



Members of Barrow Parish Council are summoned to attend the **Ordinary Council Meeting** on Monday 15 May 2023 at Whalley Old Grammar School, commencing after AGM.

**Members of the public are welcome to attend.**

## **Agenda**

- 1. Apologies for absence.**
- 2. Approve the minutes of the Council meetings held on 13 March 2023.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation (if any).**

### **ITEMS for DECISION:**

- 5. Finance Report:**

Report of the Clerk (enclosed) to approve the:

- Accounts to date.
- Payments as set out in the report.

- 6. LANPAC Membership.**

Report of the Clerk (enclosed) for members to consider membership.

- 7. Purchase of Additional Christmas Lights.**

For members to consider the purchase of additional Christmas lights for installation on the roundabout at Barrow Brook Trade Park and to agree a cap on expenditure.

- 8. Removal of large conifer.**

Report of Clerk (enclosed). For members to consider the removal of a large conifer on Council land near to the proposed garden area.

- 9. CCTV Update and Policy.**

Report of the Clerk (enclosed) to update members on the installation of CCTV equipment and to consider a CCTV Policy.

- 10. Utilising Section 106 Contributions.**

Report of Clerk (enclosed). For members to consider which projects Section 106 monies will be spent on.

## ITEMS for INFORMATION

**11. Annual Internal Audit Report.**

Report of the Clerk (enclosed) updating members on the 2022/23 Internal Audit Report.

**12. Planning Report.**

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

**13. Update on Actions from Previous Meetings.**

Report of the Clerk (enclosed) updating members on actions from previous meetings and Action Plan.

**14. Councillor Updates.**

Updates from Councillors.

*Mike Hill.*

*Clerk and Responsible Financial Officer to Barrow Parish Council.*

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# Agenda Item 2



## Draft Minutes Parish Council - Ordinary Meeting

<b>Date:</b>	13 March 2023		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L Street (Chair), L. Dewhurst, D. Chiappi and S. McGregor		
<b>In attendance:</b>	Clerk to the Council, Borough Cllr. D. Birtwhistle, two PCSO's including Ailsa Gill and Cllr. R. Pinder from Altham Parish Council.		
<b>Meeting started:</b>	18:35	<b>Meeting closed:</b>	21:25

### 230313/

#### 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor E. Kinder.

#### 2. APPROVE THE MINUTES OF THE MEETINGS HELD ON 30 JANUARY 2023.

The minutes were approved as a correct record of the meeting and signed by the Chair.

#### 3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

#### 4. PUBLIC PARTICIPATION.

The Chair welcomed two officers from the Lancashire Constabulary, including PCSO Ailsa Gill and Cllr. Rennie Pinder, the Chair at Altham Parish Council.

PCSO Ailsa Gill updated members on the latest crime statistics and had an input on Agenda Items 11 and 15 and on the use of SpIDs.

Cllr. Pinder provided members with the data collected from the SpID that was recently installed opposite Trafford Gardens and had monitored the speed of traffic travelling towards Whalley.

During the period of installation (07/02/23 to 19/02/23) the 85<sup>th</sup> Percentile Speed was 31.6 mph. This is considered low/good when compared to data collected from SpIDs in other areas of the Ribble Valley.

#### RESOLVED THAT COUNCIL:

1. Agree to repeat the SpID operation in around 6 weeks-time.
2. Request the Clerk to ask LCC to fit SpID back plates on the lampposts LCC had recently inspected.
3. Request members to inform the Clerk of additional lampposts where LCC could fit back plates..

## 5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and for payments as shown in the table below.

RESOLVED THAT COUNCIL:

1. Approve the accounts to date.
2. Approve the following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
RVBC	Annual charge for grounds maintenance at Trafford Gardens and Playing Fields	428.64	71.44	357.20	Contract
Whalley Education Foundation	Meeting room hire	26.00	0.00	26.00	Admin. exp
PM+M	Payroll Services (March Quarterly Charge)	33.30	5.55	27.75	Contract
Cllr. D Chiappi	Long service gift to ex Councillor Jean Brown	99.97	16.66	83.31	Sundry exp.
ITUS Security Systems	Provision of CCTV Equipment	6,120.00	1,020.00	5,100.00	230313/11
Dan's Lawn and Garden Care	Garden Plants for Trafford Gardens	25.49	4.25	21.24	22/121 (b)
Dan's Lawn and Garden Care	Contracted Garden Services	56.00	0.00	56.00	230130/10 (1)
Ribble Valley Stonemasonry	Supply and fit boundary stones	3,450	0.00	3,450	BAC Funds
Jati Ltd. (Corido)	Coronation Bench	660.00	110.00	620.00	BAC Funds
BHIB	Insurance renewal	777.39	0.00	777.39	230313/12
<b>Totals</b>		<b>11,676.79</b>	<b>1,227.9</b>	<b>10,518.89</b>	

## 6. THE COUNCIL'S EQUAL OPPORTUNITIES POLICY.

The Clerk submitted a report asking members to consider and approve a revised and updated Equal Opportunities Policy which was set out in Appendix 1 to the report.

The report noted that Barrow Parish Council's intention is to be an effective Equal Opportunities organisation in that it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

RESOLVED THAT COUNCIL:

Approve the Council's updated Equal Opportunities Policy as set out in Appendix 1 to the report.

## **7. THE COUNCIL'S FINANCE REGULATIONS.**

The Clerk submitted a report asking members to consider and approve an updated Finance Regulations which was set out in Appendix 1 to the report.

The report noted that the Council is responsible in law for ensuring its financial management is adequate and effective and that it had a sound system of internal control which facilitated the effective exercise of its functions, including arrangements for the management of risk.

RESOLVED THAT COUNCIL:

Approve the Council's updated Finance Regulations as set out in Appendix 1 to the report.

## **8. THE COUNCIL'S MODEL PUBLICATION SCHEME.**

The Clerk submitted a report asking members to consider and approve an updated Model Publication Scheme which was set out in Appendix 1 to the report.

