

August 2022

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on Wednesday 10th August 2022 at Barley Village Hall

Present: Cllr. D. Heap (Chair) Cllr. Seymour
Cllr. D. Goldsbrough Cllr. T Cartmell

In Attendance: C A Heap (Clerk & RFO) **Public:** None

1.	Apologies: Councillors N. Dewhurst, L. Hunt & J. Connor Absent:																																																																											
2.	Councillors Declaration of Interest: None																																																																											
3.	To Approve the Minutes of the Council Meetings held on 15th June 2022. It was RESOLVED that the Minutes of the meetings should be APPROVED and that the Chair sign them as a correct record.																																																																											
4.	Public Participation: None																																																																											
5.	Financial Matters: The following payments were approved / ratified for payment: <table border="1"><thead><tr><th>Jun-July'22</th><th>Expenditure</th><th></th></tr></thead><tbody><tr><td>18 June</td><td>Octopus Toilet Electric</td><td>49.46</td></tr><tr><td>18</td><td>British Gas Electric Debit</td><td>25.87</td></tr><tr><td>18</td><td>APM Pendle Inn S. Nichols</td><td>240.00</td></tr><tr><td>23</td><td>APM Bookers Drinks DH</td><td>171.32</td></tr><tr><td>4 July</td><td>Toilets Kettle Amazon. DH</td><td>24.99</td></tr><tr><td>23</td><td>Toilets Table Amazon. DH</td><td>33.99</td></tr><tr><td>4 July</td><td>Wilkinson Toilet Clean June</td><td>180.00</td></tr><tr><td></td><td>Toilet Clean Pendle Inn DH</td><td>121.00</td></tr><tr><td></td><td>Gatekeeper Salary</td><td>175.00</td></tr><tr><td></td><td>Clerk Salary</td><td>246.00</td></tr><tr><td></td><td>RFO Salary</td><td>168.80</td></tr><tr><td></td><td>HMRC</td><td>103.80</td></tr><tr><td></td><td>RFO Gratuity Audit</td><td>80.32</td></tr><tr><td></td><td>ABC Electrical Toilets</td><td>740.00</td></tr><tr><td></td><td>Wallgate New Handwash Units Installed</td><td>7418.98</td></tr><tr><td></td><td>Internal Auditor DH</td><td>76.00</td></tr><tr><td>11</td><td>British Gas Electric Debit</td><td>65.34</td></tr><tr><td>25</td><td>Lloyds Jones Toilet Supply</td><td>209.16</td></tr><tr><td>25</td><td>PwE Commission</td><td>320.04</td></tr><tr><td>25</td><td>Hiscox Insurance</td><td>622.03</td></tr><tr><td>25</td><td>Toilet Electrical Inspect ABC</td><td>150.00</td></tr><tr><td>1 Aug</td><td>UU Waterplus Toilets Water</td><td>146.50</td></tr><tr><td></td><td>Wallgate Service of older Handwash Units</td><td>597.60</td></tr><tr><td></td><td>Wilkinson Toilet Clean July</td><td>310.00</td></tr></tbody></table>	Jun-July'22	Expenditure		18 June	Octopus Toilet Electric	49.46	18	British Gas Electric Debit	25.87	18	APM Pendle Inn S. Nichols	240.00	23	APM Bookers Drinks DH	171.32	4 July	Toilets Kettle Amazon. DH	24.99	23	Toilets Table Amazon. DH	33.99	4 July	Wilkinson Toilet Clean June	180.00		Toilet Clean Pendle Inn DH	121.00		Gatekeeper Salary	175.00		Clerk Salary	246.00		RFO Salary	168.80		HMRC	103.80		RFO Gratuity Audit	80.32		ABC Electrical Toilets	740.00		Wallgate New Handwash Units Installed	7418.98		Internal Auditor DH	76.00	11	British Gas Electric Debit	65.34	25	Lloyds Jones Toilet Supply	209.16	25	PwE Commission	320.04	25	Hiscox Insurance	622.03	25	Toilet Electrical Inspect ABC	150.00	1 Aug	UU Waterplus Toilets Water	146.50		Wallgate Service of older Handwash Units	597.60		Wilkinson Toilet Clean July	310.00
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Confirmed Minutes

Doreen Heap

Date:

21 Sept'22

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Car Park Phase 2 Surfacing & Drainage

The Chairman reported that this major project, which had been delayed because of the time required on the Village Green project, must be completed by October if the Council is to claim the £10k grant offered by the PHLP.

He proposed working with the PBC drainage engineer to develop a drainage scheme to be installed before any surfacing works were carried out. The drainage design would aim to drain the proposed surfacing areas and provide a 'future proof' plan for any pipework to be added after surfacing works are completed if required.

Cllr. Heap anticipated drainage works would cost in the region of £10k and he proposed liaising with PBC to award the works to the same contractor who had successfully tendered for and completed drainage works on the village green. This would expediate the project if an acceptable price could be negotiated. It was **RESOLVED** that **Cllr. Heap** should liaise with PBC and the Contractor and try and agree a price and programme.

