

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on Wednesday 19 June 2019 at the Village Hall

Present: Cllr. D. Heap (Chair) Cllr. J Connor Cllr. D. Goldsbrough Cllr. R. Fowler

In Attendance: V. Thorp (Clerk), C. Heap (RFO)

Public: J. Sutcliffe (Observer)

1.	<p>Apologies for Absence: Cllr. V. Mager, Cllr. J Lowcock, Cllr R. Seymour. The Chairman noted the unusually high absences but considered that Councillors had only recently been elected and might not yet have cleared their diaries. He thanked Cllr. Fowler for returning early from the Cheshire show in order to ensure a quorum was enabled. Neither the Clerk or the Chairman had heard from the County or Borough Councillor.</p>																																
2.	<p>Councillors Declaration of Interest: None</p>																																
3.	<p>To Approve the Minutes of the Annual Council Meeting held on 8 May 2019. It was RESOLVED that the Minutes of the Annual Council Meeting held on 8 May 2019 should be approved and that the Chair sign them as a correct record.</p>																																
4.	<p>Public participation: None</p>																																
5.	<p>Planning Applications (PA):</p> <ul style="list-style-type: none"> • None 																																
6.	<p>Financial Matters: The following payments were approved:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="text-align: center;">Expenditure</th> <th style="text-align: center;">Cost (£)</th> </tr> </thead> <tbody> <tr><td>Direct 365 Fem/Nappy Disposal</td><td style="text-align: right;">419.82</td></tr> <tr><td>J Driver Clear Blocked Drains</td><td style="text-align: right;">192.00</td></tr> <tr><td>J. Connor Concrete to Erect Orientation Board</td><td style="text-align: right;">25.40</td></tr> <tr><td>D&S Hartley BKV Painting</td><td style="text-align: right;">820.00</td></tr> <tr><td>M. Wilkinson May Toilet Clean</td><td style="text-align: right;">310.00</td></tr> <tr><td>M. Wilkinson Green Bin & Lock</td><td style="text-align: right;">48.85</td></tr> <tr><td>JRB Dog Bags</td><td style="text-align: right;">102.60</td></tr> <tr><td>Internal Audit Fee</td><td style="text-align: right;">52.40</td></tr> <tr><td>JC 2 Shackleton Benches</td><td style="text-align: right;">399.98</td></tr> <tr><td>Cllr Connor Mileage Expenses Benches</td><td style="text-align: right;">19.60</td></tr> <tr><td>PBC Mayors Fund Donation</td><td style="text-align: right;">94.50</td></tr> <tr><td>Chairman Allowance 2018-19</td><td style="text-align: right;">141.99</td></tr> <tr><td>Dewhurst Paint BKV</td><td style="text-align: right;">138.19</td></tr> <tr><td>WSVCH BKV</td><td style="text-align: right;">170.00</td></tr> <tr><td>Absolute Clean Power Wash</td><td style="text-align: right;">510.00</td></tr> </tbody> </table> <ul style="list-style-type: none"> • The RFO advised that the toilets were now on the same Direct 365 collection cycle as the Pendle Inn and the Barley Mow and that it was hoped that this would reduce the number of missed collections. 	Expenditure	Cost (£)	Direct 365 Fem/Nappy Disposal	419.82	J Driver Clear Blocked Drains	192.00	J. Connor Concrete to Erect Orientation Board	25.40	D&S Hartley BKV Painting	820.00	M. Wilkinson May Toilet Clean	310.00	M. Wilkinson Green Bin & Lock	48.85	JRB Dog Bags	102.60	Internal Audit Fee	52.40	JC 2 Shackleton Benches	399.98	Cllr Connor Mileage Expenses Benches	19.60	PBC Mayors Fund Donation	94.50	Chairman Allowance 2018-19	141.99	Dewhurst Paint BKV	138.19	WSVCH BKV	170.00	Absolute Clean Power Wash	510.00
Expenditure	Cost (£)																																
Direct 365 Fem/Nappy Disposal	419.82																																
J Driver Clear Blocked Drains	192.00																																
J. Connor Concrete to Erect Orientation Board	25.40																																
D&S Hartley BKV Painting	820.00																																
M. Wilkinson May Toilet Clean	310.00																																
M. Wilkinson Green Bin & Lock	48.85																																
JRB Dog Bags	102.60																																
Internal Audit Fee	52.40																																
JC 2 Shackleton Benches	399.98																																
Cllr Connor Mileage Expenses Benches	19.60																																
PBC Mayors Fund Donation	94.50																																
Chairman Allowance 2018-19	141.99																																
Dewhurst Paint BKV	138.19																																
WSVCH BKV	170.00																																
Absolute Clean Power Wash	510.00																																

