

January 2021

Barley with Wheatley Booth Parish Council (BPC)

**Minutes of the Meeting of the Council held on
Wednesday 13th January 2021 – Held 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	Apologies: Cllr. C. Lioni	Absent:																														
		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 October 2020 BPC was again held remotely via Zoom conferencing allowing remote participation.</i>																															
2.		Councillors Declaration of Interest: None																															
3.		To Approve the Minutes of the Council Meeting held on 11th December 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:																															
		<table border="1"><thead><tr><th>December</th><th>Expenditure</th><th></th></tr></thead><tbody><tr><td>29</td><td>Car Park Drain stone Bradley Build Supplies</td><td>60.36</td></tr><tr><td>30</td><td>ITUS CCTV System</td><td>3660.00</td></tr><tr><td>31</td><td>Gatekeeper Salary</td><td>146.00</td></tr><tr><td>30</td><td>Clerk Salary</td><td>212.00</td></tr><tr><td>30</td><td>RFO Salary</td><td>145.20</td></tr><tr><td>30</td><td>HMRC</td><td>89.30</td></tr><tr><td>31</td><td>Wilkinson Dec. Toilet Clean</td><td>270.00</td></tr><tr><td>January'21</td><td></td><td></td></tr><tr><td></td><td>CMS BPC Website Hosting</td><td>162.00</td></tr></tbody></table>	December	Expenditure		29	Car Park Drain stone Bradley Build Supplies	60.36	30	ITUS CCTV System	3660.00	31	Gatekeeper Salary	146.00	30	Clerk Salary	212.00	30	RFO Salary	145.20	30	HMRC	89.30	31	Wilkinson Dec. Toilet Clean	270.00	January'21				CMS BPC Website Hosting	162.00	
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5.		Planning Applications Planning Application 20/0738/FUL Demolition of Existing Agricultural Buildings & Erection of Replacement Building - <i>No update.</i> Planning Application: 20/0646/FUL at Ogden Hill Farm Proposal: Conversion of Barn to 2No Dwelling Houses & Erection of Garage This application had been considered by BWP committee and had been refused (design). Planning Application 20/0640/HHO – Salt Pie Farm Summer House - Approved Planning Application 20/0639/HHO – Salt Pie Farm: Demolition of existing outbuilding and construction of a detached home office with a storage area – Approved.																															

6. **Parish Maintenance & Village Projects:**

1.0 CCTV Project

It was confirmed there are now eight commissioned and operational cameras mounted on three buildings as follows:

- **Barley Village Hall** – Cross Lane, Barley, Burnley, BB12 9JU **4No Cameras**
- **Meadow Bank Farm** – Barley BB12 9LB **2No. Cameras**
- **Car Park Toilet Block** - Barley Car Park BB12 9JX **2No. Cameras**

Cllrs R Fowler and L. Hunt have been trained to use the equipment by the installer and they are the appointed lead operators for the system.

After discussion, it was agreed that the signs notifying of the presence of the CCTV cameras, provided by the installation contractor, were not adequate as they did not identify BPC as the system managers

It was **RESOLVED** to purchase 3No alloy signs of a size and luminance to be clearly conspicuous and to clearly identify the Parish Council as the CCTV system owners and system managers.

2.0 Car Park Management System Update: Vehicle Recognition System

A site meeting was held with the preferred supplier on 23.12.2020 attended with Councillor's Heap, Golsbrough and Hunt. It was agreed the best place to locate the Pay Kiosk was against the toilet block wall and the NVR camera to be installed near the gate to get good visibility of vehicles entering and exiting the car park.

Power cables from the toilet block will need to be laid across the car park entrance to get to the preferred camera location and this will involve excavating a shallow trench for cable ducting adjacent to the double row of setts across the car park entrance. The internet connection from the Village Hall was considered a practical solution.

The provider had issued their T & C's to the Council just before the meeting but too late to allow time for full consideration. The matters discussed included:

- Length of Agreement
- BPC / Client obligations
- Provider obligations
- Scope of Parking Control Services to be provided
- Indemnification
- Termination Clauses
- Confidentiality

Cllr Golsbrough raised queries relating to contract duration, commissions, cash collections and other issues. Queries to be raised with the provider: **Action Cllr Heap**

Cllr Hunt suggested that due to Covid 19 it was not unreasonable to extend the contract period due to reduced income.

