



Hapton Parish Council

Monday, 8th May 2017

Present: Councillor Birbeck (in the Chair) and Councillors Downham, Garrigan, Greenwood and Lakeland.

Others: Michael Greenwood (Lengthsman) and Steve Watson (Clerk)

Parish Council Agenda

Councillor Birbeck opened the meeting and welcomed everyone.

17/18/008 Council Vacancy	Action	Who by
There were no calls for an election, it was therefore agreed to co-opt Collette Whittaker if she is still interested. Amanda is to be contacted to see if she is still interested as she didn't attend the meeting.	Contact Amanda Collette	Clerk
17/18/009 Apology for absence and reasons given		
Apologies were submitted on behalf of Borough Councillor Jean Cunningham.		
17/18/010 Declarations of Disclosable Pecuniary Interest / Code of Conduct		
There were no declarations of disclosable pecuniary interest.		

17/18/011 RESOLVED: That the meeting would be adjourned to welcome comments from members of the public.		
There were no resident's present.		
There were no Police report. It was suggested that PACT meeting are combined with the Parish Council meeting.		
There was no County Councillor report.		
Borough Councillor Joanne Greenwood reported that the Borough's main issue was the Local Plan that was discussed earlier. A New Mayor has been elected.		
17/18/012 The meeting was formally re-convened for business		
17/18/013 Minutes of the last meeting held on the 10th April 2017.		
The minutes of the last meeting were submitted for approval as a correct record.		
Page 49 should refer to the Lengthsman being put on the website rather than Facebook, however this was not agreed and a specific Lengthsman Page is to be created. County Councillor Marcus Johnston is to be removed, the street names had come from Facebook and not Google and were forwarded to the Borough only for the names to have been selected. The Council is to be asked how the names were chosen and when was the closing date.	Lengths man Page Update contacts Check street names	Clerk
Under Community Centre Usage the term residents should be resident as it was only raised by one person.		
The Gorman and Capstick cheques have been switched and should read Gorman £100 and Capstick £200		
RESOLVED: That the Minutes of the Parish Council meeting, with the above amendments, held on the 10th April 2017 are approved as a correct record.		
17/18/014 Matter Outstanding as listed		
The problem property has been sorted, a map will be provided by Joan Lakeland, Simon Goff has been asked to attend a meeting to discuss the Pitch drainage, however a site meeting was felt more appropriate. Simon has suggested herring bone drainage but it was thought this is what was supposed to have been provided. A site meeting on a Wednesday was agreed and Simon is to be asked for a date. The Council has self-closing gates in stock but no fencing, it was agreed to use the existing fencing for	Map Site Meeting date Quote	JL JG

the play area. A quote for installation is to be sought. Funding for the Changing Rooms is to be investigated.		TB
The minutes have been updated on the website and fencing quotes are now not needed. The camera advice has yet to be received, Burnley Council are to be contacted for legal advice.	Advice	CD
The Facebook articles have been posted and the drone company were contacted. They want £150 for a 2 minute video, which was felt to be too short. The Video should start over Hameldon and go over the estates, then onto Blythe's and the wood. A 5 minutes video was suggested. The Spray Cans have arrived, Community Centre photos were taken, the insurance is sorted and there are no garage plots. Bank change letters have been done and the phone box has been mended and cleaned. West Hall Farm and the Bridge Pub Anti-Social Behaviour are on-going.	Drones	TB
17/18/15 Updates		
Website		
The website has been updated. There have been 128 unique visitors and 367 page views. Facebook has had 148 Likes and 156 Followers. A Social Network Policy is to be drafted.	Policy	Clerk
Update on Events		
It was suggested that a separate meeting is held to make arrangements for the Summer Event and invite residents to attend. The meeting will be held at 6:30pm on Thursday 18 th May in the Community Centre. The event will be held on the 2 nd September. Free Children's Rides are to be considered.		
Community Centre Update		
The information has been sent to the County Council. Burnley Borough Council own and insure the building and Property Services will inspect the damage. The Fire information has been sent and a risk assessment is to be carried out. An inventory is to be carried out and it was estimated that £500 will be needed to bring the building up to standard. It was agreed to buy a 10 year warranty 6Kg Power Fire Extinguisher, fire blanket and rechargeable torch as suggested.	Risk assess Fire Ext	JoG Clerk
It was agreed that Councillor Downham and Garrigan would have a set of keys.		
17/18/016 Councillor Reports including reports from representatives of outside bodies		
There were no reports.		