7.	<p>Councillor actions: Progress on actions as follows - The following actions were completed since the last meeting:</p> <table border="1" data-bbox="191 163 1474 619"> <thead> <tr> <th>Councillor</th> <th>Action</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>D Heap</td> <td>Quotations for tarmac circulation within car park</td> <td>Feb '19</td> </tr> <tr> <td>I Milne</td> <td>Order boulders for Narrowgates</td> <td>Apr '19</td> </tr> <tr> <td>D Heap / R Fowler</td> <td>Meeting to discuss drainage on the village green</td> <td>Apr '19</td> </tr> <tr> <td>D Heap</td> <td>Advertise role of Clerk</td> <td>May '19</td> </tr> <tr> <td>D Heap / J Connor</td> <td>Erect orientation board</td> <td>May '19</td> </tr> <tr> <td>D Goldsbrough</td> <td>Canvas views of Barley Lane / Becksides residents for informal residents' parking scheme</td> <td>May '19</td> </tr> <tr> <td>D Heap</td> <td>Circulate Standing Orders / Financial Regulations</td> <td>May '19</td> </tr> <tr> <td>D Heap</td> <td>Circulate Audit, BPC's Accounts and Annual Governance Statement documentation.</td> <td>May '19</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Cllr Goldsbrough advised that he had canvassed the residents of Becksides and Pendle View and all had signed a request to have an "unofficial" resident' parking scheme implemented on the road outside their properties. Cllr Heap advised that he would forward this to LCC and request that it form part of the lining scheme in the village. Action: Cllr Heap. <p>The following will be carried forward:</p> <table border="1" data-bbox="191 856 1474 1228"> <thead> <tr> <th>Councillor</th> <th>Action</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>V Mager</td> <td>Purchase mirror for Barley Lane</td> <td>Oct '18</td> </tr> <tr> <td>J Connor</td> <td>Purchase cone storage shed.</td> <td>Apr '19</td> </tr> <tr> <td>D Heap</td> <td>Advise LCC of request for residents' parking scheme for Becksides / Pendle View</td> <td>June '19</td> </tr> <tr> <td>D Heap</td> <td>Discuss contractor actions with drainage consultant</td> <td>June '19</td> </tr> <tr> <td>D Heap</td> <td>Discuss timing of implementation of lines with C Wakeford.</td> <td>June '19</td> </tr> <tr> <td>D Heap</td> <td>Contact LCC re H-bar outside Chapel</td> <td>June '19</td> </tr> <tr> <td>R Fowler</td> <td>Contact bus company re use of turning circle.</td> <td>June '19</td> </tr> </tbody> </table>	Councillor	Action	From	D Heap	Quotations for tarmac circulation within car park	Feb '19	I Milne	Order boulders for Narrowgates	Apr '19	D Heap / R Fowler	Meeting to discuss drainage on the village green	Apr '19	D Heap	Advertise role of Clerk	May '19	D Heap / J Connor	Erect orientation board	May '19	D Goldsbrough	Canvas views of Barley Lane / Becksides residents for informal residents' parking scheme	May '19	D Heap	Circulate Standing Orders / Financial Regulations	May '19	D Heap	Circulate Audit, BPC's Accounts and Annual Governance Statement documentation.	May '19	Councillor	Action	From	V Mager	Purchase mirror for Barley Lane	Oct '18	J Connor	Purchase cone storage shed.	Apr '19	D Heap	Advise LCC of request for residents' parking scheme for Becksides / Pendle View	June '19	D Heap	Discuss contractor actions with drainage consultant	June '19	D Heap	Discuss timing of implementation of lines with C Wakeford.	June '19	D Heap	Contact LCC re H-bar outside Chapel	June '19	R Fowler	Contact bus company re use of turning circle.	June '19
Councillor	Action	From																																																		
D Heap	Quotations for tarmac circulation within car park	Feb '19																																																		
I Milne	Order boulders for Narrowgates	Apr '19																																																		
D Heap / R Fowler	Meeting to discuss drainage on the village green	Apr '19																																																		
D Heap	Advertise role of Clerk	May '19																																																		
D Heap / J Connor	Erect orientation board	May '19																																																		
D Goldsbrough	Canvas views of Barley Lane / Becksides residents for informal residents' parking scheme	May '19																																																		
D Heap	Circulate Standing Orders / Financial Regulations	May '19																																																		
D Heap	Circulate Audit, BPC's Accounts and Annual Governance Statement documentation.	May '19																																																		
Councillor	Action	From																																																		
V Mager	Purchase mirror for Barley Lane	Oct '18																																																		
J Connor	Purchase cone storage shed.	Apr '19																																																		
D Heap	Advise LCC of request for residents' parking scheme for Becksides / Pendle View	June '19																																																		
D Heap	Discuss contractor actions with drainage consultant	June '19																																																		
D Heap	Discuss timing of implementation of lines with C Wakeford.	June '19																																																		
D Heap	Contact LCC re H-bar outside Chapel	June '19																																																		
R Fowler	Contact bus company re use of turning circle.	June '19																																																		
8.	<p>Annual Governance Statement</p> <ul style="list-style-type: none"> The Chair circulated the Annual Governance Statement 2019, Members answered affirmatively to all questions and it was RESOLVED that this be approved. 																																																			
9.	<p>Update on Village Projects</p> <ul style="list-style-type: none"> Installation of parking restriction boulders at Narrowgates – the Chair advised that he was aware Messrs Cartmell & Milne had arranged to visit the stone merchants to select the boulders for the scheme. Village Green – The Chair advised that there appeared to have been a mis-communication between the drainage consultant (D. Goodger) and a contractor which had resulted in the jetting of the drains on the green prior to the work being approved. An invoice for this work has been submitted to the PC. He added that it was unclear whether a camera survey had been undertaken. Cllr. Fowler reported he had looked at the gullies and there was no evidence they had been cleaned out hence they could not have been jetted. The Chair advised that he would check the gullies and discuss the matter with the drainage consultant and update Members at the next meeting. Action: Cllr Heap. 																																																			
10.	<p>Traffic Issues, Turning Circle, Car Park & Planned Events in Barley:</p> <ul style="list-style-type: none"> Traffic issues: The Chairman advised that LCC had informed him that it was unlikely that they would be able to 																																																			