There were concerns regarding the stability of the internet connection and The Cabin had indicated that they sometimes have problems with their card machine connection. Cllr Hunt said he could arrange to install a connection to the village hall at a relatively modest cost.

It was **agreed** to defer any decisions to the next meeting of the Council to allow Councillors to fully consider the T & C's and the offer.

Barley Residents Facebook page to be used to inform residents of car park management plans of the Council. **Action: Cllr. Heap.**

7.	<p>Closed Circuit TV Policy</p> <p>A policy has been developed by Councillor Heap with contributions from Councillor's Fowler and Hunt and this had been issued to members for consideration.</p> <p>It was RESOLVED to adopt the policy.</p> <p>Cllr Fowler will contact ITUS to ascertain if cameras need to be checked every 2 weeks or could the period be longer? Action Cllr Fowler.</p> <p>Cllr Heap recommended erecting new alloy CCTV signage to indicate system is managed by BPC. It was APPROVED to purchase 3No Signs. Action Cllr Heap</p> <p>The policy required the Council to introduce a log book recording each occasion images are viewed and all maintenance inspections and repairs. Cllr Hunt suggested a 'log book' which could be stored in the DVR recorder box where it would be secure and accessible. Cllr. Fowler thought there were merits in having an electronic log book which could easily be shared. Cllr Hunt and Cllr Fowler would investigate the best option for the log and report back to Council. Action Cllr Hunt and Fowler</p>
8.	<p>Traffic Issues, Turning Circle, Carpark & Planned Events in Barley:</p> <p>a) Request to LCC for Passing Places on Barley Lane and Barley Road</p> <p>The Chairman had informed LCC of further parking issues over the Xmas holiday period in relation to congestion on Barley Lane because there were no passing places. LCC responded confirming they are aware of the problems and that the proposals to install road line parking restrictions has been passed to the Principal Regulations & Enforcement Manager to consider under CV19 regulations and a response is awaited. Chairman to follow up in two weeks.</p> <p>b) Turning Circle</p> <p>The Council had previously agreed to issue the Garage and Barley Mow with a copy of the parking policy in early 2021. It was agreed that given the current CV19 lockdown and the pub closure this might be better done when the lockdown is lifted.</p> <p>Cllr Heap informed council that barriers had been erected on the Barley Mow car park to prevent parking and this was leading to the owners and others parking on the turning circle. The potential for enforcement was being looked in to but it was not thought a company would consider it viable to offer enforcement on such a small area unless BPC get directly involved. Further discussions to be had with a report back to Council with recommendations. Action Cllr. Heap & Cllr. Goldsbrough.</p> <p>c) Car Park Signage "Vehicles left at Owners Risk"</p> <p>Cllr Fowler expressed concern regarding liability for vehicles on the car park and proposed a sign was erected informing that the Council accept no responsibilities. Cllr. Seymour replied that she had looked in to this previously and concluded no sign would relieve the Council of its responsibilities and liabilities if it was to act negligently. However, the Council is not entering in to a contract to look after a visitor's car. The main issues were trips and falls, warning of security risks and congestion leading to vehicle manoeuvring causing minor bumps. Cllr Heap suggested a sign warning of thieves operating in the area.</p>

d) Car Park Treatment for Ice and Snow

Cllr Fowler queried whether car park should be gritted during icy conditions and signage should be erected to inform visitors BPC would hold no responsibility for injury or damage.

Cllr Heap thought it was unlikely there could be a successful finding of breach of duty for the Council for "failing to take reasonable care to ensure that visitors would be reasonably safe" when using a rural unmanned car park in icy conditions. He added that:

- the ice would be apparent to visitors and they should reasonably be expected to take care,
- the public footpaths outside the car park and in the area were unlikely to be treated unless the ice was present for a number of days,
- the Council does not have, nor can afford, dedicated resources to this function,
- the car park provides a useful function and it would be disproportionate to close it each time there was an adverse weather forecast.

