

Goldshaw Booth Parish Council

Minutes of Goldshaw Booth Parish Council Meeting held at Barley Village Hall

Tuesday 10th May 2022

Persons present

Councillors: Ainsley Macadam, Frank Shiers, Kathleen Wilkinson

Members of the Public: Laura Standring, Beccy Murrell

Minute Taker: Ruth White

22/23/001 Welcome to all - the Chair welcomed the councillors and members of public to the meeting.

22/23/002 Election of Chair Ainsley Macadam proposed by Frank Shiers, Seconded by Kathleen Wilkinson. Ainsley Macadam accepted the position of Chair for the coming year after pointing out that it shouldn't make any difference who was Chair if the PC is working for the overall benefit of the Community.

22/23/003 Election of Vice - Chair Frank Shiers proposed by Ainsley Macadam, seconded by Kathleen Wilkinson. Frank Shiers accepted the position of Vice-Chair for the coming year.

22/23/004 Representatives on Committees, Lead Members, Groups and outside Bodies

Lead for the Events Committee - Anthony Dawson

Maintenance Group - name and members to be decided at the next meeting

Outside Bodies - Barrowford and Western Parishes- Ainsley Macadam, deputy Kathleen Wilkinson

Frank Shiers suggested that three more subcommittees may be worth considering (along with the creation of separate email addresses for each of them). These would cover the website, CCTV and the financial aspects of the Parish Council. It was suggested that each of these groups would require at least two people.

22/23/005 Public Forum - No items raised by members of the public or representations made.

22/23/006 Apologies for Absence - Apologies were received and accepted from Anthony Dawson

22/23/007 Declarations of Interest - Ainsley Macadam declared a potential interest in the item on the 4 x 4 in Newchurch, and stated that she would explain the issue at this meeting, for the benefit of the Council, but will leave the room if a vote is required at the next meeting.

22/23/008 Minutes - Acceptance of the minutes was proposed by Frank Shiers, seconded by Kathleen Wilkinson after the following amendment raised by Kathleen Wilkinson was agreed.

Parish Benches – The parishioner has only agreed to mend the two benches owned by the church, the millennium bench and the one donated years ago by a village resident. A local joiner looked at the Parish Council benches but has not given a quote.

The wording is to be changed to **Parish Benches in church yard - A Church Parishioner is arranging to repair the church owned benches.**

The committee discussed the items on the post box and the boskins but no changes were made.

22/23/009 Applications to be Co-opted as a Parish Councillor There were originally 3 applicants for the 3 vacancies.

1. Beccy Murrell - Proposed by Kathleen Wilkinson, seconded by Frank Shiers. Beccy Murrell signed the required paperwork and was co-opted on to the Parish Council;
2. Laura Standring - Proposed by Frank Shiers, seconded by Kathleen Wilkinson. Laura Standring signed the required paperwork and was co-opted on to the Parish Council;
3. Heather Robbins – Deferred her application from the April meeting and then withdrew her application before this meeting took place.

22/23/010 Clerk position and Applications The position has been advertised through Pendle Borough Council and companies and put on notice boards. No applications have been received. There was one person expressing an interest but no references have been forthcoming.

22/23/011 Annual review of Standing Orders Copies had been previously circulated. These will now be sent to the new members of the committee, Beccy Murrell has seen already. Accepted, with no amendments, proposed by Frank Shiers, seconded by Beccy Murrell.

22/23/012 Annual Review of Financial Regulations Copies had been previously circulated. These will now be sent to the new members of the committee. Accepted, with no amendments, proposed by Kathleen Wilkinson, seconded by Frank Shiers.

22/23/013 Review of Gifts or Hospitality No gifts have been received.

22/23/014 Annual review of Risk Assessments Risk assessments had been previously circulated. Frank Shiers proposed adding risk of councillors not attending for the minimum required number of meetings. This was seconded by Ainsley Macadam.

Frank Shiers suggested that the council consider having a council member only area on the website for those documents not in the public domain. Ainsley Macadam suggested the Council consider further as most documents are public domain.

