



Briercliffe with Extwistle Parish Council

Tuesday, 22nd November 2022

Present: Councillor Adam Dack (in the Chair), Councillors Ben Eastwood, Roger Frost, Michael Greenwood, Gordon Lishman, Pippa Lishman, John Stewart, Pam Vincent and Steven Wilkinson.

Others: Steve Watson (Parish Clerk), E. Atkinson (Contractor) plus 3 residents.

Councillor Dack opened the Parish Council Meeting and welcomed everyone.

<u>Agenda</u>	<u>Actions by Clerk</u>	<u>Cllr Support</u>
<u>Parish Council Agenda</u>		
22/23/066 Announcement		
The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.		
22/23/067 Apologies for absence		
All Councillors were present.		
22/23/068 Declarations of Interest / Code of Conduct		
Councillor Michael Greenwood declared an interest in the Contractor and Allotments.		
22/23/069 To receive reports from Working Groups		
1. <i>Planning Working Group</i>		
The Planning Working Group had not met, but there were no issues and the Solar Panel application had not been submitted.		

Communications Working Group		
<p>The December newsletter is being put together with an agreed list of articles. Further articles can be submitted and a final draft will be recommended to Councillors by the 2nd December with delivery in the second week of December. Some photographs are needed for the December issue. It was asked if the delivery list could be reviewed as a number of the autumn newsletters have not yet been delivered and the final number of newsletters may affect the print numbers for the Christmas edition. Councillor P. Lishman will deliver the outstanding newsletter around Carter Avenue and Councillor Vincent will do Harrison Street.</p> <p>An Email Etiquette Policy has been discussed with amendments suggested and is to be considered later in the agenda.</p> <p>2 of the Noticeboards need either fixing or replacing. The locks have been sent to a company in Brierfield and funding may be available.</p> <p>Councillors were asked to check other Council's Websites to share potential ideas for the Council's website. This is to be sent to a specialist for a quote then other like for like quotes can also be obtained.</p> <p>Councillor Pam Vincent was thanked for her work in arranging Remembrance Sunday.</p>	Autumn Newsletter	PL & PV
Finance Working Group		
<p>The Lead Councillor advised that access was now available to the Scribe accounts system and the Group was concentrating on the 2023 Budget. The Group recommended the following:</p> <ol style="list-style-type: none"> 1. To make 3 changes to the system by activating existing features such as the forecasting function which will mirror the budget at the beginning of the year. Having a cash flow budget that states when money is due to come in and go out, to avoid surprises and to include when commitments are made. 2. There are to be 3 types of reserves, General Reserves, Designated Reserves, which are not committed and Restricted/Ear Marker Reserves which are committed and include the Allotment Deposits. <p>The 2023 overall budget will include a recommendation on Precept which will compare with previous years and it was asked for it to be recorded that the Finance Working has been tasked by Council with preparing a recommended budget for the January meeting.</p> <p>2 meetings were suggested, the first to establish a baseline of committed and normal yearly expenditure. The Clerk has provided a draft outline budget for this. Any Councillor is welcome to attend the meetings. The second meeting will be with Working Group Lead Councillors/all Councillors to agree what the budget should include for Working Groups, especially the Projects Working Group, to include which Projects are a priority. Councillors will work through the budget prior to the January meeting to ascertain the impact on the Precept.</p> <p>It was suggested that it was difficult for Groups to know what was expected from them and a brief would be helpful as well as any specific powers that Lead Councillors or the Clerk have. This is especially pertinent to the Communications and Finance Working Groups. It was suggested that the Chair, Vice Chair and Clerk could consult with groups to make recommendations to the next meeting.</p>	<p>2023 budget recommendation</p> <p>Powers</p>	<p>Fin WG</p> <p>AD PL Clerk</p>

The Finance Lead raised concerns about the Council's response to the Monitoring Officer's advice on declarations of interest and suggested an informal meeting of Councillors or a private session at a meeting to discuss this. He stated that there was a risk to Councillors where the Monitoring Officer had issued a formal recommendation to the Council and the Council did not decide what the Council's position on this was.	Recommendations	All Cllrs
RESOLVED: That recommendations issued by the Monitoring Officer would be considered, especially those pertaining to interests.		
Allotments Working Group		
The Allotment Working Group had received 2 new applications. Updating the new Scribe system was the main focus and when ready this will set the waiting lists. Once this is done, the interface with the Accounts system can be investigated. New plots are to be allocated prior to the Scribe system going live.		
The allotment budget and jobs outstanding have been considered and the Contractor Group is to be notified. New taps are to be installed by the contractor next week and the new fencing has been measured and will be done when the finances are approved.		
It was agreed that where new plots change a previous boundary fence to an internal fence, the new plot tenant will be given responsibility for the shared fence. Councillor Pippa Lishman agreed to mark this on the map.	Map	PL
Bird Flu notices are to be placed on Facebook and the Allotment Society are to be asked to communicate the advice. It was noted that it was up to individual tenants to protect their livestock, which have to be fully housed and any breaches must be reported to DEFRA. The link to the DEFRA advice is to be put on Noticeboards and the Website.	Bird Flu Notices	Allot WG
Contractor Working Group		
The usual seasonal work is being carried out including hedge cutting. The Environmentalist has had a site visit to the Woodland Walk regarding on the ongoing management plan and the outstanding work required.	Management Plan	PV
Projects Working Group		
The Christmas Hamper final numbers are to be sent to Councillor Wilkinson to place the orders, currently the number is 34. All Councillors were asked to volunteer for deliveries which will be a fortnight before Christmas and an early picture is needed with the Chair for the Newsletter.		
22/23/070 Updates and Reports (for information only)		
The Chair		
There was no report.		
Members of the Council		
The Remembrance Service was well attended with over 150 residents and it was a beautiful day. The St James Church interim Vicar was thanked for stepping in and		

