

AUGUST 2019

Barley with Wheatley Booth Parish Council (BPC)
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Minutes of the Meeting of the Council held on Wednesday 14 August 2019 at the Village Hall

Present: Cllr. D. Heap (Chair), Cllr. J Connor, Cllr. D. Goldsbrough,
Cllr. J. Lowcock, Cllr. V. Mager, Cllr. R. Seymour.

In Attendance: C. Heap (Acting Clerk & RFO), Borough Cllr C. Lioni.

Public: No persons attended.

1.	Apologies for Absence: Cllr. R. Fowler and Cllr. Wakeford.																														
2.	Councillors Declaration of Interest: None																														
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 19 June 2019 should be approved and that the Chair sign them as a correct record. It was RESOLVED that the Minutes of the Extraordinary Council Meeting held on 24 July 2019 should be approved and that the Chair sign them as a correct record.</p>																														
4.	Public participation: None																														
5.	<p>Planning Applications (PA):</p> <ul style="list-style-type: none"> • 19/0324/FUL: Whitehough Outdoor Centre Erection of a high rope's activity course, fencing, access track and car park surfacing. A site visit had been arranged on 13 August 2019 attended by Councilor's Seymour & Heap. Following a discussion, it was RESOLVED that no objection to the development would be made. However, the Council agreed to mention in the response that they noted that the application did not include floodlights and so the project was in compliance with the Parish Councils policy to support a dark valley throughout the parish. 																														
6.	<p>Financial Matters: The following payments were approved:</p> <table border="1" style="width: 100%; margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Expenditure</th> <th style="text-align: center;">Cost (£)</th> </tr> </thead> <tbody> <tr><td>Insurance Came & Co.</td><td style="text-align: right;">491.98</td></tr> <tr><td>UU Waterplus Toilets Water</td><td style="text-align: right;">562.89</td></tr> <tr><td>NVS Toilet Clean Materials</td><td style="text-align: right;">144.00</td></tr> <tr><td>Pendle Inn BP Gathering</td><td style="text-align: right;">220.00</td></tr> <tr><td>Gatekeeper Salary</td><td style="text-align: right;">146.00</td></tr> <tr><td>Clerk Salary - Vicky Last</td><td style="text-align: right;">212.00</td></tr> <tr><td>RFO Salary</td><td style="text-align: right;">145.20</td></tr> <tr><td>HMRC</td><td style="text-align: right;">89.30</td></tr> <tr><td>F. Grindrod Bedding Plants</td><td style="text-align: right;">859.40</td></tr> <tr><td>M. Wilkinson June Toilet Clean</td><td style="text-align: right;">300.00</td></tr> <tr><td>M. Wilkinson July Toilet Clean</td><td style="text-align: right;">310.00</td></tr> <tr><td>NVS Toilet Clean Materials</td><td style="text-align: right;">144.98</td></tr> <tr><td>Traffic Mirror V. Mager</td><td style="text-align: right;">51.97</td></tr> <tr><td>LALC Councillor Guide Books</td><td style="text-align: right;">33.80</td></tr> </tbody> </table>	Expenditure	Cost (£)	Insurance Came & Co.	491.98	UU Waterplus Toilets Water	562.89	NVS Toilet Clean Materials	144.00	Pendle Inn BP Gathering	220.00	Gatekeeper Salary	146.00	Clerk Salary - Vicky Last	212.00	RFO Salary	145.20	HMRC	89.30	F. Grindrod Bedding Plants	859.40	M. Wilkinson June Toilet Clean	300.00	M. Wilkinson July Toilet Clean	310.00	NVS Toilet Clean Materials	144.98	Traffic Mirror V. Mager	51.97	LALC Councillor Guide Books	33.80
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7. **Councillor actions:**

Progress on actions as follows -

The following actions were completed since the last meeting:

Councillor	Action	From
D. Heap	Quotations for tarmac circulation within car park	May '19
D. Heap	Advise LCC of request for residents' parking scheme for Beckside / Pendle View – forward the petition prepared by Cllr. Goldsborough	June'19
D. Heap	Discuss contractor actions with drainage consultant D. Goodger	June'19
RFO & DH	Inform WI £475 grant awarded and VH grant request declined.	July'19

The following will be carried forward:

Councillor	Action	From
D. Heap	Discuss timing of implementation of lines with C Wakeford. & LCC	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
V. Mager	Consult with Barley Green Residents additional traffic calming.	Aug '19
D. Heap	Car Park new gullies & jet drains	Aug '19
J Connor & J Lowcock	Temporary repairs to car park pot holes	Aug'19
D. Heap	Request R. Hargreaves jets drains on village green	Aug'19
V. Mager	Establish Councillor WhatsApp Group	Aug'19
J. Connor	Procure replacement part to repair Village Clock	Aug'19
J. Connor	Arrange repair of bus shelter light	Aug'19
C. Lioni	Enquire when PBC will provide waste bins at Black Moss.	Aug'19

Cllr Connor proposed a steel mesh cabinet to store the 40No traffic cones at a cost of £420.00. The discussion concluded that given that the requirement for placing cones every weekend had diminished (as visitor numbers had reduced since the peak following the sculpture trail expansion) and that LCC were intending to introduce road lines before the winter, it was agreed that any purchase be suspended for 3 months and reviewed at that time.

