



Briercliffe with Extwistle Parish Council

Tuesday, 21st November 2023

Present: Councillors Roger Frost (Chair), Michael Greenwood, Gordon Lishman and Pippa Lishman.

Others: Steve Watson (Clerk), County Councillor Cosima Towneley plus 7 residents.

The Chair opened the Meeting and welcomed everyone.

Parish Council Agenda.
23/24/062 Announcement.
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.
23/24/063 Apologies for absence.
All Councillors were present.
23/24/064 Declarations of Interest / Code of Conduct.
There were no Declarations of Interest.
23/24/065 Working Groups and Lead Roles Report Back and Appointments
Communications Working Group
A Newsletter is due, however this will wait until after the election so new Councillors can be introduced on the front page. This will be delivered before Christmas. The LALC advise on Councillors not being Facebook admins is to be circulated.

Finance Working Group
The cash flow system on Scribe is to be activated. This will include the allotment rents expected. New Councillors are to be involved in the budget setting process and an overall strategy is needed for projects to aid the budget setting process. The Parish Council does not hold a meeting in December so the budget and precept need to be approved in January.
Allotment and Garage Leads
An electronic waiting list with 50 people has been discovered. 11 are for pens, 15 for gardens and 2 people don't want an allotment yet. There are 4 for garages. There are 7 vacant plots that can be split. One plot needs some tree work, this will create 14 plots. One tenant is leaving and 2 garages are becoming vacant. The lead Councillor has all the paperwork to update Scribe and there has been a successful skip day. The bonfire event for tenants was welcomed and rent letters are due out but a template is needed. A £100 deposit has been paid and 2 £10 key deposits. £610 is due to be paid back for deposits to 6 tenants, work is being done on the dry-stone wall and an inspection is being held at 11:00am Sunday
RESOLVED: That allotment deposits will be returned.
<i>Pippa's report is to be attached but she has not sent it to me.</i>
Contractor Lead
The Lead has yet to meet with the Contractor. A job carried out on private land was discussed, this would be additional work as it is not on the schedule.
Planning Lead
i. PIP/2023/0648 Application for Permission in Principle for construction of one dwelling. Land Between Hill Farm And Copucobana Halifax Road Briercliffe Borough Councillors Gordon and Maggie Lishman have objected and spoken to the affected residents. Issues include traffic and water flow over the field in question as there are springs under the land. An application for a new development was turned down in the past. The Parish Council agreed to make a formal objection.
Policy Lead
Progress is slow with Terms and Conditions of Employment a priority as the Council is not following correct procedures as the Employer of the Clerk. Information is being collected and a Disciplinary and Grievance Procedure will be top priority. Proposals for changes could be part of the existing Contract of Employment.
Projects Lead
Last year's Christmas parcels list is to be updated with a poster in shops and on social media for names of the over 80s. The Chair will contact the Charities Commission about closing the Robert Halstead Charity.
RESOLVED: That a Christmas Parcels budget of £200 is agreed.
The Parish Council owned bus shelter on Burnley Road, Haggate is to be considered for the Book Stop scheme again, this may need some refurbishment work. A Reindeer Trail is being arranged for the 3 rd December 10:00 to 4:00. A Remembrance Tree is to be planted that kids can hang baubles from.

