



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 4 April 2022 at Whalley Old Grammar School, commencing at 7.00pm.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Council meeting held on 28 February 2022.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
- 4. Public participation (if any).**

ITEMS for DECISION

- 5. Finance Report:**
Report of the Clerk (enclosed) to approve the:
 - Accounts to date.
 - Payment of cheques as set out in the report.
- 6. Asset Register:**
Report of the Clerk (enclosed) to approve the Asset Register and Policy.
- 7. Risk Register:**
Report of the Clerk (enclosed) to approve the Risk Register and Policy.
- 8. Inspection of trees on land owned by the Council.**
Report of the Clerk (enclosed) to approve expenditure for formal tree inspections.
- 9. Tree Management Policy**
Report of the Clerk (enclosed) to approve the Policy.
- 10. Bespoke Councillor email Addresses.**
Report of the Clerk (enclosed) to approve the proposal.
- 11. Parishioner consultation.**
Report of the Clerk (enclosed) to consider the recommendations and approve one.

ITEMS for INFORMATION

12. Planning Report.

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

13. Updates from Councillors:

Verbal update by Councillor Lee Street: Rowland Homes and School Governors.

Verbal update by Councillor David Birtwhistle.

14. Actions from previous meeting not covered on the agenda.

14.1 Investigate banking facilities offered by banks other than Barclays. Action Clerk.

14.2 Bus Timetable and Shelter:

Residents request for assistance in the installation of a bus shelter with timetable on Hey Road, Barrow Brook. Action Cllr. Mirfin

14.3 Jubilee Celebrations:

- Purchase bunting and organise a 'pig roast'. Action Cllr Crook
- Cost of commemorative benches and 'real' Christmas tree. Action Clerk

14.4 Neighbourhood Plan:

Considerations for the Council to prepare a plan to RVBC. Action all members

14.5 Pavements, roads and street lighting:

- Place an article on the Council's website asking residents to report any issues. Action Clerk
- Raise any issues at the 'Highway Special' conference on 19 March. Action Cllr. Street

15. Dates of next meeting 9th May.

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

ITEM for INFORMATION

16. Burial Committee – verbal report by the Cllr. Brown.

Mike Hill

Clerk and Responsible Financial Officer to Barrow Parish Council.

Email: clerk@barrowparishcouncil.org.uk

Phone: 07582 670562

web: www.barrowparishcouncil.org.uk

Agenda Item 2



Minutes of the meeting of the Parish Council meeting held on Monday 28 February 2022

Present:	Councillors: Jean Brown (Chair), Lee Street (Vice-Chair), Diana Chiappi and Lucy Crook. The Chair left the meeting at 20:45pm.		
In attendance:	Committee Clerk, David Birtwhistle (Borough Councillor) and from 19:25, Ged Mirfin (County Councillor).		
Apologies:	Councillor: Elizabeth Kinder		
Start time:	19:00	Meeting closed:	21:25

22/017 To receive apologies for absence and consider approval.

Apologies were received from Councillor Elizabeth Kinder.

22/018 To receive declarations of disclosable pecuniary and other registrable and non-registrable interests.

There were no declarations of interests.

22/019 To consider the minutes from the previous meeting.

- The minutes of the meeting held on 24/01/2022 were approved as a correct record and signed by the Chair.
- The minutes of the meeting held on 08/11/21 which had been corrected to rectify financial discrepancies (see minute 22/003) were approved and signed by the Chair.

22/020 To adjourn the meeting for a period of public participation.

There was no public participation.

22/021 Financial considerations.

- a. Members considered and approved the Finance Report to 28/02/22. The report noted that as at the end of February 2022 the Council had a bank balance of £15,081.
- b. Members considered and approved the following payments:

Ref.	Payee	Description	Gross	VAT	Net	Due
SIN004969	Proludic Ltd.	Maintenance of play equipment at BPF	1,404.00	234.00	1,170.00	31/01/22
JM1830	Whalley Educational Foundation	Room hire 08/11/21 and 22/11/21 at £15 each.	30.00	0.00	30.00	20/12/21
Totals			1,434.00	234.00	1,200.00	

- c. The Clerk informed members that his investigations into the use of Barclays online banking services had not been fruitful. Members authorised the Clerk to investigate the offerings of other banks.

- d. The Clerk informed members that it was considered good practice to segregate the PAYE function from the Clerk (see draft Risk Register Item 13). To this end the Clerk provided quotes from PM+M Solutions who offer payroll services to several councils including Sabden Parish Council. Members agreed to use the payroll services on a quarterly basis. The charges being £147 (plus VAT) per annum with a one-off set up charge of £27.75 plus VAT.

22/022 To consider planning matters for February 2022.

The were no planning matters relating to Barrow for consideration.

22/023 Updates and reports from Councillors.

- a. Rowland Homes (relating to the Woodland path): Councillor Street stated that there was nothing further to report and that staff changes at Rowland Homes may be the reason why his emails had not been answered.
- b. Barrow Primary School (Governor report): Councillor Street stated that the governors had not met for some time, but a meeting was scheduled for the coming week.
- c. The Queen's Jubilee Celebrations: Members were reminded that they had received a grant of £500 from RVBC as a contribution to any celebrations. County Councillor Mirfin informed the Committee that Lancashire County Council had also made a small grant available, and it was agreed that the Clerk would investigate how to apply for this.

Members discussed how best to celebrate/commemorate the event and it was agreed that Councillor Crook would look to purchase bunting and organise 'a pig roast'. It was also agreed that the aim would be to hold any event on Saturday 4 June.

Members considered at length the insurance liability implications for the Council if it made a financial contribution to an organised event. The consensus view was that any insurance matters would rest with the event hosts and vendors.

Regarding commemorative items, Members agreed that the Clerk should investigate the costs of benches and the purchase of a 'real' Christmas tree.

- d. Borough Councillor Birtwhistle updated members on his investigations regarding the Government's '*Levelling up Fund*' and whether it could be used for a rail station in Barrow. He confirmed that the fund could be used for such a development, and he would continue to investigate the matter.

Councillor Birtwhistle stated that he was investigating (with RVBC) where the surface water from the car park area behind the disused pub, goes.

22/024 Mulbury Homes:

Councillor Street informed the Committee that Mulberry Homes had gone into administration, Members were reminded that the land to be developed is owned by the Trafford Housing Trust who are apparently reviewing their options and will discuss these with the RVBC Planning Department.

Members debated possible planning considerations and agreed they needed to wait and see what plans are submitted to RVBC before they can comment in detail.

22/025 Trees on Trafford Gardens and on the strip of Council owned land off Washbrook Close.

The Clerk informed members of a quote he had received for the inspection of trees on Council owned land. Members could not reach an agreement on how best to carry out their Health and Safety obligations on the issue of trees. However, there was agreement that the following tasks need to be undertaken:

- Clarify the ownership of the land where any 'Council' trees are located.
- Record the tree locations and undertake a 'preliminary' risk assessment.

It was also agreed that the Council, in line with the latest legislation and advice, need to develop a Tree Management Policy and that such a Policy should include an inspection regime and a risk review for each tree located on Council owned Land. Members agreed to review this item again at the next meeting and asked the Clerk to prepare a report.

Councillor Street chaired the meeting from this Item forward.

22/026 Parish Newsletter.

It was noted that the Newsletter had been produced and most copies had been delivered to residents. It was also noted that the Newsletter is available on the Council's Website.

22/027 Risk Register.

Members agreed to review the Risk Register, provide comments to the Clerk before the next meeting and discuss all comments at the April meeting.

22/028 Asset Register.

Members agreed to review the Asset Register, provide comments to the Clerk before the next meeting and discuss all comments at the April meeting.

22/029 Barrow Playing Fields.

Members were notified that the Clerk had carried out a stock-take of the equipment on the playing fields and along with Councillors Brown and Chiappi had met with the Lengthsman and based on the inspection conducted by the Play Inspection Company, discussed the remedial work to be carried out.

It was anticipated that except for the remedial work at the base of the basketball hoop, the cost of the other work would be met by the contributions the Council had made to the Lengthsman Scheme.

Members were reminded that the Land Registry had advised RVBC that for Barrow Parish Council to complete the voluntary first registration of the playing fields, they required a statement as to the present market value of the land free of any mortgage and charge.

The Clerk informed members that this statement had now been provided to RVBC who would send to the Land Registry. The Clerk also informed members that the statement had been provided to the Council without charge by a qualified person whose business was in Whalley.

22/030 Community Governance Review.

This item was deferred to the April meeting to allow Councillor Brown to participate.

22/031 Data Protection Matters.

Members noted that they had been given advice that it was a legal requirement to register with the ICO, pay a fee and appoint a Data Protect Officer. This was at odds with the advice the Clerk had received. It was agreed that a further review of this important issue should be undertaken at the next meeting.

22/032 Events.

- It was noted that Councillor Street would attend the Parish and Town Council Conference 'Highways Special' on Saturday 19 March.
- The Clerk reminded members that the Lancashire Association of Local Councils (LALC) had organised several online courses for councillors and officers.

22/033 Member Training

The Clerk asked members to inform him if they required training on any matter to enable them to carry out their duties.

22/034 Bus Shelter with Timetable.

Councillor Brown had received a request from a group of residents regarding a bus shelter with timetable for Hey Road, Barrow. Councillor Mirfin said he would raise the matter with the Highways Department at Lancashire County Council.

22/035 Neighbourhood Plan

Members were reminded that a Neighbourhood Plan is intended to strengthen neighbourhood planning by ensuring that any planning decision made by RVBC takes account of a parish councils' considerations.

To this end, Colin Hirst RVBC's Head of Regeneration and Housing has offered to meet with Council Members to talk them through the process of developing a Neighbourhood Plan. Members said they would consider the matter and get back to the Clerk.

