

# Goldshaw Booth Parish Council

**MINUTES OF GOLDSHAW BOOTH PARISH COUNCIL MEETING HELD AT  
BARLEY VILLAGE HALL, CROSS LANE, BARLEY ON TUESDAY 13TH JULY  
2021**

## **PERSONS PRESENT:**

COUNCILLORS: Ainsley Macadam, Kathleen Wilkinson, Brian Nutter, Frank Shiers

LANCASHIRE COUNTY COUNCILLOR: Howard Hartley

In Attendance: five members of the public

## **21/22/21 WELCOME TO MEMBERS AND VISITORS**

Members and visitors were welcomed.

## **21/22/22 PUBLIC FORUM**

Questions from members of the public on issues which appear on the agenda.

Mr H Pailing: Re CCTV, who will be checking (CRB checked person?), who will be in charge, plus payment of system, running costs, where will cameras be etc.

**RESOLVED:** Plans for the CCTV were drawn up approx. 18months ago. CCTV was one of the options voted for by the Community. It has been funded by Barrowford & Western Committee Capital Fund. Positioning is proposed as; at the roadside (in front of the public toilets) in Newchurch village and at the junction of Wellhead Rd. and Spenbrook Rd. Positioning was decided upon based on electricity supply. Data is digitally recorded and will only be accessed by the Parish Council. Running costs will be funded by the Precept. CCTV policy will be checked by the Chair for CRB status and reported back at the next meeting. The CCTV will not be installed until CRB status is clear.

Laura Standring Re S.106 funding and playground equipment, when the PC carried out a survey the residents request was for items to be on the top field.

**RESOLVED:** Mrs. Standring's view has been supported by 4 other members of the community in emails to the Chair. It is clear, members of the Community were under the impression that in voting for new play equipment they meant on the playing fields of the top field. A meeting will be arranged with Landscape Engineering (the most competitive quote for the play equipment) to discuss feasibility, arrangement and possible implementation of the same.

## **21/22/23 APOLOGIES FOR ABSENCE**

Councillors Ryder and Cowell

**21/22/24 DECLARATIONS OF INTEREST**

There were no declarations of interest in current matters.

**21/22/25 MINUTES**

**RESOLVED:** Minutes of the meeting held on 11<sup>th</sup> May 2021 were approved.

**21/22/26 CO-OPTION OF NEW PARISH COUNCILLOR**

Frank Shiers was proposed by Councillor Nutter and seconded by Councillor Macadam to be co-opted on to the Parish Council. Members voted in favour of the co-option.

**RESOLVED:** That Frank Shiers is co-opted to the Parish Council

**21/22/27 APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED:** Councillor K Wilkinson agreed to deputise for Councillor Macadam at Barrowford and Western Parishes Committee meetings.

**21/22/28 ANNUAL REVIEW OF STANDING ORDERS**

Members were asked to review the Council Standing Orders.

**RESOLVED:** The Standing Orders were agreed.

**21/22/29 ANNUAL REVIEW OF FINANCIAL REGULATIONS**

Members were asked to review the Financial Regulations.

**RESOLVED:** The Financial Regulations were agreed.

**21/22/30 REVIEW OF GIFTS OR HOSPITALITY**

Members were asked to declare any gifts or hospitality, in excess of £25, received as a result of membership of the Council.

**RESOLVED:** There was nothing to declare.

**21/22/31 ANNUAL REVIEW OF RISK ASSESSMENTS**

Members were asked to review the Risk Assessment Schedule. Councillor Shiers queried the format of the Risk Assessments.

**RESOLVED:** Councillor Shiers will further examine the Risk Assessment format and report back at the next meeting.

### **21/22/32 ANNUAL REVIEW OF COMPLAINTS POLICY**

Members were asked to review the complaints policy.

**RESOLVED:** The Complaints Policy was approved.

### **21/22/33 ANNUAL REVIEW OF ASSET REGISTER**

Members were asked to review the Asset Register.

