



Briercliffe with Extwistle Parish Council

Virtual meeting held over Zoom due to Government Restrictions

Tuesday, 19th January 2021

Present: Councillor Russell Hawkes (in the Chair), Councillors Adam Dack, Simon Dack, Ben Eastwood, Nik Higham, Duncan MacIver and Pam Vincent.

Others: Borough Councillor Anne Kelly and Steve Watson (Clerk).

Councillor Hawkes opened the Parish Council Meeting and welcomed everyone.

<u>Agenda</u>	<u>Actions by Clerk</u>	<u>Cllr Support</u>
Parish Council Agenda		
20/21/078 Apologies for absence		
Apologies were given by Councillors Roger Frost and John Stewart who weren't able to access remote technologies. Apologies were also submitted on behalf of County Councillor Cosima Towneley who was volunteering on Covid vaccines.		
RESOLVED: That above apologies and reasons given are approved.		
20/21/079 Declarations of Interest / Code of Conduct		
There were no initial Declarations of Interest.		
20/21/080 Formally adjourn the meeting to allow for public participation		
RESOLVED: That the meeting is adjourned to allow for Public Participation.		

(a) Police Report		
The written Police report was read out and is attached.		
(b) Calico Proposals Royal Court		
Ringstones are installing fences for residents Thursday/Friday this week and the four foot fence by the parking bays and fencing along the sides in April. They are also planting the trees. Ongoing maintenance and drainage should be monitored.		
(c) Public Questions		
There were no Public questions.		
(d) County Council Report		
The County Councillor was hoping to join the meeting later as she was volunteering at a covid vaccine station.		
(e) Borough Council Report		
The Borough Councillor Report was discussed and is attached. Councillor Anne Kelly reported that Stirling Court is now on the gritting list but the gritters could not access it due to parked cars blocking access. It was asked if Harrison Street could be added to the list due to the elderly, vulnerable residents. The gritter drives down but does not grit. Cross street is to be resurfaced in its entirety, but cars will need to be moved as any parked cars will prevent the work being carried out. It was asked if the Council could have the plainings for the Harrison Street pathway. The red Citroen doing 'doughnuts' on the Turning Circle has been towed away for having no tax or insurance.		
Everyone was thanked for their reports.		
20/21/081 Formally reconvene the Parish Council Meeting		
RESOLVED: That the meeting is formally reconvened for Parish Council Business		
20/21/082 Finance		
1. Accounts to be approved for payment. Additional bills included.		
1.1 Clerk Salary December £432.88 SO Paid		
1.2 G.S.A. December £610.00 001591 Paid		
1.3 Remembrance Wreath £17.00 001592 Paid		
1.4 Durkin £504.00 001594 Paid		
1.5 HMRC December £114.44 001595 Paid		
1.6 M. Smithson Allotment Drain £144.00 001596 Paid		
1.7 Landrover Tax £265.00 001597 Paid		
1.8 G.S.A. £850.00 001598 Paid		
1.9 Clerk Salary £432.88 SO Paid		
1.10 S. Watson Clerk Pay Rise x 2 £49.88 #001600		
1.11 HMRC £114.46 #001601		
1.12 G.S.A. £1,105.03 #001602		
1.13 R.D. Hawkes – v. postage & stationary £37.53 #001603		
1.14 Bowling Green Building Maintenance £70.00 #001604		
1.15 WW Tree Surgeon Work £1080.00 #001605		

