

October 2020

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

**Minutes of the Meeting of the Council held on  
Wednesday 14<sup>th</sup> October 2020 - Remotely Via Zoom Conference Call**

**Present:** Cllr. D. Heap (Chair) Cllr. J. Connor Cllr. L Hunt  
Cllr. D. Goldsbrough Cllr. R. Seymour Cllr. R. Fowler  
Cllr. S. Umpleby

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

1.	1	<b>Apologies:</b> Cllr. C. Lioni	<b>Absent:</b>																														
The Chairman welcomed Cllr. Sheena Umpleby as a new member of the Council.																																	
<b>Coronavirus Pandemic</b> <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 October 2020 BPC was again held remotely via Zoom conferencing allowing remote participation.</i>																																	
2.	<b>Councillors Declaration of Interest:</b> Cllr. R. Seymour – Planning applications neighbour																																
3.	<b>To Approve the Minutes of the Council Meeting held on 9<sup>th</sup> September 2020:</b> It was <b>RESOLVED</b> that the Minutes of the meeting should be approved and that the Chair sign them as a correct record.																																
4.	<b>Financial Matters:</b> The following payments were approved / ratified for payment:																																
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<b>Car Park Surfacing Project</b> Cllr Heap reported that following a fair and reasonable assessment of the works a second interim payment had been made to the contractor. It had not been possible to meet the contractor to discuss and agree the final account due to CV19 restrictions. The standing water defect at the far extent of the works (from the gate) had not been resolved and it was reported that under the terms of the contract the PC could invite another to remedy the works and deduct from the final account if necessary.																																	

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5.	<p><b>Planning Applications</b></p> <p><b>Planning Application 20/0640/HHO – Salt Pie Farm Summer House</b></p> <p>The proposal is to erect a Summer House of dimensions 4m x 4m x 3.95m height. Work has started on the project and the super-structure has already been erected; it is currently highly visible due to the colour and size.</p> <p>If you live in a property within a designated AONB the maximum area to be covered by buildings more than 20m from the house is limited to 10SqM for permitted development to be allowed, hence the planning application has been submitted. This is to ensure that over size summer houses are not constructed without planning considerations.</p> <p>There are concerns that the construction is large and visible in the AONB open countryside and might not adhere to these restrictions. It was <b>RESOLVED</b> to write to Pendle Borough Council and draw their attention to the size and visibility requesting they check the building conforms to planning regulations and propose, if the building is acceptable, that they approve the colour of the timber cladding as suitable in the open countryside.</p> <p><b>Planning Application 20/0639/HHO – Salt Pie Farm: Demolition of existing outbuilding and construction of a detached home office with a storage area.</b></p> <p>The proposal is to demolish an existing outbuilding and construct a detached home office and store area 13.2m plus 1.3m boiler room, 5m width and of height 4.6m. There are no measurements on the plan of the existing building to establish any increase in footprint.</p> <p>The Council expressed concern that the north face of the proposed building was 80+% glass facia which is clearly visible from the public footpath and was considered not be in keeping with the AONB where a natural stone and smaller windows are more in keeping with surrounding buildings. The roof proposals are blue slate.</p> <p>The plans also include 'aluminium' windows which are also of concern as to their suitability and appearance. It was <b>RESOLVED</b> to write to Pendle Borough Council to <b>object</b> to the north face window and to query the inclusion of aluminium windows and also request details of existing building size in order to ascertain increase in footprint.</p>
6.	<p><b>Parish Maintenance &amp; Village Projects:</b></p> <p><b>1.0 Replacement of 2No Toilet Doors with Security Doors</b></p> <p>The Chairman reported that the doors have been installed and that two variations had been agreed with NVM (the supplier) including the addition of kick boards on both doors and the replacement of the car park gate barrier chain recently vandalised. Members <b>RESOLVED</b> that the works had been completed to the satisfaction of the Council.</p> <p><b>2.0 CCTV Project</b></p> <p>Meadow Farm had agreed to CCTV being fitted to their buildings on 22 September. Draft tender documents have been prepared and circulated to Councillors for comment, they included the toilet block as an additional location. Councillors approved the documents and accepted that advice may need to be sought from the supplier regarding installation of a monitor and recorder for the car park/toilet block, and possibly the farm, due to dampness in the buildings. Cllr Hunt asked about any necessary</p>

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training, and costs associated with training, which will be required to ensure council conforms to Policy/Procedure for CCTV in public places. Cllr Fowler informed that a PC policy is close to completion and agreement and that any training costs would be low in value since limited numbers could view the recordings.

