

BARROW PARISH COUNCIL

MINUTES

FOR THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 15TH MAY 2017
AT BARROW PRIMARY SCHOOL COMMENCING 7.10PM

Present:	Cllrs Jean Brown (Chair), Paul Street (Vice Chair), Stuart McGregor, Elizabeth Kinder
In attendance:	Mrs Victoria Wilson (Clerk)

17/45. 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.

17/46. To elect the Vice Chairman for the next 12 months
Cllr Paul Street was elected as Vice-Chairman.

17/47. To receive apologies for absence and consider approval
Apologies were received and approved from Cllr Diane Chiappi due to family illness.

17/48. To receive declarations of interest
None were received.

17/49. To approve as a correct record the minutes of the meeting held on 27th March 2017
It was resolved to accept and sign the minutes of the Parish Council meeting held on 27th March 2017 (previously circulated) as a correct record.

17/50. To adjourn the meeting for a period of public discussion
No adjournment took place as there were no members of the public present.

17/51. To discuss finance matters:

i. To approve as a correct record the financial statements to 31st March 2017

It was resolved that the accounts for the year ended 31st March 2017 are approved and accepted. These show an opening balance of £2,462.71, income of £13,785.03 and expenditure of £11,494.21, leaving a balance carried forward at the year-end of £4,753.53.

ii. To authorise the Chairman to sign Section 1 - Annual Governance of the annual return for 2016/17

It was resolved that the Chairman and Clerk would sign Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2017.

iii. To authorise the Chairman to sign Section 2 - Accounting Statements of the annual return for 2016/17

It was resolved that the Chairman and Clerk would sign Section 2 (Statement of Accounts) of the Annual Return for the year ended 31st March 2017. The Annual Return will be forwarded to Mr Alan Butt who has agreed to carry out the internal audit and then returned to BDO 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 SCP23 and the hourly rate would increase from £10.53 to £11.05, in line with SLCC guidelines.

v. To authorise payments for 2017/18

It was resolved that the accounts to date for the year ended 31st March 2017 are approved and accepted. These show an opening balance of £4,753.53, receipts of £8,570.00 and expenditure of £1,000.00, leaving a balance carried forward of £12,323.53.

It was resolved to authorise the following accounts for payment:

001	Sabden Parish Council - 2017/18 Lengthsman contribution	£1,000.00
002	Whalley, Wiswell & Barrow Joint Burial Committee - 2017/18 precept	£145.00
003	RVBC - 2017/18 annual charge for bin emptying at Barrow Playing Field	£218.40
004	Lancashire Association of Local Councils - 2017/18 subscription	£170.32
005	Mrs V Wilson - Clerk's salary £784.55, reimbursements £68.36, use of home £34.66 (March and April 2017)	£887.57

17/52. 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 residents Mrs Margaret Farrant and Mrs Eileen Jungbluth were authorised to carry out weekly playground inspections at Barrow Playing Field and all were authorised to 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 the Co-Operative Store and McDonald's would also carry out work from time to time.

17/53. To review the Financial Regulations and Risk Assessment documents (annual review)

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

17/54. To consider the adoption of procedures for complaints handling and freedom of information publication scheme

It was resolved to approve and adopt the complaints handling procedures and freedom of information publication scheme (previously circulated).

17/55. To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee from Cllr Brown and appoint representatives to attend in 2017/18

It was resolved that Councillors Jean Brown and Stuart McGregor are appointed as representatives for the forthcoming year. Cllr Brown reported on the recent meeting, including tree and memorial inspections and the recent tidy up day. It was noted that the next meeting of the Burial Committee would take place on 2nd June 2017.

17/56. To appoint representatives to attend the Parish Council's Liaison Committee in 2017/18

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

15 th June 2017	Cllr Stuart McGregor
14 th September 2017	Cllr Jean Brown
9 th November 2017	Cllr Elizabeth Kinder
25 th January 2018	Cllr Paul Street
22 nd March 2018	n/a

Due to the Parish Council meeting on 22nd March 2018, there would not be a representative at the PLC meeting.

