

### Agenda Item 3

**Minutes of the Meeting of Barrowford Parish Council  
Held at Holmefield House Gisburn Road Barrowford  
On Wednesday, 16<sup>th</sup> March 2016**

**Present**

Cllr. R Oliver – Chairman in the Chair

Parish Councillors

J. Gibson	E. Jackson	R. O. Windley	S. Nike	A. Stringer
A. Vickerman	M. Waddington	K. Turner	Cllrs. T. Titchiner	B Norcross
P. Thompson				

**177. Declaration of Interest:** None

**178. Apologies:** None

**179. Minutes of the Meeting of the Council Held on the 17<sup>th</sup> February 2016:**

Copies having been previously circulated.

**It was resolved:** That the minutes of the Meeting held 17<sup>th</sup> February 2016 be approved as a correct record.

**180. Minutes of the General Purpose Committee:** copies having been circulated.

**It was resolved:** That the Minutes of General Purposes Committee held on the 3<sup>rd</sup> February 2016 be noted

**181. Planning & Highway Matters:**

Number		Comments
13/16/0086P	Full: Change of use from use class A2 (Financial and professional services). to a physiotherapy clinic (D1). 120 Gisburn Road Barrowford Nelson BB9 6EW	<b>No objection:</b> As the building has been unoccupied for some time, but will this change of use represent a significant variation from policy regarding the percentage of non-retail businesses within the defined shopping area?
13/16/0093P	Full: Erection of 3 detached dwellings and garages and form new access. Plots 7, 9, 10 317 Gisburn Road Barrowford Nelson BB9 6AY	No objection with access restricted to Gisburn Road

**182. Financial Matters:** The relevant outturn and payment schedule having been previously circulated.

**It was Resolved:**

- a. To approve the virements highlighted in the February Outturn
- b. To note the Outturn for February 2016

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- c. To add a late payment of £80.09 and approve total payments of £11543.26 for March 2016
- d. Approve Garage Rent Levels for 2016-17 for both Hilltop and Lowerclough Street Garage Sites as recommended at the March GP Meeting.

#### Payments March 2016

To Whom Paid	Total
British Gas	375.88
British Gas	62.34
J B Barnes Ltd	21.72
LALC	615.59
3B Computers	70.00
3B Computers	45.00
CR Walne	117.72
CR Walne	84.00
BM Electrical	328.20
LED Electrical LTD	412.45
J & M Hardware	28.56
Daisy Communications	94.58
British Gas	27.99
Citrus Office Solutions	42.01
Kirkwells	1800.00
Kirkwells	1248.00
United Utilities	78.57
Petty Cash Luncheon Club	30.71
Petty Cash	141.81
Wages & Salaries	5722.50
D. Lewin	64.90
I. Lord	50.64
Option Hygiene	80.09
<b>Total</b>	<b>11543.26</b>

**183. Parish & town Council Audit Requirements 2015-16:** Having previously been circulated.

#### **It was Resolved:**

- a. To appoint Mr. Pickering as the Councils Internal Auditor for 2015-16.
- b. To approve a fee of £270.00 for the 2015-16 Internal Audit.
- c. The adoption of the Internal Audit Terms of Reference as part of the 2015-16 audit procedure.
- d. The adoption of the Internal Control and Suggested Testing document as part of the 2015-16 audit procedure.
- e. The adoption of the Effectiveness of Internal Audit document as part of the 2015-16 audit procedure.
- f. The adoption of the reviewed Councils Risk Management Policy Statement for 2015-16 as part of the procedures of the Council.
- g. The adoption of the Councils Risk Management Register for 2015-16

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h. The adoption of the Councils Asset Register as of 31<sup>st</sup> March 2016 as part of the 2015-16 audit procedure.

i. **Reports from Working Groups:** None

**184. Allotment Rents: 2015 -16:** A report having Previously been circulated  
**It was Resolved:** To write off £949.50 lost revenue through vacancy and to note the report.

**185. Luncheon Club Annual Update:** A report having Previously been circulated.  
**It was Resolved:** To note the report.

**186. Barrowford Cricket Club:** Financial request for assistance with the cost of repair materials a copy of the letter having previously been circulated.  
**It was Resolved:** To grant the cost of materials up to a maximum of £300.00 for the urgent repairs at the cricket pavilion.

**187. LCC Bus Services Consultation:** The response to the Chairman's letter to LCC and bus routes and timetables were circulated at the meeting.  
**It was Resolved:** To note the response.

**188. Reports from Working Groups:** Cllr Turner reported on a CPRE event on Neighbourhood Planning held at County Hall attended by four councillors. He reported:

- Funding levels had been raised from £8,000 to £9,000.
- The average cost of completed plans was between £15,000 and £27,000 but funding for the early plans was up to £20,000
- Most plans took around two years to complete.
- Ways of getting your plan out to the public was discussed including a free raffle for those who responded.

Cllr. Windley reported on changes to regulations governing Neighbourhood Plans and reported that the Terms of Reference needed to be posted on the Website under the Neighbourhood Plan along with minutes of those meetings.

**189. Report of the Clerk:**

a) **Post Office:** Proposed re-opening at 136 Gisburn Road consultation.

**It was Resolved:** That the Clerk responds favourably to the consultation.

b) **55 Gisburn Road:** The planning application has been deferred to the Development Control Committee which will meet on Monday 21<sup>st</sup> March 2016.

c) **Annex Roof:** Work on the annex roof has been completed.

d) **Fleece Public Toilets:** Electrical work on the toilets has been completed; the handyman is doing some necessary painting.

e) **It was Resolved:** That the toilets would be reopened in time for Easter.

f) Notice from Cllr. Windley to table the following resolution at the next Parish Council Meeting.

*"In view of the changing National Weather scene, the recent extensive flooding*

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*in Barrowford and the approval of the Outline Planning Application for 500 houses on the riverside, the Parish Council calls upon Pendle Borough Council to commission a completely independent Flood Risk and Flood Management Survey.*

*This should cover the water courses through Barrowford and the Lomeshaye Business Park and identify such amelioration measures that are necessary to address the concerns of Barrowford's residents and local businesses.*

*The costs of this should be recovered from the financial benefits to the Borough Council set down in the Developers Planning Application documents''.*

**190. Report on the Barrowford & Western Parishes Area Committee:** Cllr. Oliver reported on 55 Gisburn Road planning application and the discussions on phase 2 of the Stephen Burke Cycle Hub and the approval of the disposal and possible devolvement of four pieces of land to the Parish Council.

**191. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** None

**192. Date, time & place of the next meeting:** *The next meeting of the Council will be held on Wednesday the 20<sup>th</sup> April 2016 starting at 7pm and held at Holmefield House Gisburn Road Barrowford.*