

May 2023

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on Wednesday 10th May'23 at Barley Village Hall

Present: Cllr. D. Heap (Chair) Cllr. D. Goldsbrough Cllr. J. Connor Cllr. L. Hunt
Cllr. J. Harthan Cllr. G. Grimshaw

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

1	Apologies: Welcome: The chairman welcomed Cllr Jayne Harthan and Garry Grimshaw to the meeting.	Absent:																																													
2	Councillors Declaration of Interest – None																																														
3	Annual Parish Council Meeting - To elect the Chairman of the Council It was RESOLVED that Cllr. Heap be elected as Chairman of Barley Parish Council. It was also RESOLVED that Cllr. Heap be appointed as the co-opted onto Barrowford & Western Parishes Committee. Cllr Heap accepted the position subject to support from Councillors in relation to attendance at BWP and writing the newsletter etc.																																														
4	Annual Parish Council Meeting - To elect the Vice-Chairman of the Council It was RESOLVED that Cllr. Goldsbrough be elected as Vice-Chairman of the Council.																																														
5	Members to Consider the Co-Option of Councillors Following a published notice of vacancy and candidates' confirmation of meeting the eligibility criteria for office, Lynne Rushworth and Garry Grimshaw were approved as Councillors.																																														
6	To Approve the Minutes of the Council Meetings held on 12th April 2023. It was RESOLVED that the Minutes of the meetings should be APPROVED and that the Chair sign them as a correct record.																																														
7	Public Participation: None																																														
8	Financial Matters: The following payments were approved / ratified for payment: <table border="1"><thead><tr><th>April</th><th>Expenditure</th><th></th></tr></thead><tbody><tr><td>11</td><td>LALC Subscription</td><td>42.58</td></tr><tr><td>19</td><td>UU Water Toilets Mar-April</td><td>185.22</td></tr><tr><td>28</td><td>PwE Commission March</td><td>362.74</td></tr><tr><td>28</td><td>Lengthsman Scheme 2022</td><td>208.27</td></tr><tr><td>28</td><td>Lengthsman Scheme 2023</td><td>1200.00</td></tr><tr><td>28</td><td>Lloyds Jones Toilet Supply</td><td>134.30</td></tr><tr><td>28</td><td>Lloyds Jones Toilet Supply</td><td>16.57</td></tr><tr><td>28</td><td>Lloyds Jones Toilet Supply</td><td>24.79</td></tr><tr><td>28</td><td>B. Pinder Paint Phone Box</td><td>220.00</td></tr><tr><td>2 May</td><td>Best Kept Village Entry</td><td>25.00</td></tr><tr><td>10</td><td>Wilkinson Apr Toilet Clean</td><td>360.00</td></tr><tr><td>10</td><td>Dewhursts Paint Phone Box</td><td>140.55</td></tr><tr><td>11</td><td>New Flagpole Harrisons</td><td>1313.60</td></tr><tr><td>11</td><td>Tree Pruning Turn Area & Car Park – J. Harper</td><td>737.50</td></tr></tbody></table>		April	Expenditure		11	LALC Subscription	42.58	19	UU Water Toilets Mar-April	185.22	28	PwE Commission March	362.74	28	Lengthsman Scheme 2022	208.27	28	Lengthsman Scheme 2023	1200.00	28	Lloyds Jones Toilet Supply	134.30	28	Lloyds Jones Toilet Supply	16.57	28	Lloyds Jones Toilet Supply	24.79	28	B. Pinder Paint Phone Box	220.00	2 May	Best Kept Village Entry	25.00	10	Wilkinson Apr Toilet Clean	360.00	10	Dewhursts Paint Phone Box	140.55	11	New Flagpole Harrisons	1313.60	11	Tree Pruning Turn Area & Car Park – J. Harper	737.50
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Confirmed Minutes

