



**Minutes of the meeting of the Parish Council held on Monday 4 April 2022**

<b>Present:</b>	Councillors: Jean Brown (Chair), Elizabeth Kinder and Diana Chiappi		
<b>In attendance:</b>	Committee Clerk.		
<b>Apologies:</b>	Councillors: Lucy Crook, Lee Street and David Birtwhistle		
<b>Start time:</b>	19:02	<b>Meeting closed:</b>	20:07

**22/039 APOLOGIES FOR ABSENCE.**

Apologies were received from Parish Cllrs: Lucy Crook and Lee Street and Borough Cllr. David Birtwhistle.

**22/040 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**

There were no declarations of interests.

**22/041 TO CONSIDER THE MINUTES FROM THE PREVIOUS MEETING.**

Minutes of the 28/02/2022 meeting were approved as a correct record and signed by the Chair.

**22/042 PUBLIC PARTICIPATION.**

A Barrow resident described numerous issues that are having a negative impact on parishioners' and their well-being. Members informed the resident that the Parish Council had limited powers to address most of the issues raised, they would however take them onboard and see what could be done.

**22/043 FINANCE REPORT.**

The Clerk submitted a report updating members of the Council's financial position to date and to seek approval for the payments shown in the table below.

RESOLVED THAT COMMITTEE:

- a. Approve the accounts to date.
- b. Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due
481675378	Arthur J Gallagher	Council Insurance	1,008.68	0.00	1,008.68	31/03/22
2223093	LALC	Membership of LALC and NALC	319.41	0.00	319.41	31/03/22
	Oaklea Gardening	Trafford Gardens Maintenance	56.25	0.00	56.25	31/03/22
01-2022	Parish Clerk	Expenses: 10/01/22 to 28/03/22	144.30	0.00	144.30	31/03/22
	Parish Clerk	Salary: 10/01/22 to 31/03/22	1,708.80	0.00	1,708.80	31/03/22
	HMRC	Clerk Income Tax	427.20	0.00	427.20	22/04/22
BAR61030	PM+M	Payroll Services	66.60	11.10	55.50	15/04/22
<b>Totals £:</b>			<b>3,731.24</b>	<b>11.10</b>	<b>3,720.14</b>	

#### **22/044 ASSET REGISTER.**

The Clerk submitted a report seeking approval and adoption of the Asset Register and Policy.

Members were reminded that all local councils must maintain an asset register to ensure that fixed assets are appropriately safeguarded and that the register must be confirmed by the Council at the end of each financial year.

RESOLVED THAT COMMITTEE:

Approve the adoption of the Asset Register and Policy.

#### **22/045 RISK REGISTER.**

The Clerk submitted a report seeking approval and adoption of the Risk Register and Policy.

Members were reminded that the Parish Council is responsible for the management of risk in accordance with the policy and register and that an annual risk review must be carried out. It was noted that most of the Parish Council's identified risks are covered by the insurance the Council has taken out and which has recently been renewed.

RESOLVED THAT COMMITTEE:

Approve the adoption of the Risk Register and Policy.

#### **22/046 TREE INSPECTIONS.**

The Clerk submitted a report clarifying the Council's legal obligation regarding trees, the ownership of the land where Barrow Parish Council 'trees' are located and to consider quotes for carrying out a formal tree inspection.

Members were reminded that the law requires only that a landowner should take reasonable care to avoid acts which could cause a reasonably foreseeable risk of injury to persons or property.

RESOLVED THAT COMMITTEE:

1. Note the contents of the Report and Appendices
2. Approve the appointment of Mulberry Tree Consultancy Ltd. To carry out a formal inspection of the trees on land owned by the Parish Council.

#### **22/047 TREE MANGAMENT POLICY.**

The Clerk submitted a report seeking approval of a Tree Management Policy.

The Clerk reminded members that as the Council did not have a Tree Management Policy he had been authorised to prepare one.

The Policy noted that a principle of English Common and Statute Law is that the owner of the land where a tree is growing have a duty of care to visitors, residents, and passers-by when on their land. Therefore, the Parish Council has a responsibility to ensure that the Council's tree stock is regularly inspected and managed to ensure public safety and to minimise risk to property.

RESOLVED THAT COMMITTEE:

Approve the Tree Management Policy as attached as Appendix 1 to the report.