22/036 Any Other Business

Councillor Mirfin informed the Committee:

- a. That RVBC had purchased a culvert cleaning machine and to inform him if the Council need it to clean culverts in the Parish.
- b. That Lancashire County Council (LCC) were looking to address urgent issues relating to roads, pavements and street lighting that are impacting the residents who live in the area and that these issues should be raised at the event Councillor Street is attending on 19 March.

On this point members asked the Clerk to place an article on the Council's website to encourage residents to report such issues.

22/037 Dates of future meetings

The following dates have been agreed:

- Monday 4 April 2022
- Monday 9 May 2022

The above meetings will start at 19:00 and will be held at Whalley Old Grammar School.

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 item.

22/038 Burial Committee.

The Chair submitted a note updating members on the latest situation regarding the cemetery, noting that an informal meeting had been arranged with the Registrar for Friday 3 March.

Signed by Chair:

Date:

Agenda Item 5

For Decision



Meeting Date: 4 April 2022

Title: **Finance Report to 25/02/2022**

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 the cheques to be signed.

Members are recommended to:

1. Approve the accounts to date.
2. Approve payment of the cheques as set out in the Schedule of Payments.

Schedule of payments to be considered for authorisation.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date
1	481675378	Arthur J Gallagher Insurance	Council Insurance	1,008.68	0.00	1,008.68	31/03/22
2	2223093	LALC	Membership of LALC and NALC	319.41	0.00	319.41	31/03/22
3		Oaklea Gradening	Oaklea Maintananece for March	56.25	0.00	56.25	31/03/22
4	01-2022	Mike Hill - Committee Clerk	Expenses from 10/01/22 to 28/03/22	144.30	0.00	144.30	31/03/22
Totals				1,528.64	0.00	1,528.64	

Receipts for the period 1st April 2021 to 31st March 2022 as at 25/02/22

Bank		Details	Breakdown of Income Streams					Totals
Date	Reference		RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
07/04/2021		RVBC - 2021/22 precept	14,430.00					14,430.00
20/04/2021		HMRC - VAT refund 2020/21		290.42				290.42
26/05/2021		Annual rental income for garage on car park					100.00	100.00
18/08/2021		Gallagher Insurance - reimburse bank charges on stopped cheque					12.50	12.50
31/08/2021		HMRC - VAT refund up to 31.8.21 to be claimed						0.00
27/09/2021	00204582	Concurrent Grant 2021/22			611.00			611.00
20/12/2021	00204582	RVBC Queen's Platinum Jubilee Grant			500.00			500.00
02/02/2022		Adjustment for lost cheque 100168 in 2020/21					838.82	838.82
02/02/2022		Adjustment for difference in cheque 100171 in 2020/21					0.13	0.13
Total			14,430.00	290.42	1,111.00	0.00	951.45	16,782.87

Payments for the period 1st April 2021 to 31st March 2022 as at 25/02/22

Dates			Details	Clerk			DD = Direct Debit							
CHQ Stub	Bank Recon.	CHQ No.		Salary	HMRC NIC	Use of Home	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
12/05/21	24/05/21	100172	Came & Co Insurance - Replacement for LOST CHEQUE 100168					838.82						838.82
19/05/21	02/06/21	100173	RVBC Annual Bin Emptying charges 21/22						398.32			79.66		477.98
19/05/21	02/06/21	100174	Ribble Valley Borough Council - Leasehold - Garage Rental								100.00			100.00
19/05/21	26/05/21	100175	V Wilson - clerk salary, use of home and reimbursements	1,251.39		34.66								1,286.05
19/05/21	27/05/21	100176	M Richardson - clerk salary, use of home and reimbursements	484.26		17.33	12.60							514.19
24/05/21	12/07/21	100177	Parish Lengthsman 2021-22						1,500.00					1,500.00
24/05/21	04/06/21	100178	Steel Solicitors - fees for lease legal work								35.00	7.00		42.00
24/05/21	30/06/21	100179	LALC Annual Subscription 2021-22					278.68						278.68
24/05/21	28/05/21	100180	EON - defibrillator electricity charges								6.04			6.04
26/05/21	26/05/21	Charge	Stopped Cheque charge				12.50							12.50
27/06/21	06/07/21	100181	M Richardson - reimbursement Stamps/Registered post				7.46							7.46
27/06/21	04/08/21	100182	Room Hire Whalley Educational Foundation JM1739				15.00							15.00
27/06/21	19/07/21	100183	AER Accountants - Internal Audit Report 2020-21- Invoice 1051					200.00						200.00
27/06/21	14/07/21	100184	LEVY 2021/2022 Whalley Wiswell and Barrow JBC					145.00						145.00
27/06/21	06/07/21	100185	M Richardson Salary & Home Office May/June	759.45		34.66								794.11
27/06/21	06/07/21	100186	M Richardson Mileage 30 Miles @ 0.45 per mile				13.50							13.50
	01/07/21	DD	Easy Web					24.00				3.60		27.60
N/A	N/A	100187	VOID CHEQUE											-
19/07/21	10/08/21	100188	M Richardson Mileage 44 miles @ 0.45 per mile				19.80							19.80
26/07/21	10/08/21	100189	M Richardson Salary £527.12 less Income Tax £354=£173.12	173.12										173.12
26/07/21	10/08/21	100190	M Richardson Home Office July			17.33								17.33
26/07/21	18/08/21	100191	Income Tax M Richardson Period 2: £96.80 3: £151.80 4: £105.40	354.00										354.00
26/07/21	18/08/21	100192	HMRC NICS Period 3 (£3.10) Period 4 (£3.10)		6.20									6.20
	02/08/21	DD	Easy Web					24.00				3.60		27.60
	01/09/21	DD	Easy Web					24.00				3.60		27.60
31/08/21	30/09/21	100193	J Brown - reimbursement spanner set								14.70			14.70
31/08/21	08/10/21	100194	Play Inspection Company - 2021 annual inspection								67.50	13.50		81.00
31/08/21	13/09/21	100195	M Richardson - reimbursement defib pads				49.90					9.98		59.88
31/08/21	21/09/21	100196	HMRC Period 5	136.18			12.86							149.04
31/08/21	13/09/21	100197	M Richardson - clerk salary	693.98										693.98
13/08/21	13/09/21	100198	M Richardson - use of home and mileage			17.33	4.50							21.83
	01/10/21	DD	Easy Web					24.00				3.60		27.60
27/09/21	06/10/21	100199	M Richardson - clerk salary	522.69										522.69

Dates			Clerk			DD = Direct Debit								
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC NIC	Use of Home	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Sundry	VAT	Total
27/09/21	06/10/21	100200	M Richardson - use of home and mileage			17.33	4.50							21.83
28/09/21	06/10/21	100201	M Richardson - reimbursement				25.57							25.57
06/10/21	06/10/21	100202	Microsoft outlook - licence fee				49.99						10.00	59.99
06/10/21	12/10/21	100203	HMRC Period 6	88.40										88.40
06/10/21	07/10/21	100204	Oaklea Gardening - Trafford Gardens							434.00				434.00
	01/11/21	DD	Easy Web					24.00					3.60	27.60
02/11/21	29/12/21	100205	HMRC - Period 8	52.98	15.96									68.94
02/11/21	10/11/21	100206	M Richardson - clerk salary	362.10										362.10
02/11/21	10/11/21	100207	M Richardson - use of home and mileage			17.33	9.00							26.33
02/11/21	10/11/21	100208	M Richardson - reimbursement				71.24						14.25	85.49
02/11/21	29/11/21	100209	Room hire - Whalley Educational Foundation JM1786				15.00							15.00
02/11/21	24/11/21	100210	SLCC - advert for clerk's vacancy						195.00				39.00	234.00
02/11/21	24/11/21	100211	Ribble Valley Borough Council - replacement bin							33.33			6.67	40.00
03/11/21	10/11/21	100212	M Richardson - reimbursement				45.83						9.17	55.00
03/11/21	29/11/21	100213	Lancs Training - finance workshop for J Brown 14 Oct 2021									25.00		25.00
11/11/21	30/12/02	100214	M Richardson salary	165.94										165.94
	01/12/21	DD	Easy Web					24.00					3.60	27.60
11/11/21	30/12/21	100215	M Richardson - mileage claim				4.50							4.50
12/12/21	29/12/21	100216	HMRC - Period 9		41.60									41.60
		100217	VOID CHEQUE											0.00
13/12/21	23/12/21	100218	Poppy appeal wreath donation									25.00		25.00
13/12/21	24/12/21	100219	Purchase of Christmas tree									200.00		200.00
		100220	VOID CHEQUE											-
13/12/21	24/12/21	100221	Purchase of Christmas lights									99.98		99.98
13/12/21	22/12/21	100222	Power consumption for Christmas lights									4.26		4.26
13/12/21	17/12/21	100223	Oaklea Gardening Services							56.25				56.25
	04/01/22	DD	Easy Web					24.00					3.60	27.60
24/01/22	03/02/22	10024	Room hire - Barrow Primary School				30.00							30.00
	01/02/22	DD	Easy Web					24.00					3.60	27.60
10/02/22	17/02/22	10025	Oaklea Gardening Services							56.25				56.25
10/02/22	17/02/22	10026	Oaklea Gardening Services							56.25				56.25
			TOTALS	5,044.49	63.76	155.97	403.75	192.00	1,657.50	2,534.40	82.20	495.28	218.03	10,847.38

Summary of Receipts and Payments

£

Balance brought forward at 1st April 2021: 8,975

Total **Receipts** to date: 16,783

Total **Payments** to date: (10,847)

Balance: 14,911

£

Barclays Bank Account Balance at 25/02/22: 14,911
Date of the latest bank statement

Cheques issued but not banked: **CHQ No** **£**

Oaklea Garden Maintenance:	100227	56.25	
Whalley Educatiional Foundation:	100229	30.00	
Produlic:	100230	1,404	
			-1,490.25
			13,420.60