Derek Heap

Date: 28 June'23

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9	<p>Planning Applications for Consideration:</p> <p>Boothman Wood Update The Chairman reported that he had requested that Boothman Wood should be on the agenda for the May BwP Committee meeting. It had not appeared on the agenda and the committee secretary had said it was not included because "there was no further update available".</p> <p>Council was disappointed with this response as it failed to understand that the PC wanted the Committee to address the issue that again there was no update – some 14 months after the publishing of the site report by the Head of Planning. Action: Chairman to respond pointing out why the Council wanted this matter on the June agenda.</p> <p>Alleged Unauthorised change of use of Agricultural Land to Domestic Garden and patio area PLE/23/0124 at No. 1 Narrowgates – No Update</p>
10.	<p>Parish Maintenance & Village Projects – Members to receive Reports</p> <p>The Chairman reported limited progress in June and affirmed the following steps.</p> <ul style="list-style-type: none">● Site visits to assess surfacing materials and quality of equipment and workmanship.● Detailed assessment of the prices submitted.● Meeting with PBC playgrounds officer for advice,● Target is to arrange a special meeting by the end of May to agree on the design and costs and agree on the appointment of a Contractor if timescales allow,● Consultation with residents,● Negotiation of final design, costs and terms and Conditions. <p>Update on Flagpole on Turning Area The flagpole had been erected on 20 April and Cllr Connor & Goldsbrough had been trained in its use. Three flags had been purchased and the Union Jack was flying and the St Georges and Armed Forces Day Remembrance Flag were held by Cllr. Connor. Purchase was completed.</p> <p>Update on Tree Pruning on Turning Area (Around Flagpole & Playground) and Car Park Three quotes had been obtained for the pruning of two trees on the Turning Area and the works had been awarded to Mr. J. Harper, the works were completed on 4th May.</p> <p>Cllrs Connor & Heap had surveyed the extent of tree pruning and felling required around the car park and a decision was taken, involving the Vice-Chairman and the RFO, to instruct the Contractor to do additional work on the car park so making best use of the elevated platform that was on hire. A lot of decaying and low branches were removed and Pendle BC sent a team with a mechanical shredder and removed all the waste free of charge.</p> <p>Update on purchase of new Computer for the PC Computer specification agreed and purchase made – delivery next week. Action: Cllr. Hunt.</p> <p>Proposal to carry out arboriculture works on the areas around the car park.</p> <p>It was RESOLVED that pruning of laurel bushes and trees be discussed with Pendle BC and works arranged with a suitable Contractor. Action: Cllr Heap & Cllr Goldsbrough.</p> <p>Verti-Draining, sanding and seeding of Village Green. The works are being arranged with PBC, BPC to pay for 20t of loam. Action: Cllr Heap.</p>

11	<p>Traffic Issues, Turning Area, Car Park & Planned Events Update on Resident Parking</p> <p>The Clerk confirmed the PC had responded to the Cabinet report posted on the LCC website prior to the consideration date. The Barley Resident Parking proposal was approved at the LCC Cabinet meeting held on 4th May 2023 and was subject to a "scrutiny call in" possibility until 5pm on the 10th May 2023. It was understood that the decision had not been "called in" and so the scheme was approved. The County Council would now prepare a Traffic Regulation Order for sealing and plan the installation works.</p>
12	<p>Grant applications made in accordance with the Parish Council policy on Grants and Donations and Section 137 of the Local Govt Act 1972.</p> <p>The chairman reported that an incomplete grant application had been received on the day the agenda was posted to purchase a second table tennis table as membership was growing. Following discussion, it was agreed the application is in accordance with the Councils criteria as it "promotes and encourages sports and leisure". Proof of payment (invoice) will be required and cash payments are not possible.</p> <p>The Council RESOLVED to donate £110 to the reforming of the Table Tennis Club providing membership was open to all villagers. It was also agreed that a condition be added that the table was in the joint ownership of the Council and the Methodist Church but any maintenance should be funded by the Table Tennis club</p>
13.	<p>Annual Parish Meeting – To be arranged W/B 5th June – Confirmed date Thursday 8th June. Members RESOLVED to plan with the Pendle Inn for the supply of a buffet and to buy drinks from the Supermarket; a budget of circa £400 was agreed. Action: Clerk.</p>
14.	<p>Chairmans Update</p> <p>Wallgate Handwash Units Wallgate were called out to attend a leak in the new lady's toilet handwash unit in February under the warranty arrangements. Whilst in attendance Wallgate agreed to undertake a repair to an older unit. Nigel Dewhurst was in attendance and the repair time for both units was 60minutes. Wallgate have invoiced the repair to the old unit as a call-out and charged.£547.56. The Council RESOLVED to continue challenging the invoice and go as far as the small claims court. Action: Cllr. Heap</p> <p>Update on action - Vehicle collision with and damage to the Finger Post Sign on Barley The RFO reported that the driver had promised to pay for the repair several times but no payment had been received and a deadline of today had been given. The Council RESOLVED to pursue a criminal damage claim through the police and courts. Action: Cllr. Heap. NOTE: A payment in full was received on 12 May'23.</p> <p>Installation of a Sign to Prevent Cars blocking Access to Raised Car Park. Sign and post have been collected by the Clerk, erection to be arranged. Action: Cllr Heap</p>
15	<p>Best Kept Village Competition Update Cllr Connor confirmed Frank Rigg was planting the Turning area and Frank Grindrod the car park. Cllr Heap re-affirmed that a budget of £2k had been previously agreed which could be utilised without the need to refer to full Council. Approval of expenditure would be progressed following the combined agreement of the Chair, Deputy Chair and RFO. A programme of maintenance works was required. Action: Cllr Connor.</p>