everyone involved were thanked for their contributions. The Service Sheets need to be updated to reflect the change of Monarch.		
22/23/071 Formally adjourn the meeting to allow for public participation		
RESOLVED: That the meeting is adjourned to allow for Public Participation.		
(b) Public Questions		
There were no Public Questions submitted in advance. It was again asked if a Government Deposit scheme could be considered for the Allotments and it was advised that the flexibility of such a scheme would need to be considered. It was asked if there was a list for key deposits and it was advised that this can be transferred onto Scribe and tied in with next year's rent letters. Overgrown allotments are to be let out 'as seen', otherwise the Council will tidy them if new tenants do not want them. Site inspection letters have been sent, there is a comprehensive list of plots requiring attention and these will be followed up, including home visits.		
(a) Police Report		
PCSO Jody Hudson had sent a written report which is attached. There are still problems with youths at the Spar and it was suggested that the Police Contact Cards could be attached to the next newsletter. Jody is to be asked if she can provide enough cards. A pensioner suffered harassment at Duke Street near the Christmas tree which needed to be reported and a newsletter article is to be provided reminding residents to report harassment.	Cards	PCSO JH
(c) County Council Report		
There was no County Council Report. The County Councillor had sent her apologies as she was in London.		
(d) Borough Council Report		
Borough Councillor Gordon Lishman reported that Councillors Anne Kelly and Maggie Lishman would be attending the funeral of Sir Simon Towneley and signing the book of condolences on behalf of Briercliffe's residents. The Borough Council report is attached.		
There have been complaints about noise on the industrial estate, specifically with regards to the recycling center starting early in the morning and at 7:00am on weekends. There is also a high-pitched buzzing. Environmental Health have attended but no noise was observed and regular times are needed for a follow up. The domestic rat problems are getting better and specifics are needed to ascertain the extent of the problem. Rubbish bags in back streets cause problems with persistent offenders and Streetscene are identifying hotspots to send enforcement letters.		
Queen Street Mill are holding a craft fair on Friday 2 nd December and there is an artisan market in Burnley on the 3 rd .		
Intelligence is needed to identify fly-tippers so prosecutions can be made.		

(e) Allotment Society		
There was no report.		
(f) Other Organisations		
The Community Centre Report was read out and is attached.		
22/23/072 Formally reconvene the Parish Council Meeting		
RESOLVED: That the meeting is formally reconvened for Parish Council Business		
22/23/073 Finance		
1. Accounts to be approved for payment. Additional bills included.		
1.1 Clerk Salary	£457.82	SO Paid
1.2 HMRC	£114.44	#001708
1.3 G.S.A. Contractor	£860.00	#001709
1.4 P. Lishman Birthday flowers	£30.00	
1.5 P. Lishman Newsletter	£287.99	
P. Lishman Total	£317.99	#001710
1.6 Lite	£288.00	#001711
1.7 Vision Graphics	£200.40	#001712
1.8 Royal British Legion Wreaths	£170.00	#001713
RESOLVED: The bills outlined above are paid.		
2. Income Received		
2.1 Council Owned garages		£524.38
2.2 Bank Interest		£4.55
2.3 Briercliffe Community Centre Defibrillator		£1,315.00
2.4 Hapton Parish Council Stationery		£197.05
3. Bank Balances		
3.1. Bank Balances		
▪ Current a/c –		£ 8,625.92
▪ Reserves a/c –		£13,947.81
▪ Petty Cash -		£ 155.73
▪ Garages -		£ 1,206.85
Total		£23,936.31
RESOLVED: That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are approved.		
22/23/074 Minutes of the last Parish Council meeting		
To approve, as a correct record the minutes of the Parish Council meeting held on Tuesday, 25 th October 2022.		
RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting on the 25th October 2022 are approved as a correct record.		

