



Minutes of the meeting of EARBY TOWN COUNCIL to be held on Monday 25th September

2017 at 7.30pm in The Parish Rooms, Victoria Road, EARBY

1. Welcome

The Chairman, Cllr. Tennant welcomes all to the meeting at 7.30pm.

2. Attendance, Apologies and Non-Attendance

Attending Cllrs: C Tennant (CT), V Cocker (VC), S Metcalf (SM), S Hartley (SH), J Myers (JM), D Reynolds (DR), M Horsfield (MH) and Ian Lyons (IL).

Apologies from Cllrs: D Haigh, J Lomas and S Hartley

Absent Cllrs: P Wilkinson

Public: Gary Parkins, Michael Firth, Matthew Cunliffe, Sarah Higgins, Grace Higgins, John Higgins and Courtney Walsh.

3. Declarations of Interest/s

C Tennant – Repayment under finance (x1) and payment to Employer (x2)

V Cocker – Repayment under finance (x2)

M Horsfield – Repayment under finance (x4)

I Lyons – Repayment under finance (x1)

4. Public discussion

Mr Parkins spoke on behalf of residents about their objections to the proposed Greenfield land sell offs that are in the public realm at the moment. All strongly objected to this plan and reiterated what many more residents were saying; that Brownfield sites should be used before anymore Greenfield spaces were built on. These should also only be built after the drainage and other infrastructure problems had been dealt with.

Most of the residents present reside in the Wentcliffe Drive area and are very disturbed about the water that gathers behind their homes, (one of the proposed sites), which overflows into their gardens and property in periods of heavy rain. This is not helped by the natural spring/s in the Springfield/Bailey St area, which were disturbed when the Aspen Grove houses were built, with the new access road also been constructed across this site. These natural springs are now finding new routes to get to the watercourse causing many problems. Discussions took place and the Chairman reiterated that Earby Town Council was totally opposed to these plans and would do all that it could to protect our decreasing green spaces.

Mr Firth brought along a drawing of what he was going to present to Pendle Borough Councils (PBC) Planning Officers as a replacement to his first plan that was turned down by PBC and the Planning Inspectorate. This drawing showed 3 bungalows in a row rather than the four, built in an "L shape", that he had previously submitted, these would be built in stone rather than stone and rendering. Mr Firth was informed that Council could not comment on his plans at this stage and that any comments would be made when his plans came before Council via PBC Planning Department.

Mr Cunliffe spoke to Council about his further plans for a more connected form of social media interaction in Earby. He will come back to a future meeting with a written proposal that includes an estimate of the costs to Council, which are needed before a decision to take it forwards/or not can be taken.

The Chairman thanked everyone for coming and the residents left.

5. Friday Surgery

VC gave a verbal report of matters raised and actions taken, including the following:-

- a) Not having a through bus service to Skipton, and concerns for young women walking along the old railway track bed from Thornton to Earby to save half an hour at each end of the working day and mainly to save £5 a day on the bus fares. Also, if a person does travel to Barnoldswick and wait for a connection, you cannot book straight through; you have to purchase two tickets.
- b) Observations about helping the two Becks to increase their flow capacity.
- c) Trees blocking light from houses, Colne Road.
- d) Weeds and fence repairs are needed at Rushton Avenue Allotments

6. Police business

To report on any issues of concern and forward selected ones to the local Police Team.

VC gave a verbal report of the following matters:-

- The Police had carried out further successful drugs finds/raids in the area and were still working hard to deal with the anti-social behaviour issues previously reported.
- Could Councillors, try to persuade residents to use the 101 service, as much as possible, as we have had another two instances of incidents being brought to our attention 1 and 2 days afterwards, with nothing being reported to the police!

7. Planning: to consider and comment on the following:-

Applications

Town and Country Planning Act 1990

APPLICATION: 17/0508/HHO

PROPOSAL: Full: Demolition of existing garage and erection of two storey side extension.