17/18/017 Lengthsman		
A list of jobs was circulated and agreed. It was noted that the wood fences are County responsibility but will cost £5,000 to prevent bikes. The County cannot apply to the wind farm funding but the Parish can. Funding to introduce squirrels and hedgehogs was also suggested. Inappropriate pictures have been put in the wood. A meeting is to be arranged with Tim Blythe.	meeting	JoG
The Borough will provide hanging baskets if the Parish waters them. A meeting will be arranged to consider this.	Meeting	JoG
Youths are throwing flowers from the tubs and CCTV is to be checked and Bridgefield Street garden is to be considered for a landscaping project. The Church Street fir tree could be used as a Christmas tree and St Margaret's Garden needs a Street Sign. The railings are to be painted and the CCTV signs are to be displayed.		
17/18/018 Allotments		
A tenant has been sub-letting their plot, 1 resident is not from Hapton. There are currently 2 on the waiting list, but both are waiting for specific plots, so the Hapton resident may take on the tenancy and the Padiham resident will be considered at the next meeting. An interim Bank Statement is to be sought and reminder letters sent to those who have not paid with a £5.00 admin charge. Failure to pay will result in termination. The Tenant is to be sent a letter to terminate.		
A tenant had requested a 6x4 shed and this was approved. No Tipping signs are to be put on the allotments.		
17/18/019 Planning		
The following planning applications were considered:		
NOT/2017/0166 – Notification for prior approval for a proposed change of use from shop (Class A1) to dwelling house (classC3), 31 Church Street.		
There were no comments on the applications.		
Bridge House is on-going and the Local Plan was dealt with earlier		
17/18/020 Finances		
The following invoices were tabled.	Bill's for payment:	
1. Clerk's Salary – April (Standing Order) PAID	£230.60 SO	
2. M J Greenwood Lengthsman	£300.00 100535	

3. Clerk expenses (signs and spray)	£45.21	100536		
4. Briercliffe Parish Council, Stationery Report	£204.00	100537		
5. LALC Good Councillor Guide	£24.52	100537		
6. T Dowson Allotment bond	£200.00	100538		
The following bank balances for 31 st May were noted.				
• Fundraising Account	£	1,714.65		
• Expenses	£	19,239.31		
• Env. Account	£	23.55		
• Total		£20,977.51		
The Budget Monitoring Report and Bank Reconciliations were noted.				
Resolved: That the above bills are paid.				
A Finance Committee had been suggested and draft Terms of Reference were circulated.			1.	
			3.	
RESOLVED: That a Finance Committee would not be created.			5.	
The Standing Orders were agreed, it was agreed to set up a Standing Order for the Lengthsman of £400.00 a month. A transfer letter was signed to move funds from the Expenses account to make the Environmental Account up to £2,000.00.				
<p>Councillor Garrigan explained that she did not understand the Allotment Rent list and could not reconcile it. It was explained that, due to the offer of direct bank transfers this year, some rents were paid before the 1st April and were therefore in the 2016 accounts. The preparation of a report to this effect was offered, that would show how the rents reconciled across 2 financial years. Councillor Garrigan stated she was still confused and explained that she still could not reconcile the rents. It was suggested that Allotment rents are given a specific window of the 1st April to the 15th April to pay to prevent this in the future. It was noted that, whilst we can ask tenants not to pay before the 1st April, this does not mean they won't. The rents were explained again, however Councillor Garrigan stated she could not reconcile the Allotment bonds as the figures did not match the budget. It was explained that bonds had been paid over multiple years. It was also explained that all new allotment holders had paid a bond on taking on a new allotment, new tenants to the old allotments will pay bonds. It was agreed that there had been some missing information in the past, but the list was now up to date and balanced and we could only move forward with new systems in place. All new tenant payments will be clearly recorded and tenancy agreements signed. The missing information was again requested and it was stated that missing information from the past could not be supplied, but is not needed to move forward. Councillor Garrigan stated that she felt she could not ask questions, she was advised that she could ask any question she wanted to. To move forward it was agreed to put forward the finances for April.</p>				

Councillor Garrigan abstained from approving the Finances as she could not agree that they were correct. All other Councillors approved the finances.		
Councillor Garrigan left the meeting.		
17/18/021 Clerk's Report including Correspondence		
The Clerk's report was noted.		
RESOLVED: That the Clerk's Report and correspondence is noted.		
17/18/022 Visual Audits		
The grate has been repaired.		
17/18/023 Date of next meeting		
Date of the next meeting Monday 12 ^h June 2017 and will start at 7:00pm.		
The meeting closed at 10:22 and all present were thanked for attending.		