22/23/075	Matters outstanding from the minutes		
	The Church letter complaint is to be responded to. May Tree Developers are to be contacted about the land transfer. The Allotment Society have not contacted for advice on rats and are to be chased.	Response Developers address AS rats	Clerk PL AD
22/23/076	Clerk's Report including Administration – for information only		
	The Clerk's report was noted. It was noted that moving meetings to the fourth Tuesday causes problems with Community Centre bookings.		
22/23/077	Updates, Policies and Projects		
	An Email Etiquette Policy was circulated.		
	RESOLVED: That the Email Etiquette Policy is approved.		
	The outcome of the Briercliffe Landrover Meeting was discussed. The Chair proposed that a vote be taken on whether to revisit the previous Council's decision to sell the Landrover or to uphold the previous decision.		
	RESOLVED: That the previous decision of the Council to sell the Landrover is upheld and the Landrover will be sold.		
	It was agreed to offer the Parishes of Cliviger and Worsthorne 'first refusal' at a below market value cost of £8,000, the costs incurred to date by Briercliffe Council, with a deadline for response of 31 st January 2023. It will then be offered to Burnley Borough Council on the same terms with a deadline response of 28 th February, at which stage it will be placed on the open market at market value.		
22/23/078	It was agreed that the next meeting of the Parish Council will be held on Tuesday 17th January 2023 at the Community Center, Jubilee Street at 7:30pm.		
	The Chair thanked everyone for attending.		

BRIERCLIFFE AREA 24th October – 22nd November 2022			
INCIDENTS REPORTED - 72			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
3	Burglary	Balderstone Lane	Large trolley stolen from the recycling centre.
		Townley Street	Isolated incident victim and offender are known to each other.
		Nelson Road Briercliffe	Milk stolen after the modern milkman has dropped the milk off.

Minutes of the Briercliffe with Extwistle Parish Council Meeting 22nd November 2022

2	Criminal damage	Briercliffe Road Walshaw Lane	Group of youths in victims garden banging on the windows and door causing damage to front door. Group of youths kicked front door causing damage.
2	Theft	Wroxham Close Widow Hill	Isolated incident HGV batteries taken from a storage unit
2	Vehicle crime	Burnley Road Briercliffe Balderstone Lane	Children throwing stones at taxis Theft from vehicle
0	Theft of vehicle/UTMV		
3	Nuisance	Queen street Little Toms lane Townley Street	3 teenagers throwing fireworks around on the road – patrol did a area search and a negative result for any young people. Neighbourhood dispute. Report of two youths walking down the street with a crow bar banging on peoples windows.
Many thanks Jody Hudson PCSO 7738.			
	Parking issues on Halifax Road junction with Walverden Road	Residents have been posted a letter reminding them not to park on double yellows.	

**Briercliffe Parish Council
Borough Councillors' Report – November 2022**

1. All three councillors have sent their condolences to our County Councillor and current Mayor of Burnley, County Councillor Cosima Towneley, on the death of her father, Sir Simon Towneley. Cllrs Lishman will attend the funeral.
2. **Noise nuisance from Heasandford Industrial Estate.** We have had complaints about the Recycling Centre starting early and making loud noise with moving skips around as early as 7a.m.. At the time planning permission was granted, we were successful in getting limits put on operating hours, particularly at weekends and it appears the conditions are not being met. Cllr Anne Kelly is following up with both the Borough and County Councils. There continue to be more complaints about an occasional, more high-pitched noise. Environmental Health officers have visited but unfortunately not heard the noise and not been able to trace its source. If people hear it, please will they contact Environmental Health at Burnley Council and keep a record of times, so officers know when to visit?
3. There has been some concern regarding overfilled dog waste bins. When required, emptying has been actioned, but please remind dog owners that dog waste can be disposed into ordinary bins if in a sealed container. As always, grateful thanks to residents who do clean up after their dogs.
4. Fallen leaves by bus stops have been a hazard and have been reported for removal.
5. Queen Street Mill is having a Craft Fair Friday December from noon until 6.30.
6. Sadly, the usual reports of fly tipping have been actioned.
7. Thanks to the Parish Council for a well-attended Remembrance Day Service and for refreshments afterwards. For the first time in very many years, none of us were able to attend, but Pippa Lishman laid a wreath on our behalf.
8. A reminder that the town's Artisan Market takes place on 3 December.
9. The problem with rats in the upper end of Harle Syke appears to be abating, but there are still problems.
10. There are still problems with rubbish being dumped on back streets, which we and residents regularly report to Streetscene who are monitoring the worst areas and will be sending letters.
11. And a Merry Christmas and Happy New Year to all our readers!

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

Community Centre Report November 2022

A new group for Mums and babies will start in December on Thursday mornings. The organiser is waiting for DBS checks to come through.

Other regular bookings remain stable and children's parties continue as usual as well as bookings for Christmas and New Year parties.

We currently only have some half days available for potential new groups – Tuesday mornings, Thursday afternoons and Friday mornings.

As we got the COVID 19 grant and all improvements have been done, we won't be asking the Parish Council to add to the precept for us next year.

The Community centre AGM is planned for January 2023 when the annual accounts will be presented. We will also discuss whether we need to increase rents but while we are hoping not, we will have to look at the increases in utility bills.

We are always looking for new committee members if anyone would like to join us. There are currently only 4 of us.

Anne Kelly

Chair

DRAFT