AT: 1 Long Green Earby BB18 6RS

FOR: Mr Ian Brown

CONSULTATION Deadline: Please send me your comments by: 12th October 2017.

Decision: No Objections.

Proposed: VC

Seconded: JM

Unanimous:

Resolved: That the clerk passes these decision on to Pendle Borough Council, Planning Dept

Appeals None.

Delegated List:

None

8. Minutes

To accept and approve as an accurate representation the minutes of the previous Council meeting held on Monday 21st August 2017.

That these minutes are accepted and approved as above

Proposed: MH

Seconded: DR

Unanimous:

The minutes were signed on the final page and initialled on all other pages by the Chairman.

Resolved: That the clerk enter these into the permanent record of full council.

9. Update of ongoing issues from previous minutes

Verbal update from clerk and councillors on any matters from the above.

The new Clerk/RFO has been selected; interviews took place on Saturday 16th September. Councillors had a difficult decision as there were four superb candidates; the new Clerk/RFO will commence their employment during October and will work two full days a week in the Office (Tuesday and Thursday).

10. Reports from meetings with other organisations

To receive for information purposes verbal or written reports from councillors or the clerk on any such meetings they have attended.

These should be notified to the clerk in advance of the agenda so that they can be listed; in the case of written reports, so that they can be circulated to councillors prior to the meeting.

Cllr Tennant's report of the WCAC meeting held 05-09-2017 was noted and accepted.

11. Co-option of Councillor Vacancies

There is still one vacant seat on the Council, which has been notified to Pendle Borough Council, and the public Notices displayed in the appropriate manner and period of time as prescribed by Law. No Election has been called and Council agreed at the 26th June meeting that it wished to fill these vacancies by co-option. At the last meeting Council agreed that it would publicise this vacancy with a closing date of Friday 22nd September.

Council to consider application received up to the closing date and agree the co-option.

That Mr Peter Hampson is offered the seat and that CT will write inviting him to the October meeting and arrange for the relevant paperwork to be signed.

Proposed: VC

Seconded: MH

Unanimous:

Resolved: That this so be done.

12. Press/Media Policy

It is suggested that the text below be incorporated in to the Councils “Social Media Moderation Policy”, that this Policy name be amended to “Earby Town Council – Press/Media Policy & Social Media Moderation Policy” and that this suggested wording be inserted prior to the existing “Social Media Moderation Policy.

Press/Media Policy

All press releases or requests from the press or other media for an oral or written statement or comment about the activities or decisions of the Council shall be prepared by the Clerk, in consultation with the appropriate Chairman, Vice Chairman or Councillor.

Council is recommended to adopt this policy.

Proposed: VC

Seconded: CT

Unanimous:

Resolved: That council accept this policy amendment as set out above.

13. External Audit

BDO LLP have now completed their External Audit for the year ending 31st March 2017 and returned the relevant documentation.

Council is recommended to receive and accept these documents including the one issue arising from the audit and to arrange for the relevant documents and public notice to be displayed in accordance with the “Accounts and Audit Regulations 2015”.

The original letter and other documents will be available for inspection prior to the meeting and can be found on the “press table”.

Councillors discussed these matters at length and the above was recommended for approval.

Proposed: VC

Seconded: CT

Unanimous:

Resolved: That this so be done.

14. Community Right to Bid

Councillor Ian Lyons proposes that Council write to the “Local Authority” – Pendle Borough Council (PBC) requesting that the following areas of land be added to PBC list of “Assets of Community Value”:-

- *Land at Aspen Grove – P100*
- *Land at Bailey Street – P045*
- *Land at Red Lion Street – P044*

Councillors may wish to add other areas of land or property to those proposed.

The proposal and supporting information have previously been emailed to Councillors.

The three sites on the agenda were discussed in detail and a fourth site, the White Lion Public House was added by an amendment.