RESOLVED: That a Remembrance Tree budget of £200 is agreed.
A Pub Bed race is in the planning stages for next summer and an Easter Egg Hunt is being planned.
23/24/066 Updates and Reports
It was agreed that the Council would revert back to only permitting the Chair to sit for 1 year and the Chair advised he was not taking his allowance this year. The Chair wishes to reinstate the annual Christmas Lunch after the election. A Police representative and the County Councillor will also be invited. The former library building may be declared redundant. Work is needed on the Bowling Green entrance as the ash felt is uneven and a quote is to be obtained for the work.
The litter pick on the 25 th October was well attended with support from the Borough Council. It was agreed to do these quarterly. The Halloween window competition had 2 winners and the Stephen Brown Memorial Bench is due to be delivered when fixing will be arranged. Remembrance Sunday had over 100 people attending including the Beavers, Scouts and Brownies. A Woodland Walk meeting with Gary Howell has been arranged for Sunday. A by-election is underway with postal votes being delivered. Voting day will be the 30 th November.
23/24/067 Formally adjourn the meeting to allow for public participation.
RESOLVED: That the meeting is adjourned to allow for Public Participation.
Police Report
A written report was given which is attached. There has been an increase in anti-social behaviour and car doors are being targeted and people were asked to be vigilant and report any suspicious activities to the Police, especially if there is also CCTV.
Public Participation
A resident was disappointed he had not had a reply to a question and the Chair agreed to look into this. A question was raised about the allotment bonfire, it was advised this was only for tenants and their families, a Borough Council fire form was completed and a risk assessment carried out. Access was restricted and the fire was located in the back of the grazing field. Insurance was taken out to cover the event and all service measurers were in place. The event cannot be linked to a previous reprimand. The Chair agreed to provide a response. A resident asked again why a garage list had not been redacted. The Clerk did not respond. Public questions should be acknowledged on receipt.
Cars playing loud music are parking outside an elderly resident's house at the Holt Hill picnic area. Nitrous oxide canisters are being dumped and the police have declined to attend. A combined community letter is to be devised and the Police are to be asked to increase their presence over the weekends. The PCSO is to be contacted with the Sergeant copied in.
County Council Report.
The County Councillor stated there was limited Police presence in rural areas and she can be contacted about any problems at Holt Hill as she will be happy to attend. Borough Councillor Anne Kelly is to be asked if 'warm and welcome' could apply to the Borough for funds. The County Councillor will provide a newsletter article about Queen Street Mill and it was agreed that the Mill needed better signs and advertising. Shay Lane Ford has washed away and is dangerous, a note is to be sent to Rupert Swarbrick at County. Broken gates are to be reported on lovecleanstreets and are being replaced with gates. A speed monitor is to be requested with priority areas being Holt Hill, Nelson Road and Halifax Road. Member grants are still available from the website.

County Councillor Cosima Towneley was thanked for her report.

Borough Councillor Report

Borough Councillor Gordon Lishman read out a report that is attached. The corroded sign at Lydgate has been reported and a further noticeboard at the old Police House was suggested.

Other Organisations.

Councillor Frost advised that Community Centre is going well and does not need Council funding this year.

23/24/068 Formally reconvene the Parish Council Meeting.

RESOLVED: That the meeting is formally reconvened for Parish Council Business.

23/24/069 Finance

1. Accounts to be approved for payment. Additional bills included Affordable Skip Hire.

9.1.1	Clerk Salary November	£457.82	SO	Paid	
9.1.2	Affordable Skips – Approved by Chair	£384.00	#001764		Paid
9.1.3	G.S.A. Contractor	£874.00	#001765		
9.1.4	HMRC	£114.44	#001766		
9.1.5	Clerk 2022 underpayment	£428.37	#001767		
9.1.6	HMRC 2022 underpayment	£107.09	#001768		
9.1.7	Clerk 2023 Backpay	£540.97	#001769		
9.1.8	HMRC 2023 Backpay	£135.24	#001770		
9.2	Income September				
9.2.2	Garage Rent	£437.70			
9.2.3	Allotment Deposit	£100.00			
9.2.4	VAT Refund	£2,017.15			
9.3	Bank Balances September				
9.3.2	Current	£16,543.31			
9.3.3	Garages	£6,892.65			
9.3.4	Business Reserve	£14,100.72			
9.3.5	Petty Cash	£100.00			
	Total	£37,636.68			

The clerk's 2022 underpayment is to be referred to the Finance Group.

RESOLVED: That the above financial figures, with the exception of the Clerk's 2022 underpay and tax, are approved and the invoices are approved to be paid.

Cash flow monitoring is to be considered

RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are noted.

RESOLVED: That invoices needing payment before the next meeting are delegated to the Clerk in consultation with the Chair and Finance Lead.

23/24/070 Minutes of the last Parish Council meeting.

The Minutes of the last Parish Council meeting held on Tuesday 17 th October were put forward as a correct record.
RESOLVED: That the Minutes of the meeting held on Tuesday 17th October are approved as a correct record.
22/23/071 Matters outstanding from the minutes.
The insurance claim is to be chased.
22/23/072 Clerk's Report including Administration – for information only.
The Clerk's report was noted, the electoral roll is now available.
22/23/073 Date of next meeting:
It was agreed that the next meeting of the Parish Council will be held on Tuesday 16th January 2024 at the Community Centre, Jubilee Street at 7:30pm. There being no further business, the meeting closed at 9:30pm.
The Chair thanked everyone for attending.

