

August 2020

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on
Wednesday 12th August 2020 - Remotely Via Zoom Conference Call

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

In Attendance: C. Heap (Acting Clerk / RFO)

Public: Jenny Booker

1.	1	Apologies: Cllr. R. Fowler & Cllr. C. Lioni The Chairman welcomed Cllr. Lee Hunt as a new member of the Council.	Absent: The Chairman welcomed Cllr. Lee Hunt as a new member of the Council.																																																												
		Coronavirus Pandemic <i>To reduce the spreading of the virus the government had introduced legislation and guidance which include social distancing and restriction on people meeting in groups. The Coronavirus Act 2020 has permitted Councils to conduct their business without holding a physical meeting. Consequently, the August 2020 BPC was again held remotely via Zoom conferencing allowing remote participation.</i>																																																													
2.		Councillors Declaration of Interest: Cllr. R. Seymour - Car Park Barrier & Replacement of Vandalised Toilet Doors.																																																													
3.		To Approve the Minutes of the Council Meeting held on 8th July 2020: It was RESOLVED that the Minutes of the meeting should be approved and that the Chair sign them as a correct record.																																																													
4.		Financial Matters: The following payments were approved / ratified for payment:																																																													
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5.		Parish Maintenance & Village Projects: 1.0 Car Park Electric Barrier Update: Cllr Heap reported Cllr Goldsbrough had made good progress draft tender documents but he had been unable to suggest amendments as documents had been shared in pdf format. Cllr Goldsbrough reported some technical problems but expected to share in word format soon. Once completed these would be shared with Council for approval prior to the RFO inviting suppliers to submit bids to install barriers.																																																													

Confirmed Minutes

Doole Heap 9 Sept '20

2.0 Installation of Car Park Parking Bays:

Cllr Heap had circulated a drawing indicating how heritage stone setts would be used to mark out parking bays and a detail of how they would be fixed in the ground.

Cllr reported the minimum standard vehicle spacing was 2.4m but proposed 2.5m spacing. The extra width will take up little space. The setts will be in lengths of 5No setts, offset at 90 degrees to the concrete channel at the edge of the macadam surfacing.

The precise layout of bays would be determined on site with the appointed contractor. The bays would only be in the areas of macadam surfacing with more added when the surfacing is extended. The project will be part funded by PHLP. Cllr Heap will provide tender documents to 3 Contractors.

Cllr Hunt questioned the provision of disabled parking bays and Cllr Heap explained that some bays will be larger as there will be excess space in some areas. These will be suitable for disabled visitors.

It was **RESOLVED** to progress to invite tender submissions. **Action: Cllr Heap.**

2.0 Replacement of 2No Toilet Doors Criminally Damaged on 2nd August by Thieves accessing Donation Box

Councillors had previously indicated a preference to replace the damaged timbers doors with steel security doors.

In accordance with the Council's Financial Regulations the RFO had invited 3No local companies to formally submit tenders to remove 2No existing doors and frames and replace with 2 heavy duty steel doors to the Gents & Ladies toilets.

North Valley Metals and Ace Door Systems had submitted compliant bids but a third company had withdrawn from the procurement process on the day of tender submission reporting they had been let down by a door supplier.

Members were asked if they wished to proceed with installing 2No heavy duty steel doors at a cost of £1622.00 + VAT.

It was **RESOLVED** to proceed with the RFO placing a Works Order with NVM. **Action: RFO.**

Cllr Hunt suggested a sign be erected to inform visitors that the toilet and car park collection boxes are emptied daily to discourage further attempts of vandalism.

It was **RESOLVED** to proceed with the order of a suitable sign once the new doors are fitted. **Action Cllr Hunt.**

6. **Traffic Issues, Turning Circle, Carpark & Planned Events in Barley:**

Proposal to request United Utilities to paint New Galvanised Barriers on Ogden & Black Moss Reservoirs a dark green and add a Reflective Strip

Following a letter from a resident regarding the new barriers on Black Moss and Ogden access roads. Cllr Fowler has proposed that the PC arranges for the galvanised steel gates to be painted a dark green to better blend into the AONB surroundings. Cllr Mager expressed concern regarding cyclists approaching the barriers at speed if the barriers were less visible. Cllr. Hunt pointed out that cyclists should not be approaching any blind bend at excessive speed as there could be other vehicles or pedestrians on the road. Cllr Heap suggested that a reflective strip also be fitted to the gate to increase visibility and UU had previously said they intended to do this.