<p>The Bowling Club have asked for £70 for materials for the club house but will provide the labour themselves. The Woodland Walk Ash trees are being removed to make room for the Oak trees to grow. It was agreed that the Council is getting excellent value for money from the contractor, with a lot of work being carried out, yet there is still money in the budget. The Council has remained very active during lockdown.</p>																				
<p>RESOLVED: The bills outlined above are paid.</p>																				
<p>2. Income Received</p> <table border="0" data-bbox="236 488 1177 613"> <tr> <td>2.1</td> <td>Garage rents x 2</td> <td>£1,135.44</td> </tr> <tr> <td>2.2</td> <td>Allotments</td> <td>£711.69</td> </tr> <tr> <td>2.3</td> <td>Electricity North West</td> <td>£22.83</td> </tr> <tr> <td>2.4</td> <td>Bank Interest</td> <td>£0.32</td> </tr> </table>	2.1	Garage rents x 2	£1,135.44	2.2	Allotments	£711.69	2.3	Electricity North West	£22.83	2.4	Bank Interest	£0.32								
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<p>3. Bank balances</p> <table border="0" data-bbox="256 678 1150 869"> <tr> <td>▪</td> <td>Current a/c –</td> <td>£ 3,243.35</td> </tr> <tr> <td>▪</td> <td>Deposit a/c –</td> <td>£18,932.83</td> </tr> <tr> <td>▪</td> <td>Petty Cash -</td> <td>£ -0.17</td> </tr> <tr> <td>▪</td> <td>Facebook Boost -</td> <td>£ 94.00</td> </tr> <tr> <td>▪</td> <td>Garages -</td> <td>£ 3,477.05</td> </tr> <tr> <td></td> <td>Total</td> <td>£25,747.06</td> </tr> </table> <p>The amount remaining of the Facebook boost is to be repaid.</p>	▪	Current a/c –	£ 3,243.35	▪	Deposit a/c –	£18,932.83	▪	Petty Cash -	£ -0.17	▪	Facebook Boost -	£ 94.00	▪	Garages -	£ 3,477.05		Total	£25,747.06		
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<p>RESOLVED: That the bank balances, budget monitoring report, petty cash report and bank reconciliations are noted. Petty cash is to be returned to £100.00.</p>																				
<p>A proposed budget was circulated.</p>																				
<p>RESOLVED: That the Budget is approved (as attached) and the Precept is raised to £25,000 to allow for the Woodland Walk maintenance and asbestos removal.</p>																				
<p>20/21/083 Minutes of the last Parish Council meeting</p>																				
<p>To approve, as a correct record the minutes of the virtual Parish Council meeting held on Tuesday, 17th November 2020.</p>																				
<p>RESOLVED: That the minutes of the Briercliffe with Extwistle Parish Council meeting, on the 17th November 2020 are approved as a correct record and will be signed as such once Government restrictions are lifted.</p>																				
<p>20/21/084 Matters outstanding from the minutes</p>																				
<p>The list of farms has not yet been completed. The asset Register is to be updated with the items no longer at the Bowling Club or Parish Garage and updated with new items purchased recently for contractor use. The poppies will be bought in plenty of time for next years Remembrance Day, it was suggested this should be in the summer. Standing Orders are to be revised to include the ability to make majority decisions via email during the pandemic.</p>	<p>Farms</p>	<p>JS</p>																		
<p>20/21/085 Clerk's Report including Administration – for information only</p>																				
<p>The correspondence was noted.</p>																				

20/21/086 Updates and Reports (for information only)		
Members of the Council		
The Chair's report was circulated and is attached.		
It had been reluctantly agreed that it was unsafe to deliver Christmas hampers this year. The supermarket could not provide a bulk order so several shopping trips would have been necessary and Councillor Vincent, who was due to do the deliveries, had to self-isolate up to Christmas. It was agreed that, as hampers went to the over 80s, it would not be acceptable for the Council to put these residents at any greater risk. Hampers will be delivered when it is safe to do so and Easter hampers are being considered. The government also advised against any actions that could put the vulnerable at any greater risk due to the new strain of the virus. Borough Councillor Anne Kelly offered to source the Easter hampers from Marks and Spencers.		
The Parish Landrover has been repaired and passed its MOT. It is now taxed and is back on the road. A meeting is to be arranged with the Police to discuss the use of the Landrover as it is illegal for the Council to fund something that is not giving benefit to the Parish or its Parishioners. It was proposed that the Landrover should be sold and the proceeds used to benefit the Parish if it is not being used in the Parish. It was noted that Sargent Ellis has left his local position. Councillor Eastwood requested an invite to a meeting with the Police.		
The Chair was again thanked for the hours of work he puts into the Parish for the Council.		
The tipping license is to be chased. The flagpole rope has been purposefully thrown into the trees but is now secured.		BE
An allotment tenant complained that garages are being used for storage, the garage list cannot be updated further due to covid as it requires door to door meetings. The tenant's suggestion is to be considered. A probation period of 12 months had been suggested for new allotment tenants, it was agreed this would be 6 months. An increase in the deposit for allotments and garages was suggested for new tenants as the current £50 figure does not cover costs. A new figure of £200 was proposed. There are 2 pens available and the waiting list is being used. Anyone not responding will be removed for the waiting list.		AD
RESOLVED: That a probation period of 6 months, where immediate termination can be applied is added to the allotment tenancy. The allotment deposit is raised to £200.		
The Woodland Walk historical sign is being made.		PV (RF)
There has been a serious increase in youth nuisance and the Police have been provided with CCTV, although they say the images are not clear enough to identify people. They are also breaching covid regulations as are in large groups. Councillor Kelly recognized a number of individuals and Councillor Maggie Lishman has a good contact with the Police. It was agreed to work with the Ward Councillors on the issue. Burnley Boys Club will do some outreach work with the youths in Briercliffe.		
It was asked if the Police could have a key for the Community Centre, they previously had a key but lost it, which resulted in an expensive lock change. However it was agreed it was a good idea for the Police to have a key, though they		