Chairman suggested going out to 4No companies for quotes to ensure the Council get at least two prices in the current climate. Three companies proposed by Cllr. Fowler were approved. A fourth company was rejected after Cllr Fowler and Cllr Goldsbrough.

It was **RESOLVED** the RFO will contact 4 No contractors to determine their interest, then issue tenders accordingly and invite price submissions. The responsibility for selecting contractors was delegated to Cllr. Heap & Fowler.

### **3.0 Car Park Electric Barrier or Other Car Park Management System Update:**

Cllrs Heap & Goldsbrough had issued a briefing documentation to Councillors providing details of various types of barriers and payment options for discussion.

The briefing included options of single or double barriers, the location of barriers, payment options (including time related) and methods of payment. The briefing also touched on driver behaviour, the risk of congestion, closure at night, maintenance costs and release if jammed.

The paper highlighted barrier system would ensure 100% payment compliance but may cause some visitors to park outside the car park and concerns over the reliability of barriers. The Pay & Display option would give approximately 80+% pay compliance but would not cause congestion or have high maintenance costs.

Cllr Hunt suggested a Number Plate Recognition system which is used at Barrowford Heritage Centre. Concern regarding the cost of this system and if it would be viable with Barley internet.

It was agreed that Cllr Hunt would investigate the technology and viability of the system and Cllr Seymour investigate budget costs using her contacts in the industry. Both to report back to Cllr Goldsbrough and the Chairman so that this option could be added to the briefing paper as an alternative option for Council to consider. **Action: Cllrs. Hunt & Seymour.**

Cllr Heap will also contact Pendle Borough Council to seek advice on how well the system works for the car park at Barrowford Heritage Centre. **Action: Cllr. Heap**

### **4.0 Installation of Car Park Parking Bays:**

Cllr Heap had previously reported 4No contractors had expressed an interest in the works and been invited to tender but only one company had submitted a price. Enquiries had been made and it was evident the market was very busy at this time.

Cllr Heap had contacted PHLP (part funders) and informed them of the difficulty of obtaining Contractors to carry out the work. He requested a delay on the project to allow the Council to re-tender in January 2021 with a proposed completion date by May 2021. It was felt that this would allow more time to find available Contractors. PHLP have agreed to this new timescale.

It was **RESOLVED** to delay the project until January 2021. **Action: Cllr Heap.**

7.	<p><b>Traffic Issues, Turning Circle, Carpark &amp; Planned Events in Barley:</b></p> <p><b>Request to LCC for Passing Places on Barley Lane and Barley Road</b> Cllr Heap reported that he had written to LCC with a request and supporting photographs/maps on 2nd September following further congestion on Sunday 30th August. <b>A holding response had been received from LCC on Awaiting Response</b></p> <p><b>No Overnight Parking &amp; Camping Sign (Previous Sign Stolen)</b> Cllr Heap reported that he had purchased a second 'No Overnight Parking or Camping' sign and acquired a free post for it, councillors had then erected it. The sign is larger than the previous sign, has been erected in a higher position, secured with locking shear bolts and has the addition of "Barley Parish Council" across the top of the sign.</p>
8.	<p><b>Covid 19 Update</b> The most recent government announcements were:</p> <ul style="list-style-type: none"><li>▶ the key message remains "hands, face, space" and get a test if you have CV19 symptoms,</li><li>▶ the government has this week introduced a three-tier system to categorise the level of CV19 cases and spreading (1-Medium, 2 – High, - 3 – Very High alert). Lancashire is currently in Tier 2. Cases are rising across the country and particularly in the north west and east.</li></ul> <p><b>COVID 19 Signage in Village</b> It was <b>RESOLVED</b> 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>
9.	<p><b>Launch of BPC Facebook Page &amp; Consider Adoption of Social Media Policy</b></p> <p>Cllr Fowler had drafted a Social Media Policy which some thought was too generic. He confirmed it was based on another Council's policy but that it can be updated to enable it to be more specific to Barley Parish Council. Councillors discussed whether the policy should be updated before it was adopted but felt it would be better to adopt the policy immediately as the Facebook page is already live. It was <b>RESOLVED</b> to adopt the Social Media Policy.</p>
10.	<p><b>Chairman's Report</b></p> <p><b>I. Closure of Whitehough Bridge by Lancs CC</b> Cllr Heap reported that LCC Bridge Surveyors have undertaken bridge inspection work on 13th October including trial holes to assess the condition and will report their findings. Their report will be shared with the residents and the owner of the bridge. The outcome could be that the present closure sign can be removed and replaced with a weight limit for the winter months prior to repairs being scheduled for Spring 2021. If the bridge is considered in a dangerous condition LCC may close the bridge to all vehicular access.</p> <p><b>II. BPC Website Updates &amp; Plans</b></p> <p>Cllr Seymour is now able to and has updated the minutes and councillor contact list sections. Cllr Hunt will be liaising with the Chairman to establish a consistent accounts section with folders for each year. Cllr Hunt is also looking at developing other sections of the website to achieve compliance with the Transparency Code.</p>

