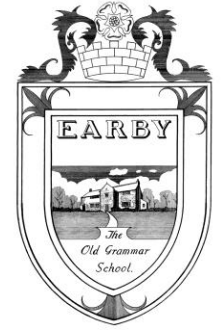


EARBY TOWN COUNCIL



Chairman: Chris P. Tennant

Clerk: Mrs Katie Jeffreys. The Parish Rooms, Victoria Road,
Earby, Barnoldswick, Lancashire. BB18 6US

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Minutes of the meeting of EARBY TOWN COUNCIL held on Monday 8th January

2018 at 7.30pm in The Parish Rooms, Victoria Road, EARBY

1. Welcome

Cllr Tennant in the chair formally opened the meeting.

2. Attendance, Apologies and Non-Attendance

To record accept or otherwise, attendance, apologies for absence and non-attendance.

Attending Cllrs: Cllr C Tennant (in the chair), Cllrs; M Horsfield, V Cocker, J Myers, I Lyons, D Haigh, S Mecalfe, S Hartley, J Lomas.

Apologies from Cllrs: D Reynolds, P Hampson

Absent Cllrs: P Wilkinson

3. Declarations of Interest/s

C Tennant – Repayment under finance (x2) and payment to Employer.

K Jeffreys – Repayment under finance.

4. Public discussion

None.

5. Minutes

To accept and approve as an accurate representation the minutes of the previous Council meeting held on Monday 27th November 2017.

Proposed: V Cocker: That these minutes are accepted and approved as above.

Seconded: J Myers

Unanimous

6. Update of ongoing issues from previous minutes

Following the emails sent to chase Philip Mousdale for information on the Sough Park contributions we have received the following:

- The 50% contribution for Sough Park in 2018/19 will be £10,345.
- The income from the charges for football in the last full financial year amounted to £1,927.
- Pendle B.C. are prepared to offset this amount against the 50% contribution for 2018/19. At this stage this would just be for 2018/19 and it would be reviewed for future years as the transfer programme proceeds and this and other issues will need further resolution.
- That Earby Town Council and Kelbrook and Sough will be able to agree to make the 50% contribution presumably to be split on the same basis as the split of the 25% contribution in the current year.

There have been numerous calls between Cllr C Tennant and Yorkshire Water with regards to surveying and removing the redundant water meter that was damaged due to flooding. It has come to light that this will be at a cost of £600.00.

7. **Friday Surgery**

There weren't any surgeries held over Christmas, however there were reports of fly tipping in the area that has since been rectified. There was also a report of damaged barbed wire and fencing in the dog run. The barbed wire has since been repaired, however there is a remaining issue with the fencing and gate.

Katie Jeffreys has emailed Kieron Roberts to request a meeting to discuss the repairs required and who is responsible for payment of said repairs.

There have been numerous issues raised regarding the chemist and the dispensing of prescriptions. It is suggested that Katie Jeffreys is to write a letter on behalf of Earby Town Council to raise awareness of these points and to ensure that future prescriptions are thoroughly checked.

8. **Police business**

There have been reports of people trying doors in the area, there have also been windows broken in an attempt to break in.

It was also noted that the CCTV from the incident in which the planter was damaged has now been recovered. Unfortunately, the weather and visibility on the footage meant that the number plate of the vehicle could not be read.

9. **Planning: to consider and comment on the following:**

Applications

Town and Country Planning Act 1990 APPLICATION: 17/0627/HHO

PROPOSAL: Full: Erection of single storey extension to rear and porch extension.

AT: 106 Colne Road Earby Barnoldswick

FOR: Mr Toby Lawrence

CONSULTATION

Deadline: Please send me your comments by: 22nd December 2017 (late comments accepted)

No objections

**Proposed:
Seconded
Unanimous**

Town and Country Planning Act 1990 APPLICATION: 17/0730/FUL

PROPOSAL: Full: Erection of external staircase to rear elevation.

AT: 5 Water Street Earby Barnoldswick
FOR: Mrs E. Thwaite

CONSULTATION

Deadline: Please send me your comments by: 2nd January 2018 (late comments accepted)

No objections provided that the culvert that runs underneath the property is not affected. The culvert will need to be assessed and possibly strengthened before plans go ahead.