	<p>implement lines in the village prior to the summer holidays (as requested) due to other commitments. He added that he had hoped to discuss the issue with the County Councillor that evening but would contact him separately. Action: Cllr Heap.</p> <ul style="list-style-type: none"> • Turning Circle Parking: It was reported that the no parking sign had been moved from the area. The Chair advised it would be put back in position by himself the following day. Action: Cllr. Heap. The Chair felt that a full discussion on the matter was required with the majority of members being present and so this issue would be carried forward to the next meeting. • Car park: The Chair advised that he had sought 2 quotations for the tarmac circulation on the car park. He reported that LCC initially gave a commitment to price the works but earlier in the week reported they were too busy to provide a quotation or undertake the works at this time. The Chairman reported a quotation had been received which was in line with the Chairman's estimate. They had also proposed an alternative solution. <p>Cllr Fowler advised that he had met with Eric Wright Limited regarding alternative configurations in the car park and that a quotation was expected. He reported that by taking out the dividing islands, parking bumper to bumper and introducing a one-way system an additional 150No cars could be accommodated (more than doubling the current capacity).</p> <p>Cllr Goldsbrough replied that his preference was to retain a rural appearance to the car park.</p> <p>It was agreed that this should be a topic of discussion at a meeting where more Members were present and that an extraordinary meeting may need to be arranged in July.</p> <ul style="list-style-type: none"> • Planned Events: <ul style="list-style-type: none"> ○ 28/29 June: Mass sleep-out on Pendle Hill ○ 13 July: Morris Dancing day ○ 21 July: Pendle Running Festival • Overnight Parking on the Car Park: Cllr Fowler advised that he had observed only one instance of overnight parking since the last meeting.
11.	<p>Standing Orders / Financial Regulations It was RESOLVED that the revised Standing Orders and the Financial Regulations, reviewed by the Clerk and the Chairman and previously circulated to members, be approved.</p>
12.	<p>Best Kept Village 2019 Cllr Connor advised that further planting had been undertaken by Frank Grindrod and that the bargeboards on the bus shelter had been replaced. Members identified additional areas where strimming was required, which would be undertaken shortly.</p>
13.	<p>Toilet Funding/Maintenance Arrangements.</p> <ul style="list-style-type: none"> • Expenditure £1,254; donations received £327. • Building improvements: This project will be carried forward.
14.	<p>Reports for information only: PARISH CLERK:</p> <ul style="list-style-type: none"> • The Clerk advised that the following issues had been raised at the Annual Parish meeting: <ul style="list-style-type: none"> ○ White lines required at Bridge End – the Chair had advised the resident that these are already in place. ○ Mobile phone signal – the Chair had advised that the erection of a mast to provide better mobile phone coverage was unlikely to be progressed by the government.