	<p><b>III. Request for Financial Support from Village Hall</b></p> <p>Cllr Heap reported that the Village Hall Chairman had contacted him reporting they now had a number of critical building issues and had requested “substantial” financial support. The building issues reported were:</p> <ol style="list-style-type: none"> <li>1. Requirement to replace collapsed timber floor with concrete floor &amp; redecoration. The flooring work was currently in progress by Dale Contractors Ltd,</li> <li>2. Prevention of damp on Barley Green side of building wall including replacement of rotting windows,</li> <li>3. Refurbishment of ground and first floor kitchens.</li> </ol> <p>Councillors requested some clarity regarding what was being asked for, how much money did the VH Committee have in the bank to pay for the works, what were their priorities and did they have a programme of repair and maintenance works. Further queries were raised regarding procurement processes by Cllr Heap, project management by Cllr. Connor and the relationship between a tier of local government and a charitable trust.</p> <p>The Council agreed in principal to offer financial support for the floor repairs subject to clarifications on the above issues. <b>Action: Cllr Heap to meet with VH Chairman.</b></p>
11.	<p><b>Clerk/RFO Report</b></p> <p><b>RFO:</b> The RFO reported the balance of the account at 13.10.20 was £45,807.78 with no uncleared payments.</p> <p>Cllr. Seymour had undertaken a monthly reconciliation of reported expenditure against bank statements and reported the accounts to be in good order.</p>
13	<p><b>Councillors &amp; Borough Councillor Report</b></p> <p>Councillor Fowler: requested double yellow lines were put on the agenda.</p> <p>Councillor Fowler had passed two queries to the Clerk raised by a resident, Mr. C. Turner:</p> <ol style="list-style-type: none"> <li>1) If true, how and why was James Starkie involved in the Pendle LP Board meeting which decided to only postpone not cancel the Heys Lane project? <i>The Clerk responded: Mr Starkie does not represent Barley and it is understood he was a volunteer assistant to the PHLP with no voting rights on the advisory board.</i></li> <li>2) What is happening about the yellow lines I thought had been agreed by Pendle Borough and Lancashire County Councils to be instituted in the village. The Clerk responded: There were no current plans to introduce double yellow lines in Barley. The County Council had supported the PC request for road lines in Barley and their decision was to introduce single white lines and this was well documented in the PC minutes, the village newsletter and the Barley Residents Facebook page.</li> </ol> <p>The Chairman reported that residents would normally raise questions during the “public participation” section of a PC meeting; this was a bit less practical due to CV19 and Zoom meetings. Residents can still raise issues with the Parish Council and these will be dealt with directly by the Clerk or raised at the PC meeting if the Clerk considered the Council should answer the query.</p>
14	<p><b>Date of the next meeting: 11<sup>th</sup> November 2020, (agenda items by 5<sup>th</sup> November 2020)</b></p>