**Proposed: V Cocker
Seconded: S Hartley
Unanimous**

Town and Country Planning Act 1990 APPLICATION: 17/0735/TCA

PROPOSAL: Removal of dying cherry tree to rear of property; Removal of dead hawthorn tree adjacent to cherry; Remove leylandii that is falling in to neighbour's property; Top wych elm to a height of 1.5 - 2m; prune branches of tree over hanging garage.

AT: Hodge Syke House, Birch Hall Lane, Earby

FOR: Mr Tim Smith

Noted: prior approval not required – already accepted

Appeals

Delegated List

The latest list has been circulated by the clerk to all councillors via email.

Council will discuss items pertinent to Earby and the clerk to be notified should a councillor wish to highlight a decision for such discussion.

If none the list will be deemed to be accepted.

10. Reports from meetings with other organisations

There is a requirement for volunteer to attend the area committee meeting once a month as Cllr Tennant is no longer free to attend. If anyone would like to participate in this please inform Katie Jeffreys.

11. Finance

To consider approve or otherwise the following: -

- 1. Receipt of £100.00 payment from Fieldfest in relation to invoice 109.**
- 2. Katie Jeffreys to complete the Audit and Assurance module of the Chartered Institute of Public Finance Accounting at a cost of £551.00 which includes all registration and exam fees.**
- 3. Payment from the Feed in Tariff of £102.16 for the period 04/09/17 to 05/12/17**
- 4. The VAT reclaim for the period 01/04/17 to 30/11/17 has been submitted. The total VAT calculated to be reclaimed is £13359.82.**

Proposed: M Horsfield
 Seconded: V Cocker
 Unanimous

Bills presented for payment: January 2nd 2018

<u>Cheque</u>	<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Budget & VAT</u>
2442	DBS Services	K Jeffreys DBS check	£36.00	SC & NIL
2443	British Gas	Hilltop Electricity	£12.28	PG & £2.46
2444	Pendle Visitor Guide	Cancelled	-	-
2445	JLM	Youth Hostel Drains	£1167.60	YH & £194.60
2446	Scottish Power	Youth Hostel Electricity	£11.67	YH & £0.56
2447	Keybury Security	Annual fire alarm maintenance	£216.00	PR & £36.00
2448	Pioneer Press	Church programmes	£440.00	EV & NIL
2449	Pendle Borough Council	Fence Repairs	£459.00	EN & £76.50
2450	Carrs Billington	Invoices 26872/26871/49209	£66.59	PR / AL & £10.47
2451	K Thompson	Extra hours worked	£55.25	SC & NIL
2452	Pendle Borough Council	Invoice 5051732 - Sough park	£2882.95	PG & NIL
D/D	Opus Energy	Youth Hostel Electricity	£17.25	YH & £0.82
2453	HMRC	Dec Paye	£237.97	SC & NIL
2454	C Tennant	Reimbursement for gifts	£38.05	EV & NIL
2455	Barnoldswick Bathrooms	Work carried out at Youth Hostel	£7385.00	YH & £1230.50
D/D	Go Cardless	Bridge Business Solutions	£15.00	AD & NIL
D/D	S Cumpstey	Salary	£102.30	SC & NIL
D/D	K Thompson	Salary	£266.33	SC & NIL
D/D	K Jeffreys	Salary	£735.57	SC & NIL
D/D	XLN Business Services	Phone and broadband	£51.53	AD & £8.59
D/D	NEST Pensions	Katie Pension	£17.52	SC & NIL
2456	Robert Chapman	Work carried out at Youth Hostel	£3100.00	YH & NIL
D/D	N Power	Parish rooms electricity	£30.62	PR & £1.46
2457	CIPFA	Registration and course fees	£501.00	AD & £50.00
D/D	Opus Energy	Youth Hostel Electricity	£34.12	YH & £1.62
2458	K Jeffreys	Reimbursement for stamps	£15.60	AD & NIL
2459	All in one roofing	Youth Hostel work	£4210.00	YH & NIL
2460	Chris Tennant	Reimbursement for door bell	£19.99	PR & £ 4.51
2461	Ashburn Stoves	Youth Hostel work	£2003.14	YH & £333.86
2462	Bucket and Spade	Youth Hostel Advertisement	£300.00	YH & NIL
Total expenditure: £24428.33 Total VAT: £1951.95 (Total Net): £22476.38 (As of 2 nd January 2018)				

Added 8th January 2018:

2463	Pendle Borough Council	Land Rent	£15.00 EN & NIL
2464	Yorkshire Water	Public Toilets Water	£52.50 PT & NIL
2465	Yorkshire Water	Rostle Top Water	£28.87 AL & NIL
2466	Yorkshire Water	School Lane Water	£68.62 AL & NIL

12. Youth Hostel

The lease for the youth hostel has taken longer than expected to complete due to Christmas holidays and various other issues.