17/57. To receive a report on planning applications relating to Barrow

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

17/58. To consider Lancashire County Council's consultation on plans for the expansion of Barrow Primary School

It was resolved to respond to LCC to state that an increase in school numbers was welcomed but the consultation documents did not contain enough information about how the extra pupils would be accommodated and there were serious concerns over the impact on highway safety with increased numbers of parents parking on Whalley Road.

17/59. To consider matters regarding the flood risk in the village and report on meeting with Bloor Homes Ltd

Cllr Brown reported on her meeting with Bloor Homes regarding the impact of the housing development on Barrow Brook and the work they have recently carried out on the banking. However, it was noted that work had not yet begun to reinstate the banking and it was resolved that the Clerk would contact Bloor Homes to request a start date. There was a discussion regarding the ownership of Barrow Brook and responsibility to clear the bund behind Barrow Brook Close. It was resolved to write to Rowland Homes' management company, HML Guthrie to request their advice. It was noted that LCC had not yet responded to the Parish Council's letter dated 22nd March 2017 regarding its disappointment with their lack of action to mitigate the flood risk in Barrow. It was resolved that Cllr Brown would contact County Councillor Albert Atkinson to request his assistance with LCC.

17/60. To consider the Boundary Commission's draft recommendations for ward arrangements in the Ribble Valley

It was resolved to respond to the Boundary Commission to approve the draft recommendations, which include changes to ward boundaries to account for recent development in the village, an extra Borough Councillor for the ward and a name change to Wiswell and Barrow.

17/61. To consider Ribble Valley Borough Council's consultation on its Housing and Economic Development Plan Document

It was resolved to respond to RVBC to state that the Parish Council fully supported the development plan documents which stated that the housing allocation in Barrow had been fully satisfied. It also supported RVBC's commitment to the Barrow Brook Enterprise Site in order to create employment opportunities for local people. However, there were concerns over the lack of consideration given to mitigating the flood risk in Barrow and it was agreed to request this is given a higher priority.

17/62. To consider correspondence from Ribble Valley Borough Council regarding the introduction of Public Space Protection Orders

There was a general discussion on the introduction of Public Space Protection Orders and Members agreed that dogs were becoming more of a problem on the playing field with many dog owners failing to keep dogs on a lead or pick up their waste. It was resolved to approach RVBC to request further information on the new Orders and their requirement to ban all dogs from public spaces.

17/63. To consider matters regarding the installation of defibrillators in the village

The Clerk advised that due to a shortage of time, she had been unable to progress arrangements for installing the defibrillators but had located a suitable location at the Printworks and would contact the management company. It was agreed that efforts should be focussed on installing defibrillators near to the Printworks and at Trafford Gardens and the third device would be installed as soon as possible afterwards.

17/64. To consider ongoing work at Barrow Playing Field, including the purchase of new play equipment and railings

Due to a shortage of time, it was resolved to set up a separate working group to progress work required on the playing field. The working group was given the authority to obtain further quotations and order play equipment and metal railings, using the s106 funds and grants available.

17/65. To authorise the annual inspection at Barrow Playing Field

As in previous years, it was resolved to approach the Playground Inspection Company to carry out the annual inspection at a cost of £65.00 plus VAT.

17/66. To receive a report of ongoing work from the Clerk

The Clerk gave an update.

17/67. To confirm the date of the next meeting as Monday 17th July 2017 and consider invitations to the Borough and County Councillors

The meeting date of 17th July 2017 was confirmed and it was resolved to invite County Cllr Albert Atkinson, Borough Councillor Robert Thompson, Bill Wilkinson (Chair of Barrow Brook Residents' Association) and PCSO Katie Ferguson.

17/68. To discuss any other business

The continuing problem of vehicles speeding along Whalley Road in the evenings was discussed.

The Chair thanked everyone for attending and closed the meeting at 9.00pm.

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