Budget Comparisons as at 25/02/22

	FINAL ACCOUNTS 2020/21	AGREED BUDGET 2021/22	ACCOUNTS TO DATE 2021/22
INCOME			
	£	£	£
RVBC Precept	12,935	14,430	14,430
RVBC Grants	687	0	1,111
HMRC VAT Refunds	496	0	290
Sundry Income	0	0	951
	14,118	14,430	16,783
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary	4,609	4,800	5,044
Employers NIC	0	0	64
Postage, printing, stationery, telephone etc	566	1,000	755
Website design, hosting and maintenance	120	200	192
Insurances	839	800	839
Audit fee	100	100	200
Legal fee	0	0	35
Training	0	200	25
	6,234	7,100	7,154
Recreation Area Expenses:			
	£	£	£
Parish lengthsman scheme	1,500	1,500	1,500
Car park - rental	42	100	100
Car park - maintenance	0	400	0
BPF - Renovation and maintenance	1,672	1,000	15
BPF - inspection fee	68	100	68
BPF - Proludic annual service	350	400	0
RVBC - bin emptying	390	420	398
RVBC - grounds maintenance	340	360	0
Barrow - general maintenance	0	1,500	636
	4,362	5,780	2,717
Sundry Expenses:			
	£	£	£
Burial Committee precept	145	145	145
LALC subscription	276	280	279
Christmas trees and lights	242	500	300
Remembrance Sunday - wreath	25	25	25
Defibrillator costs	6	400	10
Sundry donations	0	200	0
	694	1,550	759
VAT on Expenses to be Reclaimed:	624	0	218
	£	£	£
Total Expenditure:	11,914	14,430	10,847
SUMMARY:			
	£	£	£
Income	14,118	14,430	16,783
Expenditure	(11,914)	(14,430)	(10,847)
	2,204	0	5,935
BALANCE:			
	£	£	£
Balance brought forward at 1 April	6,771	8,975	8,975
Add surplus / less deficit from year	2,204	0	5,935
Balance carried forward	8,975	8,975	14,910

Agenda Item 6

For Decision



Meeting Date:	4 April 2022
Title:	Asset Register
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek approval of the Draft Asset Register and Policy as attached to this Report as Appendix 1

2 Recommendation

Members are recommended to approve and adopt the Asset Register and Policy.



For Information

Asset Policy and Register 2022/2023

Adopted: Day Month Year

Chairman: Cllr. Jean Brown

Minute Ref.: 22.xxx

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

1. Background

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

2. Purpose of the Asset Register

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Pools all the information available about each asset from across the Council and makes it available to every part of the Council.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.
The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.
- Forms a record of assets held for insurance purposes.
The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register

3.1 Assets Included

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.
- Assets held on trust (e.g., monies held on behalf of the Chairman's charity, if applicable).

3.2 Assets not Included

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Barrow Parish Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Parish Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- a. Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- b. A replacement value is inserted for insurance purposes.
- c. The Total Value figure will be inserted into Box 9 in the AGAR Annual Return and represents the total value of the Council's fixed assets.

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
1	Strip of land	Fronting Trafford Gardens	01/04/15	1.00	1	1.00	NA	Gifted by RVBC
2	Strip of land	Adjoining 37 Washbrook Close	01/04/15	1.00	1	1.00	NA	Gifted by RVBC
3 ¹	Cemetery	Clitheroe Road. BB7 9AD	01/04/15	1.00	1	1.00	NA	Shared with Wiswell and Whalley Parish Councils
4 ¹	Playing field	Hey Road/Washbrook Close	01/04/15	1.00	1	1.00	NA	Community asset
5 ¹	Climbing frame	Playing field	01/04/15	1.00	1	1.00	17,935.54	
6 ¹	Wooden bench	Playing field	01/04/15	1.00	2	2.00	1,000.00	1 bench broken and disposed of. Now only 2.
7	Bus shelter type bench	Playing field	01/01/18	1.00	1	1.00	200.00	Gifted by RVBC
8 ¹	Wheelie bin and spider fixings	Playing field	01/04/15	1.00	1	1.00	600.00	Purchased from RVBC
9 ¹	Picnic table	Playing field	01/04/15	1.00	3	3.00	2,227.66	
10 ¹	Goal posts	Playing field	01/04/15	1.00	2	2.00	1,188.09	
11 ¹	Static table tennis table	Playing field	01/04/15	1.00	1	1.00	2,550.97	
12 ¹	Fitness vitality equipment	Playing field	01/04/15	1.00	1	1.00	4,455.33	

Asset Policy and Register - 2022/23

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
13 ¹	Rodeo rotating springboard	Playing field	01/04/15	1.00	1	1.00	2,656.06	
14	Double perch see-saw	Playing field	13/11/17	2,930.00	1	1.00	2,227.67	
15 ¹	Hip Hop sweeping see-saw	Playing field	01/04/15	1.00	1	1.00	2,656.10	
16 ¹	Roll up overhead rotator	Playing field	01/04/15	1.00	1	1.00	5,312.12	
17 ¹	Basket swing	Playing field	01/04/15	1.00	1	1.00	4,341.08	
18	2 seat flat swings	Playing field	13/04/17	2,140.00	1	2,140.00	3,727.05	
19	High perch seating	Playing field	13/11/17	910.00	1	910.00	1,100.00	
20	Basketball hoop	Playing field	13/11/17	1,175.00	1	1,175.00	2,217.67	
21	HP laptop	With Clerk	04/10/16	333.32	1	333.32	500.00	
22	HP printer	-	04/10/16	85.40	1	85.40	0.00	Broken and disposed of.
23	Christmas lights	Trafford Gardens	01/12/15	83.87	1	83.87	100.00	
24	Christmas lights	Barrow Brook	01/12/17	113.93	1	113.93	0.00	Broken and disposed of.
25	Christmas lights	Barrow Brook	03/12/18	1,300	1	1,300.00	1,500.00	
26	Christmas lights	With lengthsmen	13/12/21	99.98	2	99.98	120.00	
27 ¹	Noticeboard	Trafford Gardens	01/04/15	1.00	1	1.00	1,000.00	
28	Wheelie bin and spider fixings	Middle Lodge Road	19/03/18	195.00	1	195.00	225.00	Purchased from RVBC for dog waste.

Asset Policy and Register - 2022/23

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
29 ²	Defibrillator	Trafford Gardens	01/01/17	1.00	1	1.00	950.00	
30 ²	Defibrillator cabinet	Trafford Gardens	01/01/17	1.00	1	1.00	450.00	
31	Keypad for defibrillator cabinet	Trafford Gardens	26/03/18	131.00	1	131.00	131.00	
32 ²	Defibrillator	Local gym	01/01/17	1.00	1	1.00	950.00	
33 ²	Defibrillator cabinet	Local gym	01/01/17	1.00	1	1.00	450.00	
34 ²	Defibrillator	Not installed	01/01/17	1.00	1	1.00	950.00	
35 ²	Defibrillator cabinet	Not installed	01/01/17	1.00	1	1.00	450.00	
Totals						6,595.50	62,171.34	

Notes:

- ¹ Transferred from Wiswell Parish Council following the split of the parish and formation of Barrow Parish Council on 01/04/2015.
- ² Donated by the British Heart Foundation.
- Replacement/Insurance values for the play equipment at the Playing Fields provided by the Play Inspection Company and are exclusive of VAT.
- Play and exercise equipment currently insured for £72,413.12
- Street furniture currently insured for £5,570.24
- A 'stock-take' of the assets on Barrow Playing Fields took place on 15/02/22

Agenda Item 7

For Decision



Meeting Date:	4 April 2022
Title:	Risk Register
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek approval of the Draft Risk Register and Policy as attached to this Report as Appendix 1.

2 Recommendation

Members are recommended to approve and adopt the Risk Register and Policy.



For Information

Risk Management Policy and Register 2022/2023

Adopted: Day Month Year

Chairman: Cllr. Jean Brown

Minute Ref.: 22.xxx

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

1. Background

Risks can be defined as any threat or possibility that an action or event will affect the interests of the Parish Council. Risk management is not a process of avoiding risk but an attempt to identify risk and assess its implications in order to make informed decisions.

While, some risks can never be fully eliminated, it is important to have a plan in place that provides a structured, systematic, and focused approach to managing risk.

The Parish Council is responsible for the management of risk in accordance with this plan. The Clerk is responsible for advising the Parish Council on risk assessment and for conducting their duties in a manner which avoids undue risks to the Council.

Most of the Parish Council’s identified risks are covered by insurances taken out, i.e., public liability, employer liability, money, fidelity guarantee, property damage, official’s indemnity, and asset insurance.

Risk assessment is a continuous process for the Council and this plan is not exhaustive. The Parish Council may wish to consider other risks not identified. The plan will be reviewed annually, and it should be read in conjunction with the Parish Council’s Financial Regulations and Standing Orders.

2. Risk Assessment

Once the Council has identified its key risks, the next step is to assess the potential consequences of a risk occurring (Impact) and consider how likely this is (Likelihood). The risk assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

The Council is using a simple numerical score (1 – 3) and multiplying the two scores to arrive at a risk assessment score for each risk of High, Medium, or Low.

	Highly likely (3)	Medium (3)	High (6)	High (9)
LIKELIHOOD	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		IMPACT		

3. The Risk Management Register

The Register was adopted by Barrow Parish Council on 18 May 2015, the last review was undertaken in December 2020. The Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks.