It was **RESOLVED** to contact UU to request they paint the gates and fit a reflective strip.

Action: Cllr Heap

Parking and passing places on Barley new Road and Barley Lane

On occasions cars park along the length of Barley Lane and Barley Road, making it difficult for two-way traffic to pass, particularly on the higher reaches of Barley Lane. It was unlikely that LCC would agree to implementing double yellow lines on these roads but they may agree to install passing places to improve safety and ease congestion.

It was **RESOLVED** to write to LCC requesting they install road markings for passing places on Barley Lane and Barley New Road.

Action: Cllr Heap

Signs restricting Campervans using the Car Park

A sign had been ordered from LCC and was to be collected W/B 17 August

Action: Cllr Heap

7. **In Response to the increase in the number of positive cases of COVID 19 in Pendle area, on 31 July new special regulations had been introduced in the borough including,**

- ▶ You must not have visitors to your home, or your garden,
- ▶ You must not visit anyone else in their home or their garden
- ▶ You cannot mix with other households in indoor venues like pubs and restaurants
- ▶ You can still meet in public outdoor spaces, including outdoor seating or beer gardens, in groups of no more than 6 people,

The Council Considered the Following:

(i) **Open Public Toilets on The Carpark:**

The public toilets are to remain open

(ii) **Consideration of Closing Time of Car Park:**

The car park was generally remaining open until 2000Hrs as this reflected the time when most visitors left and lined up with the closing time of the Pendle Inn. Councillors confirmed they were satisfied with these arrangements.

	<p>(iii) COVID 19 Signage in Village</p> <p>It was RESOLVED that the signage at the entry to the village and the presence of traffic cones are to remain in place. They are beneficial in promoting CV19 awareness and discouraging visitors parking in the Village centre.</p>
<p>8.</p>	<p>Internal Audit Report & Annual Governance Statement</p> <p>The RFO reported the internal auditor had signed off the 2019-20 accounts and confirmed that adequate internal financial controls were in place. A report is available from the RFO on request</p> <p>Annual Governance Statement</p> <p>Members answered affirmatively to all the questions on the Annual Governance Statement for 2019-20 and a copy of the accounting statement was circulated by e-mail to members.</p>
<p>9.</p>	<p>Heys Lane Update & Decision on Attendee's at consultation meeting with PHLP Update:</p> <p>At the July meeting the Chairman had presented an update to the Council regarding the PHLP plans to improve Heys Lane and this was recorded in the minutes of the meeting. Councillors were generally concerned that the lane was going to be improved to a high standard and accessible to all, it would be promoted as a good short circular walk "on the most historic road in Lancashire" and could significantly increase visitor numbers when the current infrastructure was already under pressure.</p> <p>The Chairman had reported these concerns to PHLP and invited them to suspend the works until they had met with the Council to discuss the project. At the same time the PHLP had received a petition from residents requesting the project was stopped. The PHLP suspended the project that day (13 July). The MP and PBC had also become involved and a consultation meeting was considered the next step forward. Whilst no decisions would be made at the meeting it provided the opportunity for an exchange of information and views.</p> <p>Due to the current COVID19 restrictions this meeting had to be outdoors and limited to 6No people. Attendance was discussed and it was anticipated 2No from PHLP and 2No Councillors would attend along with a leading objector and a landowner adjacent to Heys Lane would attend. The meeting would be held during the day at a time to be agreed.</p> <p>It was RESOLVED that only the Chairman would attend to represent the Council and record discussions and that two of the lead objectors be invited to attend. The Chairman is to arrange attendance with Chris Turner, Cheryl Davies & Margaret Wilkinson, these had been identified as being involved in lobbying PHLP and arranging the residents petition.</p> <p>It was RESOLVED that the Chairman would report to the PHLP, prior to the meeting, that the Council unanimously objected to the improvement project in its current format. Action: Cllr. Heap. The Council also acknowledged that routine public right of way maintenance was the responsibility of LCC and the duty was to ensure no obstructions and maintain surfaces. The Council also RESOLVED to inform all agencies that they would not support any project or campaign that would attract more visitors to Barley. Action: Cllr. Heap.</p>

10. **Chairman's Report**
Whitehough Camp School

The Chairman has written to Whitehough Camp School (WCS) regarding the introduction of a small camp site and the planning permission is unclear, the WCS had informed the Borough Council regarding the small camping development and received no reply. However, WCS see the limited camping as a temporary position and have no intentions to expand camping facilities and will stop all camping once normal arrangements with local school's return. Cllr Seymour has received complaints regarding nuisance visitors to the camp school.