would need to follow the rules and risk assessments during lockdown. The meeting with the Police on youth nuisance should also highlight speeding cars and loud quad bikes. The Police are aware of youths on mopeds selling drugs in the area and are monitoring the problem.		
Community Centre Update		
The Community Centre Financial Report (and notes) is attached. The Centre is being used by a support group as permitted under regulations, however all other rents have stopped and it is likely some of these groups may not return. A lot of maintenance has been carried out whilst the Centre was closed including electric works as the Centre is now 30 years old. Anne was thanked for her report and attendance.		AK
20/21/087 To receive reports from Committees and consider the Recommendations		
2. <i>Planning Committee</i>		
HOU/2020/0583 - Proposed erection of single storey annex and demolition of existing garage (Re-submission of application HOU/2019/0575) AT: 28 Sandiway Drive Briercliffe Lancashire There were concerns about overdevelopment, size and the proximity to other properties. Councillor Frost is to respond. Borough Councillor Anne Kelly declared an interest as she sits on Planning and withdrew from the meeting HOU/2021/0006 - Proposed three storey side extension, rear dormer and internal alterations, Kenmuir Burnley Road Briercliffe Consultation letters have now gone out and the Council has already responded previously and will respond again.		RF AK PV(RF)
20/21/088 To receive reports from Working Groups – for information only		
1. <i>Allotment Working group</i>		
There was 1 new application and the waiting list has been updated: 1 application has been removed for none response. There are now 16 for gardens, 14 for pens, 20 for garages and 7 for containers. It was suggested that the allotment policy should contain times when allotments cannot be used as some are being used late at night for parties. It was agreed this was covered already by the nuisance clause. When a plot is split the Council will fund the initial fencing and gating but this then becomes the responsibility of the tenant. The Allotment Policy is to be reviewed as it refers to an Allotment Manager and an Allotment Committee and as already resolved (above) deposits will be raised to £200 and there will be a 6 month probationary period for new tenants. The fencing repairs are due to be carried out soon. Councillor Simon Dack will coordinate the containers plans with Councillor Kelly for advice only.	<i>Fencing</i> <i>Policy</i>	SD AD BE (RH) RH / AD
20/21/089 Matters identified for future consideration		
There were no matters identified.		
20/21/090 It was agreed that the next virtual meeting of the Parish Council will be held on Tuesday 16th February 2021.		

The Chair thanked everyone for attending.

BRIERCLIFFE AREA 13 th December – 11 th January 2021			
INCIDENTS REPORTED - 114			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
5	Burglary	Burnley Road Briercliffe Briercliffe Road Burnley Road Briercliffe Stirling Court Burnley Road Briercliffe	Business broken into laptop and web cameras stolen. Offender's have been disturbed they haven't gained entry. Business broken into and monies taken. Blow torch used on door lock offenders not gained entry. Business attempt break.
3	Criminal damage	Wroxham Close Briercliffe Road Sutcliffe Street	Object thrown at rear window causing outer pane to become damaged. Damage caused within the school grounds whilst the school was closed. Rear security light damaged.
3	Theft	Queen Street Duke Street Widow Hill Road	Bike taken from rear yard. Bikes taken from rear yard Stolen wallet
2	Vehicle crime	Croasdale Avenue Church Street	Vehicle broken into over night whilst parked on drive way. Moped stolen from rear yard, found by police on Antley Court.
29	Nuisance	Talbot Drive/Sandiway/Sutcliffe/Hallam Across Briercliffe area	Group of youths throwing snow balls Covid breaches/parties
Briercliffe has seen a number of ASB incidents due to the snow and bad weather. CCTV has been gained of said youths and attempts of identifying them are on going. Data shows that a number of businesses have been victims of crime, if you own a business in the Briercliffe area please double check windows and doors are locked and keep			