Barley Toilets Upgrade – Handwash Units

Cllr.Heap reported that the Hand Wash units have been installed on 24th May. The main parts from the old units had been returned to the PC as requested.

Following dialogue with Wallgate their Service Engineer had returned to meet Cllrs Heap & Dewhurst on 26 July and provide a short tutorial on setting and maintaining the new units.

Following negotiations with Wallgate, they had carried out a full service of the two older handwash units at a discounted rate during the visit on 26 July'22. **Project completed.**

Information Board Update

Cllr. Cartmell reported that Cathy Hopley from PHLP had indicated that they can only supply the new information panel using Ordnance Survey maps. Some Councillors were satisfied with OS maps and others would prefer bespoke maps but as there is not a choice, the Council are satisfied with the OS maps. Councillors agreed to fixing coloured way markers on the walking routes identified on the IB map if the PHLP are providing them.

Councillor Cartmell proposed the script was fine and this was endorsed by the Council so the Chair can confirm with PHLP that the boards can be fabricated and erected.

Councillors still considered the QR codes are of limited value whilst there is no internet connectivity in the village. PHLP are more optimistic that the government will soon provide modern telecoms in rural areas than members. Cllr Cartmell requested that there is no extra signage directing people through Narrowgates.

Proposal to install a height restriction barrier on the Car Park or otherwise.

The Chairman reminded Council that it had previously been suggested that a height restriction barrier be installed on the car park entrance to prevent heavy goods vehicles and coaches entering the area and causing damage to the road surface. It was discussed that there were no current problems but that the thin macadam surface should be protected.

Some larger vehicles must have access ie. Pendle BC grass cutting, waste removal vehicles and emergency services so if a barrier is installed it must be accessible when necessary. Cllr. Goldsbrough thought the Council should be proactive to installing a barrier and it was agreed he would investigate options and costs and return to the Council for a later discussion. **Action: Cllr. Goldsbrough**

	<p>Playground Upgrade</p> <p>Cllr Goldsbrough had received a playground design from a local supplier. The design drawings were viewed by Councillors and some suggestions for alternative equipment were put forward. It was agreed that Cllr. Goldsbrough would undertake the following actions:</p> <ul style="list-style-type: none"> • discuss alternatives with the supplier, • request e-mail copies of the design drawings so they could be circulated to members, • circulate the A1 size drawings to all members before the next meeting, • request an electronic copy of the quote to be circulated to members, <p>Further consideration of the project will be made at the next meeting.</p> <p>Purchase and Installation of Christmas Decorations</p> <p>Cllr. Goldsbrough proposed purchasing additional Xmas Decorations for the Village. Following discussion, it was agreed to purchase the solar decorations to the value of £1K</p> <ul style="list-style-type: none"> • New Star for Village Hall – this would have to be agreed with the VH Committee, • Solar lights on trees on The Avenue & Village Green – 4-6 No trees only • Tree behind the Bullion garages – a power source may need agreeing with a resident • The Christmas tree on Turning Area – possible upgrade of lights if required. <p>Action: - Cllr. Goldsbrough to liaise with VH and Bullion Residents and progress any purchases and erection of lighting by December 2022 – possible support from Cllr. Connor.</p>
8.	<p>Traffic Issues, Turning Circle, Car Park & Planned Events</p> <p>Turning Area Parking & Policy</p> <p>Cllr. Goldsbrough reported that the enforcement on the turning area is working well with very few vehicles parking illegally. He confirmed that he was prepared to continue monitoring violations. Cllr. Goldsbrough suggested a possible future location for storage of the tablet where it could be accessible to all could be the Chapel, it offered privacy, electric supply and WIFI access. Action: Cllr Goldsbrough to further investigate this potential location.</p> <p>Resident Parking Application Update</p> <p>The Chairman reported that he had written to LCC to inform them that parking restrictions had been put in place on the TC and said this could have an adverse effect on parking in the village. He had received a positive reply stating the resident parking application had met the required LCC criteria (step 1) and would now move to 'step 2' which is an informal consultation – asking residents if they agree with the application. There will need to be 50% of residents agreeing by 26th August for the application to progress to a formal consultation stage and then onto the Traffic Regulation Process.</p>
9.	<p>Best Kept Village Competition</p> <p>The Chairman reported that unfortunately we had failed to progress to the final of the competition this year and suggested we may need to consider employing a gardener to maintain the village next year.</p>
10	<p>Replacement of Three Seating Benches in the Village</p> <p>Members discussed the replacement of three damaged benches on the village green. The Chairman reported on discussions with Pendle BC and the proposed agreement to equally share bench replacement costs – it was RESOLVED to progress on a cost share basis.</p>