He added that whilst the Council did not pre-emptively treat the car park the Council could treat areas when the Council were aware of a hazard. He reported he had gritted the footpaths around the toilet block a number of times in the recent icy conditions as this was the high-risk area due to high footfall and water from the toilets from visitors using the hand wash facilities. It was considered the car park offered no greater risk than the public footways in icy conditions in the rural area. Cllr Heap added that there was little risk of liability claims from moving ice or snow unless your actions cause a further hazard, referring to the governments "Snow Code" available on the internet.

9. Covid 19 Update

The most recent government announcements were:

- ▶ On 19 December the Prime Minister cancelled the planned easing of restrictions for Xmas and restricted meetings to 3 households for Xmas day only.
- ▶ Lancashire is now in Tier 4 with meeting and travel restrictions and non-essential shops, pubs and football grounds remaining closed. Working is allowed and some schools are open
- ▶ Vaccinations against the Covid 19 have begun with NHS staffs, the elderly over 80, care workers and those at high risk being vaccinated.

Councillors agreed to close the car park and toilets from 6th January to support the government's plan to subdue the virus by asking people to stay at, or close to, home and not congregate in groups. The Council hopes these actions will discourage tourists travelling to and congregating in the area from across the north west. The Council also aim to protect our own vulnerable residents.

The Chairman had notified PHLP, PBC, RVBC, UU, the Police and the MP. Signage has been erected on the car park entrance to update visitors on the reason for the closure. The Chairman reported responses had generally been positive and it was agreed the Council would review the closure at the next meeting unless the situation changes.

The Council **RESOLVED** to keep the car park and toilets closed and monitor the situation.

The Council **RESOLVED** to keep the playground open in accordance with national guidance.

The Council were made aware that the Barley Mow had received a visit from Police and PBC to discuss their apparent lax approach to CV19 restrictions and recommendations have been made to the owners to improve compliance.

10.	<p>Chairman's Report</p> <ul style="list-style-type: none"> • Whitehough Bridge – The LCC 'Bridge Assessment Report' has been received and circulated to Whitehough residents. LCC have recommended a 3-tonne weight limit and they are liaising with owner regarding recommended strengthening works. The main objective was to have the bridge re-opened by LCC albeit at a reduced weight limit. Chairman will continue in the role of communications intermediary if required but if the residents and the owner intend to engage directly then the Council can withdraw. • Village Hall – BPC had paid Dale Construction in full for the work they completed on the Village Hall flooring and now decorating works are progressing. • Website – the finance pages on the web site have been update by Cllrs. Heap & Hunt to comply with 'transparency code'. The next stage will be to develop the 'policies' page. • Lengths man – the lengths man has indicated that he wishes to retire in March. Sabden PC are administrators of the scheme and will arrange a replacement lengthsman. They have indicated they have an applicant for the position and will liaise with BPC. • Whitehough Superfast Broadband – LCC have again informed they have made no progress with BT Openreach but state Whitehough remains a priority, but no date given for installation. Chairman to liaise with residents' group regarding next course action. • Embankment Footpath to rear of the Cabin – has now been completed by PHLP. • National Census 2021 – the Census is scheduled to take place on the day of 21st March (every and 10 Years) and the organisers have requested BPC promote this to residents. • Asset Register – Good governance requires Councils to maintain an asset register listing all the assets it owns. This should record the date and cost of acquisition. The record is useful for security and insurance purposes. The record is to be updated in 2021. Action: Cllr. Umpleby supported by the Chair & Clerk.
11.	<p>Clerk/RFO Report</p> <p>The RFO reported the balance of the account at 13.01.21 was £34.6k with no uncleared payments. No income was anticipated during the CV19 lockdown period whilst the car park and toilets were closed.</p>
12	<p>Grant Application</p> <p>Barley Chapel had informed they might apply to the Council for a grant in February. The Clerk will prepare a short briefing paper on the Council's powers to spend money on purposes for which they have no direct powers including donations. Action: Clerk.</p>
13	<p>Councillors & Borough Councillor Report</p> <p>Cllr Fowler: suggested progressing with completion of car park tarmacadam roadway whilst the car park is closed. Cllr Heap will contact the original contractor to ascertain if they would like to tender for the contract.</p>
14	<p>Date of the next meeting: 10th February 2021, (agenda items by 4th February 2021)</p>