

Agenda Item 3

**Minutes of the Zoom Meeting of Barrowford Parish Council
Hosted from Holmefield House Gisburn Road Barrowford
On Wednesday, 17th March 2021**

Present

Cllr. A. Stringer – Chairman in the Chair

Parish Councillors

T. Titchiner	R. Oliver	M. Waddington	K. Turner	Manzar Iqbal
L. Peake	L. Ashworth	A. Vickerman	J. Gibson	

112. Declaration of Interest: None

113. Apologies: None

114. Minutes of the Zoom Meeting of the Council Held on the 17th February 2021:

Copies having been previously circulated.

It was resolved: That the minutes be amended to reflect that the Clerk be asked to look at the possibility of an insurance claim be included in Min No. 109 (1). The minutes were then approved as a correct record

115. Planning Applications, Tree Orders and Highway Matters:

It was Resolved:

- 1) Application 21/0067/Ful: That the comments in appendix 1 be submitted.
- 2) Planning Appeal APP/E2340/D/20?3265510: Be noted
- 3) Application 21/0147/HHO: That the comments in appendix 1 be submitted.
- 4) Application 21/0189/FUL: That when the information from the Conservation Officer arrive that an appropriate response is drafted by the Chair & Vice Chairman and submitted on behalf of the Council
- 5) Application 21/0118/HHO: The Clerk had concerns as to whether the proposed site was classed as agricultural land within the Green Belt or whether it had change of use to domestic garden which could affect the Councils decision.
- 6) Application 21/0150/HHO: That the comments in appendix 1 be submitted.
- 7) Applications 21/0158/FUL & 21/0159/LBC: That an appropriate response is drafted by the Chair & Vice Chairman and submitted on behalf of the Council by Monday if the Conservation Officer has not responded.
- 8) Application 21/0161/STC: That the comments in appendix 1 be submitted.

116. It was Resolved: Financial Matters: The relevant paperwork having been previously circulated.

It was Resolved:

- a. To approve the Virements for February. None
- b. To Note the Outturn for to 28th February 2021
- c. To Approve payments of £10855.96 for March 2021
- d. To not increase the rent for Allotments & Garages for the Financial Year 2022-2023.

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- e. To approve the write off of £2038.50 of lost income with a further 336.60 in rent arrears, The Clerk will try to recover these arrears during 2022-23.

Payments March 2021

Fast Glass	237.12
Wages & salaries	6167.39
D. Lewin	92.40
I. Lord	107.19
HM Revenue & Customs	1406.13
Nest	289.65
Peninsula	107.64
Petty Cash	83.52
Zen	37.48
British Gas	8.82
British Gas	201.15
British Gas	54.58
Option Hygiene Ltd	84.78
LALC	729.79
J B Barnes Ltd	363.66
Sharp Business Systems	40.46
Lanlee	11.04
J & M Hardware	10.74
EON	55.71
MoW Petty Cash	204.76
MoW Petty Cash	181.51
MoW Petty Cash	219.59
MoW Petty Cash	160.85
Total	10855.96

- 117. Parish & town Council Audit Requirements 2020-21:** The relevant paperwork having previously been circulated.

It Was Resolved: The following documents be adopted as part of the 2020-21 Audit procedure

- a) To appoint as the Councils Internal Auditor for 2020-21.
- b) To approve a fee of up to £500.00 for the 2020-21 Internal Audit.
- c) The adoption of the Internal Audit Terms of Reference as part of the 2020-21 audit procedure.
- d) The adoption of the Internal Control and Suggested Testing document as part of the 2020-21 audit procedure.
- e) The adoption of the Effectiveness of Internal Audit document as part of the 2020-21 audit procedure.
- f) The adoption of the reviewed Councils Risk Management Policy Statement for 2020-21 as part of the procedures of the Council.
- g) The adoption of the Councils Risk Management Register for 2020-21.
- h) The adoption of the Councils Asset Register as of 31st March 2020 as part of the 2020-21 audit procedure.

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- i) To adopt the Clerks review of both Standing Orders and Financial Regulation for the 2020-21 Audit but to conduct a more in-depth review by the Finance Working Group during 2021-22.

118. Local Plant Part 2 Consultation: To consider the Council's response to the Pendle Borough Council's consultation. The initial draft having been circulated the day of the meeting.

It was Resolved:

- 1) That Councillors be given to the 31st March 2021 to read the draft response and contact the Clerk regarding any further inclusions or removals.
- 2) That the Clerk makes any amendments needed and that the response be signed off by both the Chair and Vice Chairman of the Council before submitting the response to the Planning Department

119. Works Report Update: Reports having been previously circulated.

It was resolved: To note the report.

120. Meals on Wheels update A Financial Breakdown for the period 30th March 2020 to the 28th February 2021 was previously circulated.

It was Resolved: To note the report and continue the Meals on Wheels for the immediate future will further reviews as the Pandemic subsides.

121. Street Naming for Phase 1 at Trough Laithe: Cllr Crossley requested that Barrowford Parish Council be given the opportunity to comment on the proposed names a written report was circulated with a list of names researched by Cllr. Oliver being circulated the day of the meeting.

It was Resolved: To give Councillors a short opportunity to submit alternatives before the list is passed to Cllr. Crossley Chair of BWPAC for consideration.

