



MINUTES

FOR THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14TH MAY 2018 AT BARROW PRIMARY SCHOOL COMMENCING 7.20PM

Present:	Cllrs Jean Brown (Chair), Lee Street (Vice-Chair), Stuart McGregor, Diane Chiappi, Elizabeth Kinder
In attendance:	Mrs Victoria Wilson (Clerk) and two members of the public

18/47. To elect the Chairman for the next 12 months and sign the Declaration of Acceptance of Office

Cllr Mrs Jean Brown was elected as Chairman and signed the Declaration of Acceptance of Office form.

18/48. To elect a Vice Chairman for the next 12 months

Cllr Lee Street was elected as Vice-Chairman.

18/49. To receive apologies for absence and consider approval

PCSO Katie Ferguson sent her apologies as she was not on duty.

18/50. To receive declarations of interest

None were received.

18/51. To approve as a correct record the minutes of the meeting held on 22nd March 2018

It was resolved to accept and sign the minutes of the parish council meeting held on 22nd March 2018 (previously circulated) as a correct record.

18/52. To adjourn the meeting for a period of public discussion

No adjournment took place as a public discussion was held during the earlier Annual Open Parish Meeting.

18/53. To consider PACT issues (Police and Communities Together)

The Clerk read a report from PCSO Ferguson regarding recent incidents in the village, including nuisance vehicles at Barrow Brook Business Park and thefts from vehicles and urged residents to report suspicious activity straight away.

18/54. To discuss finance matters:

i. To approve as a correct record the financial statements to 31st March 2018

It was resolved that the final accounts for the year ended 31st March 2018 are approved and accepted. These show an opening balance of £4,753.53, income of £37,725.76 and expenditure of £38,583.61, leaving a balance carried forward at the year-end of £3,895.68.

ii. To authorise the Chairman to sign Section 1 - Annual Governance of the annual return for 2017/18

It was resolved that the Chairman and Clerk would sign Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return for the year ended 31st March 2018.

iii. To authorise the Chairman to sign Section 2 - Accounting Statements of the annual return for 2017/18

It was resolved that the Chairman and Clerk would sign Section 2 (Statement of Accounts) of the Annual Governance and Accountability Return for the year ended 31st March 2018. The Return will be forwarded to Mr Alan Butt who has agreed to carry out the internal audit and then forwarded to PKF Littlejohn for the external audit.

iv. To approve the annual increase in the Clerk's salary scale, in line with SLCC's guidelines

Following an annual review, it was resolved that the Clerk's salary scale would increase to SCP24 and the hourly rate would increase from £11.05 to £11.64, in line with SLCC guidelines.

v. To authorise a replacement signatory for the Community Bank Account

It was resolved that Cllr Lee Street would take over as second signatory on the Barclays Community Bank Account following Cllr Paul Street's resignation.

vi. To consider a request for funding from Ribble Valley Citizens Advice Bureau

Following a request for funding from Ribble Valley Citizens Advice Bureau, it was resolved to make a donation of £100.00.

vii. To authorise a grant application to Ribble Valley Borough Council for additional Christmas lights

It was resolved that the Clerk would research the cost of new Christmas lights for the Barrow Brook roundabout and submit a grant application to RVBC.

viii. To authorise payments for 2018/19

It was resolved that the accounts to date for the year ended 31st March 2019 are approved and accepted. These show an opening balance of £3,895.68, receipts of £11,008.04 and expenditure of £1,502.28, leaving a balance carried forward of £13,401.44.

It was resolved to authorise the following accounts for payment:

004	E.On – electricity for Christmas lights at Trafford Gardens	£7.40
005	RVBC – 2018/19 annual charge for bin emptying at Barrow Playing Field	£223.60
006	Whalley, Wiswell & Barrow Joint Burial Committee - 2018/19 contribution	£145.00
007	Mrs V Wilson - Clerk's salary £768.24, reimbursements £38.58, use of home £34.66 (March and April 2018)	£841.48
008	Ribble Valley Citizens Advice Bureau - donation	£100.00

18/55. To authorise voluntary work carried out by Members and residents on behalf of the Parish Council

In order to comply with insurance requirements, it was resolved that the voluntary works completed by Members and residents should be formally authorised: Cllrs Brown, Street, McGregor, Chiappi and Kinder and resident Mrs Margaret Farrant were authorised to carry out weekly playground inspections at Barrow Playing Field and carry out general maintenance and litter clearing around the village. It was resolved that further general works could be carried out on an ad hoc basis and each job would not need to be authorised individually. It was noted that other volunteers, such as staff from McDonald's Restaurant would also carry out work from time to time.

18/56. To decide on dates of future meetings and consider invitations to other parties

The following schedule of meeting dates was agreed for 2018/19:

Monday 9 th July 2018	Monday 24 th September 2018
Monday 12 th November 2018	Monday 21 st January 2019
Monday 25 th March 2019	Monday 13 th May 2019
Monday 8 th July 2019	

It was resolved to forward details of the meeting dates to PCSO Katie Ferguson, County Councillor Albert Atkinson and Borough Councillor Robert Thompson and invite each party to all future meetings.

