



## MINUTES

### FOR THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 13<sup>TH</sup> MAY 2019 AT BARROW PRIMARY SCHOOL COMMENCING 7.25PM

Present:	Cllrs Jean Brown (Chair), Lee Street (Vice-Chair), Diane Chiappi, Elizabeth Kinder
In attendance:	Mrs Victoria Wilson (Clerk), Borough Cllr David Birtwhistle, three members of the public

**19/41. 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.

**19/42. To elect a Vice Chairman for the next 12 months**

Cllr Lee Street was elected as Vice-Chairman.

**19/43. To receive apologies for absence and consider approval**

None were received.

**19/44. To receive declarations of interest**

None were received.

**19/45. To approve as a correct record the minutes of the meeting held on 25<sup>th</sup> March 2019**

It was resolved to accept and sign the minutes of the parish council meeting held on 25<sup>th</sup> March 2019 (previously circulated) as a correct record.

**19/46. 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.

**19/47. To consider PACT issues (Police and Communities Together)**

The Clerk read a report from PCSO Caroline Pemberton detailing recent incidents in the village, including nuisance vehicles and suspicious behaviour near the Barrow Brook Business Park. It was resolved to invite a member of the PACT team to the next meeting.

**19/48. To consider arrangements for the co-option of a new Member following the uncontested election**

At the recent elections, four nominations were received for the five seats on Barrow Parish Council and the nominees stood uncontested and will now serve for the next four years. Procedures for filling the vacancy on the parish council by co-option were discussed and it was agreed to advertise on the noticeboard and website. A deadline was set as 7<sup>th</sup> June 2019 with interviews planned for 17<sup>th</sup> June 2019.

**19/49. To discuss finance matters:**

**i. To approve as a correct record the financial statements to 31st March 2019**

It was resolved that the final accounts for the year ended 31<sup>st</sup> March 2019 are approved and accepted. These show an opening balance of £3,895.68, income of £11,583.31 and expenditure of £11,270.85, leaving a balance carried forward at the year-end of £4,208.14.

**ii. To approve updates to the parish council's schedule of fixed assets**

Updates to the parish council's Fixed Asset Schedule as at 31<sup>st</sup> March 2019 were approved and accepted.

**iii. To receive an update on the parish council's audit for 2018/19**

The Clerk reported that she had received instructions from PKF Littlejohn and the parish council had been randomly selected for a 5% intermediate review for 2018/19. However, no further action would be required as the parish council had met eligibility criteria and could claim an exemption from a limited assurance review. Dates for public inspection of the parish council's accounting records had been set as 17<sup>th</sup> June 2019 to 26<sup>th</sup> July 2019 and notices would be displayed on the noticeboard and website accordingly. Following the meeting, the parish council's records would be given to Mr Alan Butt to carry out the internal audit and the final date for submission of audit documents to PKF Littlejohn is 1<sup>st</sup> July 2019.

**iv. To authorise the Chair to sign the Certificate of Exemption - annual return 2018/19**

The Clerk reported on advice received from PKF Littlejohn regarding claiming the exemption and it was resolved that the Chairman and Clerk would sign the Certificate of Exemption on the Annual Governance and Accountability Return for the year ended 31st March 2019. As a result, the parish council would not need to submit documents for a limited assurance review and would not be charged an audit fee.

**v. To authorise the Chairman to sign Section 1 - Annual Governance of the annual return for 2018/19**

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 2019.

**vi. To authorise the Chairman to sign Section 2 - Accounting Statements of the annual return for 2018/19**

It was resolved that the Chairman and Clerk would sign Section 2 (Accounting Statements) of the Annual Governance and Accountability Return for the year ended 31st March 2019.

**vii. 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 be revised to new SCP16 and the hourly rate would increase from £11.64 to £12.15, in line with SLCC guidelines.

**viii. To consider a grant application to RVBC for Christmas lights and floral displays**

It was resolved to submit separate grant applications to RVBC for contributions towards the cost of new Christmas lights and floral displays.

**ix. To authorise payments for 2019/20**

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 £4,208.14, receipts of £11,745.45 and expenditure of £nil, leaving a balance carried forward of £15,953.59.

It was resolved to authorise the following accounts for payment:

001	Scruffy Monkey Digital Media – website hosting charges for 2019/20	£120.00
002	Local Association of Local Councils – subscription for 2019/20	£249.88
003	RVBC – Annual charge for bin emptying at Barrow Playing Field for 2019/20	£458.02
004	Mrs V Wilson - Clerk's salary £826.20, reimbursements £25.22, use of home £34.66 (March and April 2019)	£886.08
005	Sabden Parish Council – Lengthsman contribution for 2019/20	£1,200.00

Following a discussion on the Lengthsman's services, it was resolved to continue to opt-in to LCC's scheme for delegation of services for public rights of way and the Clerk would advise the scheme administrator.

**x. To consider a quotation from RVBC for a grounds maintenance contract in 2019/20**

It was resolved to accept RVBC's quotation for 2019/20 of £331.50 and the Clerk would advise RVBC.

**19/50. 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, Chiappi and Kinder and residents Mrs Margaret Farrant and Stuart McGregor 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. It was resolved that the weekly playing field inspection would be carried out by all Members on a rotating basis and Cllr Brown would draw up a rota.