## **22/048 BESPOKE EMAIL ADDRESSES**

The Clerk submitted a report seeking approval for implementing bespoke email addresses for all councillors.

The report noted that:

- Much of the Council's communication is now managed via email, including agendas, minutes, and finance updates as well as correspondence to and from other groups and members of the public.
- Currently, councillors use their own private email addresses.
- Following the introduction of legislation regarding data protection, the Council needed to consider whether it is satisfied that its current method of email communication and storage is compatible with the current legislation and good practice, or whether it requires councillors to use Council provided email addresses and mailboxes for all Council communications.

RESOLVED THAT COMMITTEE:

1. Approve the implementation of bespoke email addresses for all councillors in the format `cllr.firstname.lastname@barrowparishcouncil.org.uk`
2. Amend the 2022-2023 budget to cover the annual cost (£180) of mailboxes for all current councillors.

## **22/049 PARISHONER CONSULTATION**

The Clerk submitted a report seeking approval for the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process. The report noted that feedback from any consultations could form the basis of a 'Parish Plan'.

Members were reminded that parish councils have two main roles: community representation and local administration. For both purposes it is desirable that parish council decisions reflect the views of parishioners.

RESOLVED THAT COMMITTEE:

Agree to consult with parishioners and setup a working group as outlined in the report.

## **22/050 PLANNING REPORT**

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting.

It was noted that no actions were required on any of the latest planning applications. It was also noted that there may be a possible breach of the conditions relating to planning application 3/2022/0161 (Pendle View Fisheries).

RESOLVED THAT COMMITTEE:

Authorise the Clerk to investigate any possible breach and inform RVBC if a breach is found.

## **22/051 ACTIONS FROM PREVIOUS MEETINGS NOT COVERED ON THE AGENDA.**

### **1. Investigate banking facilities offered by banks other than Barclays.**

The Clerk informed members that he had investigated offerings from other high street banks and after consulting with LALC and other parish clerks he had been recommended the Unity Trust Bank.

Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector. Founded in 1984 its head office is located in Birmingham.

Unity Trust Bank offers internet banking with the option to set up triple payment authority, members were reminded that this was a key requirement when moving to a new bank, as it removed the requirement for cheque signing. Triple Authority would allow two people to authorise account activity processed by the Clerk.

Other benefits include:

- Being able to assign an internet banking administrator.
- The ability to setup different levels of access with different payment levels.
- The ability to monitor all daily account activity and make future-dated payments.

There is an annual fee of £36 paid quarterly.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.

#### **22/052 BUS TIMETABLE AND SHELTER**

Members were reminded that Councillor Brown had received a request from a group of residents regarding a bus shelter with timetable for Hey Road. Councillor Mirfin said he would raise the matter with the Highways Department at Lancashire County Council (LCC).

Unfortunately Councillor Mirfin did not attend the meeting, he had however updated the Clerk stating that LCC would add a timetable to the bus stop and consider installing a bus shelter.

#### **22/053 JUBILEE CELEBRATIONS**

It was noted that bunting had been purchased and discussions were ongoing as to where it should be placed. The Clerk updated members on the cost of commemorative benches and 'real' Christmas trees.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to purchase a commemorative bench (purple) as shown to members at the meeting.

#### **22/054 NEIGHBOURHOOD PLAN**

Members were reminded that a Neighbourhood Plan is intended to strengthen neighbourhood planning by ensuring that any planning decision made by RVBC takes account of a parish councils' considerations.

To this end, Colin Hirst RVBC's Head of Regeneration and Housing had offered to meet with Council Members to talk them through the process of developing a Neighbourhood Plan.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to invite Colin Hirst to a future Committee Meeting

#### **22/055 ISSUES RELATING TO PAVEMENTS, ROADS, AND STREET LIGHTING**

The Clerk informed members that the Council's website had been updated encouraging parishioners to report any issues. It was noted that Councillor Street had been unable to attend the Highway Special conference but known issues had been passed to County Councillor Mirfin.

#### **22/056 DATE OF NEXT MEETING**

The next meeting is scheduled for Monday 9 May.

*By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.*

#### **22/056 BURIAL COMMITTEE**

Councillor Brown updated members on matters relating to the Burial Committee

**Signed by Chair:**

**Date:**