



EARBY TOWN COUNCIL



Chairman: Chris P. Tennant
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Meeting of Earby Town Council
Monday 26th July 2021
The Parish Rooms, Victoria Road, Earby

Minutes

1. Welcome

Chairman Cllr Tennant formally opened the meeting and welcomed all present.

2. Attendance, Apologies and Non-Attendance

The attendance of Cllrs C. Tennant, V. Cocker, M. Horsfield, J. Myers, C. Carter, and A. Carter was noted as were apologies from Cllr S. Hartley.

3. Declarations of Interest

Cllr V. Cocker declared reimbursement of payments under finance.

4. Public Participation

There were no members of the public present at the meeting.

5. Minutes of the Previous Meeting

It was resolved to accept and approve the minutes of the meeting of Tuesday 4th May 2021 as an accurate record. (Proposed CC, 2nd JM)

6. Exclusion of the Public and Press

There were no items meeting the criteria for exclusion.

7. Update of ongoing issues, not covered in this Agenda

Cllr Tennant updated the meeting on the provision of eighteen tonnes of topsoil, landscaped on top of the culvert and to be seeded, and dock leaf removed.

8. Allotments

- 8.1. Council resolved to reject a change request to the tenancy agreement of seven of the Rostle Top hen and pigeon only plots to permit the keeping of cockerels. (Proposed MH, 2nd JM, unanimous decision).

In considering the matter, councillors noted previous noise complaint of cockerels, the position taken by neighbouring councils on cockerels, and referred to the tenancy agreement which has prohibited cockerels from being kept as far back as 1994. The current allotment tenancy agreement was reviewed in 2019 to ensure it was in line with legislation and DEFRA guidance. It was noted that it does not permit the keeping of cockerels at the site and was signed and returned by all tenants. Tenants are encouraged to comply with the existing tenancy agreement and to plan to remove any cockerels present at the site to avoid breaching these terms.

- 8.2. Council resolved to (i) renew the full length of the School Lane allotment site boundary that abuts to the residential properties on School Lane, from the boundary with the Old Grammar School to the main entrance gate at the side of the access track leading to Anne's Wood (ii) to use the green mesh as used elsewhere (e.g., Cemetery Road) up to 1.5m in height, for the Chairman to meet a contractor on site and obtain quotations for this work, and (iii) for this work be carried out at the end of the allotment year (30th September 2021) and (iv) that funding for this work is to be allocated from the allotments rents that will fall due for the forthcoming allotment year – 1st October 2021 to 30th September 2022. (Proposed VC, 2nd MH, unanimous decision).
- 8.3. It was resolved to notify the tenant of Stoney Bank Road allotment plot SB11A that the tenancy of this plot will not be renewed when the current tenancy agreement ceases on 30th September 2021 and an alternative plot would be offered. (Proposed CT, 2nd VC, unanimous decision).
- 8.4. Council resolved to apply and adopt the basis of the New Allotment Rates spreadsheet, without building in a reduction for overshadowing as this was variable and seasonal across several sites and too complex to accommodate. Allotments in Earby represent exceptional value at current rates when compared with other areas and plots will vary on site and from site to site. (Proposed VC, 2nd CT, unanimous decision).
- 8.5. Council received an update following a recent visit to Cemetery Road Allotments which found several plots to be in a poor and overgrown state. It was resolved to communicate with several tenants to establish the reason for the poor condition ahead of considering enforcement action. It is vital that tenants keep on top of weeds before they go to seed and risk spreading to neighbouring tenants and the wider area. Particularly when there are lengthy waiting lists for each of the Councils Allotment sites and any remedial action taken by the Council is at the expense of the public purse. (Proposed VC, 2nd MH, unanimous decision).

9. Friday Surgery

Surgeries have not yet resumed but it was hoped to do so soon. In the meantime, the Earby Town Council office is staffed on Wednesday and Thursday mornings for enquires with the Town Clerk. Contact can be made to mobile, answerphone or by email as shown above outside of this period.

10. Police business

A brief discussion took place regarding several instances of criminal damage that the police team were already aware of and investigating.

11. Correspondence

It was resolved to provide a formal response to the **Community Governance Review** being undertaken by Pendle Borough Council - that based on the information made available to date, no change was sought (Proposed MH, 2nd JM, unanimous decision).

