



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 31 October 2022 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 meeting held on 5 September 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. Christmas Preparations.**

Report of the Clerk (enclosed) updating members on Christmas initiatives and seeking expenditure for a Christmas tree.

- 7. Tree Felling.**

Report of the Clerk (enclosed) seeking approval for tree felling and tree replacement.

- 8. Whalley Educational Foundation.**

Report of the Clerk (enclosed) for members to consider the provision of financial assistance to the Foundation.

ITEMS for INFORMATION:

- 9. Planning Report.**

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

- 10. Working Group Update.**

Report by the Chair of the Working Group (enclosed) updating members of the progress being made.

- 11. Update from Previous Meetings.**

Report of the Clerk (enclosed) updating members on actions from previous meetings.

12. Barrow Brook Lodge.

Discussion on the issues raised by residents regarding the lodge at Barrow Brook, for example the state of the banking adjacent to Middle Lodge Road. Residents are concerned that water could overflow the banking and flood the road during heavy rain, as has previously happened.

13. Burial Committee.

Nomination of Councillor(s) to sit on the Burial Committee.

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

Agenda Item 2



Minutes

Parish Council – Ordinary Meeting

Date:	5 September 2022		
Place:	Whalley Old Grammar School – Whalley, Clitheroe		
Present:	Councillors: L Street (Chair), J Brown, D Chiappi and L Crook		
In attendance:	Clerk to the Council, Cllrs Birtwhistle and Mirfin (part) and six parishioners.		
Meeting started:	19:00	Meeting closed:	21:55

22/115 APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Kinder and PCSO Ailsa Gill, who had emailed the latest Crime Statistics for Barrow, which were issued at the meeting and are attached to these minutes.

22/116 APPROVE THE MINUTES OF THE MEETING HELD ON 18 JULY 2022 (PREVIOUS MEETING).

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

22/117 AMENDMENT TO AGM MINUTES 30/05/2022

Council approved that Minute 22/085. Be changed to read; *Councillor J Brown be appointed to the Whalley, Wiswell and Barrow Joint Interim Burial Committee.*

22/118 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

Declarations of interest were received regarding Agenda Item 8, from Councillors Chiappi and Brown.

22/119 PUBLIC PARTICIPATION.

Six parishioners were present at the meeting and wished to contribute to Agenda Items 7 and 8.

22/120 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:

- Approve the accounts to date.
- Approve the following payments:

Payee	Description	Gross £	VAT £	Net £	Min. Ref
Ribble Valley Borough Council	2022/23 maintenance charges for Playing Fields and Trafford Gardens.	428.75	71.46	357.20	Contract Renewal
Oaklea Gardening (July)	Trafford Gardens - Maintenance	56.25	0.00	56.25	Contract
Play Inspection Company	Inspection of Play Equipment	83.40	13.90	69.50	Contract
Oaklea Gardening (August)	Trafford Gardens - Maintenance	56.25	0.00	56.25	Contract
Cllr. E Kinder	Plants and sealer for wooden planter.	40.16	0.00	40.16	22/063 (3)
Totals		664.81	85.36	579.36	

22/121 PARISH AMENITIES.

The Clerk submitted a report updating members on the matter of the bench near the bus stop at the Golf Club end of Barrow and to approve expenditure of no more than £300 to improve small plots of land situated within the village and to further improve Trafford Gardens.

Members were informed that Councillor Birtwistle had been able to refurbish the bench at no cost to the Council. In addition, the Clerk informed members that he has asked the Lengthsman to tidy up the whole area and jet-wash the paving stones under the bench.

Members were reminded that since April 2022, they had approved expenditure of £600 to improve Trafford Gardens, £200 to improve the area near the Barrow sign and £200 to improve the small plot of land near the reconditioned bench.

The report noted that Councillor Kinder had taken the lead in improving Parish amenities and that parishioners appear to have welcomed what had been currently carried out, with several compliments being received. The report also noted that additional expenditure could further enhance these small plots of land, and Trafford Gardens.