**RESOLVED:** The Assets Register will be reviewed at the next meeting.

### **21/22/34 REPORTS FROM CHAIRMAN, PARISH COUNCILLORS & CLERK**

Chairman Macadam discussed having met with members of St Mary's PCC to discuss disabled access to the playing field and church yard. She also met with Tom Partridge (Countryside Access Officer at PBC) to discuss the disabled access, the Sparable Lane pathway (and necessary repairs), and the possibility of introducing a water feed to the pond at the bottom of Sparable Wood (depending on feasibility and environmental impact). She also met with Lee Johnson (Principle Environment Officer at PBC) to discuss the environmental impact and sustainability of any pond enhancement. She has also met with Landscape Engineering to discuss feasibility of siting the new play equipment at the upper play area.

The Chair hopes that progress on the feasible projects can be made and ready in time for the Queen's Jubilee celebration of June 2022. In connection with this, the proposal for the Queens 70<sup>th</sup> celebrations is to potentially repeat the ideas (gatherings, parades etc.) done on other occasions along with Barley and Roughlee.

The Chair asked for support, from the Community, in all these matters and would look to form steering groups for the projects. She noted that already there was growing interest and support within the Community and wished to thank Ruth W. in particular for supplying the lovely flowers for, and, planting the barrier flower boxes.

Councillor Wilkinson received a complaint from a resident in Spenbrook about a large dog not complying with the rule of law.

### **21/22/35 BEST KEPT VILLAGE COMPETITION**

A notice was posted through every door informing residents of the competition and asking for support. The first round of judging takes place from 1<sup>st</sup> July to 18<sup>th</sup> July. Villages will be notified if they get into the second round.

### **21/22/36 MEETING DATES/NEW VENUE/FREQUENCY OF MEETINGS**

Members are asked to agree the meeting dates below for the Municipal Year which will now be held at Barley Village Hall and discuss the frequency of meetings.

**2021** – 8<sup>th</sup> June, 13<sup>th</sup> July, 10<sup>th</sup> August, 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November.

**2022** – 11<sup>th</sup> January, 8<sup>th</sup> February and 8<sup>th</sup> March.

**RESOLVED:** The meeting dates were agreed.

### **21/22/37 BANK SIGNATORIES**

Members were asked to agree which Councillors will be added as signatories to the bank account.

**RESOLVED:** The bank account requires two signatories. As the Chair is currently assisting with Clerk duties, and for the sake of complete transparency, the Chair declined to be added as a signatory to the account. The current member signatories are Councillor Wilkinson and Councillor Cowell. Councillor Wilkinson will request, from the bank, the removal of the former signatories and will ask the bank for information to add another signatory if necessary.

### **21/22/38 CCTV**

Deferred until the next meeting.

CCTV policy will be checked by the Chair for CRB status and reported back at the next meeting. The CCTV will not be installed until CRB status is clear.

### **21/22/39 PLAYING FIELD STORAGE**

Deferred until the next meeting when Members will be asked to discuss and agree dates for dismantling of the current shed and the installation of the shipping container.

### **21/22/40 PLANNING APPLICATIONS**

Members were asked to discuss the applications below and provide their observations/objections. Full details can be found on the planning portal at Pendle Borough Council website.

**RESOLVED:**

**APPLICATION: 21/0122/HHO**

The PC were not consulted on this application by PBC. For minuting only

**APPLICATION: 21/0379/FUL**

Response submitted before the deadline.

**APPLICATION: 21/0383/FUL**

Response submitted before the deadline.

**APPLICATION: 21/0520/FUL**

Response submitted before the deadline.

**APPLICATION: 21/0536/VAR**

**PROPOSAL:** Full: Major: Variation of Condition: Vary Condition 15 (Construction Plan) relocate the site compound adjacent to the Mill of Planning Permission 13/13/0531P

**LOCATION:** Spenbrook Mill Spenbrook Road Newchurch in Pendle

**APPLICANT:** Stockport Development Ltd.

**RESOLVED:** The Chair queried the application with PBC Planning Dept but has had no response. If an explanatory response is not received in time for the deadline the PC will have to object to the proposal until the issue is clear.

**21/22/41 SECTION 106 MONIES/PLAY AREA**

This is a regular monthly item to continue discussions regarding the funds.

An updated quote for the play equipment has been received from Proludic and a quote has been received from Lancashire Landscapes. There has been no response from Scenic Landscapes and Playdale do not do like-for-like equipment. Landscape Engineering is the cheapest quote at this point.

**21/22/42 PARISH BENCHES**

Members were asked to discuss if any of the benches owned by the Parish Council need refurbishment and are also asked to agree re-siting of any benches as appropriate.

