



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 30 January 2023 at Whalley Old Grammar School, commencing at 6.30pm.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Council meetings held on 14 November 2022 and 5 December 2022.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
- 4. Public participation (if any).**

ITEMS for DECISION:

- 5. Finance Report:**

Report of the Clerk (enclosed) to approve the:

 - Accounts to date.
 - Payments as set out in the report.
- 6. The Council's Complaints Procedure.**

Report of the Clerk (enclosed) to consider and approve a revised Procedure.
- 7. Co-option of a Parish Councillor.**

To consider the application for election of a councillor by co-option.

ITEMS for INFORMATION and DISCUSSION:

- 8. Planning Report.**

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 9. Action Plan.**

For members to consider the responses from the recent survey and agree a Plan of Action based on the responses and the actions Members considered at the 18 July 2022 Council meeting.
- 10. CCTV – Next Steps.**

Report of the Clerk (enclosed) to consider the Council's next steps in the procurement of CCTV equipment.
- 11. Newsletter.**

Discussions on content and dates for a Spring newsletter.

12. Councillor Updates.

Verbal updates from Councillors.

Part 2 Item for Decision:

EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

13. Appointment of Gardening Services Contractor

Report of the Clerk (enclosed) seeking approval of the appointment of a contractor to maintain Trafford Gardens and carry out ad-hoc garden services.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

Email: clerk@barrowparishcouncil.org.uk

Phone: 07855 183 444

web: www.barrowparishcouncil.org.uk



Draft Minutes Parish Council – Emergency Meeting

Date:	14 November 2022		
Place:	Starbucks - Barrow Brook Trade Park.		
Present:	Councillors: L Street (Chair), E. Kinder and D. Chiappi and L. Dewhurst		
In attendance:	Clerk to the Council.		
Meeting started:	09:20	Meeting closed:	10:00

MINUTE REFERENCE 221114/

1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr. Birtwhistle.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

3. PUBLIC PARTICIPATION.

There was no public participation.

4. TREE FELLING.

The Clerk submitted a report seeking approval for the felling of tree at the rear of the Playing Fields.

Members were reminded that in April 2022 they commissioned a survey on the health of the trees on land owned by the Council. The Survey recommended that four trees should be felled (most had Ash die back), with one tree requiring urgent attention.

Members were also reminded that at their meeting on 31 October they had authorised the clerk to seek additional quotes for tree felling and report back to Council.

The Clerk noted that he had now received a new quotation from C Ball Forestry (based in Clitheroe) for the felling of the tree at a cost of £400 plus VAT, which was substantially lower than the initial quote.

RESOLVED THAT COUNCIL:

Authorise the Clerk to instruct C Ball Forestry to carry out the felling of the tree identified as T7 in the report.

5. REVIEW OF THE PROPOSALS FOR A NEW RIBBLE VALLEY CONSTITUENCY.

The Clerk provided details and a verbal updated on the proposed constituency boundary changes.

The Clerk updated members that:

The 2023 Review of Parliamentary constituencies were formally launched in January 2022 and that the Commission was required to ensure that the number of electors in each constituency is more equal; in doing so, the number of constituencies in England would increase from 533 to 543. The Commission would present its final recommendations to Parliament by July 2023.

In addition, the Clerk informed members that:

- The number of constituencies in the North-West of England would decrease from 75 to 73.
- By law, every new constituency must contain between 69,724 and 77,062 Parliamentary electors (as 2 March 2020).
- As far as possible, the Commission would try to have regard to local ties, geographic factors, local government boundaries (as they were known on 1 December 2020), existing constituencies, and minimise disruption caused by proposed changes.
- The Commission would use local government wards as the building blocks for proposed constituencies but would consider splitting a ward where there is a strong case for doing so that helped them better respect the factors above.

Of particular interest to members was that the proposal changes would split the Ribble Valley into two Constituencies:

- Pendle and Clitheroe County. Which would include the wards of Barrow and Wiswell, Whalley and Painter Wood and Read and Simonstown.
- Ribble Valley County. Which would include the wards of Billington and Langho and Whalley Nethertown (Calderstones).

The Clerk reminded members that the administrative body for the Ribble Valley would remain Ribble Valley Borough Council.

RESOLVED THAT COUNCIL:

Authorise the Clerk to contact Nigel Evans MP to seek his view on the proposed boundary changes.

SIGNED BY CHAIR:

DATE:



Draft Minutes
Parish Council – Ordinary Meeting

Date:	5 December 2022		
Place:	Whalley Old Grammar School – Whalley, Clitheroe.		
Present:	Councillors: L Street (Chair), E. Kinder and D. Chiappi		
In attendance:	Clerk to the Council, Cllr. Birtwhistle and three parishioners.		
Meeting started:	18:30	Meeting closed:	20:50

22/142 APOLOGIES FOR ABSENCE.

Apologies were received from Cllr. Dewhurst.

22/143 APPROVE THE MINUTES OF THE MEETING HELD ON 31 OCTOBER 2022.

The minutes were approved as a correct record and signed by the Chair.

22/143 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

22/144 PUBLIC PARTICIPATION.

One parishioner wished to speak on Agenda Item 12, and two were present for Agenda Item 8.

22/145 FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and for payments as shown in the table below.

RESOLVED THAT COUNCIL:

1. Approve the accounts to date.
2. Approve the following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
Royal British Legion	'Tommy' and 'Tommy' signs	251.59	41.94	209.65	22/138 (3)
RBL Poppy Appeal	Wreath - Remembrance Sunday	25.00	0.00	25.00	Sundry Expense
C Ball Forestry	Felling Ash tree at playing field	480.00	80.00	400.00	22/134
Whalley Education Foundation	Room-hire - October meeting	26.00	0.00	26.00	General admin.
British Christmas Tree Company	Christmas Tree -Trafford Garden	225.00	0.00	225.00	22/133 (2)
Totals		1,007.59		885.65	

22/146 DRAFT BUDGETS FOR 2023-24.

