

March 2021

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on  
Wednesday 10<sup>th</sup> March 2021 – Held Remotely Via Zoom Conference Call

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

**In Attendance:** C. Heap (Acting Clerk / RFO) **Public:** None

| 1.       | 1                             | <b>Apologies:</b> Cllr. C. Lioni  | <b>Absent:</b> |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|----------|-------------------------------|---|----------------|-------------|--|---|--------------------------|-------|---|-------------------------------|-------|---|----------------------------|--------|--|-------------------|--------|--|--------------|--------|--|------------|--------|--|------|-------|--|
|          |                               | <b>Coronavirus Pandemic</b><br><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> None  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
| 3.       |                               | <b>To Approve the Minutes of the Council Meeting held on 10<sup>th</sup> February 2021:</b><br>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:  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|          |                               | <table border="1"><thead><tr><th>March'21</th><th>Expenditure</th><th></th></tr></thead><tbody><tr><td>1</td><td>LCC Covid 19 Sign Chapel</td><td>61.62</td></tr><tr><td>1</td><td>LCC No Over-night Park Sign 2</td><td>70.80</td></tr><tr><td>1</td><td>UU Waterplus Toilets Water</td><td>364.98</td></tr><tr><td></td><td>Gatekeeper Salary</td><td>146.00</td></tr><tr><td></td><td>Clerk Salary</td><td>212.00</td></tr><tr><td></td><td>RFO Salary</td><td>145.20</td></tr><tr><td></td><td>HMRC</td><td>89.30</td></tr></tbody></table>   | March'21       | Expenditure |  | 1 | LCC Covid 19 Sign Chapel | 61.62 | 1 | LCC No Over-night Park Sign 2 | 70.80 | 1 | UU Waterplus Toilets Water | 364.98 |  | Gatekeeper Salary | 146.00 |  | Clerk Salary | 212.00 |  | RFO Salary | 145.20 |  | HMRC | 89.30 |  |
| March'21 | Expenditure                   |   |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
| 1        | LCC Covid 19 Sign Chapel      | 61.62   |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
| 1        | LCC No Over-night Park Sign 2 | 70.80   |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
| 1        | UU Waterplus Toilets Water    | 364.98  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|          | Gatekeeper Salary             | 146.00  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|          | Clerk Salary                  | 212.00  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|          | RFO Salary                    | 145.20  |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
|          | HMRC                          | 89.30   |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |
| 5.       |                               | <b>Planning Applications</b><br><b>Planning Application 20/0738/FUL</b><br>Demolition of Exiting Agricultural Buildings & Erection of Replacement Building - <i>No update.</i><br><br><b>Planning Application: 20/0646/FUL at Ogden Hill Farm</b><br>The Chairman and Cllr. Hunt had met the current owner and designer on invitation at the farm on 6 <sup>th</sup> March to discuss the application. The designer reported they were considering cladding the red brick building with timber and also acknowledged the water supply concerns and said were considering including a private bore hole and water supply well in the next planning application.<br>The Council had confirmed that they expected the garage to be built as close as possible to the farm buildings and both parties agreed that an existing road condition survey could be included in the conditions associated with any planning approval prior to building work starting. This would allow any damage caused by building operations to be monitored. |                |             |  |   |                          |       |   |                               |       |   |                            |        |  |                   |        |  |              |        |  |            |        |  |      |       |  |

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

**Members to consider proceeding with grant application to the Lancashire Environment Fund for Village Green Drainage following a response from the Funders.**

Following the submission of an Expression of Interest to the LEF the Council had been invited to submit a formal application for a small grant. The LEF had however pointed out that they would likely treat the proposal as a low priority, the drainage having no real benefit to the environment other than making the path passable. The LEF had proposed creating a wildlife pond to collect water so adding an environmental interest to the Village Green.

Council debated pulling out of the process but it was agreed to continue and see if an acceptable bid could be prepared by the submission date of 8<sup>th</sup> April. Cllrs R. Seymour & S. Umpleby agreed to look at the environmental options to be included in the bid.

Cllr. Fowler requested the drain was still installed by the footbridge next to the playground.

