

BARROW PARISH COUNCIL

MINUTES

FROM THE PARISH COUNCIL MEETING HELD ON MONDAY 5TH DECEMBER 2016
AT BARROW PRIMARY SCHOOL COMMENCING 7.00PM

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

16/136. To welcome Cllr Elizabeth Kinder, the new Member for Barrow Parish Council

Cllr Kinder was welcomed to the Parish Council and she duly completed the register of pecuniary interests and acceptance of office form.

16/137. To receive apologies for absence and consider approval

Apologies were received and approved from Cllr Chiappi due to a holiday.

16/138. To receive declarations of interest

None were received.

16/139. To approve as a correct record the minutes of the meeting held on 19th September 2016

It was resolved to approve and sign the minutes of the Parish Council meeting held on 19th September 2016 (previously circulated) as a correct record.

16/140. To adjourn the meeting for a period of public discussion

No adjournment took place as no members of the public were present.

16/141. To receive a report on planning applications relating to Barrow and consider proposals to divert footpath 17 on land off Clitheroe Road

Cllr Brown discussed a planning report (previously circulated) on planning applications relating to Barrow. There were no objections to the footpath diversion proposed for land next to Whalley Road. Comments made Cllr Scholfield from Wiswell Parish Council regarding the removal of hedges from the roadside at Springfield on Whiteacre Lane were discussed and it was resolved to contact the Enforcement Officer at RVBC.

16/142. To approve as a correct record the 2016/17 accounts to date, authorise payments and submission of a grant application to Ribble Valley Borough Council for the provision of concurrent functions

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 £2,462.71, receipts of £10,241.07, expenditure of £5,182.85 leaving a balance in hand at 14th November 2016 of £7,520.93.

It was resolved to authorise the following accounts for payment:

012	Mrs V Wilson – reimbursement for laptop	£399.99
013	Mrs V Wilson – reimbursement for computer equipment and software	£430.00
014	Scruffy Monkey Ltd – 50% upfront payment for website	£315.00
015	Ginger Nut Creative – design concepts for logo	£287.50
016	BDO – 2015/16 external audit fee	£36.00
017	Royal British Legion – remembrance wreath	£25.00
018	Proludic – annual maintenance visit	£300.00
019	RVBC – reproduction of parish map	£4.20
020	Mrs V Wilson – salary £831.87, use of home £34.66 and reimbursements £30.00, September and October 2016	£896.53

The Clerk reported that she had prepared and submitted a grant application form to RVBC for a repayment of £412.00 for concurrent functions incurred in 2015/16.

16/143. To receive an update on the Parish Council's audit for 2015/16

The Clerk reported that following the submission of several extra documents, BDO had completed the external audit for 2015/16 and there were no issues arising. It was noted that Wiswell and Whalley Parish Councils had received advice from BDO regarding the reporting of funds from the Burial Committee and it was agreed to consider the position again before the external audit in 2016/17.

16/144. To consider the update received from the Lengthsman scheme for 2016/17 and decide on the payment of a further contribution

Following a review of the current financial position of the Lengthsman scheme showing a surplus of £9.50, it was resolved to make a further contribution of £500.00 to the scheme to cover work scheduled to take place with the culvert and fencing at Barrow Playing Field. The following payment was authorised:

021	Sabden PC – extra contribution to the Lengthsman scheme for 2016/17	£500.00
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It was resolved to ask the Lengthsman to purchase and install a custom-made grate for the culvert on Barrow Playing Field to reduce the number of blockages in the future. The Lengthsman had obtained a quote of £320 for the grate and this expenditure was authorised.

It was resolved to ask the Lengthsman to purchase and install a Christmas tree at Trafford Gardens, as in previous years. Payment would be made on production of an invoice.

16/145. To consider the Parish Council's budget update and decide on the precept for 2017/18

After a review of the forecasted financial outcome for 2016/17 and the draft budgets for 2017/18, there was a discussion on the level of precept required. It was resolved that the Clerk would write to RVBC to request a precept of £8,570, which is an average annual cost per household in Barrow of £21.32 (taxbase 402). Although the total amount of precept has increased from the previous year, there is no change in the average annual cost per household because the taxbase has risen from 353 to 402.

16/146. To consider the installation of new fencing on Barrow Playing Field and the provision of grant funding from RVBC's Parish Grant Scheme following discussions with Borough Councillor Robert Thompson

The correspondence between Cllr Brown, the Clerk, Ribble Valley Homes, Ribble Valley Borough Council and Cllr Robert Thompson was discussed. Despite a significant amount of time discussing the grant application and arranging further quotes, it was noted that Cllr Thompson had refused to approve the Parish Council's application for replacement hoop top railings due to concerns over vandalism. However, in the special circumstances, RVBC had agreed to extend the grant application deadline, Cllr Thompson indicated that he would consider grant approval for new play equipment on Barrow Playing Field and Ribble Valley Homes had agreed to fund £3,000 towards replacement railings without match funding by RVBC.

It was resolved that the Clerk would arrange a quote from Proludic for three or four new items of play equipment, as previously discussed, and prepare the grant application for Cllr Thompson to approve and submit, without the requirement for further parish council authorisation.

It was resolved that the Parish Council would continue to pursue quotes for hoop top railings, as agreed with Ribble Valley Homes, using s106 funds. The quotes would need to be reviewed for guarantees and a specification of at least a 20mm gauge.