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
1	Personal injury or damage to the public or their property arising from defects in Council owned assets.	Claims for compensation and costs to the Council in defending claims where appropriate.	1	2	2	<ul style="list-style-type: none"> Covered under the Council's Public Liability Insurance Policy – £10 million. Regular inspection and maintenance and prompt repair of any damage. Periodic review of insurance cover and timely renewal 	Council and Clerk
2	Compensation claims by an employee in respect of injury sustained in carrying out their employment.	Claims for compensation and associated costs.	1	2	2	<ul style="list-style-type: none"> Potential liabilities, including costs, covered by Council's insurance policy - £10 million in respect of employees. Maintain adequate insurance cover in respect of employees. 	Council and Clerk
3	Compensation claims by contracted person in respect of injury sustained in the cause of engagement.	Claims for compensation and associated costs.	2	1	2	<ul style="list-style-type: none"> Ensure contractor has suitable insurance as required by service contract. Lengthsman is required to take out suitable insurance as required by service contract. Lengthsman to complete weekly Risk Management Assessment Forms (RMAF's) as provided under LCC Risk Assessment and Safe Working Practices documentation. Sample inspection of weekly RMAF's to confirm appropriate completion. Occasional site checks to ensure compliance with risk procedures. 	Lengthsman Scheme Administrator Clerk
4	Loss of cheques, cash etc. held on the Council's behalf.	Reduction in Council's financial resources.	1	2	2	<ul style="list-style-type: none"> Such losses are covered by insurance policy. Prompt payment of receipts into bank No petty cash held. 	Council and Clerk Clerk

Risk Management Policy and Register - 2022/2023

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
5	Financial loss due to banking error. For example, loss of interest or bank charges levied.	Reduction in Council's financial resources.	1	1	1	<ul style="list-style-type: none"> • Scrutiny of bank statements upon receipt. • Periodic review of banking arrangements to secure reasonable terms and conditions. 	Clerk
6	Loss of monies due to fraudulent action by Council employee(s).	Reduction in Council's financial resources and reputation.	1	3	3	<ul style="list-style-type: none"> • All cheques and invoices signed by two signatories. • All expenditure approved by Council. • Financial Statements provided to Council. • Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor. • Apply financial regulations. • Regular review of insurance cover. 	<ul style="list-style-type: none"> • Council • Council • Council • Auditors • Clerk • Clerk
7	Damage to Council property by third party.	Repair / replacement costs to be covered.	2	2	4	<ul style="list-style-type: none"> • Council's insurance policy covers items of playground equipment and street furniture. • Regular inspection of all Council assets. 	<ul style="list-style-type: none"> • Clerk • Clerk/Council
8	Actions against the Council for libel or slander.	Substantial costs to the Council. Reputational damage to the Council.	1	3	3	<ul style="list-style-type: none"> • Financial risk covered by the Council's insurance £500,000. • Ensure Members are aware and have training on such matters. • Proper conduct of meetings by the Chairman. • Professional advice from Clerk. 	<ul style="list-style-type: none"> • Members • Chairman • Clerk
9	Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	1	3	3	<ul style="list-style-type: none"> • Membership of NALC/LALC • Threats and opportunities reported to Council meetings. • Special meetings called as required. • Council to be kept informed 	<ul style="list-style-type: none"> • Council and Clerk • Council and Clerk • Clerk • Clerk
10	Loss of Council paper records or computer files.	Inconvenience in tracing information particularly legal and historical records.	1	3	3	<ul style="list-style-type: none"> • All computer files stored in the Cloud • Paper records stored at the clerk's house 	Clerk
11	Council assets subject to inclement weather, vandalism, theft, malicious or accidental damage.	Injury to public because of any malfunction.	1	3	3	<ul style="list-style-type: none"> • Insurance cover for public liability and replacement value. • Regular inspections, especially over the festive period. 	Council and Clerk

Risk Management Policy and Register - 2022/2023

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
12	Precept not submitted on time, or not paid by RVBC or inadequate for purpose.	Reduction in Council's financial resources and inability to deliver services	1	3	3	<ul style="list-style-type: none"> Budget and precept considered each November Regular reviews against budget Reminder sent out by RVBC 	Council and Clerk
13	<ul style="list-style-type: none"> Salaries wrongly calculated and paid. False employees registered for payment Tax and NI deductions incorrect 	Reduction in Council's financial resources and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> All payments by cheque and signed in accordance with Financial Regulations Regular budget comparison by Council Individual payments considered at Council meetings 	Council and Clerk
14	Payments made for goods not received	Reduction in Council's financial resources.	1	2	2	<ul style="list-style-type: none"> Purchases made from reputable known suppliers Generally, only paid after receipt of goods/service 	Clerk
15	Insufficient reserves	Inability to deliver Council services and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> Annual Budget approved with regular reviews. New expenditure only undertaken where reserves allow. Reserves maintained at levels commensurate with expenditure commitments and historical experience 	Council and Clerk
16	Loss of key personnel	Inability to operate and deliver services and impact on the Council's reputation.	2	3	6	<ul style="list-style-type: none"> Ensure Clerk has adequate training, support, and hours to undertake role so as to avoid stress or early departure. Ensure regular back up of computer files Ensure sufficient notice periods are provided to allow replacement. Continue membership of NALC for advice. Maintain regular contact with the Clerk. 	<ul style="list-style-type: none"> Council Clerk Council Clerk and Council Council
17	Failure to comply with procedures for awarding contracts of goods and services	Reduction in Council's financial resources. Inability to deliver services Impact on the Council's reputation	1	3	3	<ul style="list-style-type: none"> Ensure adherence of Standing Orders and Financial Regulations for awarding of contracts Ensure contractors have necessary appropriate risk assessments and insurances in place. Procedures in place and cheques signed in accordance with Financial Regulations 	Council and Clerk

Risk Management Policy and Register - 2022/2023

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
18	Trees located on Council owned land.	Risk to persons and property from falling trees, branches, and root ingress.	2	3	6	<ul style="list-style-type: none"> • Maintain a regime of regular tree inspections in all locations. • Insurance cover for public liability and replacement value. 	Council and Clerk
19	Asset maintenance.	Loss or damage to asset or injury to third party or property.	1	3	3	<ul style="list-style-type: none"> • Maintain a regime of regular inspection in locations where the asset is located or held. • Insurance cover for public liability and replacement value. • Annual review of the asset register for insurance provision. 	Council and Clerk
20	Council's reputational loss	Council cannot function properly.	1	3	3	<ul style="list-style-type: none"> • Ensure Standing orders, and Financial Regulations are up to date. • Ensure internal audit is adequate. • Ensure tenders and quotes follow procedures. • Ensure Members are adequately trained. • Ensure Clerk is adequately trained. • Develop training programme for Councillors. • Retain membership of NALC and LALC. • Ensure members interests are recorded. 	Council and Clerk
21	Loss of Councillors resulting in meetings being inquorate.	Council cannot function	2	3	6	<ul style="list-style-type: none"> • Ensure Councillor numbers retained at 100% by co-option. • Create waiting list of co-optees • Follow up with Councillors not attending meetings 	Council and Clerk

4. Possible actions to further mitigate potential risks.

The table below sets out additional mitigation measures the Council may consider.

#	Description / Impact	Additional Mitigation	Responsible
10	Loss of Council paper records. Inconvenience in tracing information particularly legal and historical records.	Look to digitize all hardcopy records and correspondence.	Council and Clerk
13	Salaries wrongly calculated and paid. False employees registered for payment. Tax and NI deductions incorrect. Reduction in Council's financial resources and impact on the Council's reputation.	Look to engage separate agent to administer the Council's PAYE scheme.	Council and Clerk
17	Failure to comply with procedures for awarding contracts of goods and services. Reduction in Council's financial resources. Inability to deliver services. Impact on the Council's reputation.	Review and update Standing Orders to reference the Council's Financial Regulations.	Council and Clerk

Agenda Item 8

For Decision



Meeting Date:	4 April 2022
Title:	Tree Inspections
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

- Clarify the Council's legal obligations regarding trees.
- Clarify the ownership of the land where Barrow Parish Council 'trees' are located.
- Consider quotes for carrying out a formal tree inspection.

Note: This report should be read in conjunction with the guidance document produced by the National Tree Safety Group (NTSG) '*Common Sense Risk Management of Trees*' (Attached as Appendix 2)

2 Background

In their brochure the NTSG state that managing the risks from trees is the responsibility of the owners and managers of the land on which they grow.

The NTSG has set out the following key principles in the management of trees.

- Trees are a living organism that naturally lose branches or fall.
- The overall risk to human safety is extremely low.
- Tree owners have a legal duty of care.
- Tree owners should take a balanced and proportionate approach to tree safety management.

3 Legal requirements (as advised by the NTSG)

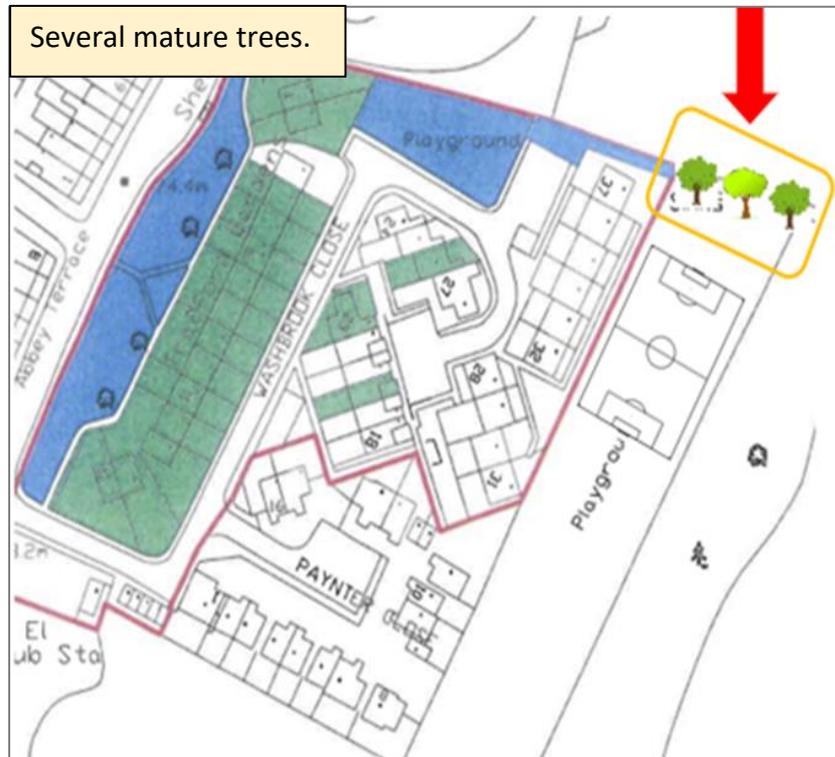
The law requires only that people should take reasonable care to avoid acts which cause a reasonably foreseeable risk of injury to persons or property. The generally agreed standard to be achieved is that of a reasonable and prudent landowner.