18/57. To review the Financial Regulations and Risk Assessment documents (annual review)

It was resolved to approve the Risk Assessment documents (adopted in May 2015) and the Financial Regulations (adopted in May 2017) for the forthcoming year without amendment. The statement of capital assets as at 31st March 2018 was confirmed.

18/58. To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee from Cllrs Brown and McGregor and appoint representatives to attend in 2018/19

It was resolved that Councillors Jean Brown and Stuart McGregor are appointed as representatives for the forthcoming year and Cllr Elizabeth Kinder would act as reserve. Cllrs Brown and McGregor reported on the recent committee meeting and tidy up day.

18/59. To appoint representatives to attend the Parish Council's Liaison Committee in 2018/19

It was resolved that Members would continue to attend RVBC's Parish Council's Liaison Committee on a rotating basis, as follows:

21 st June 2018	Cllr Stuart McGregor
27 th September 2018	Cllr Jean Brown
22 nd November 2018	Cllr Elizabeth Kinder
31 st January 2019	Cllr Diane Chiappi
4 th April 2019	Cllr Lee Street

18/60. To receive a report on planning applications relating to Barrow since the last meeting

Cllr Brown discussed a planning report (previously circulated) on recent planning applications relating to Barrow.

18/61. To consider consultations by Lancashire County Council on changes to the disabled person's NoW card scheme, community transport and street lighting maintenance

- i. It was resolved not to make any comments on the consultation regarding changes to the disabled person's NoW card scheme.
- ii. It was resolved to object to the proposed changes to community transport as the consultation had not contained a business case to justify the cuts and LCC must protect the vulnerable sections of the community, particularly in rural areas.

- iii. It was resolved to respond to LCC's consultation to accept proposals on changes to street lighting maintenance as deficient street lighting can easily be reported by members of the public and new technology allows the lamps to be monitored remotely.

18/62. To consider matters regarding the temporary bus stop at Barrow Brook Business Park and other highway issues

It was resolved to contact LCC to request information regarding the bus stop, including when more permanent arrangements will be put in place as it is hoped that road markings and proper signage will prevent dangerous parking by HGVs. Again, it was noted that LCC had not yet replied to correspondence from the parish council regarding various highway matters and the Clerk would contact County Councillor Albert Atkinson for assistance. The overgrown hedges on Whalley Road are still causing concerns and the Clerk would contact LCC again.

18/63. To consider RVBC's provision of litter and dog waste bins in the village

Following further complaints from residents regarding the lack of dog waste bins at the Barrow Brook Business Park and near to the Redrow Homes development, it was agreed to write to RVBC again to stress environmental health concerns.

18/64. To consider the introduction of RVBC's new regulations regarding Public Space Protection Orders, to include a ban on dogs entering Barrow Playing Field

The Clerk reported that she was still waiting for information and signage from RVBC before the dog ban could be implemented and was working towards a provisional start date of 1st July 2018. A note about the ban would be included in the July newsletter and on the website.

18/65. To authorise the annual inspections at Barrow Playing Field and consider future works, including repairs to the football pitch

Following a discussion on the poor quality of the grass in the goal mouths of the football pitch, Cllr Street agreed to research alternative goalposts, nets and surfacing for the next meeting. The recent meeting with the Lengthsman to request general improvements, including renovation of the steps at the Washbrook Close entrance, was discussed.

18/66. To consider matters regarding the flood risk in the village, including the lack of correspondence from LCC regarding measures to reduce the flood risk in the village

A private report carried out in March 2016 regarding the flooding at Barrow Lodge in December 2015 was circulated. Members agreed to review the report and provide feedback, with the possibility of forwarding it to LCC Flood Team for their advice. It was understood that the sale of the lodge had been postponed. The continued lack of response from LCC regarding reducing the flood risk in the village and a request to inspect the stability of the banking at Barrow Brook was noted with disappointment.

18/67. To consider matters regarding defibrillators in the village, including the installation of further devices, arrangements for a village training session and maintenance of inspection reports

The Clerk reported that she had been in contact with the Ribble Valley First Responders and agreed a provisional date for a training session on medical emergencies of 27th June 2018. This date was approved, and the Clerk was instructed to confirm training for approximately 25 residents and advertise the session on the website, noticeboards and in the Clitheroe Advertiser. The Clerk would continue to look for suitable locations for the further two defibrillators and cabinets and carry out weekly inspections on the device installed at Trafford Gardens.

18/68. To consider the new General Data Protection Regulations to be introduced in May 2018

The Clerk reported on the new General Data Protection Regulations coming into force on 25th May 2018. It was agreed that the Clerk and Cllr Street would review the regulations further and draft a General Privacy Policy and Notice for consideration at the next meeting.

18/69. To consider any other business

Cllr Kinder reported that the hedging whips had been removed from the grass verge in front of one of the new properties on Whiteacre Lane. As the hedging had been a condition of planning, it was agreed to contact RVBC.

The Chair thanked everyone for attending and closed the meeting at 9pm.

Signed by Chair..... Date.....