electrical items locked away as best you can. Briercliffe is on the neighbourhood policing tasking with a dedicated patrol in the area. Please could I ask all residents if you see something suspicious to report either 999 in emergency or 101 non emergency. Many thanks Jody Hudson PCSO 7738.

Borough Councillors' Report – January 2021

Happy New Year to all Parish Councillors and residents of Briercliffe.

Gritting and Grit Bins: Numerous problems have been highlighted all over Briercliffe about access to grit bins on streets not gritted by County Council lorries. Requests have been logged with the County and Maggie is undertaking a review of the siting of the current provision with County Cllr Townley. We're also looking at gritter routes and which are "primary" and "secondary" which affects their priorities. As well as getting the grit bins in place, there is also the annual challenge of getting and keeping them filled. It appears that the longer a bin is in place, the more it is used by residents from other areas!

As always, there have been complaints of dumping and fly-tipping which Streetscene have dealt with for us. They can be contacted direct via Burnley Council's website and their service is usually very good.

We hope that local people know that Burnley Council have halved the cost of bulky waste removal for a trial period of three months. Notify them via the website and it will be collected.

The issue of inconsiderate parking has been raised by some residents and these have been shared with the appropriate authorities to assist in resolutions.

Residents across Briercliffe are complaining about noisy speeding cars. It's certainly a problem in Lane Bottom. This has been raised with the police before and has been again. It might help if people note the time of incidents which would help the police to target patrols, although there doesn't seem to be much pattern to it.

There have been a lot of complaints about youth nuisance with gangs congregating despite the coronavirus restrictions, including kids throwing snowballs at cars and sometimes people. Maggie has been in touch with the police who have organised extra patrols. The "In the Know" system of keeping people in touch with police work tells us when the patrols are taking place which has happened on a number of occasions in the last few weeks. Residents can keep in touch by joining their newsletter at alert@neighbourhoodalert.co.uk. The police are asking for information, including the names of any of people creating problems and any CCTV or other pictures which can help them to identify and follow up anybody who is making a nuisance of themselves or risking their and anyone else's health.

Thanks to everybody who displayed Christmas decorations, which lit up our area and gave us all some cheer over the festive season.

The pandemic has been coming closer to home. Several people in Briercliffe have now lost their lives to COVID and our thoughts are with everyone who has lost a friend or relative or is still suffering from the long-term effects of COVID or is ill now. It looks as if the new versions of the virus are affecting people of all ages. Thanks also to the food-bank collection point at the Commercial and the Spar. As a reminder, the Burnley Together telephone number is: **01282 686402**. **They are open every day** to help with services that can help to cope with the problems the pandemic brings.

Please be careful and keep safe!