**19/51. To decide on dates of future meetings and consider invitations to other parties**

The following schedule of meeting dates was agreed for 2019/20:

Monday 15 <sup>th</sup> July 2019	Monday 23 <sup>rd</sup> September 2019
Monday 11 <sup>th</sup> November 2019	Monday 20 <sup>th</sup> January 2020
Monday 16 <sup>th</sup> March 2020	Monday 11 <sup>th</sup> May 2020
Monday 6 <sup>th</sup> July 2020	

It was resolved that the Clerk would contact Nigel Evans MP, County Councillor Albert Atkinson and Borough Councillors Robert Thompson and David Birtwhistle to request an informal meeting with the parish council as soon as possible.

**19/52. To review the parish council's policy documents (annual review)**

This item was deferred until the next meeting to allow Members more time to review the documents. It was resolved that as the Clerk holds a sector-specific qualification and the prescribed number of elected Councillors were present at the meeting, Barrow Parish Council is eligible to use the General Power of Competence, as set out in the Localism Act 2011.

**19/53. To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee from Cllrs Brown and McGregor and appoint representatives to attend in 2019/20**

It was resolved that Councillors Jean Brown and Elizabeth Kinder are appointed as representatives for the forthcoming year. Cllr Brown reported on the recent committee meeting and plans to make a woodland path and new area for spreading ashes. It was noted that the parish council is no longer supplied with minutes of committee meetings and Cllr Brown agreed to query this with the Registrar.

**19/54. To appoint representatives to attend RVBC's Parish Council's Liaison Committee in 2019/20**

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

Thursday 20 <sup>th</sup> June 2019	Cllr Elizabeth Kinder
Thursday 26 <sup>th</sup> September 2019	Cllr Jean Brown
Thursday 21 <sup>st</sup> November 2019	Cllr Lee Street
Thursday 30 <sup>th</sup> January 2020	Cllr Diane Chiappi
Thursday 2 <sup>nd</sup> April 2020	to be decided

**19/55. To consider the nomination of a parish council governor at Barrow Primary School**

It was resolved to nominate Cllr Lee Street as the parish council's representative to the Governing Board at Barrow Primary School. The Clerk would forward details to the Head, Mrs Janet Pay. Correspondence from Barrow Primary School regarding plans to establish a walking bus route from Starbucks were discussed and it was agreed to write to Mrs Pay to give support for the scheme.

**19/56. To consider the appointment of a parish council representative for Whalley Education Foundation**

Under the terms of its constitution, Whalley Education Foundation requires Barrow Parish Council and Wiswell Parish Council to jointly nominate a representative for a three-year term of office. As the current term is due to end, the Clerk reported on a conversation with John Strong, the previous representative, who had expressed willingness to continue. She also reported on a conversation with Eric Ronan, a governor from the Foundation regarding the nomination. Members discussed the good work carried out by John Strong and resolved to nominate him again for the next three years. The Clerk would liaise with Wiswell Parish Council regarding the nomination.

**19/57. To receive a report on planning applications relating to Barrow since the last meeting, including commercial units at Barrow Brook**

Cllr Brown discussed a planning report (previously circulated) on recent planning applications relating to Barrow, and there followed a discussion on Members' views regarding proposals for an advertising roadside totem by Eurogarages, the erection of a new dwelling at Thorneyholme on Whalley Road and a proposed office building at Barrow Brook. The construction work taking place on industrial units at Barrow Brook was discussed and it was resolved to contact RVBC's Enforcement Officer regarding trees covered by a Tree Protection Order.

**19/58. To consider correspondence from a resident / RVBC regarding unauthorised tree removal**

Following a review of correspondence regarding the unauthorised removal of trees on land behind Whalley Road, it was resolved to write to RVBC for clarification on their decision not to take any enforcement action.

**19/59. To consider correspondence from a resident regarding overgrown trees and hedges on Whiteacre Lane**

Following correspondence regarding an overgrown hedge on Whiteacre Lane, it was resolved that the Clerk would reply to the resident to advise that the parish council was unable to take any direct action and they should contact LCC directly if it was blocking the pavement or highway. The Clerk would also report it to LCC using their online reporting tool.

**19/60. To receive an update regarding work to reduce the flood risk in the village**

This item was deferred until the next meeting due to shortage of time.

**19/61. To consider various highway matters, including the response from LCC following the meeting in January 2019 and concerns over the bridge weight restriction on Pendle Hill View**

LCC's formal response to requests for improved safety on the A59 and around Barrow Brook was discussed and it was noted that they did not consider any action necessary. It was resolved to respond to LCC to express disappointment that the letter did not address the issues raised and the parish council would monitor the situation very closely, take photographic evidence where possible and request another meeting in six months.

**19/62. To consider complaints regarding anti-social behaviour and enforcement of the dog ban on Barrow Playing Field**

The Clerk reported that new signage should be in place shortly, but any further discussion was deferred until the next meeting due to shortage of time.

**19/63. To consider the installation of further defibrillators in the village**

This item was deferred until the next meeting due to shortage of time.

**19/64. To consider the renovation of planting areas at Trafford Gardens**

This item was deferred until the next meeting due to shortage of time.

**19/65. To consider General Data Protection Regulations (GDPR)**

The Clerk gave a brief update on GDPR compliance and action to be taken by Members to minimise the risks for the parish council.

**19/66. To consider any other business**

None was discussed.

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

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