3.1 Low risks and common sense

The existing tree management regimes in the UK's towns, cities and countryside contribute to the acknowledged low risk of anyone being killed or injured by a fallen or falling tree or branch. The normal practices that have prevailed over the past decades have, in large measure, been reasonable and proportionate. These management regimes have worked in conjunction with people's common-sense approach to appraising risk from trees.

4.1 Barrow Playing Fields.

Barrow Playing Fields, although owned by Barrow Parish Council is not currently registered to the Council. The registration process was started in 2021, the Land Registry responded to our application stating that they required a valuation of the land free of charges and mortgage. This information was provided to RVBC in February, who will inform the Land Registry.



5 Tree inspections.

To ensure public safety and to minimise risk to property particularly in areas where the public may walk or sit beneath trees, the Parish Council has a responsibility to ensure the Council's tree stock is regularly inspected and managed.

Regarding the type of inspections the Council may consider, I have reviewed the NTSG guideline document and summarised their observations below:

There are two types of tree inspections that the Council could consider:

- Informal observations.
- Formal inspections.

5.1 Informal observations:

These are essentially day-to-day observations of trees made by owners of a site who have good local knowledge of the trees and location and see them daily. While not going out of their way to assess the condition of the tree, they are nonetheless aware of it and any changes that may occur over time.

In some circumstances, informal observation may be considered reasonable and appropriate when owners are able to assess the trees' health and any structural weaknesses that may pose an imminent threat to public safety.

Who conducts them:

Such informal observations may be undertaken by people with good local knowledge and familiarity with local trees who are not tree specialists. Reports of problems by members of the public are a fundamental part of informal observations and should be acted upon.

Frequency of inspection:

Informal observations contribute significantly to public safety, being important for deciding when action is needed and when more formal assessment is appropriate. They are generally on-going.

5.2 Formal inspections

Formal inspection is when a specific visit to a tree is made with the sole purpose of performing an inspection. The spectrum of formal inspection ranges from survey work for tree inventories, to health and condition assessments.

Who conducts them:

An appropriately competent person, experienced in the field of investigation that is to be carried out. Whoever is commissioning the detailed inspection should satisfy themselves as to the suitability of the inspector's qualifications, experience and professional indemnity and public liability insurance. A specialist involved in conducting a detailed tree inspection should be able to demonstrate the reasonable basis for allocating risks according to priority and identify cost-effective ways of managing those tree-related risks.

Frequency of inspection:

Detailed inspection of a tree will normally be undertaken because of information obtained following informal observation or formal inspection of the tree.

5.3 Ribble Valley Borough Council.

It should be noted that David Hewitt the Countryside Officer at Ribble Valley Borough Council carried out an informal observation of all the trees on Council Land on 07/03/22 and advised that the Parish Council should carry out a formal inspection.

6 Quotes for carrying out formal tree inspections.

The quotations (including VAT) shown below are for carrying out a formal inspection of all the trees on land owned by the Parish Council.

Company	£	Start
Mulberry Tree Management Consultancy Ltd. Carl Salesbury	180.00	15-days after receiving instructions
Bowland Tree Consultancy Ltd. Phill Harris	494.94	15-20 days after receiving instructions

7 Recommended that Committee:

7.1 Note the contents of the Report and appendices.

7.2 Consider the quotes set out in paragraph 6 and approve a company for carrying out formal tree inspections.

Clerk and Responsible Financial Officer to Barrow Parish Council.

March 2022.

THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 2 MAR 2022 AT 10:04:47. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

THIS TITLE IS DEALT WITH BY HM LAND REGISTRY, FYLDE OFFICE.

TITLE NUMBER: LAN69717

There is no application or official search pending against this title.

A: Property Register

This register describes the land and estate comprised in the title.

LANCASHIRE : RIBBLE VALLEY

- 1 (19.08.2005) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being land adjacent to 37 Washbrook Close, Barrow, Clitheroe.
- 2 (19.05.2008) The land has the benefit of the following rights granted by a transfer of the land in this title dated 23 April 2008 made between (1) Ribble Valley Borough Council (Transferor) and (2) Wiswell Parish Council (Transferee):-

"A right for the Transferee its tenants workmen and all persons authorised by it (in common with the Council and all others authorised by it) to pass and repass at all times with or without vehicles over and along that part of the un-adopted roadway known as Washbrook Close shown coloured yellow on the plan attached."

NOTE: Copy plan filed.

- 3 (19.08.2005) By Transfers/Conveyances of adjacent or neighbouring land pursuant to Part V of the Housing Act 1957 Chapter 1 of Part 1 of the Housing Act 1980 or Part V of the Housing Act 1985 the land in this title has the benefit of and is subject to the easements and other rights prescribed by Paragraph 2 of Schedule 2 of the Housing Act 1980 or Schedule 6 of the Housing Act 1985.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (19.05.2008) PROPRIETOR: BARROW PARISH COUNCIL care of The Parish Clerk, Kemple View, Pendleton Road, Wiswell, Clitheroe BB7 9BZ.
- 2 (19.05.2008) The transfer dated 23 April 2008 referred to in the Property Register contains Transferees personal covenant(s) details of which are set out in the schedule of personal covenants hereto.

Schedule of personal covenants

- 1 (19.05.2008) The following are details of the personal covenants contained in the transfer dated 23 April 2008 referred to in the Proprietorship Register:-

"The Transferee covenants with the Transferor for the benefit and protection of each and every part of the retained land comprised in

Title number LAN69717

Schedule of personal covenants continued

title number LAN17295 at the date hereof and so as to bind the land hereby transferred into whosoever hands the same may come that the Transferee will at all times hereafter observe and perform the covenants and obligations as follows:-

1. To create and to maintain in a good state of repair and condition a disabled wheelchair access to the Transferees adjacent Play Ground on the east side of Washbrook Close"

End of register

THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 2 MAR 2022 AT 09:17:40. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

THIS TITLE IS DEALT WITH BY HM LAND REGISTRY, FYLDE OFFICE.

TITLE NUMBER: LAN17823

There is no application or official search pending against this title.

A: Property Register

This register describes the land and estate comprised in the title.

LANCASHIRE : RIBBLE VALLEY

- 1 (26.08.2005) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Land on the west side of Trafford Gardens, Barrow, Clitheroe.
- 2 (19.05.2008) A new title plan based on the latest revision of the Ordnance Survey Map has been prepared.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (19.05.2008) PROPRIETOR: BARROW PARISH COUNCIL care of The Parish Clerk, Kemple View, Pendleton Road, Wiswell, Clitheroe BB7 9BZ.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (19.05.2008) A Transfer of the land in this title dated 23 April 2008 made between (1) Ribble Valley Borough Council (Transferor) and (2) Wiswell Parish Council (Transferee) contains covenants details of which are set out in the schedule of restrictive covenants hereto.

Schedule of restrictive covenants

- 1 (19.05.2008) The following are details of the covenants contained in the Transfer dated 23 April 2008 referred to in the Charges Register:-

"The Transferee for itself and its successors in title hereby covenant with the Transferor so as to bind the property hereby transferred:

(a) not to use the property for any other purpose than as a recreation area;

(b) not to carry out any development on the property without the written permission of the Transferor.

(c) To repair and keep in repair and to maintain the property including all pipes, boundaries and fencing and to keep the property in a clean and tidy condition."

Title number LAN17823

End of register

NATIONAL TREE SAFETY GROUP

Common sense risk management of trees

Landowner summary of guidance
on trees and public safety in the UK
for estates and smallholdings

“Safety is but one of the many goals to which we aspire; the mistake that is often made is to focus on safety as if it is the only goal”

PROFESSOR DAVID BALL
Centre for Decision Analysis and Risk Management
Middlesex University

Introduction

This is the summary of the NTSG's full guidance document *Common sense risk management of trees*. It is intended for landowners of estates and smallholdings and all those who manage, advise and work on them.

This summary does not contain references, notes, detailed discussion, contacts or acknowledgements. If required, please refer to the main document for these and for more detailed information on the context and rationale of guidance given below.

THE GUIDANCE

This new guidance document provides advice for the tree owner that is succinct, comprehensive but most of all practical in its application. The broad spectrum of member organisations of the NTSG is reflected in the scope of the advice within the document which covers trees growing in forests and estates in remote areas, through land that has occasional public access to land and individual properties where there is frequent public access and with land adjacent to roads.

The NTSG believes that one fundamental concept should underlie the management of risks from trees. It is that the evaluation of what is reasonable should be based upon a balance between benefit and risk. This evaluation can be undertaken only in a local context, since trees provide many different types of benefit in a range of different circumstances.