- Solar panels on the roof of the toilet – the Chair stated that this would be further investigated but it was unlikely to achieve payback.

RESPONSIBLE FINANCIAL OFFICER:

- Members **RESOLVED** to approve BPC Accounts 2018/19 which had been previously circulated.
- The RFO reported balance of the account at 19.06.19 was £58,543 with no uncleared payments.

CHAIR:

- The Chair advised that PBC had undertaken a consultation on the further disposal of assets which, in the case of BPC, was the Village Green. He added that he had responded that “The Parish Council would not be able to accept transfer of this asset because we do not have the resources to cut the grass. After the car park, the toilets and the turning circle / bus stop it would be too big a liability for the PC to become involved in”. The Chair had advised the BC that the PC had undertaken works to improve the facility and would continue to do so.

The Chair advised that PBC had acknowledged his response and stated that they would notify BPC if there were any miscellaneous parcels of land in the village for disposal.

LENGTHSMAN: No update was available.

COUNCILLORS LIAISON:

- Cllr Fowler:
 - Cllr Fowler queried whether an ‘H bar’ could be added at the drop crossing outside the Chapel.
 - He queried whether the bus company could be encouraged to pull into the turning circle to collect passengers rather than stopping in the road. **Action: Cllr Fowler.**
 - Cllr Fowler asked whether the PC would continue to post on Facebook. The Chair stated that it had been previously agreed to post factual statements when appropriate and that he was happy for Cllr Fowler to post an update on traffic lines on this occasion and that others would be offered the opportunity in the future. **Action: Cllr Fowler.**

COUNTY COUNCILLOR:

- None

BOROUGH COUNCILLOR:

- None

15.

Salary Review 2019

It was **RESOLVED** that the following salary and allowance increases be approved for 2019-20.

Position	Proposed Ann Pay 2019-21	Increase / Year
Parish Clerk	£1,060.	£45
Finance Officer	£ 726	£34
Gatekeeper	£ 584.	£36

Date of the next meeting:

It was noted that an extra-ordinary meeting may be required in July to discuss the drainage and car park surfacing schemes.

14 August 2019