



## MINUTES

### FOR THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 24 MAY 2021 AT WHALLEY OLD GRAMMAR SCHOOL COMMENCING 7.00PM

Present:	Cllrs Jean Brown (Chair), Lee Street (Vice-Chair), Diane Chiappi, Elizabeth Kinder
In attendance:	(Clerk), Borough Cllr David Birtwhistle, 1 member of the public PCSO Caroline Pemberton and Sian Coffey, James Reilly MD Easy Website Ltd

- 21/044 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.
- 21/045 To elect a Vice Chairman for the next 12 months**  
Cllr Lee Street was elected as Vice-Chairman and signed the Declaration of Acceptance of Office form.
- 21/046 To receive apologies for absence and consider approval**  
Councillor Sarah Parry.
- 21/047 To receive declarations of interest**  
Councillor Elizabeth Kinder abstained from the debate on Chestnut Avenue.
- 21/048 To approve as a correct record the minutes of the meeting held on the 18 March 2021**  
It was resolved to accept and sign the minutes of the parish council meeting held on 18 March 2021
- 21/049 To adjourn the meeting for a period of public discussion**  
PCSO Katie Ferguson provided a report and this was circulated before the meeting. The Police attended the meeting and member of the public asked if the area off Chestnut Avenue attracted crime. The Council reported problems of speeding on Whalley Road and outside McDonalds. The Police planned to carry out community speed checks in Barrow to help address this concern.
- 21/050 To consider and approve Barrow Parish Council Schedule of Fixed Assets for 2020-21**  
A report detailing the breakdown was circulated prior to the meeting. In 2020/21 the fixed asset total was **£17,472**. In 2019-20 the fixed asset total was £17556. The report was approved.
- 21/051 To review and approve the Parish Council Risk Assessment Register for 2020-21**  
The risk assessment register was circulated prior to the meeting. It was resolved to approve the 2020-21 Risk Register.
- 21/052 To review the internal audit process and appoint an Internal Auditor for the financial year ending 2020-21**  
A report was circulated by the Clerk that recommended the appointment of Alan Rogers as the Internal Auditor for Barrow Parish Council to meet the requirements of The Local Audit and Accountability Act 2014 and Local Audit Regulations 2015 set in the Governance and Accountability for Local Council's Practitioners Guide 2019. The Council approved the report and the financial cost to the Parish Council for this service.

**21/053 To discuss finance and External Audit Matters:**

**i. To approve as a correct record the financial statements to 31st March 2021**

It was resolved that the final accounts for the year ended 31<sup>st</sup> March 2021 are approved and accepted. These show an opening balance of £6770.98, income of £14118.24 and expenditure of £11,913.86, leaving a balance carried forward at the year-end of £8975.36.

**ii. To consider and authorise the Chair to sign Section 1 of Annual Governance Return for financial year 2020/21**

Details of the Section 1 of the Annual Governance Return had been circulated before the meeting. The Chair signed on behalf of Barrow Parish Council and Responsible Financial Officer signed.

**iii. To consider and authorise the Chair to sign Section 2 Accounting Statements of the Annual Return 2020/21**

Details of the Section 2 of the Annual Governance Return had been circulated before the meeting. The Chair signed on behalf of Barrow Parish Council and Responsible Financial Officer signed.

**iv. To authorise the Chair to sign the Certificate of Exemption - annual return 2020/21**

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 2020. 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 note the Period for Exercise of Public Rights and Publication of Unaudited Annual Governance and Accountability Return from Friday 25 June 2021 to Friday 6 August 2021.**

The Council noted the requirement as part of the external audit process.

**21/054 To consider employment/staffing matters 2020-21**

**I. To approve the salary claim for the Clerk from March/April/May 2021**

A report showed a final salary and oncosts claim of £1286.05 and this was approved.

**II. To approve and sign the contract of Employment for the newly appointed Clerk and Responsible Financial Officer**

A draft contract of employment had been circulated prior to the meeting. The Chair signed as the Employer on behalf of Barrow Parish Council. Mandy Richardson signed as the employee of Barrow Parish Council.

**III. To approve the salary claim for the newly appointed Clerk from 19 April 2021 – 17 May 2021**

A report was circulated and approved to pay salary and on costs for M Richardson totalling £514.19

**21/055 A report was circulated prior to the meeting and the Parish Council resolved to make a contribution of £1500 for the Lengthsman Scheme 2021-22**

**I. To note the financial update provided by Angela Whitewell (Co-ordinator of the Lengthsman Scheme) and that there is surplus carry forward form 2020-21 of £785.52.**

**II. To note in 2020-21 the Lengthsman worked 54.25 hours equating to £651.**

**III. To agree £1500 amount of contribution to the Scheme for 2021-22 to cover the costs of the planned work to Barrow Playing Fields during the year and other parish projects.**

**IV. To note that a 20% uplift will be added to the 2021-22 contribution from external funds including the Area of Outstanding Natural Beauty Funding/LCC).**

The report included and outline of the planned works for Barrow Playing Fields and highlighted the proposal to install a tarmac basketball base. This was approved and stated a total cost of £1300 to undertake preparation work prior to laying the tarmac. The costs to supply and lay tarmac will cost £1250 + VAT.