In addition to the above, members also considered and discussed:

- The issue of weeds in pavements and other public areas.
- The status and location of the Council's three defibrillators.

Public Participation: Two parishioners informed members of the anti-social behaviour that regularly occurs on the Playing Fields and how it negatively affects their well-being. The parishioners were informed that they should continue to inform the police of all anti-social behaviour and inform the local PCSO Ailsa Gill, mobile 07866 977520, email 7530@lancashire.police.uk

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Approve expenditure of £300 for further improvements to small plots of land and to Trafford Gardens.
- c. Authorise the Clerk to identify those agency(s) that have responsibility for weed removal in public areas.
- d. Approve reimbursement to any resident who purchases weed killer, for use in public areas in Barrow.
- e. Authorise the Clerk to continue to engage with those organisations who previously stated they would install a defibrillator on their properties/sites.
- f. Authorise the Clerk to arrange an on-site meeting with those parishioners who attended the meeting and are being impacted by anti-social behaviour on the Council's Playing Fields.

22/122 BOUNDARY STONES

The Clerk submitted a report updating members on the matter of Boundary Stones which was discussed at the Council's 18 July meeting (Minute reference 22/106).

Public Participation: Four parishioners informed members of their intentions for using the Barrow Action Group (BAG) funds.

Regarding the BAG funds, at the last Council meeting members were reminded that:

- BAG was initially set up by a group of independent villagers to fund the development of a community centre.
- A Trustee Agreement stated that if by the 31 January 2002 there was no prospect of a building, property or suitable land becoming available for a community centre, the Trustees would canvass Barrow residents and seek suggestions as to the use of the fund. To this end, in September 2014 the trustees approved expenditure for the installation of two boundary stones.

The parishioners informed Council of their preferred location and type of boundary stones/boundary signs, their intention to use the BAG funds to purchase such boundary stones, tiered garden planters and a second bench for Trafford Gardens.

Regarding boundary signs, discussions took place on a Barrow coat-of-arms, and the possible involvement of the local primary school in designing the coat-of-arms.

In addition to the above, members also considered and discussed:

- The possibility of a grant being available to BAG, details of which Councillor Mirfin will send to the Clerk.
- The procurement from RVBC of additional bins for Trafford Gardens and the bus stop at the Golf Club end of the village.
- The amount of litter at Barrow Brook Trade Park.
- The state of the 'smaller' roundabout at Barrow Brook Trade Park.
- Use of CCTV cameras in and around the village.

RESOLVED THAT COUNCIL:

- a. Thank the parishioners for informing the Council of their intentions.
- b. Defer further consideration by the Council on Boundary Stones/Boundary Signs until the intentions of the parishioners are implemented.

Authorise the Clerk to:

- c. Assist the parishioners in progressing their stated intentions.
- d. Contact RVBC regarding the installation of two additional waste bins as set out above.
- e. Contact Euro-garages and the local businesses in Barrow Brook Trade Park regarding the amount of litter on site.
- f. Contact LCC Highways regarding the 'small' roundabout at Barrow Brook Trade Park.
- g. Inform RVBC that around 7 CCTV cameras may be required for Barrow Parish Council.

22/123 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.

22/124 WORKING GROUP UPDATE

The Chair of the Parishioner Consultation Working Group submitted a report updating members on the activities of the Group. Members were reminded 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.

The report set out the actions and timeframes that had been agreed by the Working Group, including a draft Parishioner Survey attached as Appendix 1 to the Report.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Approve the survey as shown in Appendix 1 to the report.

22/125 ROAD SAFETY

The Clerk submitted a report:

- Updating members on the meeting held with the Deputy Police and Crime Commissioner.
- Updating members on road safety initiatives.
- Seeking the nomination of a Councillor to implement and lead on the Council's road safety initiatives.

Follow up Meeting with Andy Pratt, (Lancashire's Deputy Police and Crime Commissioner).

On 3 August Cllr. Kinder and the Clerk met with Andy in Barrow and walked along Whalley Road and into Barrow Brook Trade Park discussing traffic issues. From that meeting, Andy set out the actions the Parish Council could take to help reduce speed. These actions were set out in the report.