The Clerk submitted a report updating members on the preparations for the 2023-24 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2023-24

Members were reminded that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

RESOLVED THAT COUNCIL:

1. Note the contents of the Budget Report and Appendix 1.
2. Approve a budget for 2023-24 of £22,692
3. Authorise the Clerk to inform RVBC of the proposed budget.

22/147 GENERAL PRIVACY NOTICE.

The Clerk submitted a report requesting members to approve a revised and updated General Privacy Policy.

Members were made aware that Barrow Parish Council holds personal data about employees, residents, suppliers, and other individuals for a variety of Council purposes. Members were also made aware that the Council is required to process all personal data lawfully, fairly and in a transparent manner.

RESOLVED THAT COUNCIL:

1. Note the contents of the report and the updated General Privacy Notice (Appendix 1 to the report).
2. Approve the Council's updated General Privacy Notice as set out in Appendix 1 to the report.

22/148 BARROW BROOK ACTION FUND.

The Clerk submitted a report requesting members to consider a request made to the Barrow Action Group Fund Trustees (Councillors Chiappi and Kinder) by members of the Barrow Action Group Fund (two of whom were present at the meeting) to see if the Parish Council would consider accepting their current funds (over £10,000) as a charitable donation.

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That any suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That any additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met by the ring-fenced funds.

Please note that these points were agreed by the two members (including the current Chair of the Barrow Action Group) who were present at the meeting.

22/149 WHALLEY GIRL GUIDES.

The Clerk submitted a report informing members of a request received from Whalley Girl Guides for a contribution towards the cost of a trip they were organising to London.

Members were reminded that the Girl Guides:

- Were a volunteer led community group and had 20 girls aged between 10 and 13, three of the girls lived in Barrow and four currently attended Barrow Primary School.
- Currently have no Rainbows, Brownies, or Guides groups in Barrow and that the nearest group is the one in Whalley, hence 'Barrow Guides' attended the Whalley Group.

RESOLVED THAT COUNCIL:

Agree to donate £100 to Whalley Girl Guides as a contribution to their trip to London.

22/150 UPDATE FROM PCSO AILSA GILL.

Police Community Support Officer (PCSO) Ailsa Gill was welcomed to the meeting and provided the latest crime statistics for Barrow (which were low). Ailsa answered a range of questions from members and the public in attendance at the meeting.

Ailsa set out the benefits of 'Lancashire Talking' which is an initiative that aimed to understand the needs of the local communities and enabled residents to share any concerns with police officers. Access to Lancashire Talking is available at www.lancashire.police.uk/campaigns/lancashire-talking/

RESOLVED THAT COUNCIL:

Thanked Ailsa for attending the meeting and for the information she had provided.

22/151 PLANNING REPORT.

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

22/152 MEMORIAL STONES.

This item was raised by a parishioner who attended the meeting. Discussions related to the memorial stones removed from the school in Barrow and the possibility of the Council installing a permanent memorial to recognise the 'Fallen of Barrow'.

RESOLVED THAT COUNCIL:

Request the Clerk to submit a report to the next Council meeting regarding the options for installing a permanent memorial recognising the 'Fallen of Barrow'.

22/153 COUNCILLOR UPDATES.

Updates were provided on the Barrow Brook lodge, the major roundabout at Barrow Brook/A59, the Woodland Path and the siting of the defibrillator which is currently in storage.

Regarding Barrow Brook Lodge, Cllr Birtwhistle noted that LCC had inspected the site and found no significant issues relating to the concerns the residents had expressed, that water could overflow the banking and flood the road during heavy rain.

RESOLVED THAT COUNCIL:

1. Agree to reimburse any resident (up to the value of £200) if they pay for cleaning the Barrow Brook Lodge culvert.
2. Request Cllr David Birtwhistle to contact LCC Highways regarding the state of the roundabout at Barrow Brook/A59 and the state of the parish's bus stops and bus shelters.
3. Request Cllr David Birtwhistle to progress the actions the Council had agreed to take regarding the Woodland Path.
4. Request Cllr Birtwhistle to progress the work he had started on finding a location for the Council's defibrillator.

By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

22/154 BURIAL COMMITTEE.

The Clerk submitted a report informing members of a request by the Whalley, Wiswell and Barrow Joint Burial Committee for members to agree and adopt an updated Constitution attached as Appendix 1 to the report.

Members were reminded that at their September meeting they agreed in principle to the preparation of a new constitution for the Burial Committee.

RESOLVED THAT COUNCIL:

1. Agree to adopt the updated Constitution as set out in Appendix 1 to the report.
2. Authorise the Clerk to inform the Chair of the Burial Committee of the Council's decision.

22/155 FUTURE MEETINGS.

The next meeting will be held on January 30, 2023, starting at 6:30pm.

SIGNED BY CHAIR:

DATE:

Agenda Item 5

For Decision



Meeting Date: 30/01/2023

Title: **Finance Report to 15/01/2023**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report.
2. Approve the Schedule of Payments.

Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Minute Ref.
1		Parish Clerk	3 months salary to 31/12/2022	1,872.00		1,872.00	30/12/22	Contract Paid
2		Parish Clerk	3 months expenses to 31/12/2022	348.39		348.39	01/02/23	Contract
3		HMRC	3 months income tax and NI to 31/12/2022	476.97		476.97	22/01/23	Contract Paid
4		BAR61030	PM+M Payroll Services	33.30	5.55	27.75	25/01/23	Contract
5	JM2125	Whalley Education Foundation	Hire of room for Council meeting	26.00		26.00	03/02/22	Council Expenses
Totals:				2,756.66	5.55	2,751.11		

Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
04/04/2022	00204582	RVBC - 2022/23 precept	21,000	0.00	0.00	0.00	0.00	21,000
03/06/2022	Unity Bank	Balance as at 03/06/2022	0	0.00	0.00	0.00	100.00	100
15/09/2022	HMRC VTR	VAT Repayment	0	1,084.00	0.00	0.00	0.00	1,084
10/10/2022	accy049379	Concurrent Grant	0	0.00	915.00	0.00	0.00	915
14/10/2022	AP 2806765	Bio Diversity Grant from LCC	0.00	0.00	0.00	300.00	0.00	300
24/10/2022		Cllr E. Kinder (duplicate payment)	0.00	0.00	0.00	0.00	40.16	40
01/11/2022		Oaklea Garden Services (duplicate payment)	0.00	0.00	0.00	0.00	101.25	101
01/11/2022		Barrow Action Group (ring-fenced donation)	0.00	0.00	0.00	0.00	10,979.11	10,979
Total:			21,000	1,084.00	915.00	300.00	11,220.52	34,520

Note 1:

Switch from Barclays Bank to Unity Trust Bank occurred 17/06/22 = £27,015.32
 Unity Trust bank had a balance of £100 on 16/06/22
 Unity Trust Balance after Switch = £27,115.32

Note 2: Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That any suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That any additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

Payments for the period 1st April 2022 to 31st March 2023

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses			Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses			
	01/04/22	DD	Easy Web					24.00						3.60	27.60
04/04/22	14/04/22	100232	LALC: Membership Subscription						319.41					-	319.41
04/04/22	14/04/22	100233	Oaklea Garden Services							56.25				-	56.25
04/04/22	11/04/22	100234	Clerk: Use of Home, Mileage and other expenses			144.30									144.30
		100235	Void												-
04/04/22		100236	HMRC		427.20										427.20
04/04/22	20/04/22	100237	PM+M Payroll Solutions				55.50							11.10	66.60
		100238	Void												-
12/04/22	19/04/22	100239	Clerk: 3 months salary	1,708.80											1,708.80
12/04/22	09/05/22	100240	Whalley Educational Foundation (Meeting Room)						65.00						65.00
12/04/22	04/05/22	100241	Purchase of bunting										39.55	7.90	47.45
12/04/22	25/04/22	100242	RVBC: lease of land at rear of Old Row Barrow									100.00			100.00
12/04/22	25/04/22	100243	RVBC: Ground Maintenance							346.80				69.36	416.16
		100244	Void												-
		100245	Void												-
		100246	Void												-
	03/05/22	DD	Easy Web					38.00						7.60	45.60
17/05/22	19/05/22	100247	Oaklea Garden Services:							56.25				-	56.25
17/05/22	20/05/22	100248	Joti Ltd: Jubilee Bench:									556.66		111.33	667.99
17/05/22	31/05/22	100249	Whalley Educational Foundation (Meeting Room)						26.00						26.00
17/05/22	23/05/22	100250	Stuart McGregor: Painting Barrow sign							44.00					44.00
17/05/22	25/05/22	100251	RVBC: Emptying bins on playing field								416.00			83.20	499.20
	01/06/22	DD	Easy Web					38.00						7.60	45.60
		100252	Void (mistake of amount on cheque)												-
01/06/22	15/06/22	100253	AER Accountants						200.00						200.00
01/06/22	17/06/22	100254	Mulberry Tree Management - Tree Assessment						150.00					30.00	180.00
01/06/22	22/06/22	100255	Notice Board Company									906.00		181.20	1,087.20
01/06/22	09/06/22	100256	Joti Ltd:Bench (Trafford Gardens Bench)									427.09		85.42	512.51
01/06/22	07/06/22	100257	Oaklea (Wheel barrow + plants at Barrow Sign)							66.10					66.10
01/06/22	07/06/22	100258	Oaklea Gardening (Improve Trafford Gardens)							600.00					600.00
01/06/22	08/07/22	100259	Clr. E. Kinder (plants near Jubilee Bench)							46.98					46.98
01/06/22	12/08/22	100260	Parishoner Margaret Farrent (plants under N/B)							21.16					21.16
	30/06/22	UB	UB Service Charge				18.00								18.00
	01/07/22	DD	Easy Web					38.00						7.60	45.60
	01/07/22	UB	Three months Salary - Clerk	1,872.00											1,872.00
	07/07/22	UB	Clr. E. Kinder (teak oil x 2 for new benches)							23.20					23.20
	20/07/22	UB	HMRC		477.78										477.78
	20/07/22	UB	Whalley Educational Foundation						52.00						52.00