Members were reminded that the Freedom of Information Act requires that every public authority has a publication scheme approved by the Information Commissioner's Office, and that it publishes the information covered by the scheme.

RESOLVED THAT COUNCIL:

Approved the Council's updated Model Publication Scheme as set out in Appendix 1 to the Report.

## **9. REVISED AND UPDATED ACTION PLAN.**

The Clerk submitted a report asking members to consider and approve a revised Plan of Action based on the Draft Plan submitted at the 30 January 2023 meeting and updated in line with Members comments.

Members were reminded that at the January meeting the Clerk submitted a Draft Action Plan and that Members agreed to provide comments on the Plan and requested the Clerk to report back to the March meeting with an updated Plan. This updated Plan was set out in Table 1 of the report.

The Report noted that the Action Plan should be viewed as a starting point for areas of activity over the short and medium term and that the aim of the Plan was to agree a small number of five or six achievable and measurable objectives, which along with routine duties would be allocated to the Clerk and individual councillors.

RESOLVED THAT COUNCIL:

1. Request Members to have a final review of the Plan and send any suggested amendments to the Clerk by the end of April.
2. Agree that if no further amendments are sent to the Clerk the first achievable and measurable objectives would be those highlighted in yellow in Tables 1 and 2 of the Report.
3. Agree to review the Report at the Council's next meeting, as a consequence of any councillor changes that may occur after the Parish and Borough Council elections.

## **10. GRIT BIN**

The Clerk submitted a report asking members to consider the purchase of a grit bin.

Members will recall that at their meeting on January 30 they agreed to provide locations where any grit bin would be located. No locations were provided to the Clerk. The report noted that LCC would replenish the grit in any bin the Council procure.

RESOLVED THAT COUNCIL:

Agree to delay the purchase of any grit bin until suitable locations were identified.

## **11. CCTV**

The Clerk submitted a report asking members to consider the purchase and installation of CCTV equipment as set out in the Report and in Appendix 1.

Members were reminded that at their meeting in January they authorised the Clerk to contact ITUS Security Systems (ITUS) to review the quotation previously provided and request a formal quotation. On 28 February the Clerk and Councillor Street met with ITUS and reviewed the Council's requirements. Following the meeting, ITUS provided the Council with a firm quotation which was set out in Appendix 1 to the report.

RESOLVED THAT COUNCIL:

1. Agree the purchase and installation of CCTV equipment as set out in the report and Appendix 1.
2. Request the Clerk to seek clarification on ITUS's ongoing maintenance charges.

## **12. INSURANCE RENEWAL**

The Clerk submitted a report asking members to consider and approve the Council's insurance renewal. Members were reminded that the Council's current insurance is due for renewal on 31 March 2023.

The Report noted that the Clerk had obtained two quotations and that the quotes included insurance premium taxes and administration fees.

RESOLVED THAT COUNCIL:

1. Agree to renew the Council's insurance with BHIB on a three-year term at £777.39 per annum.
2. Authorise the Clerk to make the necessary arrangements with BHIB.

## **13. PLANNING REPORT.**

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

[https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Agree for Members to forward any considerations relating to application 3/2023/0153 – Old Row, to the Clerk.

## **14. NEWSLETTER.**

The Clerk reminded members that at the meeting on 30 January they agreed to submit proposed content for the Newsletter to the Clerk prior to the March meeting. The Clerk noted that no content had been received.

RESOLVED THAT COUNCIL:

Note the verbal update.

## **15. SETTING UP 'NO COLD CALLING ZONES'**

The Clerk submitted a report informing members of the process for setting up 'No Cold Calling Zones.'

RESOLVED THAT COUNCIL:

Note the Report.

## 16. COUNCILLOR UPDATES AND UPDATES ON ACTIONS FROM PREVIOUS MEETINGS:

### a. **The major roundabout at Barrow Brook. Councillor Birtwhistle.**

Post meeting update: LCC have ordered works to replace the chevron sign on the roundabout and the damaged directional signpost. LCC will inspect the obscured signage and take action to ensure the signage remains clearly visible including contacting the landowner if necessary.

### b. **The small roundabout at Barrow Brook. Councillor Birtwhistle.**

ACTION: Cllr Birtwhistle to contact RVBC regarding the unkept state of the roundabout.

### c. **Public and Dog Bins at Aspen Crescent. Councillor Birtwhistle.**

RVBC are apparently willing to install a dog bin, if the Parish Council are willing to pay for it.

ACTIONS: RVBC to confirm they will empty any new bin and Redrow to confirm they are willing for the bin to be installed on their land.

### d. **The Woodland Path. Councillor Birtwhistle.**

The MD of Rowland Homes has promised to get things moving and is going to write to the directors of the management company (four residents of Barrow Brook) to see if they are willing to transfer the title over to the Parish Council.

ACTION: Cllr Birtwhistle to continue to progress the matter.

### e. **Plot of land at the rear and in the corner of the Bay Horse car park. (*Potential horticultural club and well-being hub*). Councillor Birtwhistle.**

ACTION: Cllr Birtwhistle to continue to progress the matter.

### f. **Bus Shelter at Barrow Brook. The Clerk.**

LCC have agreed to install a bus shelter in April.

ACTION: Clerk to continue to progress the matter.

### g. **The Barrow boundary in relation to precept charges. The Clerk.**

ACTION: The Clerk to continue to progress the matter.

### h. **Coat of Arms and Barrow Boundary Signs. Cllrs. Street and Dewhurst.**

ACTION: Cllrs. Street and Dewhurst to progress the matter.

### i. **Location of a flagpole. The Clerk.**

ACTION: The Clerk to continue to progress the matter of where it can be located.

### j. **Defibrillator. Councillor Birtwhistle.**

ACTION: As a matter of some urgency Councillor Birtwhistle to continue to progress the matter.