Safety Initiatives.

The report noted that Cllr. Street and the Clerk had met with Andy at his offices on 27 June and following that meeting and at Andy's suggestion, the Clerk had invited Altham Parish Council to make a presentation on Speed Indicator Devices (SpIDs) to the last Committee Meeting. At that meeting, it was resolved that the Council would rent SpIDs from Altham Parish Council, subject to LCC confirming the installation of mounting plates.

The report also noted that since the last committee meeting, the Clerk had been informed that RVBC were looking to obtain SPiDs which they would loan to Parish Councils. The Clerk is keeping abreast of this initiative and will report back once more details are available.

The Clerk reminded members that he had circulated an email received from a resident which expressed their concern with speeding traffic in Barrow and would like the Council to explore the possibility of installing zebra crossings and suggested one near the bus stop at Whiteacre Lane and one near Barrow Primary School.

In addition, and in view of the recent fatal accident on the A59, the resident wondered if the Council could consider what actions they can take to try and prevent another accident from happening.

Member considered the resident's email and noted that the both the installation of zebra crossings and traffic matters in general lies with Lancashire County Council (LCC) Highways.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Nominate Councillor Street to implement the actions as set out in the report and lead on other road safety initiatives.
- c. Authorise the Clerk to contact LCC regarding the installation of zebra crossings and other road safety initiatives.

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.

22/126 BURIAL COMMITTEE

Councillor Brown updated members on matters relating to the Burial Committee.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Agree in principle to the preparation of a new constitution for the Burial Committee.

22/127 FUTURE MEETINGS

Monday 24 October and Monday 5 December. At this meeting the Council agreed that future meetings will start at 6:30pm. Currently all meetings are being held at Whalley Old Grammar School, Station Road, Whalley.

Signed by Chair:

Date:

Crime Figures

For the Parish of Barrow



Category	#
Anti-Social Behaviour (ASB) Motorbikes riders with no helmets or lights; concern over a possible fake Facebook account.	3
Theft or Unauthorised Taking of a Vehicle Domestic related.	1
Vehicle Crime Theft of number plates.	1
Suspicious Circumstances Males trying door handles, males trespassing and cold callers.	3
Assault Two dog bites and one neighbour issue.	3
Total for the period	11

Period

01/08/2022 to
31/08/2022

Information

Provided by PCSO
Ailsa Gill
7530@lancashire.police.uk

Agenda Item 5

For Decision



Meeting Date: 31/10/2022

Title: **Finance Report to 24/10/2022**

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 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	786	Oaklea Gardening	Maintenance Trafford Gardens (£56.25) plus compost and plants near the Barrow sign.	101.25	0.00	101.25	Due	Contract and 22/101 (b)
2		Clerk	Microsoft 365 annual subscription	59.99	10.00	49.99	Paid	General Admin.
3		Cllr. E Kinder	Planter (protect from dogs)	19.00	3.17	15.83	25/10/22	22/101 (b)
4		Cllr. E Kinder	Plants and sealer for wooden planter	20.95	0.00	20.95	25/10/22	22/101 (b)
5	JM2046	Whalley Educational Foundation	Hire of room for September meeting	26.00	0.00	26.00	21/10/22	General Admin.
6	AC00001	Altham Parish Council	Insight on SplDs (presentation)	50.00	0.00	50.00	15/10/22	Sundry Expenses
7	BPC 03-2022	Parish Clerk	3 months expenses to 30/09/2022	292.60	0.00	292.60	25/10/22	Contract
8		Parish Clerk	3 months salary to 30/09/2022	1,872.00	0.00	1,872.00	Paid 30/09/22	Contract
9		HMRC	3 months Income Tax and NI to 30/09/2022	477.78	0.00	477.78	22/10/22	Contract
10	BAR61030	PM+M	Payroll Services	33.30	5.55	27.75	26/10/22	Contract
11	16436	RVBC	Supply and installation od spider bin at Barrow Playing Fields	347.57	57.93	289.64	Paid 27/09/22	22/104 (4)
12		Cllr. D Chiappi	Flowers for Jean Brown	54.50	0.00	54.50	01/11/22	Sundry Expenses
13	2210/357213 5767	Proludic	Spare parts for playing field equipment	182.28	30.38	151.90	22/11/22	Amenity Expenses
Totals:				3,537.22	107.03	3,430.19		

