP 26 7 22 – Black Moss – Councillors were informed of a temporary footpath closure by LCC would be effective for 2 Months. It is assumed this is for maintenance purposes.</p>
10.	<p>Community Pride Reception Monday 23 January 2017 – The Worshipful the Mayor of Pendle, Councillor Rosemary Carroll, is hosting a reception to celebrate Pendle Villages/Towns success at Lancashire Best Kept Village Competition and In Bloom Competition. Action: Cllr Connor will attend and Cllr Milne may also attend</p>
11.	<p>Toilet Funding/Maintenance Arrangements: Expenditure end December £4,823.17 with an income of £1,021.48 from donation box. Emptying of donation box: Action - Cllr Connor January & Cllr Milne in February.</p>
12.	<p>Lengthsman Scheme:- It was resolved to contribute a further £500 into the scheme to buy additional hours to continue the service through to March 2017. This would bring the total contribution to the scheme up to £2,500 plus a 20% multiplier. Action: RFO.</p>
13.	<p>Recycling Facility on Car Park:- Councillors were informed that PBC are now being charged for emptying the recycling bins so they may consider removing them. BPC would then have to decide whether to contribute towards the costs to retain the facility. It was decided to write to PBC to inform them we would like the bins to be retained due to our Tourism situation and the need for extra waste disposal. Action: Clerk.</p>
14.	<p>Barley Green Traffic Calming:- The Water Treatment Works development has a 'Condition 16' which stipulates the Developer must pay £600 towards traffic calming costs following completion of the works. The Developer has requested BPC to accept payment now and undertake to work at a later date. This would allow the Developer to have the Condition 16 discharged. It was decided to write to PBC for advice before accepting. Action: Cllr. Heap</p> <p>There is also another Condition (17) on the development regarding repairs to the Barley Green road following completion of the Development. It is not clear what area of road is covered in this 'Condition' and what repair works will be undertaken. It was agreed to write to PBC for clarification of this. Action: Cllr Heap</p>
9.	<p>Reports for information only: PARISH CLERK:</p> <ul style="list-style-type: none"> • BPC do not have a Clerk at present. <p>RESPONSIBLE FINANCIAL OFFICER:</p> <ul style="list-style-type: none"> • The RFO advised that the balance of the account at 10th January 2016 was £39,779 with outstanding cheques amounting to £569.20.

CHAIRMAN:

- **PARISH CLERK:-** The Chairman informed Councillors that there had only been one application, from Jennifer Suttcliffe, received before the closing date. Two other people had shown interest but one had not applied for the position and the other left a message on Cllr Connor's answer phone after the closing date.

Jennifer was an experienced Clerk and she had indicated that she was interested in the role but was concerned that the present salary (£880 per annum) was low and not in line with other Councils and she had asked if there was going to be a salary increase for the role.

The Chairman informed Councillors that there had not been a salary increase since 2014 and BPC presently pay less than Newchurch (£1,000) and Roughlee (£1,500). The Chairman suggested a salary increase of 6% plus an increase in the hours allocated to the role. A salary increase would also be awarded to the RFO and Gatekeeper.

This proposal was accepted by the Councillors. The Chairman will contact Jennifer to verify if she is still interested in the role at the new salary and the role will be re-advertised until JS confirms her interest or otherwise . **Action: Cllr Heap.**

- **COMMUNICATION MAST:-** The Chairman informed Councillors that he had received a letter from Andrew Stephenson requesting information on where BPC would like a communication mast to be situated. The Chairman requested this matter be included on the next agenda. **Action: Clerk**
- **Village collaboration of Planning Applications:-** The Chairman read a letter from Roughlee Chairman suggesting the Villages collaborate with one another on Planning Applications which affect the communities and the AONB. It was agreed to inform the new Chairman at Newchurch & Roughlee regarding the protocol of informing each other if a neighbouring council intends to comment on a planning application. **Action: Cllr. Heap**

LENGTHSMAN:

- Cllr Wilkinson reported 25hrs worked in December 2016.
- The chairman reported that with the extra contribution and 20Hrs surplus from last year there **were 270Hrs available for the full year**

COUNCILLORS LIAISON

- **Cllr Oldham:** Reported the gratitude of Vicky Thorp (Clerk) for the flowers received following her resignation as Clerk from the Parish Council on 31st December 2017.

COUNTY COUNCILLOR: - None

BOROUGH COUNCILLOR: - Issues covered in meeting.

Date of next the meeting:

8th February 2017