	<p>The Phone Box and Post Box had been painted but had cost twice the estimated amount. The Chairman said better estimates were required and should be in writing. Action: Cllr Connor to recover paint from decorator for touch-up works.</p> <p>Village Gardener - Following the last meeting, Cllr. Goldsbrough has not yet contacted the local gardener to take on weeding and maintenance. Action: Cllr. Goldsbrough.</p>						
16	<p>Clerk & Financial Officers Report The current bank balance was £68,338.79 and after setting aside these commitments, including reserves, the monies available for the Council to spend is £13k. Members RESOLVED to pay an honorarium of one day to the RFO for the audit preparation.</p>						
17	<p>Annual Audit Governance Statement Members answered affirmatively to all the questions on the annual governance statement acknowledging their responsibility for ensuring that the Council has good internal controls, including accountancy, by setting clear governance standards, allocating responsibilities, and assessing risk.</p> <p>Year End Accounts 2022-23 and Governance Statement The accounts had been circulated on 12th April as a "receipts and payments" statement to all Councillors. The internal auditor had completed cross checking invoices with the Council's transactions records and bank statements and had confirmed the accounts were satisfactory within the Internal Audit Report which had also been circulated to members at the meeting. It was RESOLVED to approve the year end accounts to March 2023 and the Chairman and the Clerk/RFO signed the Annual Governance & Accountability Return 2022/23.</p>						
18	<p>Lengthsman Scheme Update & Proposal The Chairman reported that the feedback from the Lengthsman Annual Meeting was that the scheme in Barley had not functioned that well in 2022 due to communication issues. Outstanding invoices had been paid and £1200 had been contributed for 2023-24.</p> <p>The Chairman proposed that a schedule of works was issued to the Lengthsman so that when he attended Barley he knew what was required. A proposed schedule was circulated at the meeting and agreed. If other works were required the Lengthsman would have to be informed by Cllr. Connor or Cllr. Heap.</p> <p>A budget for the Lengthsman was discussed and agreed. It was RESOLVED to instruct the scheme organisers that the Council required the following level of attendance: <table style="margin-left: 40px;"> <tr> <td>April – October:</td> <td>13 Hours per month = 91Hrs (inc. Grass Cutting)</td> <td></td> </tr> <tr> <td>November – March</td> <td>6 Hours per month = 6Hrs</td> <td>Action: Cllr. Heap</td> </tr> </table> </p>	April – October:	13 Hours per month = 91Hrs (inc. Grass Cutting)		November – March	6 Hours per month = 6Hrs	Action: Cllr. Heap
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19	<p>Reports from Councillors & Borough Councillor Reports Kings Coronation Event held on Sunday 7th May on the Village Green Members were delighted with the success of the family event; it had been well attended by residents with field games, stalls, duck races and tombola etc. An evening event had also been held at the Pendle Inn (closed to non-residents) which had also been well attended. Members thanked the Event Committee for their efforts and Cllr Hunt for coordinating.</p> <p>Members RESOLVED to increase their donation to the event and pay for the Information Signs (retained by the Council) and for the Waste Disposal.</p>						
20.	<p>Date of the next meeting: Wednesday 28th June 2023 (agenda items by 22nd June '23)</p>						