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
Total:			21,000	1,084.00	915.00	300.00	100.00	23,399

Note:

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

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

Dates		(NC) = Not Cleared (DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses			Sundry Expense	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website/ Easyweb	General Costs	Ground Maint. etc.	Playing Field	Amenity Capital etc.			
	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						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						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 - Trees 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

Dates		(NC) = Not Cleared (DD) = Direct Debit (UB) = Unity Bank												Administration Expenses			Amenity Expenses			Sundry Expense	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website/ Easyweb	General Costs	Ground Maint. etc.	Playing Field	Amenity Capital etc.										
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	Cllr. 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	UB	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	Cllr. 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					
	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	UB	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	UB	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	UB	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					

Dates			Administration Expenses							Amenity Expenses			Sundry Expense	VAT	Total	
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website/ Easyweb	General Costs	Ground Maint. etc.	Playing Field	Amenity Capital etc.				
			(NC) = Not Cleared (DD) = Direct Debit (UB) = Unity Bank													
TOTALS				5,452.80	1,382.76	395.67	119.25	306.99	812.41	1,611.06	2,253.07	3,536.33	39.55	668.48	16,578.37	

16,578.37

Summary of Receipts and Payments

Balance brought forward at 1st April 2022: £ 12,384

Add total **receipts** to date: 23,399

Less total **payments** to date: -16,578.37

Balance: 19,204.95

Unity Trust Bank Balance as at 24/10/22: £ 19,204.95

If these two figures are significantly different an explanation is required.

Comparisons as at 24/10/22

	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	400
	15,944	21,000	23,399
EXPENDITURE			
Administration Expenses:	£	£	£
Staff Costs - Clerk's salary:	5,044	7,488	5,453
Staff Costs - Employers Tax and NIC:	64	1,950	1,383
Staff Costs - postage, stationary, phone etc.):	785	650	396
General Admin.:	0	200	119
Website - hosting and maintenance:	216	600	307
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	293
General Costs - LALC Subscripton:	279	290	319
	7,657	12,778	8,470
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	1,500	1,500	1,500
RVBC - car park rental:	100	100	100
Car park - maintenance:	0	400	0
Playing field - renovation and maintenance:	15	2,500	1,420
Playing field - inspection fee/Other inspections:	68	100	70
Playing field - annual service:	1,404	400	0
RVBC - bin emptying:	398	500	764
RVBC - ground maintenance:	0	420	347
Trafford Gardens - ground maintenance	0	700	983
Amenity Capital Spend (Bench, NB etc.)	0	700	1,936
General maintenance and improvement	692	1,500	282
	4,177	8,820	7,400
Sundry Expenses:	£	£	£
Burial Committee precept:	145	145	0
Christmas trees, lights and bunting:	300	400	40
Remembrance Sunday - wreath:	25	25	0
Defibrillator costs:	10	200	0
Sundry donations:	0	200	0
	480	970	40
VAT on Expenses to be Reclaimed:	222	0	668
	£	£	£
Total Expenditure:	12,536	22,568	16,578
SUMMARY:	£	£	£
Income:	15,944	21,000	23,399
Expenditure:	(12,536)	(22,568)	(16,578)
	3,408	(1,568)	6,821
BALANCE:	£	£	£
Balance brought forward at 1 April:	8,975	12,384	12,384
Add surplus / less deficit from year:	3,408	(1,568)	6,821
Balance carried forward:	12,384	10,816	19,204

Agenda Item 6

For Information/Decision



Meeting:	31 October 2022
Title:	Christmas Preparations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To seek Members views and approvals for the Council's Christmas preparations.