	<p>Council noted that the Village Green was owned by PBC and the benches would be their responsibility and so PBC would require the benches to be robust for public use (not domestic) as they will be subject to some abuse and there are liability issues. Several bench designs were discussed including wood and recycled plastic and future maintenance costs.</p> <p>It was RESOLVED to propose three "Ripon Seat" style wooden hardwood benches to PBC. There was also a requirement for at least one new concrete base and possibly two bases. Memorial plaques could be added at a later date but a Barley PC plaque was suggested for one bench.</p> <p>Action: - Cllr. Heap to continue to liaise with PBC regarding their agreement to the type of benches proposed, removal of existing benches, new bench bases and their contribution and purchase options.</p>
11	<p>Update on Heys Lane Maintenance plans by LCC/PHLP</p> <p>The Chair reported that a site visit with PHLP representative had been attended by Cllrs. Heap & Hunt and the Clerk. During the visit it was reported that the work to be carried out included: -</p> <ul style="list-style-type: none"> • Sympathetic drainage only to the Barley end of the lane with no surface improvements; • Some dry-stone walling improvements along the route; • Existing drainage ditches cleared and new drains laid along and across the lane; • Clearing of leaves and debris on the lane to maintain the historic surface of the byway. <p>Work is scheduled to commence in October.</p>
12	<p>Proposal to purchase new Computer and software</p> <p>The chairman proposed replacing the old (over 10 years) computer for a new one. Cllr. Heap said most of the PC documents are presently stored on his personal computer and these would be better held on a dedicated PC. Following discussion, it was RESOLVED to proceed with the purchase and for the Chairman to liaise with Cllr. Hunt to decide which computer would be most suitable plus a second screen with a budget of £1k. Action: - Cllr's Heap & Hunt.</p>
13.	<p>Reports from Chairman</p> <p>Boothman Park - Waste Tipping and Flooding Issues</p> <p>Cllr. Seymour attended BWP meeting and reported that they were waiting for structural and drainage specialists to assess the site. She had informed the committee of time constraints on the project because PHLP had a deadline for the work to be completed on Heys Lane.</p> <p>PHLP Update</p> <p>The Chair reported the scheme is due to terminate in November so there will be time constraints on the Car Park upgrading.</p> <p>Car Park Waste Bins – Outstanding Action</p> <p>Cllr. Heap also reported that several bins on the car park are in a poor condition and need replacing. Action: Cllr. Cartmell, supported by Cllr. Heap, to assess bins and liaise with PBC to request new bins.</p> <p>Feedback from Annual Parish Meeting Arrangements</p> <p>Councillors confirmed they were satisfied with how the APM was conducted and the number of residents attending (circa 45-50No). There were two residents' proposals:</p> <ol style="list-style-type: none"> i) Mrs P Lowcock suggested a sign informing walkers not to access Barley Farmhouse via the bridge – Councillors decided this was a matter for the landowner.

	<p>ii) Mrs M Wilkinson suggested a sign stating "Pendle Hill" directing walkers on to footpath opposite the Chapel. This was agreed by the Council and will be progressed.</p>
14.	<p>Clerk & Financial Officers Report RFO reported the current bank balance was £90,160.66 After commitments the monies available to the Council to spend was £31k.</p> <p>Park with Ease – Issuing parking receipts for visitor parking The Chairman informed members that the PwE payment terminal does not issue receipts to visitors. PwE charge for the receipt rolls and Council had previously made the decision not to buy the rolls and therefore not issue receipts. The Chair said there have been a few complaints on social media that tickets were not issued and that tickets can be a main source of litter. He added that visitors can check PwE website to confirm payment. Following discussions, it was AGREED to continue not issuing tickets and maintain the present situation and monitor any complaints going forward and review again if necessary.</p> <p>Members to confirm amendment to CCTV Policy The chairman informed members that Cllr. Fowler was a named contact on the CCTV Policy. However, as he has now left the council a new contact is required and Cllr. Goldsbrough was proposed and accepted by members. Action: Cllr Heap to amend policy.</p> <p>Grant Application to PBC Capital Programme 2022 PBC had approved a grant application from the PC for £1500 to upgrade the toilets.</p>
15	<p>Reports from Councillors & Borough Councillor Reports</p> <p>Lengthsman Update – The Chairman informed members that the Lengthsman would be working on the Village Green project delivering environmental works on the green and the embankment. Action: Cllr Heap. Cllr Heap would also liaise with the Lengthsman whilst Cllr Connor recovers his full health.</p> <p>Cllr Goldsbrough – Reminded members that the PwE contract is due for renewal and should be discussed at the next meeting. Action: Clerk to add to next Agenda</p> <p>Cllr Cartmell – Reported that Narrowgates residents are concerned that No1 Narrowgates owners have converted agricultural land into a garden area without planning permission and he would like this discussed at the next meeting. Action: Clerk to add to next Agenda</p> <p>Landscaped Areas – Outstanding Action Cllr Dewhurst suggested upgrading areas around the village with additional planted areas to improve the visual aspect. Members agreed this would add benefit to the village and Cllr. Dewhurst was invited to bring forward more detailed proposals. Action: Cllr. Dewhurst.</p> <p>Councillor Roles & Responsibilities to be posted on Website Cllr Seymour to check if done and to progress action if not complete. Action: Cllr Seymour.</p>
16	<p>Date of the next meeting: Wednesday 21st September 2022 (agenda items by 15th Sept' '22). The later date in the month was due to four members being absent.</p>