7. **Barley Car Park Management System (CPMS) Update: Vehicle Recognition System**

**Special Resolution – Members are asked to re-consider the Car Parking Charges to be applied if the car parking payment management is outsourced to a provider.**

Since the last meeting 4No Councillors had submitted a special resolution, in accordance with Standing Order No. 8, requesting parking charges were re-considered after more research and consideration.

Cllr Heap had circulated evidence of parking charges from a number of rural car parks owned by Ribble Valley & Burnley Borough Council and from Lancashire County Council. Other charges had been gathered from NY Dales National Parks and Urban Parks as comparators. PwE also advised. After a discussion on parking charges the following options considered and voted on by members. A recorded vote was requested:

| Charging                | Voting                                      |
|-------------------------|---|
| First ½ Hr Free         | All Agreed                                  |
| 1/2Hr to 3Hrs at £1.50  | Cllr. Connor, Heap, Seymour & Umpleby (4No) |
| 1/2Hr to 3Hrs at £2.00  | Cllr. Fowler, Goldsbrough, & Hunt (3No)     |
| More than 3Hrs at £3    | Cllr. Connor, Heap, Hunt & Umpleby (4No)    |
| More than 3Hrs at £3.50 | Cllr. Fowler, Seymour & Goldsbrough (3No)   |

It was **RESOLVED** the following parking charges would be applied by PwE:

|                  |       |
|------------------|-------|
| First ½ Hour     | Free  |
| 1/2Hr to 3 Hours | £1.50 |
| Over 3 Hrs       | £3.00 |

**Members are asked to authorise or reject the car parking management system contract offered by Park with Ease.**

All queries regarding the car park management system raised by Councillors had been responded to by PwE and circulated to members who responded they were now satisfied with the contract.

It was **RESOLVED** that the Chairman and a Councillor would now sign the "Contract for Services at Barley Car Park" contract tying the Council to PwE for 18 months from 1 April'21.

Regarding the stability of the internet connection there would be an action for Cllr Hunt to arrange to install a connection to the village hall at a relatively modest cost of circa £195 plus VAT.

|     |  |
|-----|--|
| 8.  | <p><b>Traffic Issues, Turning Circle, Carpark &amp; Planned Events in Barley:</b></p> <p>Members <b>RESOLVED</b> to send a letter to the Barley Mow informing that the Turning Circle was not to be used for vehicle parking during the day.<br/>It was agreed a letter is also sent to the Barley Garage. <b>Action: Clerk</b></p> <p>Cllr Heap &amp; Goldsbrough to liaise with PwE regarding potential enforcement once car park arrangements were agreed. <b>Action Cllr. Heap &amp; Cllr. Goldsbrough.</b></p>  |
| 9.  | <p><b>Covid 19 Update</b></p> <p>On 22 February the government announced their four-step plan to ease lockdown which could lead to a return to some form of normality by 21<sup>st</sup> June providing tests related to vaccines, infection rates and new coronavirus variants are met. Schools had re-opened on 8th March (Step 1) and outdoor gatherings of two households, or gatherings of 6 people or more, were planned on by 29<sup>th</sup> March (Step 2). New cases and death rates were falling and over 22m people had now received their first vaccination.</p> <p>Councillors had agreed to close the car park and toilets from 6<sup>th</sup> 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. Following the announcement of the governments four step plan, the Council reviewed the position by e-mail exchanges of views and voting and on 23<sup>rd</sup> February unanimously agreed to re-open the car park and toilets on 26 February.</p> <p>It was felt the action taken had been successful but visitors were still coming to the area. It had become apparent that "staying local" had evolved for it to be acceptable for visitors from much of East Lancashire to come to the Pendle Hill area without any challenge from enforcement agencies. Against this background the Council concluded more visitors would continue to come to the area and it was preferable to have them in the car park rather than congesting the road network.</p> <p>The Council <b>RESOLVED</b> to confirm the decision to open the car park and toilets.<br/>The Council <b>RESOLVED</b> to keep CV19 signs and traffic cones in place to deter visitors from parking in the village.</p> |
| 10. | <p><b>Chairman's Report</b></p> <p><b>Lengthsman Scheme</b><br/>It was <b>RESOLVED</b> to pay £400 in to the 2020-21 scheme for hours used to the end of March.</p> <p><b>Toilet Block rental Charges to Cabin</b><br/>It was <b>RESOLVED</b> to extend the lease of the toilet room to the Cabin until 31 March' 22 and to reduce the rental charge by two months because the car park was closed due to CV19.</p> <p><b>PC Asset Maintenance Inspection Report - Not Considered</b></p> <p><b>CCTV Signage</b> – The RFO had procured 3No 400mm x 300mm alloy signs informing of the presence of CCTV and that the PC was controlled by the Parish Council.<br/>To be erected as soon as practical: <b>Action: Cllr. Fowler &amp; Heap.</b></p> <p><b>Annual Parish Meeting</b> – Usually held in May but not possible due to Covid 19 restrictions.</p> <p><b>Best Kept Village Competition</b> – It was <b>RESOLVED</b> to enter the competition. <b>Action: Clerk</b></p>   |