8. **Parish Maintenance & Village Projects**

Installation of parking restriction boulders at Narrowgates

Cllr. Heap reported an exchange of e-mails with Tim Cartmel in which the need to progress the scheme was encouraged and informing Tim that Ian Milne no longer represented the Council.

Car Park Surfacing

Asphalt Systems are scheduled to start the project in early October. Anticipate car park closure for 1 week. DH had visited the Cabin and informed them of the project.

Temporary Car Park Surface Repairs

Cllr. Connor reported the car park was in a poor state of repair and proposed a JCB type machine was brought in to scrape off the summits and use the material to fill in the potholes. Cllr. Lowcock said she would ask David Lowcock if he would undertake the work. **Action Cllr Connor & Cllr. Lowcock.**

Village Green Drainage Improvements

Cllr. Heap reported that during recent heavy rain the river level had risen well above the village green drainage outlet pipe but the green had not flooded which suggested a non-return valve was not necessary at the outlet.

	<p>Cllr. Heap reported he had had spoken to D. Goodger Associates who confirmed that the three gullies had been cleaned out and a camera put down the gully connections and a blockage found. The location of the blockage was not known but DGA had suggested a site meeting with the contractor. Cllr Heap had told DGA that without a site investigation report, and given that the Council had not instructed any work, the Council are unlikely to pay the £270 invoice for the investigation work. The invoice had subsequently been withdrawn by DGA.</p> <p>There followed a discussion regarding appointing a local contractor to replace the three gullies and asking Richard Hargreaves to jet the drains again. Action: Cllr. Heap</p> <p>CCTV – Cllrs. Fowler & Goldsbrough to report at the September meeting.</p>
9.	<p>Traffic Issues, Turning Circle, Car Park & Planned Events in Barley:</p> <p>Traffic issues: The Chairman advised that the LCC officer responsible for lining was on holiday until late August so there was no update on road lines. However, LCC had previously advised that LCC had informed him that lines would be installed in the village late summer and he would inform the Council as soon as an update is available. Action: Cllr Heap.</p> <p>Turning Circle Parking: Cllr. Goldsbrough had agreed to take the lead in researching options and bringing proposals to the Council on the actions the PC could take to re-gain control of parking on the Turning Circle. This could include talking to local businesses and frequent offenders, issuing warning tickets through to possible legal action. Action: Cllr. Goldsbrough Parking Notices to be issued to Councillors on request. Action: RFO</p> <p>Planned Events: Saturday 17 August – Pendle 3 Peaks (Estimated 100No Runners from Village Hall)</p>
10.	<p>Report from Chairman</p> <p>PHLP Footway Project above Car Park – Cllr Heap had sent an update to Councillors on this project to repair and improve a short 100-meter section of existing footpath. Copy of report attached on Page 5.</p> <p>The PHLP are currently working on 4 projects in Barley, Sabden, Barrowford and Clarion House. They are planning to carry out some improvement works on Hayes Lane in the future.</p> <p>Aitken Wood Barbeque & Debris – Issue has been reported to UU and they will arrange for inspection every two days. Cllr Seymour concerned that there is insufficient monitoring of the site by PBC and the access road is overgrown and presents a hazard to walkers and vehicles.</p> <p>Report from Parish Councillors</p> <ul style="list-style-type: none"> • Village Clock on Garage - Cllr Connor reported the clock was not working and Council agreed for him arranging repair. Action: Cllr. Connor. • Light in Bus Shelter - Cllr Connor reported the light was not working and Council agreed to him arranging repair. Action: Cllr. Connor. • Additional Bins at Black Moss Reservoir – Cllr Seymour reported that the additional bins promised by PBC and UU had not materialised. Cllr Lioni agreed to look in to this. Action Cllr. Lioni. • Request for Dog Waste Bin at Lower Ogden – Cllr Mager requested a new bin be installed. PBC had previously rejected such requests as they had no funds to empty them. Cllr. Lioni offered to look in to this with PBC.