Proposed: CT

Seconded: SM

Unanimous:

It was then agreed that IL be delegated authority to progress this matter in the absence of a Clerk and that a “working group” meeting be arranged to consider the merits of other such sites in Earby. Any recommendations of this meeting are to be brought back to full Council as an agenda item for further discussion.

Proposed: IL

Seconded: CT

Unanimous:

Resolved: That this so be done

15. Tenders for Work – Earby Independent Hostel

Council to open and consider the quotations received prior to the closing date of 22-09-17, for the external and internal refurbishments at 9-13 Birch Hall Lane as per the schedule issued and thereupon agree the contractor, and the payment of any deposits if required.

Any payments agreed are to be made from the Youth Hostel 2017/18 budget.

The schedules of works for this tender have been emailed to Councillors prior to issue.

The quotes/tenders received for the different areas of work were considered and Council was content with the financial standing of all these companies, with the following been agreed:-

- The works in the kitchen/bathroom of the warden's cottage and the new worktop surfaces & breakfast bar in the hostel kitchen is awarded to Barnoldswick Bathrooms.
- The exterior pointing, building repairs, new gutters and drains work is shared between All in One Roofing, Mick Keegan, Matthew Livesy and Rob Chapman.
- The outside decorating is awarded to George Boocock Ltd.
- The internal plastering work is awarded to Rob Chapman.
- The electrical works is awarded to Malcolm Baines Electrical.
- The external work will not commence until Council has sight of Method Statements and Insurance documents.
- The internal work will not commence until Council has sight of Insurance documents.
- Council wishes it to be noted that the "Friends of Earby Hostel" are to make a very generous donation of £5000 towards the external work on the building.
- Also to note, as with any aged building there are going to be unforeseen snags that will crop up which we must be prepared to accept; that the property had been badly neglected for many years and that some of the work carried out by previous owners has been found to be substandard and will need to be rectified. For instance; as the wallpaper is being stripped off, some walls have been found to be very damp and the plaster has fallen off with the wallpaper! All these areas are extra work for re-plastering after drying out. A drain at the front of the property which takes the rainwater from the main roof has been found to be flowing into a broken drain for many years, causing major damp damage to some of the front walls; this is being renewed and re-routed.
- Further reports will be given to Council as work progresses.

Proposed: DR

Seconded: JM

Unanimous:

Resolved: That this so be done

16. Quotation for New Boundary Fencing – Birley Playing Fields

Council to consider the quotation and other documentation received from R Church Plant Hire Ltd for renewing the whole of the Boundary fencing at the Birley Playing Fields.

Council has been unable to obtain any other quotes for these works; it is thought that this is due the requirement for the submission of a Method Statement and Risk Assessment.

Council is therefore asked to decide if it wishes to waive its standing orders on this occasion and award these works to R Church Plant Hire Ltd at a cost of £3,140.00 + VAT.

Any payment agreed is to be made from the Playgrounds & Bus Shelters 2017/18 budget.

The quotation and other documentation have previously been emailed to Councillors.

That Council waive Standing Orders for this work and award the contract to R. Church Plant Hire Ltd as per their quote.

Their Method Statement, Risk Assessments and Public Liability Insurance documentation have already been received.

Proposed: MH

Seconded: SM

Unanimous:

Resolved: That this so be done

17. Finance

To consider approve or otherwise the following: -

- (a) That Council note the receipt of £200 to its bank account; this being a land rental payment from the Environment Agency for the river level recorder at Earby Independent Hostel 9-13 Birch Hall Lane, reference invoice number 107.***

- (b) That Council note the receipt of £250.32 to its bank account; this being the FIT payment for the period 03-06-2017 to 03-09-2017.***

- (c) That Council note the receipt of £5,000 to its bank account; this being a Property Level Flood Resilience Grant award from the DCLG which was administered locally by Pendle BC, and is/has been used to purchase new flood proof doors for the Parish Rooms property.***