22/23/015 Annual review of Complaints Policy This policy will be circulated to all members and discussed at the next meeting.

22/23/016 Annual review of Asset Register Kathleen Wilkinson is leading on this and asked about various items.

Dell Latitude laptop - Ainsley Macadam reported that this is in a poor state and will be replaced by an Apple laptop that has been donated to the council.

Aurora Laminator - Ainsley Macadam reported that it is in a box that was provided to her by the previous clerk.

Thermal Binder – Also in box the box provided by the previous clerk, currently with Ainsley Macadam. No longer used as minutes are kept in a lever arched file.

Christmas Lights - in toilet block, Ainsley Macadam reported that there should be at least 12 bundles in addition to the ones Kathleen Wilkinson had removed from the tree.

The new speed indicator boards are on the Asset Register, however, the shipping container and sit on mower are not recorded, so need to be added.

Ainsley Macadam and Kathleen Wilkinson are to review the Asset Register and present at the next meeting.

22/23/017 Capital bids. The window for submission of capital bids will be coming up in July - usually looking at bids of around the £2,500 mark, and the councillors were asked to think about areas which might be appropriate to consider

Options discussed were

- a. CCTV for Spenbrook and Sabden Fold
- b. the dry stone walling at bottom of play area, however, this is currently proposed as being able to be repaired by volunteers,
- c. improving access to the play area,
- d. raised beds and
- e. community garden.

Further discussion to take place at the next meeting

22/23/018 Reports from Chair, Parish Councillors and Clerk Frank Shiers asked that the website (and associated email) be added to the agenda as a standing item. The committee discussed the problems with emails to the clerk as the old BT account had not been disabled. Now using Fastnet. Frank Shiers investigating but has had no response as yet from CMS Live. Kathleen Wilkinson will look at the July statement to find details, such as account number, for the CMS Live as they were paid in July. If this is unsuccessful, Frank Shiers will approach the former councillor who helped set up the system.

Frank Shiers proposed setting up a Service Register in addition to the Asset Register. This would contain any services that are paid for on an ongoing basis, such as the website and gardener together with any account information, and will provide a draft for the next meeting.

No reports from other councillors.

22/23/019 CCTV Update Frank Shiers reported that the Newchurch CCTV had been working since 1st May - six cameras, three on each pole. Getting good views of the roads in each direction. Kathleen Wilkinson asked if any trees needed pruning. Frank Shiers reported that he didn't think this was not necessary at the moment. Frank Shiers offered to train other members of the committee and reported that the operation of the system was not difficult. Ainsley Macadam stated that warning signs are required but no decision had been made as to how many to get. Once the ongoing email issue has been addressed, Frank Shiers would arrange for the set up of an email address dedicated to CCTV requests along with a CCTV Register to cover any requests including who the request was made by and what happened to the enquiry. He also suggested putting up a shelf in the toilets as the current set up is too low. Anthony Dawson has volunteered to also be involved in the management of the CCTV service.

22/23/020 Playing Field Storage and ride on Mower This item was deferred to the next meeting. The grass is currently being cut by a contractor.

22/23/021 Queen's Jubilee Celebrations Kathleen Wilkinson gave a brief update of the preparations. There is a great deal of work going on but nothing further is required from the Parish Council at this time.

22/23/022 Sabden Fold Memorial Bench Ainsley Macadam suggested siting the bench on the common land near Green Top. Beccy Murrell will look at the options and report to the next meeting.

22/23/023 Spenbook Mill Update/Issues An issue with a lorry blocking the road was reported to Ainsley Macadam during the school run on the morning of 9th May. There was a rapid response and apology from the developer. No further action required.

22/23/024 Planning Applications

22/0244/VAR – Variation of Condition 5 (affordable housing) of Planning Permission 13/13/0531P Spenbrook Mill Ainsley Macadam proposed objection to this proposal, seconded by Frank Shiers. The Council agreed with the objection to this proposal as there was concern that the affordable houses could be sold at full price in the future so reducing the stock of affordable housing in the area. It was noted that it would have helped if there had been further explanation forthcoming from Charles Louis Homes about the reason for the application for variation of condition.