It was RESOLVED to write to Whitehough camp school to inform them of concerns regarding disruptive visitors. **Action: Cllr Seymour**

Progress of Superfast Broadband Installation at Whitehough

The Chairman reported on the joint initiative with the residents at Whitehough to have Superfast Broadband installed by BT. He informed Councillors that he had made a number of representations to LCC, who managed the project and it appears they continue to express their support but to date no action has been taken.

The residents have expressed their frustration over the delay and have requested that BPC write to the MP and update him on the situation and request his intervention on behalf of the residents.

It was RESOLVED to write to Andrew Stephenson to request his support.

Action: Clerk

Closure of Whitehough Bridge by Lancashire CC on 28 July

The Chairman had received correspondence from LCC confirming, after inspection, the poor condition of the bridge which he had shared with members. LCC had closed their bridleway over the bridge for safety reasons. The bridge was in private ownership and LCC had informed the owner of the bridge condition and given them 21 days to respond. The Council will await that response.

As the bridge is in private ownership LCC will not erect any barriers to prevent vehicles using the bridge or direct vehicles to the ford, which is also privately owned.

The Chairman has been in contact with 4No residents and suggested forming a resident's forum, using e-mail, to share information as it is released and exchange ideas.

The Chairman reported that he has been in contact with LCC and they would like to update residents through such a forum. Individual residents have declined taking the lead on the forum so the Chairman proposed the PC acts as liaison to form the group by posting an invitation flyer to residents inviting them to join the forum if they wish.

It was RESOLVED to invite residents to join the forum and act as mediator for the group if asked to do so. **Action: Cllr Heap**

	<p>Recruitment of a Councillor to replace Cllr Mager The Chairman thanked Cllr Mager for her time on the Council and the diligent way she had undertaken her responsibilities. He expressed disappointment that she was leaving but wished her all the best for the future The legal notice required to recruit or co-opt a replacement Councillor has been placed on the Noticeboard and a further notice will follow setting out the requirement of the role.</p> <p>Resident request to erect information stand on Car Park Sheena Umpleby had requested permission to erect a small stand on the car park for a weekend promoting Utility Warehouse - a home services provider. It would not be for sales purposes, it would not be political and not contentious, just promoting and offering entry into a 'win a mini' competition. The area required would be 4sq metre. Councillors understood this was a resident and that businesses faced challenging Covid19 times. However, it was felt that this could set a precedent for other residents to request to 'set up' stands on the car park. It was also felt that, though not directly a sales pitch, it could still be seen as advertising. It was RESOLVED to refuse the request. Action: Clerk</p> <p>Notice of Resignation of Chairman Cllr. Heap The Chairman informed the Council that by May 2021 he will have completed 14 years on the Council and he has made the decision to step down as Chairman and leave the Council in May'21. Cllr. Heap commented that he hoped by May'21 many of the current issues might be resolved, that the two new Councillors would be confident in their role, all of the Councillors would be more aware of how the Council must function and that a comprehensive hand-over to a new chair-person could be completed. .</p>
11.	<p>Clerk/RFO Report RFO: The RFO reported balance of the account at 12.11.19 was £47,097 with no uncleared payments. Current Project Commitments are circa £37k.</p> <p>To support the financial risk management process, Cllr. Seymour agreed to undertake monthly reconciliations between expenditure and bank statements which would be provided by the Chairman including an on-line bank statement screen-shot. Action: Cllr. Seymour.</p>
12.	<p>Councillors & Borough Councillor Report Cllr. Goldsbrough is researching the development of "The Cauldron" snack bar on Pendle Hill.</p> <p>Cllr. Heap reported he had met with Michael Hartley following his open letter to Councillors.</p> <p>Discussion on Developing PC Facebook Page Following the above letter, Councillors discussed improving the visibility of the Council. It was felt that residents were generally not aware of the work the Council undertakes and the services provided and felt that regular updates via a Facebook page would be beneficial to raise awareness and improve the relationship between the council and residents. Members to consider what they wanted and the matter would be an agenda item at the next meeting.</p>
11.	<p>Date of the next meeting: 9th September 2020, (agenda items by 3rd September 2020)</p>