



**Minutes of the meeting of the Parish Council meeting held on Monday 28 February 2022**

<b>Present:</b>	Councillors: Jean Brown (Chair), Lee Street (Vice-Chair), Diana Chiappi and Lucy Crook. The Chair left the meeting at 20:45pm.		
<b>In attendance:</b>	Committee Clerk, David Birtwhistle (Borough Councillor) and from 19:25, Ged Mirfin (County Councillor).		
<b>Apologies:</b>	Councillor: Elizabeth Kinder		
<b>Start time:</b>	19:00	<b>Meeting closed:</b>	21:25

**22/017 To receive apologies for absence and consider approval.**

Apologies were received from Councillor Elizabeth Kinder.

**22/018 To receive declarations of disclosable pecuniary and other registrable and non-registrable interests.**

There were no declarations of interests.

**22/019 To consider the minutes from the previous meeting.**

- The minutes of the meeting held on 24/01/2022 were approved as a correct record and signed by the Chair.
- The minutes of the meeting held on 08/11/21 which had been corrected to rectify financial discrepancies (see minute 22/003) were approved and signed by the Chair.

**22/020 To adjourn the meeting for a period of public participation.**

There was no public participation.

**22/021 Financial considerations.**

- Members considered and approved the Finance Report to 28/02/22. The report noted that as at the end of February 2022 the Council had a bank balance of £15,081.
- Members considered and approved the following payments:

Ref.	Payee	Description	Gross	VAT	Net	Due
SIN004969	Proludic Ltd.	Maintenance of play equipment at BPF	1,404.00	234.00	1,170.00	31/01/22
JM1830	Whalley Educational Foundation	Room hire 08/11/21 and 22/11/21 at £15 each.	30.00	0.00	30.00	20/12/21
<b>Totals</b>			<b>1,434.00</b>	<b>234.00</b>	<b>1,200.00</b>	

- The Clerk informed members that his investigations into the use of Barclays online banking services had not been fruitful. Members authorised the Clerk to investigate the offerings of other banks.

- d. The Clerk informed members that it was considered good practice to segregate the PAYE function from the Clerk (see draft Risk Register Item 13). To this end the Clerk provided quotes from PM+M Solutions who offer payroll services to several councils including Sabden Parish Council. Members agreed to use the payroll services on a quarterly basis. The charges being £147 (plus VAT ) per annum with a one-off set up charge of £27.75 plus VAT.

#### **22/022 To consider planning matters for February 2022.**

The were no planning matters relating to Barrow for consideration.

#### **22/023 Updates and reports from Councillors.**

- a. Rowland Homes (relating to the Woodland path): Councillor Street stated that there was nothing further to report and that staff changes at Rowland Homes may be the reason why his emails had not been answered.
- b. Barrow Primary School (Governor report): Councillor Street stated that the governors had not met for some time, but a meeting was scheduled for the coming week.
- c. The Queen's Jubilee Celebrations: Members were reminded that they had received a grant of £500 from RVBC as a contribution to any celebrations. County Councillor Mirfin informed the Committee that Lancashire County Council had also made a small grant available, and it was agreed that the Clerk would investigate how to apply for this.

Members discussed how best to celebrate/commemorate the event and it was agreed that Councillor Crook would look to purchase bunting and organise 'a pig roast'. It was also agreed that the aim would be to hold any event on Saturday 4 June.

Members considered at length the insurance liability implications for the Council if it made a financial contribution to an organised event. The consensus view was that any insurance matters would rest with the event hosts and vendors.

Regarding commemorative items, Members agreed that the Clerk should investigate the costs of benches and the purchase of a 'real' Christmas tree.

- d. Borough Councillor Birtwhistle updated members on his investigations regarding the Government's '*Levelling up Fund*' and whether it could be used for a rail station in Barrow. He confirmed that the fund could be used for such a development, and he would continue to investigate the matter.

Councillor Birtwhistle stated that he was investigating (with RVBC) where the surface water from the car park area behind the disused pub, goes.

#### **22/024 Mulbury Homes:**

Councillor Street informed the Committee that Mulberry Homes had gone into administration, Members were reminded that the land to be developed is owned by the Trafford Housing Trust who are apparently reviewing their options and will discuss these with the RVBC Planning Department.