22/0234/HHO Full: Erection of single storey porch to the front elevation. Anthony Dawson, 39 Newchurch Village.

There were no objections to this planning application.

22/23/025 Footpath Diversion

Public footpath 13-13-FP 25 at Cappers Farm, Well Head Road, Newchurch-in-Pendle (plan enclosed showing the existing path by the solid line A – B and the proposed diversion as the dashed line A – C – D – E – B. There would be 1m wide pedestrian gates at points C and D and a gap of 1.2m owing to a tree stump at point E. The remainder of the path would be 2m wide.

Concerns were raised that this is an ancient pathway and alteration could set a precedent in the area. It was felt that the path currently passes through solid footings and that moving it onto a potentially wet area across the field could also reduce the effectiveness of the path. Ainsley Macadam to review and respond to the application, stating these concerns.

22/23/026 Section 106 Monies Ainsley Macadam reported that the play equipment replacing the climbing frame does come under the 106 rules. An officer from Pendle Borough Council has met with a local resident to discuss requirements for disabled access. The proposals and plans will be presented at the Annual Parish Meeting on 17th May. (Update after the meeting- date changed to 24th May).

22/23/027 Parish Maintenance

Mowing - being carried out by a contractor on a rolling contract. Ainsley Macadam will request an invoice.

Boskins - left side panels have all dropped out or been removed and the frame is wobbly. In view of the poor state Ainsley Macadam proposed taking down and this was agreed by the council. The frame will be stored in the shed awaiting further decision about what to do with it. Laura Standring offered to help remove the boskin. The right hand side one is in better order. The map on this side needs to be retained. Ideas for the right hand side to be added to the agenda for the next meeting.

Osborne Terrace/Gorrell Close pathway. Ainsley Macadam is looking into procedures for adoption. May be an option for Barrowford and Western capital bid.

Gardener (compost) Require two greens bins, so a second one needs to be purchased. Ainsley Macadam proposed purchase of second bin, seconded by Frank Shiers. In the future the bins may be replaced by compost area in the community garden.

Way-leave Monies. Noted that the payment was £10 lower than previous payments. Kathleen Wilkinson to investigate.

Dog fouling. A resident has complained about recurrent dog fouling in the field above Jinny Lane, next to the woods. He identified an individual with several dogs as being one of the owners at fault. The owner has been spoken to and will comply with the request to clean up after the dogs. Ainsley Macadam and Ruth White to call on the complainant - to let him know that the situation has been resolved.

Dog fouling in the play area in Newchurch is proving difficult to enforce. Council to gather evidence of infringements. Laura Standing to ask Pendle Borough Council about options for enforcement.

Gate repairs to 5-bar gate at top of park - this issue is on-going.

Jinny Lane Hedgerow overgrowth. Ainsley Macadam has emailed the Chair of Roughlee Parish Council asking who is responsible for hedgerow maintenance – the reply was Lancashire County Council and the field owners. Ainsley will write to the Chair of Roughlee Parish Council asking for the field owners in the relevant part of Roughlee Parish to be requested to cut back the overgrown hedgerows.

Former climbing frame scrap metal - £30.20 received for the scrap metal from the climbing frame.

Removal of community garden plants by a resident - It was reported that some garden plants have been removed from the community garden without permission. It was agreed that this was not acceptable and action would be taken if repeated. It is hoped that this situation will not reoccur.

Apparent abandoned 4x4 in Newchurch - Ainsley Macadam gave an overview of the process, if there is a formal complaint made to PBC/Lancs. Police and no action is taken by the owner. This may result in the vehicle being removed under the Lancs. Police Scheme and ultimately crushed. The vehicle is registered as off the road (SORN) and is on private land (which is maintained by the Parish Council). Ainsley Macadam proposed letting the owners know the implications for the car in the hope that they will arrange removal. She will contact Heather Robbins who has a line of communication with the owner to explain the situation.