16/147. To consider correspondence to Nigel Evans MP regarding council tax referendum principles and the capping of parish council precepts

It was resolved to forward a copy of the standard letter produced by Lancashire Association of Local Councils to Nigel Evans MP to request support in opposing the capping of parish council precepts.

16/148. To consider action regarding the installation of defibrillators in the village

The Clerk reported that a grant application to the British Heart Foundation had been successful and Barrow had been awarded three defibrillators and cabinets free of charge. Suitable locations were discussed and it was resolved to consider the electricity supply required and report back to the next meeting. Members voiced concerns about possible vandalism as the cabinets were provided without locks and it was agreed to consider the possibility of getting locks fitted.

16/149. To consider matters regarding the flood risk in the village and correspondence from LCC

The Parish Council noted their disappointment with the brief reports produced by LCC into flooding in Barrow. It was hoped that further information would become available after LCC's committee meeting on 6th December. Thanks were expressed to Cllr Ian Brown for his involvement in obtaining the reports.

It was resolved to write to LCC once the outcome of the committee meeting is published and express disappointment with the reports and explain that it does not represent the experiences by residents in Barrow. Reference should be made to the inaccuracies in the report and concerns over the banking of the lodge and the lack of maintenance at Pendle Fisheries.

16/150. To discuss correspondence received from RVBC regarding s106 contributions and identify future projects requiring s106 funding

Following a discussion on the reference material regarding s106 funding forwarded by John Heap at RVBC, it was resolved not to pursue a meeting with him but to write and ask him to consider the need for greater infrastructure and public open spaces in the village.

It was resolved to recommend to Mark Beveridge at RVBC that the following list is considered for future s106 funding in Barrow:

- Bus shelters outside Audley House, opposite the primary school and at the bottom of Whiteacre Lane
- Repairs to the benches and paving at Trafford Gardens
- Christmas lights on the Barrow Brook estate roundabout
- Seating and equipment for Barrow Playing Field

16/151. To consider progress on designing a Parish Council logo and setting up a Parish Council website

The Clerk reported on her successful meeting with Scruffy Monkey to discuss the production of a website using grant funding received to comply with the Transparency Act. As previously authorised by the Parish Council, the Clerk had instructed Scruffy Monkey to begin work on the website and a 50% deposit had been paid. It was agreed that the Clerk would continue to work with the designers to produce the website and would arrange draft pages for approval by the Parish Council.

The Clerk circulated preliminary designs produced by Scruffy Monkey for a new Parish Council logo to be used on the website and it was agreed to request a few changes to produce a simpler design than previously discussed.

16/152. To consider the future production of newsletters

It was agreed that if time allowed, the Clerk would draft the next newsletter and bring it to the January meeting for review.

16/153. To decide on the terms of the Clerk's new contract of employment and consider policies on equal opportunities and disciplinary and grievance procedures

It was resolved to adopt the policies on equal opportunities and disciplinary and grievance procedures (previously circulated) and the Clerk's new contract of employment (previously circulated) was agreed and signed by Cllr Brown as Chair and the Clerk.

16/154. To consider the installation of Christmas lights at Barrow Brook

Following correspondence from LCC detailing the authorisation and electrical work required to install Christmas lights on the roundabout at Barrow Brook, it was resolved that the Clerk would pursue this during 2017.

16/155. To consider a resident's request for a footpath near to the A59

The Clerk reported on a request sent to Cllr Chiappi from a resident to install a footpath on Bloor Homes land to enable safe crossing of the A59. The matter was discussed and it was agreed that no action would be taken as the resident was referring to private land.

16/156. To consider PACT attendance at future meetings

Cllr Kinder reported on conversations with PCSO Katie Ferguson, the new PACT Officer (Police and Communities Together) for Barrow, and it was resolved to invite her to future meetings and if she is unable to attend, to request the crime statistics for discussion.

16/157. To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee from Cllrs Brown and McGregor

As Cllrs Brown and McGregor had not been able to attend the previous committee meeting, there were no matters to report.

16/158. To receive a report from the Parish Council's Liaison Committee meeting on 27th October 2016 from Cllr McGregor

Cllr McGregor reported on items discussed at the last committee meeting, including the constituency boundary review, a presentation by Hyndburn Homewise, a consultation on closure of BT phone boxes and a possible reception for Parish Council Clerks.

16/159. To receive an update on the forthcoming appeal by New Barrow Ltd against Ribble Valley Borough Council's designation of Barrow Allotments as an asset of community value

The Clerk gave an update on the forthcoming appeal and advised that she had submitted the formal response on behalf of Barrow Parish Council as second respondent. The tribunal is due to be held in late January / early February at Blackburn Magistrates Court.

16/160. To receive an update on Ribble Valley Borough Council's consultation on BT's plans to remove 50 payphones across the borough

The Clerk reported that, following Members' comments by email, she had responded to RVBC's consultation to submit objections on behalf of the Parish Council and query the possible future use of the phone box on Whalley Road as housing for a defibrillator.

16/161. To receive an update on the Boundary Commission's consultation on the proposed constituency boundary changes

The Clerk reported that, following Members' comments by email, she had responded to the Boundary Commission's consultation to support the arguments put forward by Nigel Evans MP and RVBC that the Ribble Valley should be retained as one parliamentary constituency.

16/162. To confirm the date of the next meeting as Monday 16th January 2017

This was confirmed and it was noted that Cllr McGregor would not be able to attend due to medical reasons and Cllr Kinder would be on holiday. It was agreed to revise the date of the following meeting to 27th March 2017 in order for Cllr Kinder to attend.

16/163. To discuss any other business

No matters were discussed.

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

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