**21/056 To authorise Accounts Payments and Receipts for and Balances for May 2021**

It was resolved that the 2020/21 accounts to date, together with the bank reconciliation and budget comparison as at 26<sup>th</sup> February 2021 are approved and accepted. The accounts show an opening balance of £6,770.98, receipts of £14,118.24 and expenditure of £8,399.18, leaving a balance carried forward of £12,490.04.

It was resolved to formally authorise the following accounts for payment:

Payee	Chq no.	Net £	VAT £	Gross £
Game and CO Insurance – Replacement Cheque 100168	100172	0	0	838.82
Ribble Valley Borough Council Bin Emptying Annual Charge	100173	382.38	95.60	477.98
Ribble Valley Borough Council Legal Fees Garage Lease	100174	0	0	100
V Wilson Salary £1251.39 Home Office £34.66	100175	966.43	12.90	1286.05
M Richardson Salary £ 484.26 Home Office £17.33 Mileage £12.60	100176	0	0	514.19
Sabden Parish Council Lengthsman Scheme Contribution 2021-22	100177	0	0	1500
ID2 Legal Fees Steele and Son	100178	35.00	7.00	42.00
LALC	100179	0	0	278.68
EON – defib electricity costs	100180	0	0	6.04

**21/057 To consider a report on the duty for public bodies to meet a new Website Accessibility Standard**

A report was circulated before the meeting. It stated that the current Barrow Parish Council website did not meet the standard that came into effect in September 2021. Research revealed that many Parish Council's in preparation for the new standard looked to their provider to make the technical changes to meet the standards. Scruffy Monkey was the provider for Barrow Parish Council and they were unable to do this. Consequently, the Parish Council agreed to look for a new provider that could assist in meeting the standard.

Easy Web limited had provided a specification to become a new provider. James Reilly, the Managing Director, attended the meeting to discuss and answer any questions. Councillor Lee Street suggested that the Clerk ensures there is no intellectual property rights infringed with Scruffy Monkey. Easy Web had agreed to rebuild a new website free of charge and change the existing domain name to a more appropriate public sector suffix. The new Parish Council website address will be changed to **barrowparishcouncil.org.uk** The Parish Council would enter into a contract with Easy Web paying a monthly fee of £23 + £4 VAT. This equates to an annual increase of £156 per annum. James stated that they could rebuild and get the new site up and running no later than the 11 June 2021. The Council resolved to enter into a contract with Easy Websites (as detailed in the specification).

**21/058 To decide on dates of future meetings and consider invitations to other parties**

The following suggested schedule of meeting dates was circulated

Monday 28 June or	Monday 20 September
Wednesday 30 June	Wednesday 22 September
Monday 26 July	Monday 22 November
Wednesday 28 July	Wednesday 24 November

It was resolved that an additional meeting would be required as meeting bi monthly was not sufficient to get through the required workload. Jean Brown stated she would like to discuss with Sarah Parry her availability before a decision was made. The Clerk to circulated some suggested dates for next meeting. Based on room availability and the numbers able to attend; a decision would be made.

**21/059 To receive a report on planning applications relating to Barrow Parish Council since the last meeting in March 2021**

A report was circulated and discussion focussed on Planning Application 3/2021/0203 (from Planning Permisson 3/2016/1046). Discussion took place on the need for a legal easement with the Parish Council and Millbury Homes if the proposal was to go ahead.

**21/060 To consider various highway matters including the response from LCC following the concerns over the bridge weight restriction on Pendle Hill View.**

Cllr Brown suggested this was deferred until the next meeting due to insufficient time.

**21/061 To consider the renovation of the planting area at Trafford Gardens**

The Clerk reported she had made contact with Myerscough College to explore the possibility of working with students studying horticulture to help in the creation of planting plan for the area. This could also include other stakeholders including the residents and school. Progress was noted and it was agreed to defer to the next meeting.

**21/062 To consider and determine the next Barrow Parish Council Newsletter**

This item was deferred due to insufficient time.

**21/063 To receive an update from Mulberry Homes**

No progress was reported on Mulberry Homes. The Parish Council was seeking a contribution of £10,000 for usage of the car park during the proposed residential building project.

**21/064 To receive an update from David Borland with regard to the illegal removal of trees by Reilly Home**

David was not present but Jean Brown stated this matter was now being raised through the complaints process at Ribble Valley Borough Council.

**21/065 To receive an update on Rowland Homes and the offer to transfer the legal ownership of the Woodland area to the Parish Council**

The Parish Council requested an annotated map of current liabilities and ownership details of the woodland area from Rowland Homes. Unfortunately, this has not been provided and staffing issues at Rowland Homes meant this item was not discussed further. At the last Parish Council meeting it was resolved that, if it was not possible to split the land, the parish council should proceed with discussions to transfer all the land.

Borough Cllr Birtwhistle reported the information he had gathered regarding tree maintenance and possible liabilities and it was agreed to investigate the possibility of grants. Cllr Brown advised that a formal request could be made for Barrow Action Group funds. It was resolved to await the requested information from Rowland Homes.

**21/066 To consider any other business**

None discussed.

The Chair thanked everyone for attending and closed the meeting at 9.15pm.

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

The Chair thanked everyone for attending and closed the meeting at 9.15pm.