The NTSG position is underpinned by a set of five key principles:

- trees provide a wide variety of benefits to society
- trees are living organisms that naturally lose branches or fall
- the overall risk to human safety is extremely low
- tree owners have a legal duty of care
- tree owners should take a balanced and proportionate approach to tree safety management

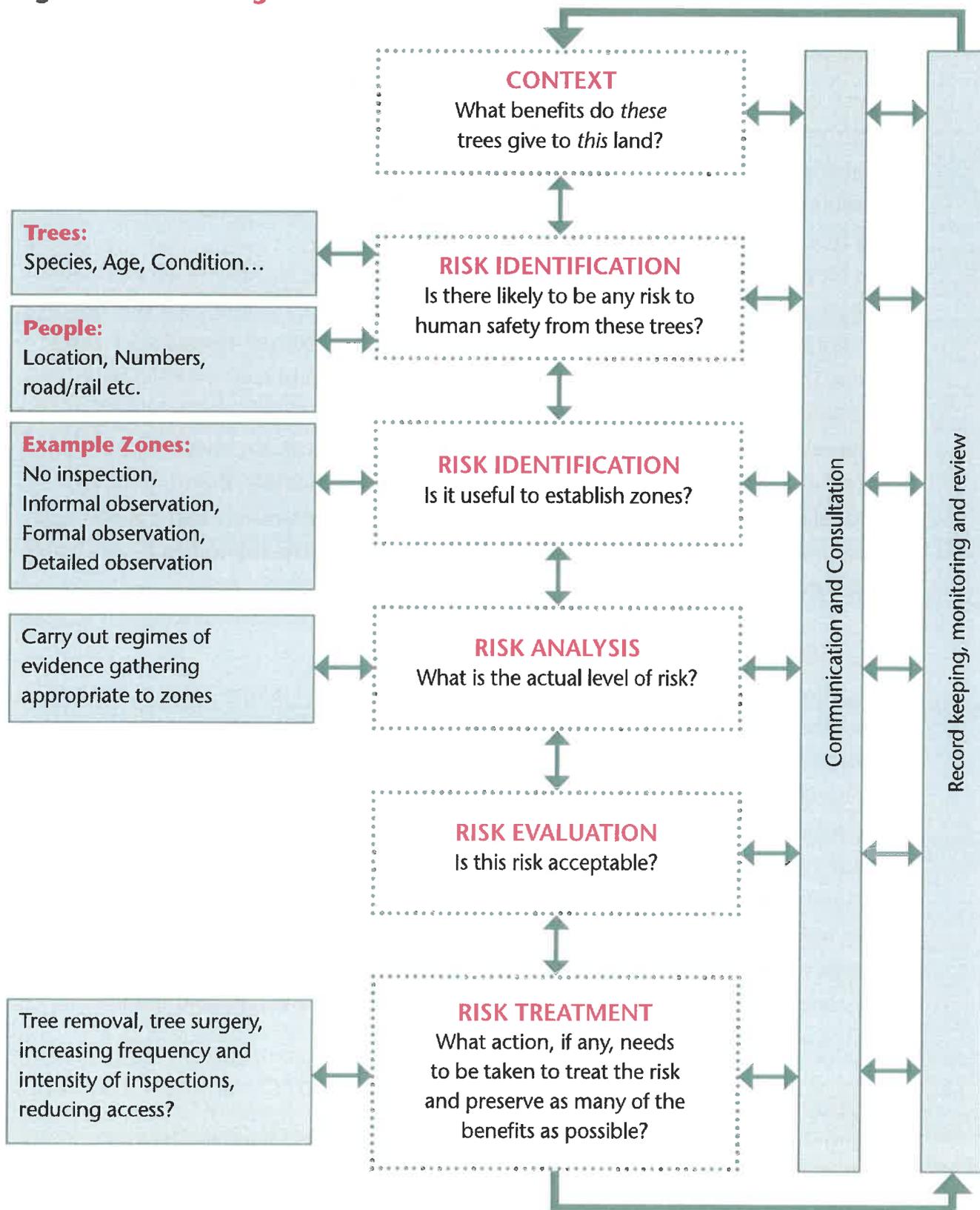
Managing the risk from trees is the responsibility of the owners and managers of the land on which they grow.

THE OBJECTIVES OF TREE RISK MANAGEMENT

The management of risk, when properly organised, enables an organisation, among other things, to:

- increase the likelihood of achieving its objectives
- identify and control the risk

Figure 1. Risk Management Process



the current overall maintenance or control regime for that hazard (the tree). When assessing trees, owners and managers need to judge whether the management measures they adopt will fulfil society's reasonable expectations. "Reasonableness" is a key legal concept when considering the risks of trees to the public and tree owners' obligations. Deciding what is reasonable can be undertaken only with regard to the trees' place within the wider management context and how that context influences decisions locally. The Health and Safety Executive (HSE) has identified that an individual risk of death of one in one million per year for both workers and the public corresponds to a very low level of risk. It points out that this level of risk is extremely small when compared with the general background level of risk which people face and engage with voluntarily in the course of everyday life.

SIGNIFICANCE OF THE IDENTIFIED RISKS

The individual risk of death attributable to trees is 10 TIMES LESS than the threshold of one death in one million per year that the HSE says people regard as insignificant or trivial in their daily lives. Because trees present a very low risk to people, owners and managers should be able to make planning and management decisions by considering how trees fit into a particular local context and avoid unnecessary intervention, survey and cost. This approach will help them ensure that any management is proportionate and strikes an appropriate balance between the real risks and benefits.

MANAGING THE RISK FROM TREES

Tree management or the lack of it should not expose people to significant likelihood of death, permanent disability or serious injury. Accidents are on occasions unavoidable. Such risk is acceptable only in the following conditions:

- the likelihood is extremely low
- the hazards are clear to users
- there are obvious benefits
- further reducing the risks would remove the benefits
- there are no reasonably practicable ways to manage the risks

In its position statement, the NTSG argues that it is reasonable that sufficiently large organisations that own or manage trees develop a management strategy (in line with practice in other sectors). This strategy may strike a balance between risks present and benefits accrued. An organisation that publishes and maintains a tree strategy or management plan, part of which includes information on their risk management plan for the trees they own, is much better placed to demonstrate they have fulfilled their duty of care.

semi-public spaces such as churchyards and school grounds, those working in or visiting them can be expected to come within the vicinity of trees. On private land, visitors and employees can also be expected to come within the reach of trees. Trespassers may also, in certain circumstances, be expected to come within the vicinity of trees on private land.

THE DUTY OWED

This can be stated in general terms as being a duty to take reasonable care for the safety of those who may come within the vicinity of a tree. The courts have endeavoured to provide a definition of what amounts to reasonable care in the context of tree safety, and have stated that the standard of care is that of “the reasonable and prudent landowner”. The tree owner is not, however, expected to guarantee that the tree is safe. They have to take only reasonable care such as could be expected of the reasonable and prudent landowner. The duty owed under the tort of nuisance is owed by a tree owner to the occupier of neighbouring land. The duty, however, is no different to the general duty owed under the tort of negligence.

It is the duty holder’s fundamental responsibility, in taking reasonable care as a reasonable and prudent landowner, to consider the risks posed by their trees. The level of knowledge and the standard of inspection that must be applied to the inspection of trees are of critical importance. It is at this point that the balance between the risk posed by trees in general terms, the amenity or other values of trees and the cost of different types of inspection and remedial measures becomes relevant.

THE STANDARD OF INSPECTION

The courts have not defined the standard of inspection more precisely than the standard of “the reasonable and prudent landowner”. In individual cases, the courts have sought to apply this general standard to the facts of each case. However, there is no clear and unambiguous indication from the courts in regard to the extent of the knowledge about trees a landowner is expected to bring to tree inspection in terms of type and regularity of inspection. Generally, the courts appear to indicate that the standard of inspection is proportional to the size of and resources available (in terms of expertise) to the landowner. It is of note that the HSE states in the HSE Sector Information Minute *Management of the risk from falling trees* (HSE 2007), that: “for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate”.

Reasonable, balanced tree risk management

RESPONSIBLE MANAGEMENT

Landowners who already sensibly manage their trees can be reasonably confident that there is no need for any radical change driven by a fear of the law, though they may find this guidance useful when reviewing management practice. No tree can be guaranteed to be safe. As long as we retain trees, we cannot achieve zero risk. A disproportionate response to the actual risks posed by trees leads to unnecessary intervention, particularly alongside roads and public places. Disproportionately responding to risk itself runs the risk of diminishing the landscape and depriving the whole community of the enjoyment of trees and their wider benefits.

LEGAL REQUIREMENTS

The law requires only that people should take reasonable care to avoid acts or omissions which cause a reasonably foreseeable risk of injury to persons or property. The generally agreed standard to be achieved is that of a reasonable and prudent landowner.

LOW RISKS AND COMMON SENSE

Generally speaking, the existing tree management regimes in the UK's towns, cities and countryside contribute to the acknowledged low risk of anyone being killed or injured by a fallen or falling tree or branch. The normal practices that have prevailed over the past decades have, in large measure, been reasonable and proportionate. These management regimes have worked in conjunction with people's common sense approach to appraising risk from trees.

DEFENDABLE PRACTICE

Defendable management is consistent with a duty of care based on reasonable care, reasonable likelihood and reasonable practicability. Landowners and managers who know how important their trees are tend to take an interest in them; including their setting and how people use their land and the benefits that trees bring. It is reasonable that decisions regarding tree safety are considered against a background of the general low risk from falling trees. Being reasonable involves taking actions proportionate to the risk. Reasonable tree management has both reactive and proactive elements. While the owner or manager may need to react to events involving dangerous trees as they arise, it is also prudent to have forward-looking procedures to keep tree-related risks at an acceptable level. These procedures need not be complicated and may be incorporated into a tree strategy or management plan where applicable.

Key steps in tree safety management

THE ESSENTIALS

A reasonable and balanced approach forms the basis of a tree safety strategy for sensible tree safety management. By a “strategy”, we mean a plan that guides management decisions and practice, in a reasonable and cost-effective way, typically covering three essential aspects:

- zoning: appreciating tree stock in relation to people or property
- tree inspection: assessing obvious tree defects
- managing risk at an acceptable level: identifying, prioritising and undertaking safety work according to level of risk

A tree safety strategy may not necessarily be supported by extensive records. It may be self-evident through general prudent practice and behaviour. Alternatively, a strategy may be explicitly formulated and expressed through documents relating to management practice. If reasonably carried out, the strategy should meet the duty of care required by law, without the need for an overly bureaucratic approach or excessive paperwork. In the event of an accident, documents may provide supporting evidence that reasonable care has been taken.