12. Planning

12.1 It was resolved to respond to planning application **21/0481/FUL** submitted in relation to the erection of six detached dwellings and garages with new estate road and associated landscaping at the rear of 8 Birch Hall Lane, Earby.

Council was concerned that Plot 1 was to be constructed at a level unnecessarily elevated, looking over neighbouring residential properties which would cause loss of amenity and privacy. Concerns were also raised regarding conditions that had been imposed in a previous application at the site and not implemented ahead of work starting e.g., implementation of a wheel washing facility for construction vehicles. (Proposed CT, 2nd MH, unanimous decision).

No responses were proposed regarding other applications considered at the meeting.

13. Reports from meetings with other organisations

There were no reports submitted.

14. Wentcliffe Drive

It was resolved to support the Ward Councillor and Pendle Borough Council and offer the use of the Meeting Rooms, in addressing the issue of water seepage, potentially arising because of recent works (Proposed CC, 2nd AC, unanimous decision).

15. Clerk's Vacancy

15.1 Council noted the resignation of the Clerk, Mrs K. Jeffreys and her four years' service to the community, and 15. 2 noted the appointment of the new clerk, Mr D Taylor from 6th July 2021, and accepted and approved the employment contract at 15.3 as previously circulated to full council (Proposed VC, 2nd CC, unanimous decision).

16. Finance

16.1 Council noted the receipt of the precept from Pendle Borough Council, total £150,150.25

16.2 Council approved the payment list, as circulated (Proposed CC, 2nd MH, unanimous decision).

16.3 It was resolved to approve an application for £100 made by the St. Peter's Community Garden towards storage at the site (Proposed VC, 2nd JM, unanimous decision).

16.4 Council resolved to approve the purchase of a replacement laptop, peripherals, and replacement office chair for use by the Clerk to ensure compliance with The Health & Safety (Display Screen Equipment) Regulations 1992 as per the report circulated to Council (Proposed MH, 2nd VC, unanimous decision).

16.5.1 It was resolved to add £92.41 to the Council reserves account for the provision of elections and that the equivalent amount be deducted from the £45,000 identified for the building conversion project of the front office (Proposed CT, 2nd MH, unanimous decision).

16.5.2 It was resolved to reallocate the remaining balance of the reserves amount identified for flood relief spending, £68 (£1800 – £1732), to the provision of future election (Proposed CT, 2nd MH, unanimous decision).

16.6 Council resolved to (i) upgrade the office software from Office 2016 to Microsoft 365 providing enhanced security, online storage, and backup and (ii) to subscribe to an alternative accounting software programme providing efficiency savings through functions not available in the current solution e.g., connectivity with banks, PAYE connectivity with HMRC (Making Tax Digital), online storage of receipts and payments and remote access for the internal auditor (Proposed CT, 2nd MH, unanimous decision).

16.7 Council resolved to accept the quotations obtained by Cllr Cocker from Mr Boocock, Painter & Decorator and Unique Clean Hire & Facilities for work at the Parish Rooms and Public Toilets (Proposed CC, 2nd MH, unanimous decision).

17. West Craven Area Committee Representative

It was resolved to appoint Cllr C. Carter as the representative to the West Craven Area Committee (Proposed CT, 2nd JM, unanimous decision), with Cllr J. Myers as a substitute in his absence (Proposed CC, 2nd VC, unanimous decision).

18. Meeting Dates

Council approved the scheduled meeting dates for 2021 and 2022 as follows:

Monday 23rd August 2021
Monday 27th September 2021
Monday 25th October 2021
Monday 29th November 2021
Tuesday 4th January 2022
Monday 31st January 2022
Monday 28th February 2022
Monday 28th March 2022
Monday 25th April 2022
Monday 30th May 2022
Monday 27th June 2022
Monday 25th July 2022
Monday 22nd August 2022
Monday 26th September 2022
Monday 31st October 2022
Monday 28th November 2022

(Proposed CC, 2nd VC, unanimous decision)

19. Meeting Close

The Chairman closed the meeting at 21.10hrs and thanked all those present for their contribution.

D. Taylor
Town Clerk
Earby Town Council