Members debated possible planning considerations and agreed they needed to wait and see what plans are submitted to RVBC before they can comment in detail.

#### **22/025 Trees on Trafford Gardens and on the strip of Council owned land off Washbrook Close.**

The Clerk informed members of a quote he had received for the inspection of trees on Council owned land. Members could not reach an agreement on how best to carry out their Health and Safety obligations on the issue of trees. However, there was agreement that the following tasks need to be undertaken:

- Clarify the ownership of the land where any 'Council' trees are located.
- Record the tree locations and undertake a 'preliminary' risk assessment.

It was also agreed that the Council, in line with the latest legislation and advice, need to develop a Tree Management Policy and that such a Policy should include an inspection regime and a risk review for each tree located on Council owned Land. Members agreed to review this item again at the next meeting and asked the Clerk to prepare a report.

Councillor Street chaired the meeting from this Item forward.

**22/026 Parish Newsletter.**

It was noted that the Newsletter had been produced and most copies had been delivered to residents. It was also noted that the Newsletter is available on the Council's Website.

**22/027 Risk Register.**

Members agreed to review the Risk Register, provide comments to the Clerk before the next meeting and discuss all comments at the April meeting.

**22/028 Asset Register.**

Members agreed to review the Asset Register, provide comments to the Clerk before the next meeting and discuss all comments at the April meeting.

**22/029 Barrow Playing Fields.**

Members were notified that the Clerk had carried out a stock-take of the equipment on the playing fields and along with Councillors Brown and Chiappi had met with the Lengthsman and based on the inspection conducted by the Play Inspection Company, discussed the remedial work to be carried out.

It was anticipated that except for the remedial work at the base of the basketball hoop, the cost of the other work would be met by the contributions the Council had made to the Lengthsman Scheme.

Members were reminded that the Land Registry had advised RVBC that for Barrow Parish Council to complete the voluntary first registration of the playing fields, they required a statement as to the present market value of the land free of any mortgage and charge.

The Clerk informed members that this statement had now been provided to RVBC who would send to the Land Registry. The Clerk also informed members that the statement had been provided to the Council without charge by a qualified person whose business was in Whalley.

**22/030 Community Governance Review.**

This item was deferred to the April meeting to allow Councillor Brown to participate.

**22/031 Data Protection Matters.**

Members noted that they had been given advice that it was a legal requirement to register with the ICO, pay a fee and appoint a Data Protect Officer. This was at odds with the advice the Clerk had received. It was agreed that a further review of this important issue should be undertaken at the next meeting.

**22/032 Events.**

- It was noted that Councillor Street would attend the Parish and Town Council Conference 'Highways Special' on Saturday 19 March.
- The Clerk reminded members that the Lancashire Association of Local Councils (LALC) had organised several online courses for councillors and officers.

**22/033 Member Training**

The Clerk asked members to inform him if they required training on any matter to enable them to carry out their duties.

**22/034 Bus Shelter with Timetable.**

Councillor Brown had received a request from a group of residents regarding a bus shelter with timetable for Hey Road, Barrow. Councillor Mirfin said he would raise the matter with the Highways Department at Lancashire County Council.

**22/035 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 has offered to meet with Council Members to talk them through the process of developing a Neighbourhood Plan. Members said they would consider the matter and get back to the Clerk.

## **22/036 Any Other Business**

Councillor Mirfin informed the Committee:

- a. That RVBC had purchased a culvert cleaning machine and to inform him if the Council need it to clean culverts in the Parish.
- b. That Lancashire County Council (LCC) were looking to address urgent issues relating to roads, pavements and street lighting that are impacting the residents who live in the area and that these issues should be raised at the event Councillor Street is attending on 19 March.

On this point members asked the Clerk to place an article on the Council's website to encourage residents to report such issues.

## **22/037 Dates of future meetings**

The following dates have been agreed:

- Monday 4 April 2022
- Monday 9 May 2022

The above meetings will start at 19:00 and will be held at Whalley Old Grammar School.

**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 item.**

## **22/038 Burial Committee.**

The Chair submitted a note updating members on the latest situation regarding the cemetery, noting that an informal meeting had been arranged with the Registrar for Friday 3 March.

**Signed by Chair:**

*Jean Brown*

**Date:**

*04/04/2022*