## 17. DATES OF FUTURE MEETINGS.

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH

- 15 May 2023 (after Borough and Parish elections)
- 17 July 2023
- 18 September 2023
- 13 November 2023

**SIGNED BY CHAIR:**

**DATE:**

# Agenda Item 5

## For Decision



Meeting Date: 15/05/2023

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

### **Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

### **Recommendations:**

1. Approve the Report.
2. Approve the Schedule of Payments.



## Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Minute/ Ref.
1	sdebt19788	RVBC	Lease of Land at the rear of Old Row, Barrow.	100.00	0.00	100.00	Paid	Contract
2	2324098	LALC	Annual Subscription	315.57	0.00	315.57	30/05/23	Admin. Exp
3	La766075	LCC	Attachement of 3 SpID back plates	70.00	0.00	70.00	Paid	22/125
4	80239	Clerk	Purchase of Coronation Signs	223.98	0.00	223.98	16/05/23	Amenity Exp. <i>Other Exp.</i>
5	sdebt19409	RVBC	Charges for emptying bins on playing fields	459.22	91.96	551.18	16/05/23	Amenity Exp. <i>Playing Fields</i>
6	1095	AER Accountants	Internal Auditor Fees	200.00	0.00	200.00	16/05/23	Admin. Exp <i>Other Exp.</i>
7	SPID 6	Altham Parish Council	Provision and Installation of SpID and data.	158.40	0.00	158.40	16/05/23	22/125
8		Dan's Lawn and Garden Care	Contracted Garden Services (April)	56.00	0.00	56.00	16/05/23	230120/10 (1)
9		Dan's Lawn and Garden Care	Garden Plants (Pieris Jap)	14.98	3.00	17.98	16/05/23	Ground Maint.
10		Dan's Lawn and Garden Care	Garden Plants	23.00	0.00	23.00	16/05/23	Ground Maint.
11		Dan's Lawn and Garden Care	Garden Plants and compost	29.98	4.99	24.99	16/05/23	Ground Maint.
12		Cllr.Heyworth	Cuprinal Oil and Microfibre Cloth. Treating new bench	30.00	5.00	25.00	16/05/23	BAC FUNDS
13		Clerk	Expenses	160.40	0.00	160.40	16/05/23	Admin. Exp.
<b>Totals:</b>				<b>1,841.53</b>	<b>104.95</b>	<b>1,926.50</b>		

# Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants		Sundry
11/04/2023	204582	RVBC - Precept payment	22,692.00					22,692.00
17/04/2023	204582	RVBC - Coronation Grant			500.00			500.00
<b>Total:</b>			<b>22,692.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,192.00</b>

# Payments made for the period 1st April 2023 to 31st March 2024

Dates	Details	Administration Expenses					Amenity Expenses			Sundry Expenses	BAG	VAT	Total	
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field					Other Expenses
03/04/23	Easy Web					43.00						8.60	51.60	
05/04/23	Dan's Lawn and Gardening Services (Plants)							19.89					19.89	
05/04/23	Dan's Lawn and Gardening Services (More Plants)							45.00					45.00	
05/04/23	Stone Mason - Deposit										300.00		300.00	
11/04/23	HMRC Cumbernauld		476.97										476.97	
11/04/23	Dan's Lawn and Gardening Services (Contract)							56.00					56.00	
12/04/23	RVBC: Lease of land at back of car park									100.00			100.00	
14/04/23	LCC: SpiD back plates									70.00			70.00	
02/05/23	Easy Web					46.00						9.20	55.20	
													-	
													-	
													-	
<b>TOTALS</b>		<b>0.00</b>	<b>476.97</b>	<b>0.00</b>	<b>0.00</b>	<b>89.00</b>	<b>0.00</b>	<b>120.89</b>	<b>0.00</b>	<b>170.00</b>	<b>0.00</b>	<b>300.00</b>	<b>17.80</b>	<b>1,174.66</b>

Check Sum: 1,174.66

# Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total <b>receipts</b> to date:	23,192	
Less total <b>payments</b> to date:	-1,175	
<b>Balance:</b>	<b>43,687.78</b>	<i>If these two figures are different an explanation is required.</i>
	£	
<b>Unity Trust Bank Balance as at 08/05/23:</b>	<b>43,687.78</b>	

# Comparisons as at 08/05/2023

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2023/24
<b>INCOME</b>	£	£	£
RVBC Precept:	21,000	21,000	22,692
RVBC Grants:	915	500	500
HMRC VAT Refunds:	1,084	992	0
Sundry and Other Income:	541	300	0
<b>Barrow Action Group:</b>	<b>10,979</b>	<b>0</b>	<b>0</b>
	<b>34,520</b>	<b>22,792</b>	<b>23,192</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	£	£	£
Clerk's salary:	9,197	10,000	0
HMRC: Employers Tax and NIC:	1,860	2,000	477
Clerk expenses: Home use, mileage etc.:	688	700	0
General Administration:	239	200	0
Website and email hosting, software/hardware:	522	600	89
General Costs - Insurance:	777	1,000	0
General Costs - Audit fees:	200	200	0
General Costs - Legal fees:	0	0	0
General Costs - Room hire etc.:	371	400	0
General Costs - LALC Subscripton:	319	317	0
	<b>14,173</b>	<b>15,417</b>	<b>565.97</b>
<b>Amenity Expenses:</b>	£	£	£
General maintenance: Parish lengthsmen etc.:	1,500	2,000	0
Car park rental: RVBC:	100	100	100
Car park - maintenance:	0	400	0
Playing field - improvements:	1,420	2,000	0
Playing field - inspections:	70	100	0
Playing field - maintenance:	152	400	0
Playing field - bin emptying RVBC:	764	800	0
Ground maintenance - grass cutting RVBC:	704	800	0
Ground maintenance - Trafford Gardens etc.:	1,120	1,500	121
Amenity capital spend (benches etc.):	1,936	500	0
General maintenance, improvement and other:	879	1,500	70
	<b>8,645</b>	<b>10,100</b>	<b>291</b>
<b>Sundry Expenses:</b>	£	£	£
Christmas trees, lights and bunting:	265	100	0
Remembrance Sunday - wreath etc.:	235	200	0
Defibrillator costs:	0	200	0
Sundry expenses:	304	400	0
	<b>804</b>	<b>900</b>	<b>0</b>
<b>BAG</b>	£	£	£
Expenditure:	<b>620</b>	<b>3,000</b>	<b>300</b>
<b>VAT on Expenses to be Reclaimed:</b>	992	1,000	18
<b>Total Expenditure:</b>	<b>£ 25,233</b>	<b>£ 26,417</b>	<b>£ 1,175</b>
<b>SUMMARY:</b>	£	£	£
Income:	34,520	22,792	23,192
Expenditure:	(25,233)	(26,417)	(1,175)
	<b>9,286</b>	<b>(3,625)</b>	<b>22,017</b>
<b>BALANCE:</b>	£	£	£
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	22,017
Balance carried forward:	<b>21,670</b>	<b>18,045</b>	<b>43,687.78</b>