Councillors: Anne Kelly

Gordon Lishman

Maggie Lishman

Proposed Budget 2021-22

Cost Centre	Income		Receipts	Payments	Inc/Exp
1		Maintenance Grant	£ 258.00	£ -	£ 258.00
2		Precept	£ 25,000.00	£ -	£ 25,000.00
3		Bank Interest	£ 2.00	£ -	£ 2.00
5		Electricity North West	£ 21.00	£ -	£ 21.00
6		External Grants	£ -	£ -	£ -
		SUB TOTAL	£ 25,281.00	£ -	£ 25,281.00
Cost Centre	Expenses				
7		Clerk Expenses	£ -	£ 50.00	-£ 50.00
8		Councillor Expenses	£ -	£ 50.00	-£ 50.00
		SUB TOTAL	£ -	£ 100.00	-£ 100.00
Cost Centre	Salaries				
9		Clerk Salary	£ -	£ 6,870.00	-£ 6,870.00
46		Clerk Cover	£ -	£ 100.00	-£ 100.00
		SUB TOTAL	£ -	£ 6,970.00	-£ 6,970.00
Cost Centre	Administration				
10		Postage	£ 120.00	£ 200.00	-£ 80.00
11		Gifts and Hospitality	£ -	£ 100.00	-£ 100.00
12		Computer/Software	£ 250.00	£ 600.00	-£ 350.00
13		Stationery	£ 500.00	£ 900.00	-£ 400.00
14		Room Hire	£ 290.00	£ 290.00	£ -
		SUB TOTAL	£ 1,160.00	£ 2,090.00	-£ 930.00
Cost Centre	Professional Charges				
15		Insurance	£ -	£ 500.00	-£ 500.00
16		Audit	£ -	£ 500.00	-£ 500.00
17		LALC Subscription	£ -	£ 610.00	-£ 610.00
39		Legal Fees	£ -	£ 1,000.00	-£ 1,000.00
47		Planning Applications	£ -	£ -	£ -
		SUB TOTAL	£ -	£ 2,610.00	-£ 2,610.00
Cost Centre	Training				
18		Clerk	£ -	£ -	£ -
19		Councillors	£ -	£ -	£ -
		SUB TOTAL	£ -	£ -	£ -
Cost Centre	Allotments				
20		Rents Received	£ 4,200.00	£ -	£ 4,200.00

Minutes of the online Briercliffe with Extwistle Parish Council Meeting 19th January 2021

23		Water	£ 1,600.00	£ 1,600.00	£ -
27		Allotment Deposits	£ -	£ -	£ -
48		Skip Hire	£ -	£ 500.00	-£ 500.00
		SUB TOTAL	£ 5,800.00	£ 2,100.00	£ 3,700.00
Cost Centre	Garages				
26		Garage Income	£ 6,000.00	£ 2,693.00	£ 3,307.00
52		Container Income	£ 1,800.00		£ 1,800.00
28		Garage Deposits	£ -		£ -
		SUB TOTAL	£ 7,800.00	£ 2,693.00	£ 5,107.00
Cost Centre	Contractors				
Code		Title		Estimated	
30		Contractors Contract Costs	£ -	£ 7,600.00	-£ 7,600.00
31		Contractors Materials	£ -	£ 3,200.00	-£ 3,200.00
33		Contractors Tender Costs	£ -	£ 500.00	-£ 500.00
53		Contractors Contingency Costs	£ -	£ 1,000.00	-£ 1,000.00
		SUB TOTAL	£ -	£ 12,300.00	-£ 12,300.00
Cost Centre	Newsletter				
Code		Title		Estimated	
34		Printing Costs	£ -	£ 1,400.00	-£ 1,400.00
35		Advert Income	£ 750.00	£ -	£ 750.00
		SUB TOTAL	£ 750.00	£ 1,400.00	-£ 650.00
Cost Centre	Projects				
Code		Title		Estimated	
36		Christmas Hampers	£ 50.00	£ 160.00	-£ 110.00
37		Hanging Baskets	£ 6,300.00	£ 4,800.00	£ 1,500.00
44		Police Landrover	£ 1,000.00	£ 1,500.00	-£ 500.00
50		Briercliffe Community Centre	£ -	£ 1,500.00	-£ 1,500.00
40		Flower Show	£ -	£ 350.00	-£ 350.00
		Woodland Walk	£ -	£ 1,500.00	-£ 1,500.00
		Asbestos Removal		£ 3,000.00	-£ 3,000.00
42		Projects Contingency		£ 5,068.00	-£ 5,068.00
		SUB TOTAL	£ 7,350.00	£ 17,878.00	-£ 10,528.00
NET TOTAL			£ 48,141.00	£ 48,141.00	£ -
RESERVES			£ -	£ -	
GROSS TOTAL			£ 48,141.00	£ 48,141.00	£ -