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses			Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses			
	20/07/22	UB	Oaklea Gardening Services							56.25					56.25
	20/07/22	UB	Clerk (Purchase of Wooden Planter)									46.58		9.32	55.90
	20/07/22	UB	Clerk (Expenses for three months)			251.37									251.37
	22/07/22	UB	Sabden PC (cost of tarmac on playing fields)								1,420.00				1,420.00
	22/07/22	UB	PM+M Payroll Solutions (three months)				27.75							5.55	33.30
	22/07/22	UB	Sabden PC (Lenghtman Scheme)									1,500.00			1,500.00
	01/08/22	DD	Easy Web					38.00						7.60	45.60
	09/08/22	UB	Cllr. E Kinder (plants and sealer for planter)							40.16					40.16
	01/09/22	DD	Easy Web					38.00						7.60	45.60
	07/09/22	UB	Cllr. E Kinder (plants and sealer for planter)							40.16					40.16
	07/09/22	UB	Oaklea Gardening Services (July)							56.25					56.25
	07/09/22	UB	Oaklea Gardening Services (August)							56.25					56.25
	07/09/22	UB	Play Inspection Company								69.50			13.90	83.40
	27/09/22	UB	RVBC: Spider bin installation								347.57				347.57
	30/09/22	UB	Clerk: 3 months salary	1,872.00											1,872.00
	30/09/22	UB	UB Service Charge				18.00								18.00
	03/10/22	DD	Easy Web					43.00						8.60	51.60
	06/10/22	UB	Microsoft 365 Annual Subscription					49.99						10.00	59.99
	06/10/22	UB	Oaklea Gardening Services (September plus extras)							101.25					101.25
	17/10/22	UB	HMRC Cumbernauld		477.78										477.78
	01/11/22	DD	Easy Web					43.00						8.60	51.60
	01/11/22	UB	Purchasing 'Tommies' Remembrance Sunday										209.65	41.94	251.59
	01/11/22	UB	Altham Parish Council										50.00		50.00
	01/11/22	UB	PM+M Payroll Solutions (three months)				27.75							5.55	33.30
	01/11/22	UB	Clerk: Use of Home, Mileage and other expenses			292.60									292.60
	01/11/22	UB	Whalley Educational Foundation (Meeting Room)						26.00						26.00
	01/11/22	UB	Cllr. E Kinder (plants)							20.95					20.95
	01/11/22	UB	Cllr. E Kinder (wooden planter x2)							19.00					19.00
	01/11/22	UB	Oaklea Gardening Services							56.25					56.25
	01/11/22	UB	Oaklea Gardening Services							101.25					101.25
	07/11/22	UB	Proludic (spare parts 1)								66.72			13.34	80.06
	07/11/22	UB	Proludic (spare parts 2)								85.18			17.04	102.22
	07/11/22	UB	Cllr. D. Chiappi (flowers for Jean Brown)										54.50		54.50
	28/11/22	UB	RBL Poppy Appeal										25.00		25.00
	01/12/22	DD	Easy Web					43.00						8.60	51.60
	05/12/22	UB	Christmas Tree										225.00		225.00
	12/12/22	UB	Oaklea Gardening Services							56.25					56.25
	12/12/22	UB	C Ball Forestry (tree felling)							400.00				80.00	480.00
	12/12/22	UB	Donation to Barrow Brownies										100.00		100.00
	12/12/22	UB	Whalley Educational Foundation (Meeting Room)						26.00						26.00

Dates			Administration Expenses							Amenity Expenses						
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses	VAT	Total	
	30/12/22	UB	Clerk: 3 months salary	1,872.00											1,872.00	
	31/12/22	UB	UB Service Charge				18.00								18.00	
	03/01/23	DD	Easy Web					43.00						8.60	51.60	
	05/01/23	UB	HMRC Cumbernauld		476.97										476.97	
TOTALS				7,324.80	1,859.73	688.27	165.00	435.99	864.41	2,264.76	2,404.97	3,536.33	703.70	852.15	21,100.11	

Check Sum: 21,100.11

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	12,384	
Add total receipts to date:	34,520	
Less total payments to date:	-21,100.11	
Balance:	25,803.73	<i>If these two figures are significantly different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 15/01/23:	25,803.73	

Comparisons as at 15/01/2023

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME	£	£	£
RVBC Precept:	14,430	21,000	21,000
RVBC Grants:	1,111	0	915
HMRC VAT Refunds:	290	0	1,084
Sundry and Other Income:	113	0	541
Barrow Action Group:	0	0	10,979
	15,944	21,000	34,520
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	5,044	7,488	7,325
HMRC: Employers Tax and NIC:	64	1,950	1,860
Clerk expenses: Home use, mileage etc.	785	650	688
General Administration:	0	200	165
Website and email hosting, software/hardware:	216	600	436
General Costs - Insurance:	1,009	1,200	0
General Costs - Audit fees:	200	200	200
General Costs - Legal fees:	35	0	0
General Costs - Room hire etc:	25	200	345
General Costs - LALC Subscripton:	279	290	319
	7,657	12,778	11,338
Amenity Expenses:	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	1,500	1,500
Car park rental: RVBC	100	100	100
Car park - maintenance:	0	400	0
Playing field - improvements:	15	2,500	1,420
Playing field - inspections:	68	100	70
Playing field - maintenance:	1,404	400	152
Playing field - bin emptying RVBC:	398	500	764
Ground maintenance - grass cutting RVBC:	0	420	347
Trafford Gardens - ground maintenance:	0	700	1,039
Amenity capital spend (benches etc.):	0	700	1,936
General maintenance and improvement:	692	1,500	879
	4,177	8,820	8,206
Sundry Expenses:	£	£	£
Burial Committee precept:	145	145	0
Christmas trees, lights and bunting:	300	400	265
Remembrance Sunday - wreath etc:	25	25	235
Defibrillator costs:	10	200	0
Sundry expenses:	0	200	205
	480	970	704
VAT on Expenses to be Reclaimed:	£	£	£
	222	0	852
Total Expenditure:	£	£	£
	12,536	22,568	21,100.11
SUMMARY:	£	£	£
Income:	15,944	21,000	34,520
Expenditure:	(12,536)	(22,568)	(21,100)
	3,408	(1,568)	13,419
BALANCE:	£	£	£
Balance brought forward at 1 April:	8,975	12,384	12,384
Add surplus / less deficit from year:	3,408	(1,568)	13,419
Balance carried forward:	12,384	10,816	25,803

Agenda Item 6

For Decision



Meeting Date:	30 January 2023
Title:	Complaints Procedure
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to approve a revised and updated Complaints Procedure as set out in Appendix 1 to the report.