# BAG Fund - Summary of Expenditure

	£
<b>Total BAG Fund</b>	10,979
Expenditure to 31 March 2023:	660
<b>Balance carried forward:</b>	<b>10,319</b>
Expenditure April 2023 to 31 March 2024:	300
<b>Balance at 08/05/23:</b>	<b>10,019</b>

VAT paid to date = £40.00

## **Barrow Action Group (ring-fenced donation).**

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth ) who were present at the meeting.

# Agenda Item 6

## For Decision



<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>LANPAC</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

For members to consider becoming an associate member of the Lancashire Partnership Against Crime (LANPAC).

### 2. Introduction:

Along with other parish councils we have been invited to become an associate member of Lancashire Partnership Against Crime (LANPAC).

LANPAC is a collaboration between Lancashire Constabulary, Lancashire Businesses and Public Services, LANPAC's aim is to reduce levels of crime and disorder across the county.

Established in 1992 the Partnership has charitable status and uses revenue from member's subscriptions to fund local community safety projects throughout Lancashire. In 2022, the partnership supported over 80 such projects.

Examples of the work of the partnership are described on the [LANPAC Website](http://www.lanpac.co.uk), (www.lanpac.co.uk) which also lists the current associate members (Ribble Valley Borough Council is a member).

The charity has no overheads and all the running cost, including salary, office and postage is contributed by Lancashire Constabulary. This means that every penny donated to the charity by its members is spent on community safety projects. By being a member the Council could take advantage of the benefits LANPAC offer.

### 3. Membership fee:

The annual fee for Barrow Parish Council is £60.

### 4. Members are recommended:

To consider becoming a member of LANPAC as set out in the report.

# Agenda Item 8

**For Decision**

<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>Removal of Large Conifer</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

For members to consider a complaint received from a resident regarding a large conifer overhanging their property.

## 2. Background:

The conifer is growing on land owned by the Council, situated behind the Old Row Car Park.



The clerk has confirmed with RVBC (Dave Hewitt) that the tree is not subject to a TPO (Tree Preservation Order) and can be removed/chopped down.

When making their decision, Members are asked to consider the Council's Tree Management Policy attached as Appendix 1 and the views of other residents and the nearby school.

## 3. Members are recommended:

To consider the resident's complaint as set out in the report.



# Agenda Item 9

## For Decision



<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>CCTV Update and Policy</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To update members on the installation of the CCTV equipment and to consider the Council's CCTV Policy and Procedures document (Appendix 1).

### 2. Update:

Cameras have now been installed at the front and rear of the Bay Horse public house. ITSU Security have not managed to contact the resident backing onto the playing fields but will keep trying. A revised location at Barrow Brook has yet to be found after LCC rejected the preferred site.

### 3. Policy and Procedures.

Set out below are the recommended points that need to be included in the Council's CCTV Policy and Procedures document (Appendix 1).

#### 3.1 Data Protection Registration.

As the Council will be processing personal data it is recommended that the Council register with the Information Commissioners Office (ICO). A typical fee for a parish council is £40.

#### 3.2 Governance.

The Council's Policy and Procedures should cover the use of the system and nominate individual(s) who are going to be responsible for its operation.

A policy will help the Council use the system in a consistent manner. In addition, the policy should cover the purposes for which the Council are using the equipment and how the Council will handle any information, including guidance on disclosures and recording.

It is good practice to assign day-to-day responsibility for the system to an appropriate individual. The individual would ensure that the Council and the system complies with legal obligations including an individuals' rights of access.

#### 3.3 Requests for personal data.

The Council need to establish a process to recognise and respond to individuals or organisations making requests for copies of the images on any CCTV footage and to seek prompt advice from the ICO where there is uncertainty.

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The Council need to be aware of a person's right to request a copy of their image and be prepared to deal with these requests effectively and in a timely manner. Requests can be made verbally or in writing, so the Council's policy should include how to record any requests received verbally.

The Council must provide the information in a timely manner and at the latest within one month of receipt of the request. An individual should not have any greater difficulty in requesting their data when this is an image compared to a document or computer file.

When dealing with an individual's requests for personal data the Council should carefully consider information about third parties, just as the Council would if they were mentioned in a document or computer file that was the subject of a request.

The Council should keep an accurate log of subject access requests (SARS) and how they were handled. This will help the Council manage requests and deal with any challenges. The Council should not provide images to third parties other than law enforcement bodies to assist them in the detection or prevention of a crime.

### **3.4 Training.**

The Council need to make everyone aware of its CCTV policy and procedures and provide training in its operation. For example:

- Everyone who is authorised to access the cameras should be familiar with the system, and with the processes for reviewing footage and extracting it if required.
- Everyone should be familiar with procedures for recognising and dealing with requests for personal data.
- Everyone should be familiar with the likely disciplinary penalties for misuse of the cameras and the system.

### **4. Members are recommended:**

1. To approve the Policy and Procedure as set out in Appendix 1 to this Report.
2. If the Policy and Procedures are approved, authorise the Clerk to make the necessary arrangements as set out in this report and the approved Policy and Procedures.
3. Nominate a member who will have day-to-day responsibility for the system. Note that the member would ensure that the Council and the system complies with legal obligations including an individuals' rights to access data.



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# For Information

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## Closed Circuit Television (CCTV) Policy and Procedures

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Adopted: 15/05/2023

Chairman: Cllr.