2. Christmas Tree and Lights.

Members are reminded that it has become a custom to purchase a Christmas tree from a local supplier, install it on Trafford Gardens and decorate it with Christmas lights.

Members should also note that the lights in the trees at the Barrow Brook Trade Park small roundabout (which are permanently in situ.) will be switched on.

3. Christmas Newsletter.

The very first Council newsletter was issued at Christmas 2015, other Christmas newsletters were issued in 2017 and 2019. The Council's last newsletter was issued in February 2022. Members will be aware that news items, contact details and Council matters are available on the Council's website, and noticeboard, however not every resident has access to the Internet, and it has become apparent that some residents prefer information in a hard copy format.

4. Carol Service.

It has been suggested by several residents that to help bring the community together the Council should organise a carol service. It is envisaged that such an event would be held around the central flower bed on Trafford Gardens, the Salvation Army would provide the music and it would be held in early evening on a date in December to be agreed.

5. Members are recommended:

- a. To note the contents of the report.
- b. To approve up to £250 for the purchase of a Christmas tree for installation on Trafford Gardens.
- c. To consider the production of a 'Christmas' newsletter for issue in early December and to use the services of RVBC to print the newsletter. It should be noted that Members will be expected to arrange for the distribution of the newsletter in a timely manner.
- d. To consider holding a carol service as set out above and if agreed authorise the Clerk to make the necessary arrangements and to report back to Members.

Agenda Item 7

For Decision

Meeting:	31 October 2022
Title:	Tree Felling
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To seek Members views on the felling of trees on land owned by the Council.

2. Background.

Members will recall that in April 2022 they commissioned a survey on the health of the trees on land owned by the Council. The Survey was issued to Members on 5 May 2022

The Survey recommended that four trees should be felled; T1, T3, T7 and T11, with T7 being a priority (see below). T1, T3 and T7 have Ash Dieback and T11 has extensive stem decay.



As winter is approaching it is an opportune time to consider felling those trees. Such a decision should be considered alongside the Council's Tree Management Policy attached as Appendix 1 to this report. Members are requested to note that the Policy states that *'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.'*

3. Costs

The clerk has requested a quote from Walker Tree Services (used by RVBC) for felling just T7 and felling all those trees identified.

4. Members are recommended:

1. To note the contents of the report.
2. To consider:
 - a. Felling just T7.
 - b. Felling all the trees identified in the survey.
 - c. Defer felling any trees.
3. If a or b above are approved, authorise the Clerk to report back to the Council with costs for felling and quotes for replacement trees.



For Information

Tree Management Policy

Adopted: 4 April 2022

Chairman: Cllr. Jean Brown

Minute Ref.: 22/047

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.
- 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

-o0o-

Agenda Item 8

For Decision



Meeting:	31 October 2022
Title:	Whalley Educational Foundation
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.
For members to consider a request by the Whalley Educational Foundation (see Appendix 1) to provide financial assistance to the Foundation.
2. Members are recommended:
To consider the request.

-00-

Agenda Item 8 - Appendix 1



WHALLEY OLD GRAMMAR
SCHOOL COMMUNITY CENTRE

Whalley Educational Foundation
The Old Grammar School
Station Road
Whalley
BB7 9RH

13th October 2022

Barrow Parish Council
14 Longridge Road
Chipping
Preston
Lancashire
PR3 2QD

Dear Sirs,

Request for Urgent Assistance – Reconfiguration of Ladies Toilets and Extra Toilet for Pre School Children at Whalley Old Grammar School Community Centre

Whalley Educational Foundation provides a Community Centre, using the former Royal Grammar School building, in which many social and educational activities take place, benefitting the people of Barrow, Whalley and Wiswell as well as the surrounding areas of the Ribble Valley. As part of a long term plan to improve the Centre, planning permission was sought for major improvements to the Centre's facilities, including the provision of new ladies' toilets and an additional Pre School toilet.