122. Report of the Clerk: Recent items arising for information only.

- 1) **River Wall Collapse:** Mr. Asprey is arranging a license from the Environmental Agency to carry out the work.
 - 2) **Flooding problems on Church Street:** A resident called at Holmefield House regarding flooding problems at her property on Church Street, water was running down the public footpath next to her house with the grate on Church Street being blocked was entering her kitchen and lounge which through the slope are partially below ground level. The Clerk called Mr Asprey and he said he would try to visit Tuesday afternoon to assess where the water was ingressing.
 - 3) **Neighbour Problems:** The Clerk received a letter from a local resident regarding neighbour problems. The Clerk has forwarded the letter to Mr. Horsley at Pendle who can take the appropriate action.
 - 4) **Fleece Toilets:** The Clerk will be obtaining quotes for the work
- It was Resolved:** That the Report be Noted.

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123. Report on the Barrowford and Western Parishes Area Committee Meeting:

A verbal update was given by Cllr. Turner.

124. Date, time & place of next Zoom meeting: *21st April 2021.*

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Appendix 1

Number	Comments	
21/0067/FUL	Change of use of land from agricultural to domestic garden. Higher Parrock Cottage Parrock Road Barrowford.	Objection: This piece of land along with the rest of the field to which it belonged helps define the open aspect of the Carr Hall & Wheatley Lane Road Conservation Area and is one of the features of Vista 2.in the Conservation Area Appraisal. The proposed area of land contains a section of PROW 26 which if included into the domestic garden of a private dwelling could lead to reduced access by the public in future years. This change of use would diminish the setting and amenity of both the conservation area and PROW 25,26,27.
Planning Application Ref: 20/0451/HHO	Planning Appeal Planning Inspectorate Ref: APP/E2340/D/20/3265510 Ref: 20/0021/AP/REFUSE Higher Oaklands Farm Pasture Lane Barrowford Proposed Development: Full: Erection of a single storey rear extension. Local Authority Appeal	<i>For Information</i>
21/0147/HHO	Full: Demolition of rear extension and conservatory; Erection of a two-storey side extension.1 Whittycroft Drive Barrowford Nelson	No Objection: The proposed extension makes best use of a difficult shaped piece of land, the stepped back appearance of the frontage will help visually reduce the massing of the frontage and give character. The extension culminating 1m from the boundary will allow adequate access for wheelie bins to the rear. The extension will allow a two bedroom and box room third bedroom to have three decent sized bedrooms the removal of the existing garage may necessitate the creation of some off road parking to the front.
21/0189/FUL	Full: Demolition of existing conservatory and attached garage and erection of side extension and detached garage, alterations to convert roof space to form two bedrooms and bathrooms including installation of dormer windows and rooflights, and French doors to the ground floor level.43 Carr Hall Road Barrowford Nelson	As this property falls within the Carr Hall Road & Wheatley Lane Conservation Area and is positioned at a prominent gateway off the bypass the Clerk would like the Conservation Officer's opinion of how the proposed extensive remodelling of this Post war Bungalow would sit in the Conservation Area and its appraisal.
21/0118/HHO	Full: Erection of detached garage.; conversion of existing	The curtilage of this property has been extended into the green belt since the 201-16 Local Plan

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	garage into living accommodation and erection of new glazed link structure to rear.7 Colne Road Barrowford Nelson	was adopted, has this strip ever had change of use from agricultural land within the Green Belt to domestic garden? The long demolished detached garage fell within the old curtilage of the building but the proposed new double garage will be totally within this extended curtilage. This matter will need clarifying before Barrowford Parish council can give a full and informed comment.
21/0150/HHO	Full: Erection of a single storey side extension.20 Appleby Drive Barrowford Nelson	No Objection: The site being a corner house with a larger side garden has adequate space to accommodate the proposed extension. The use of cedar board for cladding may not blend seamlessly with the existing but it is a renewable low carbon material and will accord with reducing the carbon footprint. The only concern is that the plans don't fully describe the roofing materials only the three slopes in concrete roof tiles but no mention of the materials to be used for the flat section of roof.
21/0158/FUL	Full: Erection of 2no. independent pergolas to existing terrace area. The Lamb Club 2-6 Church Street Barrowford Nelson	The Clerk has sent this application to the Conservation Officer as in its current form it would materially alter the setting and amenity of this Grade II Listed buildings setting within the Barrowford conservation area. The fact that these two pergolas are to be positioned in front of the Lamb Clubs building line will have a permanent effect on its setting. If the pergolas were moved further back onto the second tier of outside area and of a more harmonious design with the listed building, this acceptable. Clarification of the Conservation Officer opinion of this application would be helpful to the Parish Council.
21/0159/LBC	Listed Building Consent: Erection of 2no. independent pergolas to existing terrace area. The Lamb Club 2-6 Church Street, Barrowford, Nelson, Lancashire, BB9 6EE	Same as Above:
21/0161/STC	Prior Approval: Change of use from hairdressers (Use Class E(a)) to cafe (Use Class E (c)).77 Gisburn Road Barrowford Nelson	Although this building falls within the Barrowford Conservation Area the change of use would not materially alter the outside front elevation except perhaps different signage. These premises are not within the Prime Retail Frontages, but are within the Secondary Frontages which allow for a higher

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		percentage of non-retail use and if this change of use does not exceed the defined percentage then the Parish Council has No Objection.
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