Chair's Report List for November – December 2020 – Jan 19th 2021

- Comms (Email and return phone calls) Parishioner re: about a ridiculous FB post they had witnessed maligning work of contractors and PC
- Comms BE / Contractor and a separate issue on planning related
- Comms AD Allotment Policy Review/ prep for General Allotment feedback and asked to reply to Parishioner letter/points at next meeting where appropriate.
- Draft Agenda 13/01/2021 –Comms SW and PV Email to SW with amended Agenda and sheet recording cheques used + related info
- Sequential record of Cheques paid for SW 2020/21
- Allotment Policy review sent to AD
- Comms – SW Police and Land Rover and reminder to add info in Standing orders regarding Covid and email majority vote/ BE Contractor jobs and v. issues: inc. flagpole sabotage and fix, v. FB posts... 12/01/2021
- Comms – (EA) contractor WW related £1080 costs for PC to consider (need to add yearly budget category for WW), Allotment tenant incident reported...
- Comms Parishioner – Calico updated received and ASB related videos
- Comms – Contractors/AD– allotment fencing /gating (Asbestos) and PV/ Gary Howell WW ash tree reduction job specifics. BE Policing update (and Land Rover) 06/01/21
- Return email – info. relayed to parishioner who shared LCC complaint regarding potholes on Kimberley Street – “Report It” link. (04.01.21)
- Comms Phone and WhatsApp with tenant regarding suspected water leak on allotments (due to cold weather)... turned out to be a tap left on. (03/01/21)
- Landrover related comms regarding use of... NH SD BE PV (02 – 03/01/21)
- Website and Face book – Christmas Wishes (25.12.20) and Happy New Year (01/01/21) posts added
- Out of Office message on emails from 18/12/20-04/01/21
- Cheques written - signatures collected / local cheques hand posted and others sent to the Clerk for distribution 17-18/12/2020
- Email to Councillors – Dec bills to pay and No Christmas Presents this year...Will /try at Easter or if not able to then, another time in the year! (17/12/2020)
- Comms Queen Street Mill KB
- Comms – Avian flu and concern about over stocked pen AD to sort letter with SW)
- Website and Allotment noticeboard update – Avian Flu
- Cheques - signatures collected / local cheques hand posted and others sent to the Clerk for distribution 23/11/2020
- ...Comms- BE Cheques and Solicitor
- Comms (many) AD - Free allotments; asbestos report; specific tenant rent non-payment – deposit to be used to reclaim; contractor to go ahead with splitting – fencing and gating - P26/27 leaving one plot with asbestos to be removed professionally. (Budget for next financial year).
- Comms PV various...23/11/2020
- ...Comms – Solicitor 23/11/2020 10.58am. Now back on track!!!
- ...Website – published Nov Meeting
- Edited Nov meeting video
- Comms –Tesco Burnley Customer Services 23/11/2020 / visited the store to place/finalise bulk order...left and was rung back later that day to say they Tesco could not fulfil the order due to their Covid Policy restrictions
- ...Asbestos Report sent to Clerk for dissemination to Councillors/ – needs addressing £££ 21/11/2020
- ...FB and Website: Actual in situ Christmas Lights video message created and added

- ...Draft Mins read/edited, 21/11/2020...to be published (SW)
- Comms PV BE SW – various.... inc. updates to Equipment on Asset Register 20/11/2020
- Asbestos kit registered online / samples taken from P24a and P26/27, labelled and posted (tracked/signed for) 19/11/2020
- Website updated – dates/times next meeting/ Borough Councillor report for November/ Archived Allotment Managers Advert 18/11/2020
- FB update – Christmas Lights to be switched on message
- Cheques written 19/11/2020
- Comms – Tesco online - ordering multiple units for delivery request 18/11/2020
- Comms Solicitor 16/11/2020

BRIERCLIFFE COMMUNITY CENTRE ACCOUNTS 2020

NOTES

INCOME:

- Rent: £1916 = £1365 less than last year
- 2 x £1,500 from PC precept (none received last year)
- Marsden Bank Account closed = £617.41

EXPENDITURE:

Maintenance:

- new kitchen flooring
- repainted the hall
- garden area cleaned and shrubs cut back twice
- chairs cleaned
- electricity check – needed updating and maintenance work (£408)
- £75 on sanitisation and cleaning

Risk Assessment done on 31/07/20, reviewed monthly by AK and CS

Centre closed at the moment except for a Mother and Baby Support group.