**RESOLVED:** Deferred to the next meeting

### **21/22/43 BARROWFORD AND WESTERN CAPITAL BIDS**

Members were asked to discuss and agree the bids submitted for consideration. Bids to be received by July 15 2021.

Options were: disabled access to the park, CCTV in Sabden Fold and the repair and continuation of a series of steps to continue the Sparable Lane footpath, a PROW connecting Newchurch and Spenbrook.

**RESOLVED:** Chair to submit the Pro-Forma amount requested £3500 to construct a series of steps to continue the footpath, a PROW connecting Newchurch and Spenbrook.

### **21/22/44 PARISH MAINTENANCE**

Members were asked to discuss and agree which jobs are to be undertaken during the month.

**RESOLVED:** Map on the Boskins needs repairs (Councillor Wilkinson will look into this). Councillor Wilkinson has kindly filled the public convenience troughs with plants. Roadside gullies are in dire need of cleaning out. These are full of silt and grass. Councillor Cowell has reported this to LCC. The Chair will report a second time. Clarification is sought as to the gardeners duties and remuneration (the Chair will consult with Councillor Ryder).

### **21/22/45 INTERNAL AUDIT**

The internal audit has now been completed and the report is attached for discussion.

### **EXTERNAL AUDIT - APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN SECTIONS 1 AND 2 AND CERTIFICATE OF EXEMPTION**

**RESOLVED:** Agreed by email to avoid penalty for late submission due to the cancelling of the previous meeting.

### **FINANCIAL TRANSACTIONS**

The financial transactions for April/May/June/July 2021 are listed for approval.

**RESOLVED:** Approval given.

Any items for payment received after the publication of the agenda will be presented at the meeting.

**INCOME**

<b>AMOUNT</b>	<b>PAYEE</b>
556.93	HMRC – VAT refund
6700.00	PBC - Precept
86.00	Toilet Income
50.00	Toilet Income
<b>7392.93</b>	

**EXPENDITURE**

<b>AMOUNT</b>	<b>PAYEE</b>
65.00	T Ready – Payroll administrator
131.95	Lloyd & Jones – Toilet supplies
248.15	Lloyd & Jones – Toilet roll holders
24.96	Lloyd & Jones - Soap
24.66	C Ryder – Reimbursement of mower fuel
16.66	British Gas – Toilet electricity
40.00	Best Kept Village entry fee
151.20	J Sutcliffe – Final salary payment
37.80	HMRC – Tax due
162.00	J Demaine - Gardener
35.00	S A Macadam – Reimbursement of green bin
16.48	British Gas – Toilet electricity
18.60	S A Macadam – Reimb. of keys cutting
207.00	J Demaine - Gardener
115.99	Water Plus – Waste water
15.64	British Gas – Toilet electricity
27.90	C Ryder – Reimbursement of mower fuel
45.00	C Ryder – Reimbursement of mower battery
297.00	J Demaine - Gardener
45.00	J Demaine – Gardener - PROW
144.00	CMS Live – Website Hosting
<b>1869.99</b>	

**SUMMARY**

Balance B/F 01.04.21	43873.64
Receipts to 30.06.21	7392.93
Payments to 30.06.21	1311.09

<b>BALANCE</b>	<b>49955.48</b>
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**21/22/46 ANONYMOUS DONATION**

The Clerk will update members on the donation and members were asked to discuss where the funds should be held to maximize return.

RESOLVED: We need to follow statutory guidance on local government investments. Councillor Cowell has done some background work and Councillor Shiers has agreed to investigate further.

**21/22/47 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

No representation from PBC.

County Councillor Howard Hartley is concerned about speeding through Pendleside Villages and agreed about roadside gullies being blocked. Apologies for next meeting in August.

**21/22/48 ITEMS FOR NEXT AGENDA**

CCTV

Playing Field Storage

Planning

Risk Assessment

Asset Register

Spenbrook Mill

Capital Bids

Best Kept Village

Benches

S.106 Funding

Parish Maintenance

Investment of Donation

**21/22/49 DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 10<sup>th</sup> August 2021, 7pm, at Barley Village Hall



Minutes were prepared by Councillor Wilkinson in the absence of a Clerk and approved by Councillor Macadam.

Signed

A handwritten signature in black ink, appearing to be 'Alto', written over a faint, light-colored rectangular stamp or watermark.

Date 20th July 2021