Minute Ref.:

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*Administered by Clerk and Responsible Financial Officer to  
Barrow Parish Council*

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## 1. Purpose.

The purpose of this document is to outline the policies and procedures to regulate the management, operation, and use of the CCTV system within The Parish of Barrow.

The CCTV surveillance is intended for the purposes of:

- Deterrence, detection and investigation of anti-social behaviour and criminal activities.
- Reducing the fear of crime and anti-social behaviour.
- Supporting the police to prevent and detect crime.
- Preventing and detecting vandalism and graffiti.
- Improving the safety and security of residents and visitors of Barrow
- Assisting in identifying, apprehending, and prosecuting offenders
- Traffic Enforcement under the legislation: The Road Traffic Act 1988 and The Traffic Management Act 2004.

The CCTV system is owned and operated by Barrow Parish Council and any introduction of changes to the CCTV monitoring will be subject to consultation with members of Barrow Parish Council and appropriate stakeholders.

The Parish Council's CCTV is registered with the Information Commissioner's Office (ICO) under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

All authorised operators with access to footage are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained and made aware of their responsibilities in following the CCTV Code of Practice. All operators are aware of the restrictions in relation to access to, and disclosure of recorded images.

The Protection of Freedoms Act 2012 introduced legislation governing the use of CCTV systems that monitor public space. The Surveillance Camera Code of Practice (2013) was developed from the Act, and it is the role of The Surveillance Camera Commissioner to encourage compliance, review operations and provide advice about the code.

The Surveillance Camera Code sets out 12 principles for the operation of CCTV, which Barrow Parish Council has incorporated into their policy and procedures. These include:

- Having a defined purpose and legitimate aim.
- Not impinging on an individual's privacy or human rights.
- Being operated transparently so people know they are being monitored.
- Being operated with good governance.
- Having clear policies, rules, and procedures in place.
- Storing no more images than strictly required.
- Having safeguards in place in relation to who can view data.
- Meeting relevant and approved standards
- Ensure images/data are stored securely
- Reviewing system regularly (at least annually)

- Being effective in supporting law enforcement.
- Ensuring databases used for matching purposes are accurate and up to date.

## **2. Scope**

The policies and procedures relate directly to the location and use of CCTV and the monitoring, recording and subsequent use of recorded material.

Barrow Parish Council complies with the ICO CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. There are no guarantees that the CCTV system will detect every single incident that takes place.

Barrow Parish Council will ensure transparency in the use of CCTV. Signs will be clearly placed within the controlled area including a published contact point. The planning and design of the CCTV have endeavoured to ensure that the system will give maximum effectiveness and efficiency.

CCTV monitoring of public areas within the parish of Barrow is limited to uses that do not violate the individual's reasonable expectation to privacy. All CCTV systems and any associated equipment will be required to be compliant with this policy and procedures following its adoption by Barrow Parish Council. Recognisable images captured by CCTV systems are 'personal data' and they are therefore subject to the provisions of Data Protection and GDPR.

## **3. Location of Cameras.**

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. Barrow Parish Council will ensure that the location of equipment is carefully considered with consultation of appropriate stakeholders to ensure that the images captured comply with the legislation.

## **4. Storage and Retention of CCTV Images.**

Recorded data will not be retained by Barrow Parish Council for longer than 31 days except where the image identifies criminal activities or anti-social behaviour and is retained specifically in the context of an investigation and/or prosecution of the activities. GDPR policies do not prescribe retention periods that apply to CCTV footage; therefore, any retention will reflect Barrow Parish Council's purposes for recording information. Barrow Parish Council will always store data securely.

## **5. Access to CCTV footage.**

Access to recorded footage will be restricted to authorised personnel to view, supervision of the access including maintenance of the CCTV system is the responsibility of Barrow Parish Council. When CCTV footage is being viewed by authorised personnel access will be limited to authorised individuals only and will be considered in the context of the purpose.

Access to footage will be limited to the following authorities:

- Law enforcement agencies where footage recorded would assist in a criminal enquiry and for the prevention of disorder.
- Relevant legal representatives.
- People whose images have been recorded and retained unless disclosure would prejudice criminal enquiries or proceedings.
- Emergency services in connection with the investigation of an accident.

## 6. Subject Access Requests (SARS)

Individuals have the right to request CCTV footage relating to themselves, If the footage or image shows a recognisable person it is classed as personal data, all personal data is covered under the Data Protection Act and GDPR. Anyone who believes that they have been filmed using Barrow Parish Council CCTV is entitled to ask to view it. All requests by applicants should be made in writing to [clerk@barrowparishcouncil.org.uk](mailto:clerk@barrowparishcouncil.org.uk)

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified, for example: time, date, and location. Barrow Parish Council does not have a facility to provide copies of CCTV footage but instead individuals may view the CCTV footage if available.

**Barrow Parish Council will respond to requests within one calendar month of receiving the request.** The Data Protection Act gives Barrow Parish Council the right to refuse access to CCTV footage particularly where the access would prejudice the legal rights of other individuals or jeopardise an on-going investigation with the police. If a decision is made that a SAR is refused the reasons will be fully documented and the individual informed in writing stating the reasons.

## 7. Access and disclosure of footage to third parties

There will be no disclosure of footage to third parties other than authorised authorities. If an order by a court for disclosure of CCTV footage, then Barrow Parish Council would comply with the request. Any concerns to disclosure then Barrow Parish Council will seek expert advice from the ICO or Data Protection Officers.

## 8. Responsibilities

Barrow Parish Council retains overall responsibility and will:

- Ensure that the use of CCTV system is implemented in accordance with this policy and procedures.
- Oversee and co-ordinate the use of the CCTV monitoring and evaluate compliance within this policy and procedures.
- Review camera locations and be responsible for the release of any footage stored ensuring it is in compliance with this policy and procedures.
- Maintain a record of SAR's and keep a log of CCTV access.