22/23/028 Best Kept Village. Kathleen Wilkinson reported that Newchurch and Spenbrook have entered the village category and Sabden Fold the hamlet category. Judging is from 1st June to 17th July. Ainsley Macadam will update information leaflet which will then be distributed to all houses. The information will include weeds, litter and dog fouling. Frank Shiers asked about setting up a tidy up day. Kathleen Wilkinson will compile a list of jobs and this will be shared at the village meeting next week. Laura Standing will also put information on social media.

22/23/029 Unauthorised tree-felling Deferred to next meeting

22/23/030 Financial Transactions

Expenditure

Second Green Bin payment £37 – approved

CCTV installation now complete – payment of balance approved

Gardener £240.00 for Gardening - approved

Income

£30.20 for scrap metal

£92.84 payment from Barley Parish Council for swimming initiative

£40.00 from toilet fund

£123 Events Committee Fundraising (Easter Eggstravaganza!), ring-fenced for the Events Committee

£6700.08 Precept

£2500 Barrowford & Western Capital bid funds (CCTV)

22/23/031 Accounts and Statutory Docs

Ainsley Macadam is working through these. Ainsley Macadam and Kathleen Wilkinson met with the Roughlee Parish Council clerk for additional advice and training. The Chair of Roughlee parish Council has enquired about payment for the clerk's time. All agreed to pay the cost of the clerk's time for the meeting.

22/23/032 Reports from Borough and County Councillors- no reports received.

22/23/033 Items for the next agenda

- Clerk application
- Review of Asset Register- AM and KW
- Maintenance Group- name and members
- Bids for capital grants – all members
- Playing field storage and ride on mower
- Queen's Jubilee Celebration (report from event)
- Sabden Fold Memorial Bench
- Spenbrook Mill – Update/issues
- Section 106 Monies- Play Area/Access for all
- Parish maintenance
- Ideas for right hand side of boskins
- Best kept Village
- Unauthorised Tree Felling
- email and website issues (standing item)
- Options for memorial bench (BM)
- Accounts/budget review
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22/23/034 Date and time of next meeting

Annual Parish Meeting – Tuesday 17th May 7.15pm at Barley Village Hall (Changed to 24th May after the meeting)

Parish Council Meeting Tuesday 14th June at 7.15pm at Barley Village Hall

Signed

Date

Action table		
Amendment of minutes 12 th April (benches)	AM	14/6/22
Standing orders - send to new members	AM	14/6/22
Financial Regulations - send to new members	AM	14/6/22
Risk Assessments add risk of councillors not attending for the minimum required number of meetings.	FS	14/6/22
Complaints Policy to be circulated to new members	AM	14/6/22
Review of Asset Register	AM/KW	14/6/22
Check July statement for CMS Live details	KW	14/6/22
Set up service register	FS	July Meeting
Set up a register for CCTV information requests	FS	14/6/22
Arrange for set up of CCTV email address	FS	14/6/22
Determine dimensions and options for shelf for CCTV equipment in toilet block	FS	14/6/22
Look at the options for siting memorial bench	BM	14/6/22
Planning – review of proposed pathway and email response to application	AM	By 17 th June
Request an invoice from mowing contractor	AM	14/6/22
Removal and disposal/storage of LHS boskin	All	14/6/22
Look at procedure for adoption, pathway Osborne Terr/Gorrell Cl	AM	14/6/22
Purchase additional compost bin	KW	14/6/22
Investigate way-leave monies	KW	14/6/22
See resident about resolution of dog fouling situation	AM/RW	14/6/22
Ask PBC about enforcement of dog free areas	LS	14/6/22
Write to Chair of Roughlee Parish Council about hedgerows	AM	14/6/22

Inform owners of "abandoned" 4x4 of possible outcome if vehicle not moved	AM	14/6/22
Amend Best Kept Village leaflet	AM	14/6/22
List of jobs for Best Kept Village	KW	14/6/22
Distribute Best Kept Village leaflet	KW	14/6/22
Information on Best Kept Village jobs and tidy up on social media	LS	14/6/22
Pay Clerk of Roughlee Parish Council	AM	14/6/22