|            |   |
|------------|---|
|            | <p><b>Waste Management</b><br/>           Following the illicit tipping of building waste in to the car park 1100L wheelie bin PBC had been unable to lift it to empty it. Councillors had therefore had to dig out the waste so that PBC could empty it. Building waste had been appearing regularly in the PC bin in recent months. There was a discussion regarding the purpose of the bin and whether residents could use it Cllr Heap reported that the bin had been provided for the PC to put waste in if the smaller bins were overflowing on weekends and bank holidays when PBC do not attend to empty bins in the village. This was done by the lengthsman. It was <b>RESOLVED</b> to keep the bin locked during the week to stop building waste being dumped. It was also <b>RESOLVED</b> to move the bin to a location outside the toilets at weekends to allow visitors to put the high volumes of take-away food and drink waste being generated in the CV19 lockdown period as businesses were only permitted to sell take-away food and drinks.</p> <p>It was agreed to ask Mr. F Wilkinson to extend his duties to emptying bins as part of the gatekeeper duties rather than the lengths-man duties. <b>Action: Cllr. Heap</b></p> |
| <p>11.</p> | <p><b>Clerk/RFO Report</b></p> <p>The RFO reported the balance of the account at 13.01.21 was £35.4 with one uncleared payment of £1,255.00 for completion of car park works. No income was anticipated during the CV19 lockdown period whilst the car park and toilets were closed.</p> <p><b>Internal Audit</b><br/>           The effectiveness of the audit was reviewed and approved and it was <b>RESOLVED</b> that the Internal Auditor, Mrs. S. Taylor, be reappointed for the financial year 2016/17</p> <p><b>Review of Policies, Procedures Schedules &amp; Registers</b><br/>           Members considered and <b>RESOLVED</b> to adopt the following documents:<br/> <u>Asset Register of the Council - March 2021</u><br/> <u>Risk Assessment Schedule of the Council - March 2021</u><br/> <u>Grant Applications Policy &amp; Guidelines - March 2021</u></p> <p>These documents would be uploaded on to the Parish Council web site</p>   |
| <p>12</p>  | <p><b>Councillors &amp; Borough Councillor Report</b><br/> <b>CCTV</b><br/>           The policy previously adopted is held up whilst consideration is given to the maintenance period. No guidance had been received from ITUS. Cllr Hunt reported he had bought 3No CCTV log books and these included a maintenance schedule. <b>Action: Cllr Hunt &amp; Fowler.</b></p> <p><b>BPC Website</b><br/>           All BPC minutes and financial reports were up to date and Cllr. Hunt has introduced a PC policies folder that can be populated as policies are reviewed in 2021.</p>  |
| <p>13.</p> | <p><b>Councillor Tasks:</b> Chairman to prepare a list of task and duties that need to be allocated between Councillors to ensure that there is a duty holder where required.</p>   |
| <p>14</p>  | <p><b>Date of the next meeting: 14<sup>th</sup> April 2021, (agenda items by 8<sup>th</sup> April 2021)</b></p>   |