- Ensure that the view of the cameras is non-intrusive and not in breach of anyone's privacy rights by ensuring the position comply with the principle of "Reasonable Expectation of Privacy" in public areas.
- Ensure the footage recorded is held by authorised personnel for a period no longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings.
- Ensure that the camera control is solely to monitor suspicious behaviour, criminal damage or activities and will not monitor individual characteristics.

## **9. Data Protection Impact Assessment.**

Barrow Parish Council along with appropriate stakeholders will perform a Data Privacy Impact Assessment (DPIA) when installing or moving CCTV cameras. The DPIA is a process that will consider privacy issues, address the purposes of installation, highlight, and mitigate risks therefore ensuring the use of the CCTV is necessary and proportionate.

## **10. Policy and Procedures Review.**

The Barrow Parish Clerk is accountable for monitoring and reviewing these policies and procedures. In addition, changes to legislation, national guidance by ICO or other government bodies may trigger amendments to these policies and procedures.

## **11. Complaints**

Any complaint should be addressed in the first instance to Barrow Parish Clerk using the following email address: [clerk@Barrowparishcouncil.org.uk](mailto:clerk@Barrowparishcouncil.org.uk)

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# Agenda Item 10

**For Decision**



<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>Utilising Section 106 Monies</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

To update members on the Section 106 contributions available to the Council and to seek approval of expenditure as set out in the report.

## 2. Background.

The Section 106 funds are in relations to Planning Application Number: 3/2019/1085. *The erection of 21 dwellings on phase 5, and partial re-plan of the development approved under planning permission 3/2018/0924 to change the tenure of 7 dwellings; vehicular access, car parking, landscaping treatment and associated engineering operations at land south west of Barrow and west of Whalley Road Barrow*

### 2.1 Contribution.

As part of the legal agreement associated with the above development the following obligation was secured:

#### **Off Site Recreation Contribution**

“Off Site Recreation Contribution” means the sum of £13,469.49 payable for Off Site Recreation facilities in Barrow/Whalley calculated by reference to the number of bedrooms of a dwelling and to be made available to Barrow Parish Council for improvements to recreational facilities including but not limited to:

- Replacement noticeboard at Trafford Gardens
- Revamp of the planting areas at Trafford Gardens
- Purchase of new and replacement benches around the village of Barrow
  
- Repairs to footpaths around the village of Barrow
- Work to improve the small seating area on Whalley Road outside the Application Site
- Work to improve the play surfaces at Barrow Playing Field
- Purchase of replacement benches and picnic tables at Barrow Playing Field
- Installation and maintenance of public access defibrillators in the village of Barrow



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## 2.2 Process to release the funds.

The clerk has confirmed with Nicola Hopkins, Director of Planning at RVBC that the Council wishes to utilise the contribution.

For the funds to be released the Parish Council must provide RVBC with:

- Details of which projects will be pursued on Parish Council maintained land.
- At least two quotes for the identified works.

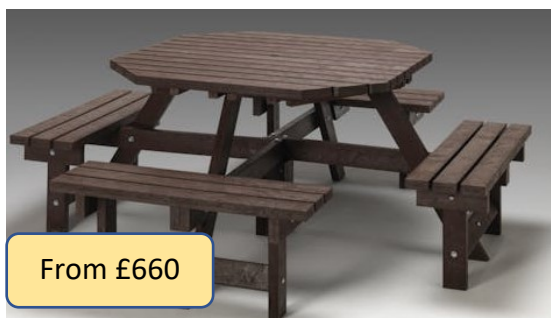
Nicola will then take a report to Committee, to seek authorisation for the contribution to be transferred to the Parish Council on completion of the agreed works.

## 3. Considerations.

Members have recently been discussing the poor state of the benches and picnic tables on the Playing Fields. As the replacement of these items are mentioned in the legal agreement, it would seem reasonable to spend some of the funds in this area.

## 4. Typical prices for new picnic tables and benches.

Typical prices (excluding VAT) for recycled plastic tables are shown below.



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## **5. Members are recommended:**

1. To approve expenditure of Section 106 funds as set out in this report, for the purchase of picnic tables and benches for replacing those currently situated on the Playing Fields. Members may wish to set a limit on the amount spent.
2. Authorise the clerk to get a minimum of two quotes for the picnic tables and benches that members deem most suitable and submit these details to RVBC.
3. To provide the Clerk with recommendations (in line with the Legal Agreement) for other expenditure, for example a Notice Board at Barrow Brook, improving the play surfaces on the Playing Field.

# Agenda Item 11



## For Information

<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>Annual Internal Audit</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### **1. Purpose of the report.**

To inform members of results of the 2022/23 Annual Internal Audit Report (Appendix 1 to the report).

### **2. Introduction:**

Members are reminded that the Annual Audit Report forms part of the Annual Governance and Accountability Return (AGAR) and that the objective of the audit is to examine the system of controls to ensure that the Parish Council has an adequate level of assurance for its activities.

The audit was carried out by Alan Rogers FCA on 27/01/23 and 24/04/23 and covered:

- Payroll.
- Creditors and debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control.

### **3. The Report:**

The Audit Report noted that all the key controls contained within the internal audit report were examined and these were found to be working satisfactorily.

### **4. Members are recommended:**

To receive the Annual Internal Audit as shown in Appendix 1 to the Report.



Barrow Parish Council

www.barrowparishcouncil.org.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27/01/2023 24/04/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Alan Rogers FCA INTERNAL AUDITOR

Signature of person who carried out the internal audit

Alan Rogers



Date

24/04/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Agenda Item 12

## For Information



<b>Meeting Date:</b>	<b>15 May 2023</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To inform members of planning matters since the last meeting that relate to Barrow.

### 2. Weekly applications relating to Barrow:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: [https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

- 28 April. There were no applications.
- 21 April: See below.

<b>3/2023/0244</b>	Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 05/04/2023	<b>Development Address:</b> 3 Park Farm View Barrow BB7 9YS	Proposed single storey rear extension.	373954 438847
<b>Officer:</b>	Emily Pickup 01200 425111		

- 14 April: There were no applications.
- 6 April: There were no applications.
- 31 March: There were no applications.
- 24: March: There were no applications.
- 17 March: There were no applications.
- 10 March: See below.