Planning permission was granted for refurbishment of the ladies' toilets and for the provision of an additional toilet for Whalley Pre-School (registered charity number 1024628). The ladies' toilets are in much need of refurbishment and regularly require costly intervention. It was recognised that Pre-School need a third toilet to meet the recommendation of Ofsted for adequate toilet provision. This was previously defined as one toilet per 10 children and, as Pre-School are now operating at full capacity with 25 children, an additional toilet is necessary. Whilst both projects are important, they were not seen as urgent until very recently.

In 2017 a new wooden floor was laid in the adjoining hall that is now being damaged by damp. After a specialist investigation, it was discovered that the drains from the existing toilets are inadequate and are causing the damp problem. We are advised that this will continue to worsen and would lead to a major failure of the floor. To address this urgent issue and avoid the new floor

being damaged beyond repair, the Foundation has no choice but to prioritise the works to the toilets. This reconfiguration will remove an unsafe staircase and create room to remove the existing ladies' toilets and sinks from the wall adjoining the hall to the opposite wall and provide new drains thereby overcoming the damp problem. Once this work is done, the affected parts of the hall floor can be replaced. Apart from addressing the immediate issue, these works will help Pre School meet Ofsted requirements and provide a much needed enhancement of the ladies' toilets.

Given the urgency of the situation and the need to get these urgent works under way, together with the delays in seeking national grant awards, we are asking local Councils for any assistance they can give us. The cost of doing this work is £45,555.

In 2021, the Foundation, as it recovered from the effects of the pandemic, made a loss for the first time and feels it needs to retain its reserves to meet any future losses. It should be noted that the Foundation has already spent over £1,700 on investigation and temporary remedial works. This is in addition to the many repairs needed to be carried out during the pandemic that the Foundation had to fund from its limited reserves.

We would welcome the opportunity to attend any committee considering this request or answer any queries you may have.

The help of your Council would help preserve this valuable well used community asset.

Yours faithfully

Martin Fewster

Martin Fewster

Secretary to the Whalley Educational Foundation

Agenda Item 9

For Information



Meeting:	31 October 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of the planning applications relating to Barrow received by Ribble Valley Borough since the last Committee Meeting.

2. Applications since the last Committee Meeting:

Members are reminded that the weekly 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

- 2 September: None
- 9 September: None
- 16 September: None
- 23 September: None
- 30 September: None
- 7 October: None
- 14 October: See below

3/2022/0917	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 04/10/2022	Development Address: 2 Northacre Drive Barrow BB7 9XT	Proposed single-storey extension to the rear of the property.	373964 438020
Officer:	Ben Taylor 01200 425111		

- 21 October: None

3. Members are recommended:

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

-00-

Agenda Item 10

For Information



Meeting:	31 October 2022
Title:	Parishioner Consultation - Working Group
Submitted by:	Councillor E. Kinder (Chair of the Working Group)

1. Purpose of the report.

To update members on the activities of the Parishioner Consultation Working Group.

2. Background.

Members are reminded 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 members nominated Councillor E. Kinder as Chair.

3. Update on Actions.

At the last Council Meeting the following actions were presented:

Action	Update
Issue draft survey to Members for approval.	Approved at 5 Sept. meeting
Co-opt 'known' volunteer parishioners onto WG	Karen Heyworth (Trafford Gardens) co-opted to the WG.
Post approved survey on the Council's website, agreed social media and hard copy for notice board, door-drops, and possible face to face/group consultations.	Posted on website, noticeboard and hard copies issued and distributed. Those members who post to Barrow social media groups are encouraged to post the survey link which the clerk has issued.
Collate survey results, issue to members, and update existing Action Plan.	Completion expected in late November.
Submit revised Action Plan for approval	5 December Council Meeting

4. Members are recommended:

To note the contents of the report.

-000-

Agenda Item 11

For Information



Meeting:	31 October 2022
Title:	Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update Members on actions from previous meetings.

2. Updates.

The table below provides an update on recent agreed actions and topics of discussion.

