

Barley with Wheatley Booth Parish Council (BPC)

Minutes of the Meeting of the Council held on Wednesday 6th August'25 at the Village Hall

Present: Cllr. D. Heap (Chair) Cllr. D. Goldsbrough Cllr G. Grimshaw
Cllr. L. Rushworth Cllr. J. Harthan Cllr. J. McGregor

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

1.	Apologies: Cllr. J. Connor	Absent:																																																																														
2.	Councillors Declaration of Interest: None																																																																															
3.	<p>To Approve the Minutes of the Council Meetings held on 11th June 2025. It was RESOLVED that the Minutes of the meeting should be APPROVED and that the Chair sign them as a correct record.</p>																																																																															
4.	Public Participation: None																																																																															
5.	Financial Matters: The following payments were approved / ratified for payment:																																																																															
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Confirmed Minutes *Derrek Heap*

Date: 11 September'25

	29	Friskar Brush Hook Machete for Balsam	42.93
	31	Gallagher Insurance	742.51
	6 August	UU Water Toilets June	30.11
	6	J. Maunder Gardening July	120.00
6.	<p>Planning Applications for Consideration by Members & Any Updates</p> <p>Updates: Pendle House Farm 25/0267/Full - agricultural building to form 3 no. holiday cottages. The PC and 10No others had objected to the application which was being considered by the BWP Committee earlier in the evening. It was reported the application had been refused.</p>		
7.	<p>Parish Maintenance & Village Projects – Members to receive Reports & Proposals</p> <ul style="list-style-type: none"> • Update on CCTV Camera Replacement project. - Cllr Grimshaw Cllr. Grimshaw reported the project would be making progress in September and the budget was still sufficient. He reported that even with the new cameras, with enhanced vision, number plates might not be seen in the dark if vehicles are passing at speed or in wet conditions. He added that he is still looking at camera options and considering an extra camera at a lower level which will pick up vehicle registrations better. Action: Cllr. Grimshaw. • Update on Toilet Block Improvement Works – Cllr Heap & Goldsbrough Tender documents almost complete including drawings, specification, schedule of works, product information, safety documents and contract conditions. Chairman has written to 5No Contractors providing a description of the project and requesting expressions of interest. Tender documents will be issued to those expressing an interest. Action: Cllr. Heap. • Village Green improvement works - Completed The chairman reported that PBC had spread fertiliser on the village green earlier in the day. Aeration, scarifying and sanding had been completed previously bringing the project to an end, although selective weed treatment would continue to reduce dock leaves. Action Cllr. Heap. • Update on Project to remove ponding on corner of Turning Area – No Update • Update on new double size waste bins at the foot of Pendle Hill. Cllr Heap confirmed that PBC have the two new bins in stock and installation will be carried out shortly. Action: Cllr Heap. • Proposal to erect a sign at Cross Lane Lay-By regarding using waste bins – Cllr Heap No further action on this item until the new waste bins have been installed Action: Cllr. Heap. 		
8.	<p>Traffic Issues, Turning Area, Car Park & Planned Events</p> <p>Cross Lane - Parking on Verges above Village Hall – Proposed Parking Restrictions LCC have now completed informal consultation with residents in the vicinity in July, only one response was submitted which was in support of parking enforcement. LCC are now progressing the drafting of a formal Traffic Regulation Order then further consultation dates will be arranged. The Chair said there would probably be no further update for a couple of months</p> <p>Update on LCC improvement works on Barley Lane including Lay-by The carriageway edge repairs works had been undertaken but were not sufficient. The Chair has written to LCC who confirmed they would carry out further repairs Action: Cllr. Heap</p>		

Feedback from Pendleside Hospice Pub Walk

The Chairman reported that there had not been any negative feedback from residents this year, and the Hospice had provided additional Porta Loos in the village. However, the toilets on the car park had been left in a disgusting state with general waste/cans/bottles/plastic glasses etc just deposited. The two male toilets were both flooded, and the drains were blocked, resulting in a Contractor being called out to clear the drain at a cost of £150.00. Following discussion, it was agreed that following the refurbishment of the toilet building, they would be closed for the pub walk next year. The Council would make a donation to the Hospice to pay for additional Portaloo's and ask them to provide a disabled facility. **Action: Clerk**

9. **Reports from Chairman**

Playground Cleaning

Members had agreed to pay the Clerk to tidy the playground once or twice per week as required. Members **RESOLVED** to purchase a leaf blower / vacuum for general cleaning and leaf clearance on the playground and toilet block area with a budget of circa £300.

Playground Inspections – Cllr Harthan & Goldsbrough.