2 Introduction:

Members are reminded that:

- Complaints should be handled in full Council or by nominated Councillors who are authorised to deal with complaints but are not involved with the case.
- If the complaint is handled by full Council, then two nominated Councillors should not take part in the proceedings. They will then be available to handle any appeal, if required.
- The Clerk should normally represent the Council through the proceedings, but a nominated Councillor may act instead.

3 Members are recommended:

To approve the Council's updated Complaints Procedure as set out in Appendix 1 to this report.



For Information

Complaints Procedure

Adopted: 30/01/2023

Chairman: Cllr. L Street

Minute Ref.:

*Administered by Clerk and Responsible Financial Officer
to Barrow Parish Council.*

1. Introduction

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken, or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a committee tasked with investigating the matter.

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaint's procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

Please note that other bodies have responsibility for certain types of complaints:

The table below sets out the type of 'other complaints' and who to contact.

Type of other complaint	Who to contact
Individual member's conduct alleged to breach the Code of Conduct adopted by the Council.	Ribble Valley Borough Council's (RVBC) Monitoring Officer should be contacted. RVBC has responsibility for dealing with such matters.
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)
Alleged criminal activity.	The Police

2. Before a properly convened meeting:

- 2.1 Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD.
- 2.2 If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at 15 Middle Lodge Road, Barrow, Clitheroe, Lancashire, BB7 9XS.
- 2.3 The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
- 2.4 Please be aware that any complaint will be treated as confidential, and that the Council is obliged to always comply with its duties under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 2.5 The complainant will be invited to attend the meeting at which the complaint will be considered and be offered the opportunity to be accompanied by a representative, if required.

2.6 Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.

2.7 The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

3. At the meeting:

3.1 The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst considering any duties to safeguard personal data as under (2.4) above.

3.2 The Chairman will introduce everyone at the meeting and explain the procedure to be followed.

3.3 The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.

3.4 The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.

3.5 The complainant will be offered the opportunity to summarise their position.

3.6 The Clerk will be offered the opportunity to summarise the position on behalf of the Council.

3.7 The Clerk and complainant will both be asked to leave the room whilst members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.

3.8 The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

4. After the meeting:

4.1 Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.

4.2 The Council's decision on the matter will be final, and no further appeal process will be offered.

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Agenda Item 7

For Decision



Meeting Date:	30 January 2023
Title:	Co-option of a Parish Councillor
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to approve the filling of a casual vacancy for a Parish Councillor by co-option.

2. Background:

Members are reminded that due to the resignation of Cllr. Jean Brown, in October 2022 a Notice of Vacancy was placed on the Council's noticeboard and website and that there were no requests from parishioners requesting an election, hence the Council can fill the vacancy by co-option.

3. Introduction:

Members should note that Barrow Parish Council:

- Is not obliged to fill any vacancy.
- Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- It is not desirable that electors in a particular ward be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.
- Councillors elected by co-option are full members of Barrow Parish Council

Appendix 1 to this report sets out notes and guidelines regarding the filling of a casual vacancy.

4. Candidates:

One parishioner has expressed interest (by contacting the Clerk) in becoming a Councillor - Stuart McGregor. Members will recall that Mr McGregor was a Barrow Parish Councillor until March 2019. Mr McGregor has stated that if he was co-opted he would only be available as a councillor until May 2023 and is willing to be the Council's representative on the Burial Committee.

5. Members are recommended:

To consider Mr McGregor's application referencing the guidelines set out in Appendix 1 and to make a decision on the application.

Notes and guidelines regarding the filling of a casual vacancy.

General:

- Barrow Parish Council (BPC) is not obliged to fill any vacancy.
- Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- It is not desirable that electors in a particular ward be left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or the achieve meeting quorums without difficulty.
- Councillors elected by co-option are full members of BPC.

Eligibility of Candidates:

BPC can consider any person to fill a vacancy if they:

- Are a British, Commonwealth, Irish, or European Union citizen.
- At least 18 years old.
- Are an elector in the parish.
- Have resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish.
- Have their principal place of work in the parish.
- Have lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are (see 5.80 of the Local Government Act 1972):

- Holding a paid office under the local authority.
- Bankruptcy.
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election.
- Being disqualified under any enactment relating to corrupt or illegal practices.

Also note that candidates found to be offering inducements of any kind will be disqualified.

Good Practice:

Although there is no Statutory Requirement to do so, BPC could:

Use a Person Specification to consider the acceptability of each candidate see Appendix A.

Although there is no Statutory Requirement to do so, BPC could request candidates to:

- Submit information about themselves, by way of completing a short application form. (Appendix B)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix C).

All such documents would be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Although there is no Statutory Requirement to do so, BPC could request candidates to:

Attend and speak about their application at the 'co-option' Council meeting. In such an event candidates would be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Council's Code of Conduct, Standing Orders and Financial Regulations.

The 'co-option' Council meeting:

At the 'co-option' Council meeting:

- Candidates would be given five minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of BPC.
- The process would be carried out by adjourning the meeting to allow the candidate to speak.
- Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.
- As soon as all candidates have finished giving their submissions, the Council would proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix A and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.
- The vote would be recorded to show whether each Councillor present and voting, gave their vote for or against the candidate.
- After the votes had been concluded, the Chairman would declare the successful candidate(s) duly elected and after signing their declaration of acceptance of office, could take their place immediately.
- The Clerk would notify RVBC's Electoral Services of the new Councillor appointment(s).
- The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form would be handed to the Clerk for forwarding to the RVBC's Monitoring Officer.
- If insufficient candidates come forward for co-option, the process would continue, whereby the vacancies are again advertised.