Action	Update
Identify who is responsible for weed killing in public spaces.	<p>Response from RVBC:</p> <p>RVBC weed spray on behalf of LCC, however RVBC only did one application this year because the money LCC paid RVBC did not cover the costs for a second application. RVBC are in discussions with LCC about next year, as it is now too late to weed spray with the onset of winter.</p> <p>Barrow Brook trade park area is private land and RVBC have nothing to do with it, nor the roads around it, if the roads are adopted they would be a LCC responsibility.</p> <p>Mark cautioned against members of the public spraying in public areas as they would not be covered by the PC's insurance or public liability, also if there are unintended consequences the PC would be liable.</p> <p>RVBC staff must pass a pesticide course to be able to spray and the product, glyphosate is the same as sold in products such as Round Up.</p>
Anti-social behaviour on the playing fields.	<p>The Clerk along with councillors Kinder and Chiappi visited the Playing Fields and met with the two ladies who attended the last Council meeting and discussed the anti-social behaviour they are facing. It was reiterated that there is not a lot the Council can do, however one practical thing, which the ladies considered would help, was to move the bench that backs on to one of the lady's gardens. The Clerk has asked the Lenghtsman to move it a new location on the Playing Field.</p>
Installation of additional waste bins.	<p>Response from RVBC:</p> <p>RVBC are not installing any more bins in the borough until a decision has been made as to how RVBC will collect them. Adrian will add our request to the 'bin request list' and will contact the Clerk once RVBC decide their collection policy.</p>

Action	Update
<p>Contact Euro Garages regarding the litter on the Barrow Brook Trade Park.</p>	<p>Response from Euro Garages (EG):</p> <p><i>Thank you for reaching out to Ilyas and for bringing this to our attention. The Foodservice brand partner sites which include Starbucks, KFC, Subway and Greggs are owned and operated by EG Group. The matter will be investigated and managed by our site management team. I have already notified them to look into this as a matter of urgency. Please do not hesitate to contact me if I can assist you further.</i></p> <p>The Clerk is led to believe that EG have informed each outlet, and some have carried out a 'hand pick' of litter.</p>
<p>Contact McDonalds regarding the litter on the Barrow Brook Trade Park and the Playing Fields.</p>	<p>The Clerk has had several telephone conversations with McDonalds regional Head Quarters. They have apologised that the bin on the Playing Fields has not been emptied on a regular basis and committed to emptying it each week. They have taken the emptying responsibility away from the store and given it to their maintenance person who visits the site each week. They emptied the bin on Friday 14/10 and also carried out a 'hand-pick' of litter around their store (150 metres).</p>
<p>Matters relating to the former Dog and Partridge Pub, Old Row.</p>	<p>Responses from Trafford Housing Trust:</p> <p>Ownership of the building: I can confirm that the building is in the ownership of THT and L&Q Developments LLP. THT is a company within the L&Q Group. THT was acquired by L&Q in 2019.</p> <p>Security of the building: Our focus is on ensuring that this vacant building is secure from a health and safety perspective. This includes restricting public access via the metal screening and fencing to the rear. In our experience, use of another material for the screening isn't sufficient in preventing entrance from intruders. Similarly, provision of solid hoarding or screening behind the fencing could attract anti-social behaviour, which we want to avoid. We complete regular site checks to ensure that it is secure.</p> <p>Appearance of the building: There are no plans to improve the appearance of the building, but I understand the appearance of a vacant building that is boarded up, and has been for several years, must be very frustrating for residents.</p> <p>Sale of the building: I am happy to say we are progressing the sale of the building and wider site currently, and the purchaser does have plans that will address the concerns. Whilst the details for the sale are commercially sensitive at present, I should be able to provide an update with more information within the next couple of months.</p>

Action	Update
<p>Road safety measures.</p>	<p>CCTV. The Council need to carry out a site assessment with Jon Harris from ITUS Security Systems. Once complete a quote will be provided.</p> <p>SpIDs: The Council need to identify where any SpIDs would be located and inform LCC Highways who will then carry out a site survey.</p>
<p>Woodland Path - Transfer of ownership.</p>	<p>The Clerk has been in touch with a local agency who are confident they can help the Council on the matter as they know several people at Rowland Homes.</p>

3. Members are recommended:

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