11.	<p>Use of Social Media</p> <p>The Parish Council first posted on the two village Facebook sites in April 2019 and the first message informed that the Council was restricting itself to statements only and would not get involved in dialogue.</p> <p>The Council recognised that Facebook offered the opportunity to share information quickly with a large group of people. This promoted resident engagement providing statements are appropriate and timely.</p> <p>The Council also were aware of the pitfalls of using Facebook including misrepresentation, making commitments, confidential information, bias, pre-determination, assumptions, copyright etc</p> <p>The Council limited statements to only being issued by the Chairman after giving Councillors 24Hr notice of the content with an opportunity to correct any obvious errors or potential misrepresentations etc. The Council has a website which it used to report minutes, actions and accounts etc which was accessible to anyone who logged on.</p> <p>Cllr Seymour suggested BPC creates its own Facebook page to give residents information with any restrictions the Council felt were appropriate (comments, feedback etc). Councillors were receptive to this idea and the matter would be discussed further at the September meeting.</p> <p>Cllr. Heap commented that posts put on social media by Councillors should make it clear they are doing so as a private individual or in their capacity as a Councillor. Given the risks involved in using social media it was considered it was important for the PC to develop a Social Media Policy to guide Councillors and residents in relation to the PC website, Facebook, Twitter or any other media.</p> <p>It was agreed set up a Councillor WhatsApp group to allow information to be shared. Action Cllr. Mager</p>										
12.	<p>Best Kept Village 2019</p> <p>Frank Grindrod has completed all village planting and Chairman reported that the Village was looking excellent for the volume of visitors. Second round of Judging was imminent.</p>										
13.	<p>Toilet Funding/Maintenance Arrangements.</p> <ul style="list-style-type: none"> Expenditure £1,254; donations received £327. <table border="1" data-bbox="207 1203 1404 1276"> <thead> <tr> <th>Expenditure</th> <th>Exp. Utilities</th> <th>Income Donate</th> <th>Income Cabin</th> <th>Running Cost</th> </tr> </thead> <tbody> <tr> <td>2,476.76</td> <td>562.89</td> <td>632</td> <td>185.20</td> <td>2,222.45</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Building improvements: This project will be carried forward. 	Expenditure	Exp. Utilities	Income Donate	Income Cabin	Running Cost	2,476.76	562.89	632	185.20	2,222.45
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14.	<p>Reports for information only:</p> <p>PARISH CLERK:</p> <p>Chairman read out the letter of resignation received from the Clerk, Jennifer Sutcliffe. An advertisement will be posted for a new Clerk and Caroline Heap will cover the position until a replacement is found. It was agreed to thank Mrs Sutcliffe for her contribution and pay for 1 month of service.</p> <p>RESPONSIBLE FINANCIAL OFFICER:</p> <p>The RFO reported balance of the account at 14.08.19 was £60,408 with no uncleared payments.</p> <p>LENGTHSMAN: No update was available. Chairman will liaise with Frank Wilkinson to ascertain if he is able to continue as Lengthsman in the coming months.</p> <p>COUNTY COUNCILLOR: Not Present.</p>										

	<p>BOROUGH COUNCILLOR: The Local Government Boundary Commission is carrying out an electoral review of Pendle Borough Council. The current proposal is to change boundaries and have 33 councillors in future representing 11 wards with 3 councillors representing each ward. Barrowford & Pendleside will be one of the wards. The public consultation process ends on 7th October 2019 and comments can be made on the LGBC website https://consultation.lgbce.org.uk/node/15934.</p>
15.	Newsletter – No suggestions were received.
16.	Training – The booklet “Good Councillor’s Guide 2018” was issued to Members in attendance.
	<p>Date of the next meeting: It was noted that an extra-ordinary meeting may be required in August to discuss the Mankowles Planning Application.</p> <p style="text-align: right;">11 September 2019</p>

From: **Derek Heap** Date: Wed, 7 Aug 2019 at 23:12 Subject: **Footpath Works near Barley Car Park**
To: Victoria Mager, Joanne Lowcock, Rita Seymour, John Connor, Daniel Goldsbrough, Richard Fowler

Good Evening,

I have visited the footpath works adjacent to the car park with Cllr. Connor and I have received an update from the PHLP.
Essentially the project is progressing as agreed with the PC last year.

A footpath approximately 1m wide and 110m long is being constructed on the embankment above the car park roughly on the alignment of an old path which had become overgrown with scrub, mainly bramble, hawthorn and balsam etc.

The project is to improve the embankment both aesthetically and to make it more attractive to wildlife and that is what the PC supported. Two stone bench seats will be provided on the embankment and sections of a fallen wall will be repaired.
The wildflower meadow project, started by PBC a few years ago, will be resurrected with a cutting and seeding plan.

The path will link to an existing footpath on the top of the ridge which is partly overgrown but a clear path will be cut.

The path will not be promoted as a tourist attraction (it is only 110m long) but PHLP will report it as a project they are undertaking on their web site and they will alert local schools to the "nature trail" who may choose to visit the site (during the week) as part of their environment / outdoor classes. Minor signs will be erected at the top and bottom of the footpath.

Once the path is completed volunteers will attend over the next few months to clear scrub and weeds etc and plant some wild flowers. There is a site management plan aiming to ensure the project is sustainable over the coming years.

It is a relatively small project that will give us a more attractive and accessible area next to the car park and I am sure it will be well used by residents and visitors just wanting a short stroll up the hill. I doubt it will have any real impact on visitor numbers.

I trust this is informative and I can add more the next time we meet.

Best Regards, Derek Heap