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Appendix A - CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	<p>Can bring a new skill, expertise, or key local knowledge to the Council.</p>
<p>Experience, Skills, Knowledge and Ability</p>	<ul style="list-style-type: none"> • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of initiatives and tasks. • Interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other Council members and to maintain good working relationships with the parish Clerk. • Ability and willingness to work with the Council's partners (e.g. working groups, other parish Councils, RVBC, LCC and other local community groups and charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member of a local authority or other public body. • Experience of working with voluntary and or local community interest groups. • Basic knowledge of legal and financial issues relating to town and parish Councils or local authorities.
<p>Circumstances</p>	<p>Ability and willingness to attend meetings of the Council, RVBC and LCC and meetings of other local authorities and local bodies at any time and events in the evening and at weekends.</p>	

Appendix B - APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Parish Councillor. Please provide a little information about yourself.

Full Name and Title:	
Home Address:	
Home phone:	
Mobile phone:	
Email:	

Please provide the Council with some background information about yourself.

--

Please provide the Council with your reasons for wanting to become a Parish Councillor.

--

Your application requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area.

	Proposer	Secunder
Name:		
Address:		
Signature:		

In line with the Council's General Privacy Notice, the information provided on this application will remain Private and Confidential.

Appendix C - CO-OPTION - ELIGIBILITY FORM

Anyone can be elected as a Parish Councillor* if they are:	
<ol style="list-style-type: none"> 1. A British, Commonwealth, Irish, or European Union citizen. 2. At least 18 years old. 3. Either on the list of electors for the parish, or during the whole of the previous 12 months have occupied land in the parish as an owner or tenant or have a principal place of work in the parish, or have resided in, or within three miles, of the parish. 	
Please tick all the boxes which apply to yourself:	
I am a British, Commonwealth, Irish, or European Union citizen.	<input type="checkbox"/>
Preceding the date of my co-option, I am at least 18 years of age.	<input type="checkbox"/>
I am on the list of electors for the parish.	<input type="checkbox"/>
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish.	<input type="checkbox"/>
My principal or only place of work during those twelve months has been in the parish.	<input type="checkbox"/>
I have during the whole of twelve months resided in the parish or within 3 miles of it.	<input type="checkbox"/>
*Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:	
<ol style="list-style-type: none"> 1. Hold any paid employment or office in the local authority that they seek election to or 2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or 3. Have within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or 4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices. 	
The disqualification for bankruptcy ceases in the following circumstances:	
<ol style="list-style-type: none"> I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that the debts have been fully discharged; II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part; III. If the person is discharged without such a certificate. <p>In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III, it ceases on the expiry of five years from the date of discharge.</p>	
DECLARATION	
I hereby confirm that I am eligible for the vacancy of Barrow Parish Councillor, and the information given on this form is true and accurate record.	
Signature:	<input type="text"/>
Date:	<input type="text"/>

In line with the Council's General Privacy Notice, the information provided to the Council will remain Private and Confidential.

Agenda Item 8

For Information



Meeting Date:	30 January 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting that relate to Barrow.

2. Weekly applications relating to Barrow:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

- 13 January: There were no applications.
- 06 January 2023: There were no applications.
- 30 December: No report issued by RVBC.
- 23 December: There were no applications.
- 16 December: There were no applications.
- 09 December: See below.

3/2022/1088	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 23/11/2022	Development Address: 18 Elbow Wood Drive Barrow Clitheroe BB7 9ZD	Proposed demolition of conservatory, erection of single storey rear extension, garage conversion to living accommodation and external covered area to rear garden.	373823 438878
Officer:	Ben Taylor 01200 425111		

- 02 December. There were no applications.

3. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

Agenda Item 9

For Information



Meeting Date:	30 January 2023
Title:	Action Plan
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the responses from the recent survey and agree a Plan of Action based on the responses and the actions Members considered at the 18 July 2022 Council meeting.

Note that the Survey responses are attached as Appendix 1 to this Report.

2. Background:

Members will recall that at their meeting on 4 April 2022 they agreed to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and agreed to set up a Working Group that would consider how best to consult with parishioners. The first meeting of the Working Group was held on 28 July 2022 where the Group nominated Councillor E. Kinder as Chair. It was envisaged that parishioners' views could form the basis of a Parish Action Plan.

3. Introduction:

Members are reminded that at their meeting on 18 July 2022 they set out a draft Action Plan (Table 2), Members are also reminded that at their meeting on 5 December 2022 they agreed to postpone the consideration of a formal Action Plan until the January 2023 meeting. The postponement would allow the Clerk time to evaluate the survey responses.

4. Draft Action Plan:

The draft Action Plan as set out in Tables 1 and 2, should be viewed as a starting point for possible areas of activity over the short and medium term. The Council can develop the Plan and members can agree to add, amend, and set out a matrix of importance. The Action Plan would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities will come into play during 2023. Note that the proposals should be designed to improve the parish for the benefit of all residents.

5. Members are recommended:

To note the contents of the Report and Appendix 1 and comment on the draft Action Plan as set out in Tables 1 and 2.

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response.			Action		
Areas for Consideration	Specific Comments from Survey	Possible Actions	P	Who	When
Speeding/Traffic issues (35)	Cars parked on pavements				
	Ensure road signs not obscured by foliage especially bottom of Whiteacre Lane	Contact LCC Highways	1	Clerk	Feb./23
	Parking at Barrow School	-			
	Zebra crossing required	Contact LCC Highways			
	Taxis speeding through the village	Contact RVBC Taxi Enforcement Officer	1	Clerk	Jan./23
	Increase police and parking wardens' presence	-			
	Cars congregating at the Barrow Brook services at closing time can be intimidating and noisy.	-			
	Install speed cameras	Being addressed.	1	Clerk and LS	
	Parking needs attention near Barrow School. X 2.	-			
Public and dog bins (31)	Bins need emptying more frequently especially in the summer	Contact RVBC			
	Trafford Gardens used as a dog toilet	-			
Road surface/markings (25)	Adopt the road on Paynter Close	-			
Grassed areas and flower beds (18)	Have a 'Barrow in Bloom' event. X 2.	Council could organise such an event			
Activities for children (16)	No provision for play areas on the new developments. X 2.	Council to consider where more play equipment could be installed.	3	DC and EK	Mar./23
PROW and Open Spaces (14)	The path that runs from the lodge to Whalley/Clitheroe Road gets very muddy can it be improved.	Being addressed.	1	Clerk and DB	
	The new cycle path has been badly designed.	-			
	Prune trees near telephone lines near 11 Trafford Gardens.	-			