KEEPING RECORDS

Records, including maps, provide the basis for safety management reviews and, in the extremely rare event of an accident, can support evidence of reasonable tree management. It is not necessary to record every tree inspected. However, records of trees presenting a serious risk and requiring treatment are useful, as is a record of how they have been treated. When inspections are carried out, records can demonstrate that the owner or manager has met a key component of their duty of care. Other useful ways of demonstrating reasonable assessment and management of trees include recording recommendations for work and when tree work has been carried out.

ZONING

Zoning is a practice whereby landowners and managers define areas of land according to levels of use. This practice prioritises the most used areas, and by doing so contributes to a cost-effective approach to tree inspection, focusing resources where most needed. It contributes to sensible risk management and a defensible position in the event of an accident. It may be a reasonable outcome of the zoning process to decide that no areas require inspection. Classifying levels of use in this way

TREE INSPECTION

The three types of inspections are:

- informal observations
- formal inspections
- detailed inspections

INFORMAL OBSERVATIONS

Informal observations of trees contribute to wider management and tree safety. They are essentially those day-to-day observations of trees made by owners and employees of a site who have good local knowledge of the trees and location and see them during the course of their daily lives and work. While not going out of their way to make an assessment of the condition of the tree, they are nonetheless aware of it and any changes that may occur over time. In some circumstances, informal observation may be considered reasonable and appropriate when owners and staff are able to assess the trees' health and any structural weaknesses that may pose an imminent threat to public safety.

May be undertaken by:

People with good local knowledge and familiarity with local trees who are not tree specialists, but rather those closely associated with a property, such as the owner, gardener, other employee or agent, who understands the way the property is used (areas most and least frequented) and the extent of the danger, should a tree be found that is clearly falling apart or uprooting. **Reports of problems by staff or members of the public are a fundamental part of informal observations and should be acted upon.**

Frequency of inspection:

Informal observations contribute significantly to public safety, being important for deciding when action is needed and when more formal assessment is appropriate. They are generally on-going and undertaken as a given part of daily life on a site with trees and public access.

FORMAL INSPECTIONS

Formal inspection of a tree is when a specific visit to the tree is made with the sole purpose of performing an inspection that is not incidental to other activities. The spectrum of formal inspection ranges from survey work for tree inventories, to health and condition assessments. These may be carried out through drive-by and walk-over inspections or ground-based visual checks. Drive-by and walk-over

trees valued for their heritage, amenity or habitat and which are suspected of posing a high level of risk, as already identified through owner interest or a previous formal or informal assessment.

May be undertaken by:

An appropriately competent person, experienced in the field of investigation that is to be carried out. Whoever is commissioning the detailed inspection should satisfy themselves as to the suitability of the inspector's qualifications, experience and professional indemnity and public liability insurance. A specialist involved in conducting a detailed tree inspection should be able to demonstrate the reasonable basis for allocating risks according to priority, and identify cost-effective ways of managing those tree-related risks.

Frequency of inspection:

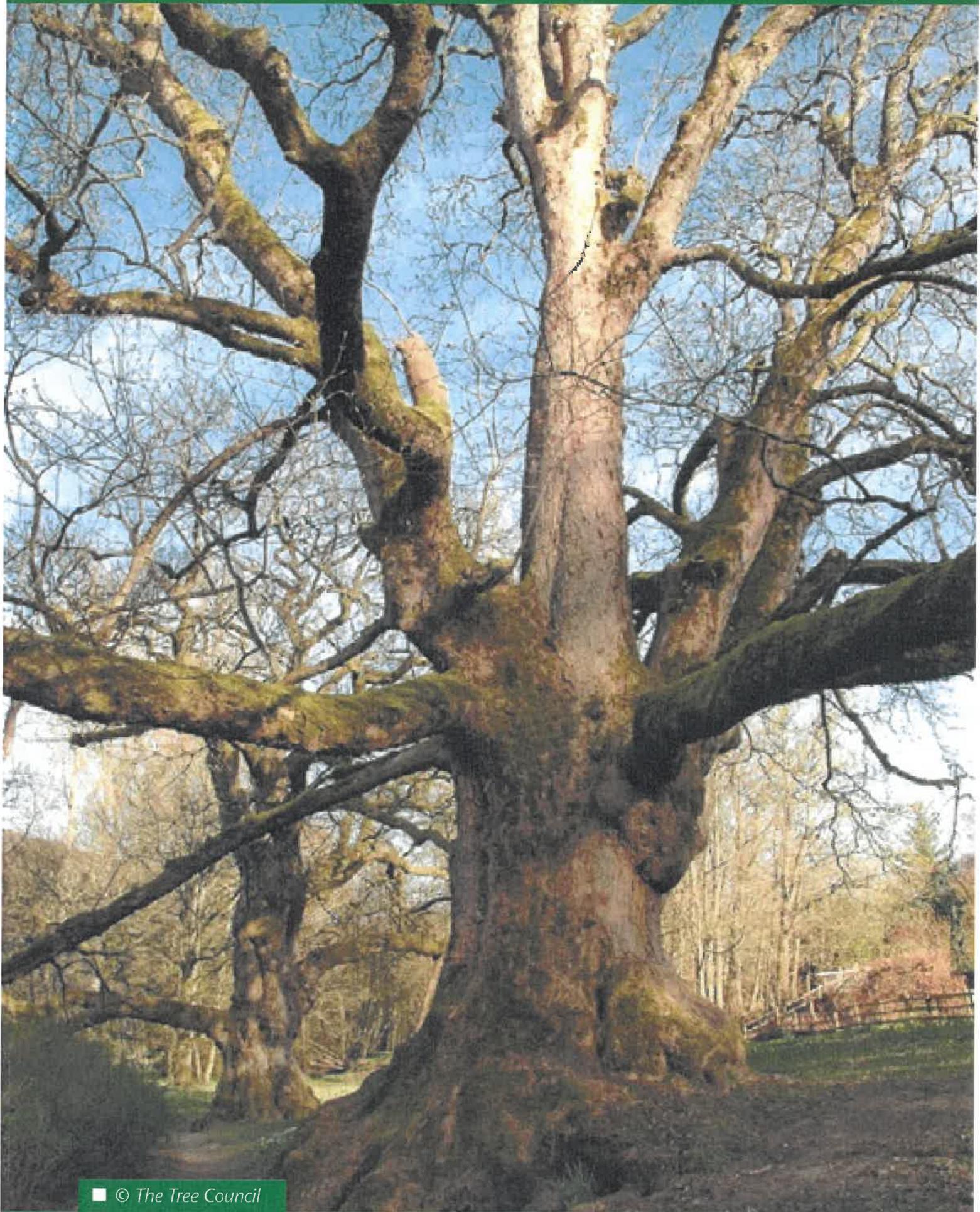
Detailed inspection of a tree will normally be undertaken as a consequence of information obtained following informal observation or formal inspection of the tree. Alternatively, if the tree is a special tree it may be placed on a regular inspection regime that is determined by its location and the risk it poses.

SPECIAL TREES

Informal observation and formal inspections both have a reasonable likelihood of identifying trees posing a risk of serious harm in the near future. Important trees that owners want to retain, eg for heritage, habitat or visual amenity, but which may present a significant risk, are likely to require regular specialist detailed inspection to manage them without serious loss of the benefits they provide. Like formal inspections, the decision on the frequency of these inspections is a judgment for the owner and their advisers based on the circumstances and applying sensible reasonable behaviour as a basis for good practice.

REDUCING RISKS BY MANAGING ACCESS

For sites where special events greatly increase the number of people in the area within falling distance, restricting access is the best option. A large number of people on a site in very wet conditions can compact soil and harm tree roots. Though the effects of root damage can be slow to develop, they increase risks of tree failure.



Agenda Item 9

For Decision



Meeting Date:	4 April 2022
Title:	Tree Management Policy
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek members approval of the Tree Management Policy.

2 Background.

A principle of English Common and Statute Law is that the owner of the land where a tree is growing have a duty of care to visitors, residents, passers-by and indeed trespassers when on their land. Therefore, the Parish Council has a responsibility to ensure the Council's tree stock is regularly inspected and managed to ensure public safety and to minimise risk to property.

To this end, Members requested the Parish Clerk to prepare a Tree Management Policy which is set out as Appendix 1.

3 Recommended that Committee:

3.1 Approve the Tree Management Policy, attached as Appendix 1 to this report.

Clerk and Responsible Financial Officer to Barrow Parish Council.

March 2022.



For Information

Tree Management Policy

Adopted: Day Month Year

Chairman: Cllr. Jean Brown

Minute Ref.: 22.xxx

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

1. Introduction

A principle of English Common and Statute Law is that the owner of the land where a tree is growing have a duty of care to visitors, residents, and passers-by when on their land.

Therefore, the Parish Council has a responsibility to ensure the Council's tree stock is regularly inspected and managed to ensure public safety and to minimise risk to property.

2. Aims and Objectives of the Council

- To value trees for the significant contribution they make to the wellbeing and quality of life within the Parish.
- To promote biodiversity, climate issue mitigation and visual amenity.
- To manage and maintain trees in a way which promotes their safety and health.

3. How the Council will meet its Aims and Objectives:

The Parish Council will meet its stated aims and objectives by:

- Ensuring its tree stock is inspected and maintained in a cost-effective manner, maximising visual amenity, and associated environmental benefits whilst minimising risks to public safety and property.
- Ensuring that any work undertaken on Parish Council trees is done to a high standard, is appropriate and in line with best arboriculturally practice.
- Ensuring the appropriate management of trees which are important for biodiversity, as wildlife corridors or as landscape features.
- Promoting the positive contribution made by trees to open spaces, including the value which they have for wildlife
- Identifying opportunities for appropriate tree planting schemes.