<b>3/2023/0127</b>	Discharge of Conditions	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 28/02/2023	<b>Development Address:</b> Land to the rear of 16 Whiteacre Lane Barrow BB7 9BJ	Approval of details reserved by conditions 5 (drainage), 8 (materials) and 9 (electric vehicle charging points) of planning permission 3/2021/1042.	373796 437832
<b>Officer:</b>	Will Hopcroft 01200 425111		

<b>3/2023/0146</b>	Alter or Extend a Listed Building	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 01/03/2023	<b>Development Address:</b> Higher Chipping House Cutler Lane Chipping PR3 2SY	Listed Building Consent for the replacement of an existing greenhouse with a larger greenhouse.	361463 441486
<b>Officer:</b>	Will Hopcroft 01200 425111		

- 3 March: There were no applications.



### 3. Weekly decisions relating to Barrow.

- 21 April: No decisions
- 14 April: No decisions.
- 7 April: No decisions.
- 31 March: No decisions.
- 24 March: No decisions.
- 17 March: No decisions
- 10 March: No decisions.
- 3 March: See below:

<b>3/2022/1117</b>	<b>Wiswell</b> Application for tree works <b>Development Address:</b> 6 Stonewater Court Barrow BB7 9UZ	<b>Development Description:</b> Works to T1, T2 (Ash) and T3 (Oak) in woodland at the rear to be reduced by 3m to reduce overhang.	<b>Grid Reference</b> 373746 437829
<b>Decision Date:</b> 03/03/2023	<b>Officer:</b> David Hewitt <b>Decision Type:</b> APPROVED WITH CONDITIONS		
<b>3/2022/1118</b>	<b>Wiswell</b> Application for tree works <b>Development Address:</b> 4 Stonewater Court Barrow BB7 9UZ	<b>Development Description:</b> Works to T1, T2 (Oak), T3 and T4 (Ash) in woodland at the rear to be reduced by 3m to reduce overhang.	<b>Grid Reference</b> 373731 437833
<b>Decision Date:</b> 03/03/2023	<b>Officer:</b> David Hewitt <b>Decision Type:</b> APPROVED WITH CONDITIONS		
<b>3/2022/1119</b>	<b>Wiswell</b> Application for tree works <b>Development Address:</b> 2 Stonewater Court Barrow BB7 9UZ	<b>Development Description:</b> Works to T1, T2 and T3 (Poplar) on land adjacent to 2 Stonewater Court. T1 - broken stump to be tidied and dead wood removed, T3 - large lower limb to be reduced by 3m and dead wood removed. T2 - to be felled.	<b>Grid Reference</b> 373709 437842
<b>Decision Date:</b> 03/03/2023	<b>Officer:</b> David Hewitt <b>Decision Type:</b> APPROVED WITH CONDITIONS		
<b>3/2023/0042</b>	<b>Barrow</b> Application for tree works <b>Development Address:</b> 11 Wheatsheaf Close Barrow BB7 9XP	<b>Development Description:</b> Tree Works - T1 (Oak) Remove major deadwood, crown lift to 3.5m and reduce limb overhanging No 9 by 1.5m.	<b>Grid Reference</b> 373575 437561
<b>Decision Date:</b> 28/02/2023	<b>Officer:</b> Alex Shutt <b>Decision Type:</b> APPROVED WITH CONDITIONS		

### 4. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

## ACTIONS arising from the Council meeting held on **Monday 13 March 2023**

Minute 230313/Item		Action	Who	Update
9	Action Plan	Final review of Action Plan and send comments to Clerk.	Members	No comments received.
10	CCTV	Contact ITUS seeking clarification of maintenance charges.	Clerk	ITUS have been asked
12	Insurance	Make necessary arranges with BHIB.	Clerk	Complete and cover in place
13	Planning	Forward any considerations regarding 3/2023/0153 (Care Home - Old Row).	Members	Complete
16 c	Dog Bins at Aspen Crescent	RVBC to confirm they will empty any new bin and Redrow to confirm they are willing for the bin to be installed on their land.	CLlr Birtwhistle	-
16 d	Plot of land at the rear and in the corner of the Bay Horse car park	Potential horticultural club and well-being hub.	CLlr Birtwhistle	In progress
16 f	Bus Shelter at Barrow Brook.	Continue to monitor	Clerk	In progress
16 i	Location of a flagpole	Progress the matter with residents on where it can be located.	Clerk	Residents do not want a flagpole at Trafford Gardens

Minute 230313/Item		Action	Who	Update
16 j	Location of spare defibrillator	Urgent action to find a suitable location	CLlr Birtwhistle	-

## ACTIONS arising from the Council meeting held on **Monday 30 January 2023**

Minute 230130/ Item		Action	Who	Update 06/03/23
7	Co-option of Parish Councillor	Inform RVBC of the new appointment.	Clerk	Complete
9	Action Plan	Review Action Plan and send comments to Clerk	Members	No comments received.
10	CCTV	Contact ITUS and get a formal quote	Clerk	Complete
11	Newsletter	Submit content suggestions to Clerk	Members	No content received
		Submit a draft newsletter to next Council meeting	Clerk	No content received
12	Grit Bins	Provide locations where grit bins required to Clerk	Members	Members to suggest a location.
	Barrow Brook roundabout	Contact LCC regarding the state of the roundabout	CLlr Birtwhistle	-
	'Starbucks' roundabout	Contact RVC regarding the state of the roundabout	CLlr Birtwhistle	-
	Barrow signs and coat of arms	Progress the matter with the school and LCC	CLlrs LS and LD	-
	Woodland Path	Continue to progress the matter	CLlr Birtwhistle	In progress
	Overgrown hedge near post box/Whiteacre Lane	Send photo of the hedge to Clerk	CLlr Dewhurst	Complete. No action required