BRIERCLIFFE AREA 18th October – 19th November 2023

INCIDENTS REPORTED - 80

NO	TYPE OF INCIDENT	LOCATION	DETAILS
1	Burglary	Halifax Road	Offender has smashed a window to enter the barn and removed items. Stolen property located in different location.
3	Criminal damage	Lydgate Hillingdon Road Standanhall Drive	Super glue put into the lock. Garden ornaments pushed over and stones thrown around. Youths throw stones at front window and causes it to smash.
2	Theft	Lydgate Parker street	Personal item stolen – Isolated incident Isolated incident with ex employee

1	Vehicle crime	Rockwood Close	Resident sees a male trying to break into a neighbours vehicle.
0	Theft of vehicle		
6	Nuisance	Briercliffe Road	Vehicle nuisance blocking the back street.
		Ellerbeck Close	ASB from youths – throwing stones and being a general nuisance.
		Red Spar Road	ASB – youths throwing stones.
		May Tree Close	House party
		Clockhouse Grove	Youths trick or treating and open the front door of a property.
		Holgate Street	Isolated incident.
<p>Youths caused ASB for many residents within the Standanhall, Red Spar Road and Hillingdon Road area of Briercliffe a couple of nights, high visibility was increased in the area and no further reports made.</p> <p>Bike marking event by Neighbourhood Policing Team will be being held today Sunday 19th November between 1-2 in the Queen Street Mill area.</p> <p>Many thanks Jody Hudson PCSO 7738.</p>			

**Briercliffe Parish Council
Borough Councillors' Report – November 2023**

1. We are in touch with local residents and the Borough Planning Department about change of use for a house on Briercliffe Road which is causing concern about possible future uses.

2. We encourage the Parish Council to join us in objecting to the proposed development on Halifax Road above Copacabana. It has previously been turned down by officers.
3. There have been a number of burglaries recently and evidence on CCTV of people trying car doors. We emphasise again the importance of reporting any burglaries or attempted thefts to the Police.
4. We request work on the noticeboard at Standen Hall Park. It needs urgent maintenance. Anne Kelly has asked the Borough Council to look at the damaged fence round play area there. We would also welcome a notice board in Lane Bottom. There used to be one at the former police house. We have been asked a few times by residents.
5. Following yet more reports to LCC, we hope that the drain on Halifax Road will now work. They have undertaken a camera survey of the wastewater drain which may have enabled them to deal with intrusive roots.
6. We organised for a bin to be collected after it was left out of the collection round.
7. We are concerned about a leaning tree on Halifax Road which looks to have leaned even more following recent storms. We are reporting it again to LCC.
8. Congratulations to all involved with the lights at the Duke St gardens. Looking very good.

Cllr Anne Kelly

07753 253040

01282 438328

annerkelly@hotmail.com

Cllr Gordon Lishman

07778 271177

01282 421865

gordon@lishman.co.uk

Cllr Maggie Lishman

07977 218622

01282 421865

maggie@lishman.co.uk

Allotments & Garages Report November 2023 – Lead Cllrs Pippa Lishman & Michael Greenwood Waiting lists – New list provided in October.

The list had roughly 50 people wanting plots and garages. We have now contacted these applications and cross referencing against previous checks to see if they want to remain on the list.

11 wanting Pens 4 wanting Garages
15 wanting Gardens

Total 28 waiting (2 are 'on hold' at their request)

We currently have 7 empty Pens at this point (3 large ones we plan to divide into 2/3 plots each) and 1 which requires extensive tree works – potentially 14 vacant plots. We have provisional Notice on 1 Garden and 1 pen to be finalised – these are ready to be allocated. Appointments are being made with the applicants in order to sign up. 2 garages awaiting to be signed up, and expected 1 termination shortly

New tenants

Signed up 20 in September & a further 3 in October.

Signed up 2 tenants in November to Garages – 1 on turning circle and 1 on Harrison St, 1 to be signed up shortly when available to meet.

All paperwork and records are with Lead Councillors, whilst discussing with Scribe to complete full upload of all tenancy data, current and new tenancies.

Current Allotments tenants

Successful skip day early November, slightly delayed date. Both skips full by mid-morning and collected by lunch and removed.

Bonfire event for tenants held on Sunday November 5th, great event well attended. With lots of feedback on a great event and opportunity for tenants to get together as a community. Requests for other tenant events throughout the year to be looked at.

Bills for current year are still to go out, apologies for further delays. Request for template bill to be provided to finalise this as agreed in October meeting. These will all be hand delivered

Deposit info

New allotment tenant - 1 with Cash £100 (to be passed to Clerk at meeting).

New Garage tenant keys deposit – 2 cash x £10 (to be passed to Clerk at meeting).

We have requests for refunds for past allotment and garage tenant deposits

- £100 Paid bank transfer
- 14a – paid £50 cash
- £200 paid cash
- P11- £50
- C1- £100
- P20 - £50
- P25a- £50 deposit plus £10 key

Can we confirm these have been received by PC and arrange for cheques to be raised and passed to Pippa/ Michael

Other info

Dry stone wall near new plots fallen/ falling – on way with, need further stone to complete

Next allotment inspection will be Sunday 26th November from 11am