It was reported that the playground inspections are up to date. The Clerk had not received copies since January; an undertaking was given to forward to the Clerk. **Action Cllr. Harthan.**

Barley New Road Weed spraying

The chairman reported that, after lobbying LCC & PBC, weed spraying had been undertaken.

10 **Update on Roles and Responsibilities**

A list of main tasks and responsibilities to be undertaken by the Council had previously been circulated to members with the intention to share the Council workload between members. A first draft list had also proposed which Councillor might be best suited to the tasks and responsibilities and this had been discussed at previous meetings. At the meeting held on the 11th June Councillors had agreed to the allocation of tasks and responsibilities.

Since then, the Chairman had e-mailed information to individual Councillors providing supporting information and contacts which they might need. Councillors responded affirmatively they had received the information and accepted their role. The Chairman said he would forward queries and issues to them as and when they arose and he would provide any assistance required. The roles of each Councillor would be added to the website. **Action: Cllr Heap.**
A summary of roles and responsibilities is below:

Lead Councillor	Second	Role & Responsibilities
D. Heap	JM - JC	Car Park & Village Green - Lengthsman
D. Goldsbrough	DH	Toilet Block – Turning Area
L. Rushworth	DH	Planning Applications
G. Grimshaw	DH-JM-DG	All IT Issues. PwE – Website – CCTV.
J. Connor	All - DH	Village Maintenance
J. McGregor	DH	Waste Management
J. Harthan	DG - JC	Playground - Bus Shelter & Defibrillator

11 **Members are asked to consider and agree an updated Social Media policy – Cllr Harthan**

The queries raised by Cllr Harthan when drafting the policy had been responded to by the Chairman earlier in the week. These have yet to be included in the policy. Decision deferred to next meeting. **Action: Cllr. Harthan**

12	<p>Members to confirm staff salaries to be increased in accordance with the Annual Local Government pay agreement 2025/26. Members RESOLVED to increase staff and cleaning pay in accordance with the agreement.</p>
13	<p>Clerk & Financial Officers Report The current bank balance was £107,996.14 and after setting aside commitments, and reserves, the monies available for the Council to spend is £26k. The RFO reported the Council was holding £1,469 on behalf of the Events Committee.</p> <p>Members RESOLVED to obtain a Barclays debit card to facilitate the on-line purchase of goods rather than using the Chairman or RFO debit card. Action: RFO.</p> <p>Members in attendance completed declaration of acceptance of Code of Conduct forms.</p> <p>Insurance - The clerk reported on the Council's insurance policy renewal and informed that several existing "sums insured" had been increased ex. Toilet building from £86k to £99 and playground equipment to £20k reflecting purchase cost last year. There was a discussion on the level of "risk" to the toilet building, street furniture, surfaces, fences and memorial stone etc and some members felt that the PC could self-insure some items to reduce premiums. Members thought the building insurance should be increased; it was agreed to do this after improvement works were completed. The clerk would liaise with the insurance company on value of the building and query if the purchase cost was sufficient value for the playground. Action: RFO.</p>
14	<p>Best Kept Village Competition Update The Chairman reported that we have not progressed to the next stage of the competition. It was felt that members and residents had not given as much support to the competition this year. The excess parking of 4x4 vehicles in the village may be a contributing factor. Members suggested that additional recourses could be encouraged next year. It was suggested the young farmers, and the Alternative School could be encouraged to take part in village maintenance / clean-ups.</p>
15	<p>Proposal to change start time for PC meetings from 7.30pm to 7pm – Cllr Harthan Members RESOLVED to change the meeting start time to 1900Hrs from September 2025. During the discussion a member commented that the meeting was limited to 2 Hours. The chairman clarified that there was no such time limit, and the business of the Council took whatever time was required to complete. He added, that as chairman he managed the meeting and aimed to complete all business within two hours.</p>
16	<p>Reports from Councillors & Borough Councillor Reports Cllr. Rushton suggested installing a litter picking station in the village to encourage visitor to take part in keeping the Village tidy. Agenda item for September Cllr. McGregor reported that he had noticed a distinct increase in nighttime traffic through the village and associated increase in litter dropping.</p> <p>Cllr McGregor reported he had discussed the abundance of cars parked in the village, associated with Barley Garage, with Tom Robbins, the garage owner. He had expressed an interest in parking vehicles on the car park. Cllr Grimshaw commented that an arrangement with PwE could be made for multiple vehicles with changing registrations. Action: Cllr Heap to liaise with Garage on parking charges and PwE if garage is interested.</p>
17	<p>Date of the next meeting: Thursday 11th September 2025 (agenda items by 4th Sept '25)</p>