Minute 230130/ Item		Action	Who	Update 06/03/23
		Inform LCC Highways	Clerk	Complete
12	Barrow/Whalley boundary	Contact RVBC regarding precept payments	Clerk	Waiting for RVBC to provide info.
13	Garden Services	Inform successful contractor and draft a contract	Clerk	Complete
17	Cold Calling Areas	Contact LCC re setting up 'No Cold Calling' areas.	Clerk	Complete
18	Barrow Brook Lake	Monitor amount of rubbish.	All	-

Also see Action plan as Appendix 1

<b>Table 1.</b> Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. The areas highlighted in yellow are the first to be addressed.				<b>Action</b>	
<b>Areas of Activity</b>	<b>Specific Comments from Survey</b>	<b>Possible Actions/Update</b>	<b>P</b>	<b>Who</b>	<b>RAG</b>
Speeding/Traffic issues (35)	Cars parked on pavements				
	Ensure road signs not obscured by foliage especially bottom of Whiteacre Lane	Contact LCC Highways			
	Parking at Barrow School	-			
	Zebra crossing required	Contact LCC Highways			
	Taxis speeding through the village	Contact RVBC Taxi Enforcement Officer		Clerk	<b>Complete</b>
	Increase police and parking wardens' presence	-			
	Cars congregating at the Barrow Brook services at closing time can be intimidating and noisy.	-			
	<b>Install speed cameras as required</b>	<b>Being addressed.</b>	<b>1</b>	<b>Clerk/LS</b>	<b>Started</b>
Parking needs attention near Barrow School. X 2.	-				
Public and dog bins (31)	Bins need emptying more frequently especially in the summer	Contact RVBC			
	Trafford Gardens used as a dog toilet	-			
Road surface/markings (25)	Adopt the road on Paynter Close	-			
Grassed areas and flower beds (18)	Have a 'Barrow in Bloom' event. X 2.	Council could organise such an event			
Activities for children (16)	No provision for play areas on the new developments. X 2.	Council to consider where more play equipment could be installed.			
PROW and Open Spaces (14)	<b>Improve the path that runs from the lodge to Whalley/Clitheroe Road.</b>	<b>Being addressed. (Also in Table 2)</b>	<b>1</b>	<b>Clerk/DB</b>	<b>Started</b>
	The new cycle path has been badly designed.	-			

# ACTION PLAN

<b>Table 1.</b> Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. <b>The areas highlighted in yellow are the first to be addressed.</b>				<b>Action</b>	
<b>Areas of Activity</b>	<b>Specific Comments from Survey</b>	<b>Possible Actions/Update</b>	<b>P</b>	<b>Who</b>	<b>RAG</b>
	Prune trees near telephone lines near 11 Trafford Gardens.	-			
	Pavement opposite Chestnut Crescent needs attention as does pavement (both sides) from Farm to Elbow Wood	-			
	Footpaths round Washbrook Close prone to flooding	-			
	Safe cycling facilities linking the shared use of the footpath near Clitheroe Golf Club through Barrow to Whalley.	-			
	Weed control an issue.				
	Street cleaning/sweeping is not often enough carried out by RVBC contractor.	-			
Playing Fields (12)	Astro turf the goal areas of the playing fields. X 3.	Could be a project financed from the S106 grant. See also Table 2 re-Playing Fields			
	Improve drainage on football pitches. X 2.				
	<b>More seating around the football pitches for parents watching their children.</b>		<b>1</b>	<b>Clerk/DC</b>	<b>June</b>
Seating/ benches /picnic areas (9)	Benches and picnic areas away from main road not just in playground	-			
Street Lighting (6)	Washbrook Close not well lit in the winter.	-			
<b>Village signage and notice boards (5)</b>	<b>Notice board near McDonald’s showing walks and paths and advertising play areas in the village.</b>	<b>Seek approval from landowners.</b>	<b>1</b>	<b>Clerk</b>	<b>May</b>
Planning / Development Matters	Stricter conditions on the hours of work and parking arrangements on new developments.	-			
	Builders to pick up rubbish blown away from compound.	-			

# ACTION PLAN

<b>Table 1.</b> Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. <b>The areas highlighted in yellow are the first to be addressed.</b>				<b>Action</b>	
<b>Areas of Activity</b>	<b>Specific Comments from Survey</b>	<b>Possible Actions/Update</b>	<b>P</b>	<b>Who</b>	<b>RAG</b>
	Can something be done about the 'Old' disused pub it is an eyesore. X 4.	Planning application now submitted to RVBC for 66 bed care home.	1	DB	
	Engage with RVBC Compliance Officers to ensure developers observe planning conditions.	-			
Social and other Parish matters	<b>Install CCTV to combat anti-social behaviour.</b>	<b>Being addressed. (Also in Table 2)</b>	1	Clerk/LS	Started
	<b>Install a defibrillator for the upper part of the village Hey Road/Middle Lodge area. X 2.</b>	<b>Being addressed.</b>	1	Clerk/DB	April
	Spread Eagle and nearby houses back into the Barrow Ward.	-			
	More bus links currently no services to Accrington.	-			
	Need a railway station	-			
	Need a care facility for elderly and disabled.	-			
	Organise events and activities to create sense of community.	-			
	Village Hall or community centre/facilities would be great. X 3.	-			
Make use of a community Facebook page.	-		LD	On-going	

## ACTION PLAN

<b>Areas of Activity</b>	<b>Actions</b>	<b>P</b>	<b>Who</b>	<b>RAG</b>
Woodland Path	Look to own and improve the area to promote active travel.	1	Clerk/DB	June
Boundary stones	Look to install stones at either end of the village.	1	Clerk/BAG	April
Car park at the rear of Old Row	Make further improvements and landscape the area.	1	LS and DB	April
Trafford Gardens	Look to enhance this major village asset.	1	Clerk/EK/BAG	On-going
Playing fields	Purchase new equipment.	1	Clerk/DC	June
Speeding	Investigate the use of SPiDs and other traffic calming measures on Whalley Road and Barrow Brook Trade Park	1	Clerk/LS	On-going
Parish Councillors	Look to increase the number of councillors.		Clerk	
Elicit parishioners' views	Invite parishioners to an 'open' meeting		Working Group	