4. Tree inspections.

The Parish Council's tree stock will be visually inspected by a qualified arborist every three years depending on the location and risk assessment. The Parish Council will also conduct its own routine visual assessment. Additional checks will be carried out after periods of bad weather to identify damaged trees. The Parish Clerk will retain records of all safety checks.

The Council recognises the importance of mature and ancient trees and will balance safety with a duty to protect the environment, ensuring only essential works are undertaken to preserve a tree.

5. Requests from residents.

The Council will consider requests to conduct tree work on the Council's land from residents. If the request concerns a potentially dangerous tree, the tree will be inspected as soon as possible and within 48 hours. If the request is non-urgent, the Clerk will place the request on the next Parish Council Agenda. If agreed, an inspection will be undertaken within three months. In all cases the local resident will be informed of any actions taken.

6. Specific Policies:

6.1 Fallen, dead and dangerous trees:

The Parish Council will respond promptly to tree matters involving safety and will remove fallen and dead trees (except where biodiversity issues prevail) and dangerous and unsafe trees and branches. Trees which are in decline will be monitored to ensure they pose no risk to people or property.

Where it can be demonstrated that a tree from the Parish Council's stock is the direct cause of damage to property, the Parish Council will act to rectify the problem. In cases of damage to property it must be clearly demonstrated that the tree is the principal cause of any damage.

The effects of tree litter such as leaves, twigs, fruit etc. will not be considered as direct damage and no action will be taken by the Parish Council.

6.2 Tree pruning:

Except in exceptional circumstances, the Parish Council will **not** prune its tree stock to alleviate the obstruction of light or telecommunication signals where branches overhang neighbouring properties.

Works will only be carried out on trees which are restricting the efficiency of solar panels where the solar panels pre-date the presence of the tree.

6.3 Instances where the Council will NOT undertake tree pruning or maintenance:

- In response to natural occurrences that do not pose a health and safety risk, such as falling leaves, fruit, berries, seeds, bird droppings and pollen.
- Solely for reasons of increasing sun light/views to properties and gardens.
- During the nesting season, unless work is for health and safety reasons.
- If a tree contains roosting bats, unless work is for health and safety reasons.
- Where trees have a negative impact on television reception.
- To remove dead branches from trees located in relatively quiet locations due to their ecological value unless work is for health and safety reasons.

Tree Management Policy

- On trees overhanging an adjacent property, unless work is for health and safety reasons.

Note that landowners have a common law right to prune back tree branches to their boundary, providing that would not lead to tree death and providing the tree is not protected by a Tree Preservation Order or within a Conservation Area.

6.4 Birds and other wildlife:

When carrying out tree works the Parish Council will comply with all relevant legislation in respect of the protection of nesting birds and other wildlife. Only essential tree works will be carried out during the bird nesting season. Work will not be carried out on trees to address the issues of bird droppings.

Prior to works being carried out on a mature tree the potential for bat roosts will be assessed. If it is found that there are features within the tree that are likely to be suitable for bat roosts, a survey will be carried. If bat roosts are found to be present appropriate mitigation measures will be implemented before any work takes place.

6.5 Tree removals and replacements:

There will be a presumption against removal of existing trees and where this is necessary replacement will be in the same location, or if this is not possible in another more suitable location, will be considered.

Should it be necessary for the Parish Council to fell a tree, it will look to replace that tree with a UK native species of a suitable size and type to fit the growing conditions.

6.6 The Parish Council will:

- Work with partners and community groups to identify opportunities to increase its tree stock through appropriate tree planting.
- Consider planting new trees in appropriate locations to meet a variety of objectives, including habitat creation, the screening of unsightly development, the provision of shelter, enhancement of the landscape and climate issue mitigation.
- When planting or adopting new trees or tree belts, the Parish Council will be sensitive to the potential for damage or inconvenience, or the impeding of access, as the trees mature.

6.7 New developments:

The Parish Council will recognise and take positive action to prevent the potential conflict of interest where developments are proposed near existing trees, tree belts and wooded areas.

6.8 Mature and ancient trees:

Mature and ancient trees will be managed in a way that preserves their unique characteristics.

6.9 General considerations:

- The Parish Council will make adequate resources available to ensure that they comply with their duty of care in respect of tree safety.
- All tree works carried out on behalf of the Parish Council will comply with appropriate Standards and Legislation in respect of tree protection and will be undertaken by competent and qualified contractors.
- This policy will be reviewed every 3 years or when there are major changes to legislation or best practice in respect of tree management. The next review will be in March 2025.

Any queries on trees belonging to Barrow Parish Council should be made to the Parish Clerk telephone 07582 670562 or email clerk@barrowparshcouncil.org.uk

Agenda Item 10

For Decision



Meeting Date:	4 April 2022
Title:	Bespoke email addresses
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek members approval for implementing bespoke email addresses for all councillors in the format `cllr.firstname.lastname@barrowparishcouncil.org.uk`

2 Introduction:

Much of the Council's communication is now managed via email, including agendas, minutes, reports and finance updates as well as correspondence and information to and from other groups and members of the public.

Currently, councillors use their private email addresses, and the clerk uses one set up by the Council's web provider: `clerk@barrowparishcouncil.org.uk`.

Following the introduction of legislation regarding data protection and privacy (including GDPR Regulations 2018 and Data Protection Act 2018), the Council needs to consider whether it is satisfied that its current method of email communication and storage is compatible with the current legislation and what is considered to be good practice, or whether it requires councillors to use Council provided email addresses and mailboxes for all Council communications.

3 Legislation

Current legislation does not make it explicitly compulsory for parish councils to supply and insist that councillors use council email addresses, however it is regarded as best practice by authoritative bodies within our sector and other government organisations.

The Information Commissioners Office (ICO) note that possible ramifications to the use of personal email addresses as regards Freedom of Information Request (FOI) and Subject Access Requests (SAR), as information held in personal email accounts may be subject to FOI and SAR if it relates to official council business. It advises that *"in order to avoid the complications of requesting searches of private email accounts ... that information on authority related business should be recorded on the authority's record keeping systems in so far as reasonably practicable."*

4 Advantages to the Council of using bespoke email addresses:

- The Council appears more professional

It is easier:

- To demonstrate GDPR compliance.
- To undertake Freedom of Information requests.
- To undertake Subject Access Requests.
- To ensure data is deleted when a councillor leaves the Council.
- For the community to contact councillors without infringing on the councillor's personal privacy.
- For the community to understand whether any statements or views of a councillor are those of the Council or personal.

5 Disadvantages to the Council of using bespoke email addresses:

- Additional cost.
- Loss of control of communications sent out in the Council's name as councillors are now able to send emails from the Council.

6 Advantages to Councillors of using bespoke Council email addresses:

- Clear separation of Council and personal email correspondence.
- No potential FOI or SAR requests involving personal email accounts.
- Council emails are less likely to be accidentally missed.
- Easier to manage the retention and deletion of emails.

7 Disadvantage to Councillors of using bespoke Council email addresses:

- Need to remember to check the Council email account.

8 Charges

Easy Websites, who provide and host the Council's website and host clerk@barrowparishcouncil.org.uk have quoted £3.00 per month plus VAT per email box. This equates to an annual cost for 5 councillors of £180 plus VAT.

Easy Websites would also carry out (remotely) the necessary email configurations on laptops and desktop PCs without additional charges.

9 Recommendations:

Members are recommended to:

- Implement bespoke email addresses for all councillors in the format cllr.firstname.lastname@barrowparishcouncil.org.uk
- Amend the 2022-2023 budget to cover the annual cost of mailboxes for all councillors.

Clerk and Responsible Financial Officer to Barrow Parish Council.

March 2022.

Agenda Item 11

For Decision



Meeting Date:	4 April 2022
Title:	Parishioner Consultation – Setting up a Working Group
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek members views on the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process. Feedback on any consultations could form the basis of a 'Parish Plan'.

If members were minded to approve the setting up of a working group, such a group would have its own Terms of Reference and a set of specific Policies and Procedures.

2 Introduction.

Members will be aware that parish councils have two main roles: community representation and local administration. For both purposes it is desirable that parish council decisions reflect the views of parishioners.

Some parish councils have sought residents' views on whether it should increase the precept or freeze it. Others have sought views on what residents consider as being important to them in their local area and on planning and development issues.

3 Demographics.

Over the last ten years the population of the Parish has nearly doubled and with continued development will continue to grow. It would seem reasonable to assume that over the last ten years the needs and requirements of parishioners has changed.

	Census Data		
Year	2001	2011	Mid 2020 (Estimate)
Population	659	646	1,288

4 Members are recommended to:

4.1 Agree to consult with parishioners and setup a working group as outlined in the report.

or

4.2 Defer the consultation with parishioners and the setting up of a working group.

Clerk and Responsible Financial Officer to Barrow Parish Council. March 2022.

Agenda Item 12

For Information



Meeting Date:	4 April 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To inform members of the planning applications received by Ribble Valley Borough Council that relate to Barrow.

2 Weekly list of applications relating to Barrow:

Members are reminded that the weekly and decided lists are available to view on the RVBC website by following this link https://www.ribblevalley.gov.uk/weekly_lists

- 25 March:
There were no applications relating to Barrow.
- 18 March:
There were no applications relating to Barrow.
- 11 March:

3/2022/0158	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 23/02/2022	Development Address: 3 Northacre Drive Barrow BB7 9XT	Proposed new ground floor window in the side wall of the house.	373917 438023
Officer:	Ben Taylor 01200 425111		

- 4 March:

3/2022/0147	Application for tree works	Development Description:	Grid Reference
DATE VALID: 11/02/2022	Development Address: Land to the rear of 32 Waterside Reach Barrow BB7 9XQ	Felling of T2 Ash Tree.	374124 438088
Officer:	David Hewitt 01200 425111		

- 25 February:
There were no applications relating to Barrow.

3 Members are recommended:

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

Clerk and Responsible Financial Officer to Barrow Parish Council.

March 2022.