Katie Jeffreys is to send an email to Anna Clark at Mewies solicitors explaining the urgency of the lease and to copy Mark and Lisa Baxby in to the correspondence. Katie will also forward a copy of the letter received from Mark and Lisa to Anna to demonstrate the pressure and urgency of the situation.

The new tenants of the youth hostel also have issues with spending their own funds on the hostel before a lease has been signed. It is proposed that Earby Town Council pay for any work done prior to the lease being signed with the money to be paid back in full on completion of the lease being finalised. This will be communicated to the new tenants via a letter or email sent by Katie Jeffreys.

It is also noted that the other agreed contributions are as follows;

- 50/50 split on photographic and written survey
- Contribution to stove
- Contribution to advertisement

The press release in regards to the successful bid to LEF has been approved and will be posted on the Town Council website and circulated on letterheaded paper.

The forms required to obtain the funding have been completed and returned.

It was suggested that the garden area at the youth hostel will need to be dug out and flagged, and that the wall will need to be repaired. A quote for this work will be obtained for the next meeting to be drafted into the budget as required.

13. Risk Assessment 2017/18

To formally approve and adopt the risk assessment for 2017/18, previously reviewed and approved by the Clerk and Chairman.

Proposed: V Cocker
Seconded: M Horsfield
Unanimous

14. Draft Committee Budgets and Precept for 2018/19

Cllr V Cocker and other members have begun working on the budgets for the precept. These are to be reviewed prior to the next meeting.

Budget	2017	2018	Note
Events	£4825	£5000	
Playgrounds	£27700	£Similar	Depending on rates
Allotments	Self-Funding		
Utility Vehicles	£2250	£3000	
Parish Rooms	£18050	£Similar	Increase for cleaner, tax & janitor
Front Office	£10290	£Similar	Increase for cleaner, tax & janitor
Admin	£20000	£22000	Depending on wages increases

Public Toilets	£8140	£8700	Increase for rates, tax, wages
Environment	£4710	£Similar	Increase for cleaner, tax & janitor

There were also other areas mentioned for extra funding –

- Subsidised payments for a Skipton bus route
- Slide funding at Sough Park
- Events project funding – Christmas tree
- Front Office – car park extension
- Ongoing work at the youth hostel
- Parks and maintenance
- Bus Shelters
- CCTV

15. Earby Community Property Flood Resilience Scheme

There was no formal conclusion from the meeting on the 8th December, it is proposed that Earby Town Council adopt the below comments and for Katie Jeffreys to submit them to Scott Whalley.

1. Earby Town Council is fully supportive of all the efforts being made to reduce flood risk in Earby from all sources.
2. Earby Town Council will consider an endorsement of Pendle Council's proposed scheme if the following conditions are met:
 - a. A comprehensive and detailed community flood plan is completed and endorsed by the Environment Agency.
 - b. An independent professional analysis of the plan is undertaken in order to model the impact of placing the barriers.

Proposed: I Lyons
Seconded: J Myers
Unanimous

It was also noted that Earby Town Council is still waiting for a final design of the flood chamber and pump. There is a budget of £10,000.00 set aside for this once plans are in place.

16. Correspondence

- Katie Jeffreys to work with Cllr V Cocker on the application to Grow Wild.
- Chairman and Clerk signed copies of the employment contract for Katie Jeffreys.

The next meeting will be held on **Monday 29th January 2018** at 7.30pm in the Parish Rooms.

DATED: 9th January 2018

Clerk & FRO: *K. Jeffreys*

K. Jeffreys

SIGNED AND APPROVED: Monday 29th January 2018

Chairman:

C. Tennant