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response.			Action		
Areas for Consideration	Specific Comments from Survey	Possible Actions	P	Who	When
	Pavement opposite Chestnut Crescent needs attention as does pavement (both sides) from Farm to Elbow Wood	-			
	Footpaths round Washbrook Close prone to flooding	-			
	Safe cycling facilities linking the shared use of the footpath near Clitheroe Golf Club through Barrow to Whalley.	-			
	Weed control an issue.	Being addressed. Contacted LCC and RVBC	2	Clerk	Mar./22
	Street cleaning/sweeping is not often enough carried out by RVBC contractor.	-			
Playing Fields (12)	Astro turf the goal areas of the playing fields. X 3.	Could be a project financed from the S106 grant.			
	Improve drainage on football pitches. X 2.				
	More seating around the football pitches for parents watching their children.				
Seating/ benches /picnic areas (9)	Benches and picnic areas away from main road not just in playground	-			
Street Lighting (6)	Washbrook Close not well lit in the winter.	-			
Village signage and notice boards (5)	Need notice board near McDonald's showing walks and paths and advertising play areas in the village.	-			
Planning / Development Matters	Stricter conditions on the hours of work and parking arrangements on new developments.	-			
	Builders to pick up rubbish blown away from compound.	-			
	Can something be done about the 'Old' disused pub it is an eyesore. X 4.	-			
	Engage with RVBC Compliance Officers to ensure developers observe planning conditions.	-			

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response.			Action		
Areas for Consideration	Specific Comments from Survey	Possible Actions	P	Who	When
Social and other Parish matters	Install CCTV to combat anti-social behaviour.	Being addressed.	1	Clerk and LS	
	Install a defibrillator for the upper part of the village Hey Road/Middle Lodge area. X 2.	Being addressed.	1	Clerk and DB	
	Spread Eagle and nearby houses back into the Barrow Ward.	-			
	More bus links currently no services to Accrington.	-			
	Need a railway station	-			
	Need a care facility for elderly and disabled.	-			
	Organise events and activities to create sense of community.	-			
	Village Hall or community centre/facilities would be great. X 3.	-			
	Make use of a community Facebook page.	Being addressed.	1	LD	

Table 2. Actions considered at the Council meeting held on 18 July 2022

Areas of Activity	Possible Actions	P	Who	When
Woodland Path	Look to own and improve the area to promote active travel.		Clerk and DB	
Boundary stones	Look to install stones at either end of the village.		BAG	
Car park at the rear of Old Row	Make further improvements and landscape the area.		LS and DB	
Trafford Gardens	Look to enhance this major village asset.		EK	
Playing fields	Purchase new play equipment.		DC	
Speeding	Investigate the use of SPiDs and other traffic calming measures on Whalley Road and Barrow Brook Trade Park		LS	
Parish Councillors	Look to increase the number of councillors.		Clerk	
Elicit parishioners' views	Invite parishioners to an 'open' meeting		WG	

Parishioner Survey - Summary of Responses

There were 34 paper returns and 25 online.

There is not a numerical alignment between the number of responders and responses as:

- A small number of responders did not answer all the questions.
- Some responders failed to tick all the boxes.
- Some responders (new to Barrow) were not able to make comments on certain questions.

Q 1: In general, how would you rate village life? (1 not good and 10 being fantastic)

1	2	3	4	5	6	7	8	9	10
				3	5	14	19	11	6

Q 2: How long have you lived in Barrow?

Less than 1 year	1-5 years	5-10 years	10 + years
3	15	8	31

Q 3: How often have you contacted a Parish Councillor?

Very Often	Often	Never	Seldom
2	11	36	8

Q 4: How satisfied are you with....?

	Not satisfied	Somewhat satisfied	Satisfied	Very satisfied
Litter	9	13	28	7
Levels of crime	-	9	37	12
Anti-social behaviour	5	11	32	9
Traffic issues	25	17	15	1
Public safety	7	8	33	6
Leisure / play facilities	4	15	26	9
Village upkeep	5	12	32	8
Noise	5	16	24	9
Levels of Developments	34	10	10	2

Q 5: Which of the following would you like the Parish Council to improve/action?

Area for action/improvement	Resp #	Area for action/improvement	Resp #
PROW and open spaces	14	Road surface and road markings	26
Grassed areas and flower beds	19	Village signage and notice boards	5
Boundary stones	4	Playing fields	13
Seating / benching / picnic areas	9	Street lighting	6
Activities for children	17	Speeding /Traffic	36
Public and dog bins	31	Specific responses (see below)	

General comments and suggestions:

- Stricter conditions on the hours of work and parking arrangements on new developments.
- Developers should contribute more to the village infrastructure. X 2.
- Can something be done about the 'Old' disused pub it is an eyesore. X 4.
- Zebra crossings for the elderly.
- Builders to pick up rubbish blown away from compound.
- Notice board near McDonald's showing walks and paths and advertising play areas in the village.
- Village Hall or community centre/facilities would be great. X 3.
- The path that runs from the lodge to Whalley/Clitheroe Road gets very muddy can it be improved.
- Astro turf in the goal areas of the playing fields. X 3.
- Improve drainage on football pitches. X 2.
- More seating around the football pitches for parents watching their children.
- Cars parked on pavements make it hard to pass.
- Overgrown trees around end house on Whiteacre Lane next to post box, hard to pass difficult for cars to see safely.
- Benches and picnic areas away from main road not just in playground.
- Organise events and activities to create sense of community.
- Ensure road signs not obscured by foliage.
- Make use of community Facebook page.
- Engage with RVBC Compliance Officers to ensure developers observe planning conditions (noise, vehicle deliveries, parking etc).
- Bins need emptying more frequently (don't need more).
- The new cycle path has been badly designed.
- Parking needs attention near Barrow School. X 2.
- Pavement opposite Chestnut Crescent needs attention as does pavement (both sides) from Farm to Elbow Wood.
- Need a railway station.
- Care facility for elderly and disabled.
- Prune trees near telephone lines especially near 11 Trafford Gardens.
- Washbrook Close not well lit in the winter.
- More bus links currently no services to Accrington.

General comments and suggestions continued:

- Footpaths round Washbrook Close prone to flooding.
- Get the Spread Eagle and nearby houses back into the Barrow Ward.
- Get the car park free at school times when any development starts.
- Trafford Gardens used as a 'dog toilet'.
- Taxi drivers speeding through the village.
- Empty Playing Field bins more often during the summer.
- No provision for play areas on the new developments. X 3.
- Have a Barrow in Bloom event. X 2.
- Safe cycling facilities linking the shared use of the footpath near Clitheroe Golf Club through Barrow to Whalley.
- Adopt the road on Paynter Close.
- Weed control an issue.
- Install CCTV to combat anti-social behaviour.
- Police/parking wardens need greater presence.
- Install a defibrillator for the upper part of the village Hey Road/Middle Lodge area. X 2.
- Cars congregating at the services at closing time can be intimidating and noisy.
- Street cleaning/sweeping is not often enough carried out by RVBC contractor.
- Need speed cameras.
- Speeding on Hawthorn Road an issue.
- Current play equipment aimed at older children.

Summary:

- Traffic issues especially speeding is a major concern.
- More dog bins and public bins are required.
- Road markings are an issue and needs investigating.
- Too much development is a concern.
- Overall strong satisfaction levels with life in the village.

Agenda Item 10

For Information



Meeting Date:	30 January 2023
Title:	CCTV Next Steps
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the next steps in the procurement of CCTV equipment.

2. Introduction:

Members are reminded that on 15 November 2022 the Clerk, Councillor Street and Jon Harris from ITUS Security Systems (ITUS) carried out a site assessment regarding the possible locations of CCTV equipment in the Parish.

Following the assessment, ITUS provided the Council with a general quotation for the cost of equipment and installation (see Appendix 1). Once the exact locations and type of equipment have been agreed, ITUS will provide a formal quotation. Members should note that 25% of any costs incurred by the Parish Council on the purchase of CCTV equipment can be claimed back via the Concurrent Grant Scheme.

3. Site Assessments:

From the site assessment the following locations were considered suitable:

- a. Front and rear of the Bay Horse Inn (Whalley Road, Barrow).
- b. On the small roundabout (opposite Starbucks) at the Barrow Brook Trade Park.
- c. On the rear of one of the houses backing onto the Playing Fields.

4. Role of RVBC:

At a catch-up meeting at RVBC Offices in early December 2022 (which the Clerk attended) it was noted that RVBC are applying for CCTV grants from several sources. When/if funds become available, each parish council wishing to apply for a contribution towards the costs of installing CCTV equipment would be required to provide a statement to RVBC setting out why they feel CCTV is necessary in their area and the associated costs.

RVBC envisaged that the project to provide grants to parish councils would be run over 3-5 years to allow all parish councils to come on board. It was also envisaged that the earliest funds could be available would be late spring/early summer 2023 and that grants to parish councils are unlikely to be significant and may be 'means tested' in that 'richer' parish councils (via precept) would get less than poorer councils.

5. Members are recommended:

To consider the Council's next steps in any procurement process.

Appendix 1

CCTV Proposals

The main things to consider with CCTV are power and access to the Internet. Where power is available CCTV can be achieved at a lower cost. Where it is not available power can be achieved at an increased cost via solar. If networks are available the CCTV can be networked for remote viewing. Where networks are not available, mobile data routers and SIM cards can be supplied to network the CCTV.

The various options are shown below.

Option 1

Adding an additional camera onto an existing system.

Prices start from £150 + VAT

This price is for a 5MP ColorVu fixed lens turret camera. These cameras provide full colour images at night and record 24/7.

Where permission is granted these cameras can be added to private residential/business properties where existing CCTV systems are already in place. The likelihood is the system will be networked so relevant cameras can be viewed via mobile devices.

Option 2

Full installation of a CCTV system.

Prices start from £450 + VAT

This is where we can utilise an existing property with a power supply and no CCTV in place. Price includes a recorder with 1TB hard drive and 1 x 5MP ColorVu fixed lens turret camera fully fitted. If a network is available on the premises the system can be networked for remote access via mobile devices.

Option 3

Installing a camera on an existing Lamppost.

Prices Start from £700 + VAT

This is the same system as above. The equipment will be housed in a small metal cabinet at the base of the post. To network this system we can provide a mobile SIM router for an additional cost of **£140 + VAT**. In addition the router will require a SIM card with data allowance. These can usually be obtained for around £10 per month.

Option 4

Self-Contained solar powered CCTV camera

Prices Start from £1,870 + VAT

This can be installed in any location where the panel can receive daylight. It comes with a battery backup contained in a small metal cabinet at the base of the site of installation which will provide power when the solar panel cannot provide enough energy. The panel will charge the battery as well as powering the camera.

The camera can house a data card to record images and a SIM card for mobile access if required.



Jon Harris

01282 902 209

Jon@itussecuritysystems.co.uk