- (d) That Council note the receipt of £5,000 to its bank account; this being a generous donation towards the exterior refurbishment works at the Earby Independent Hostel which has been received from the Friends of Earby Hostel.***

- (e) That Council note the receipt of £1,020 to the Skipton Building Society Account this being a donation towards the provision of a new slide at Sough Park; these monies were received from Cllr Ian Lyons as result of his various fund raising activities for this cause.***

- (f) That Council note the receipt of **£122.23** to the Skipton Building Society Account this being the interest accrued for the tax year 2017/18, and also note the updated balance sheet and breakdown for this account which has previously been mailed to all Councillors by the Chair.

That agenda items 17 (a) to 17 (f) above be noted and approved

Proposed:

Seconded:

Unanimous:

Resolved: That this so be done

- (g) That the following Committee funding provisions within the Councils 2017/18 budget be transferred to the Skipton Building Society account & the cheque/s be issued at this meeting:-
Events Committee **£900** – provision for the future renewal of Xmas decorations in Earby.
Public Toilets Committee **£2,000** – provision for the future refurbishment of the public toilets.

- (h) That Council agree to transfer £3000 currently held in the Community Account as future funding for the expansion of the Parish Rooms car park to the Skipton Building Society and that the cheque be issued at this meeting, with these funds being taken from the Front Office – New Roof allocation within the Councils 2017/18 budget.

That agenda items 17 (g) and 17 (h) above be approved

Proposed:

Seconded:

Unanimous:

Resolved: That this so be done

Bills presented for payment: September 25th 2017

Cheque	Payee	Details	Amount	Budget & VAT	
D/D	XIn business services	Telephone/Internet	51.53	AD	8.59
S/O	S. Cumpstey	September Payment	102.30	PR	Nil
S/O	K. Thompson	August Payment	266.33	PT	Nil
2364	K. Thompson	Addition Payment - Watering	21.25	UV	Nil
D/D	Bridge Bus. Solutions	PAYE Agency Month 06	10.00	AD	Nil
2365	HMRC	PAYE Month 06	8.20	AD	Nil
2366	Yorkshire Water	Water & Sewage Charges FO	100.43	FO	Nil
"	Yorkshire Water	Water & Sewage Charges PR	47.20	PR	Nil
"	Yorkshire Water	Water Charges SL Allotments	98.94	AL	Nil

2367	C Tennant – Repay	Materials/PPE S&J Supplies	213.27	PT	35.55
2368	M Horsfield – Repay	Stone Lintel for Youth Hostel	50.00	YH	Nil
”	M Horsfield – Repay	Wall Scrapper –Youth Hostel	10.00	YH	Nil
”	M Horsfield – Repay	Batteries Therm-Youth Hostel	3.99	YH	Nil
”	M Horsfield – Repay	2xKey Cuts for Youth Hostel	10.00	YH	1.67
		Total = £73.99			
2369	V Cocker – Repay	1xRegistered Post - BDO LLP	5.47	AD	Nil
”	V Cocker – Repay	Red Hazard Tape – Y Hostel	5.99	YH	1.00
		Total = £11.46			
2370	CBA Ltd	Various Tools	42.92	UV	7.15
”	CBA Ltd	Squeegee Brackets x 2	6.00	PR	1.00
		Total = £48.92			
2371	Pendle B C	Annual P/Ground Inspections	462.00	PB	77.00
2372	BDO LLP	External Audit Fee 2016/17	480.00	AD	80.00
2373	British Gas	Electricity Front Office - Both	91.39	FO	4.35
2374	John Gizzi	Window Cleaning 12mths	£114	PR	Nil
2375	Bellas Office Supplies	Paper & Laminating Pouch	39.42	AD	6.57
2376	Corona Energy	Gas/Charge August –Hostel	165.61	YH	7.89
2377	Corona Energy	Gas/Charge August -Cottage	99.76	YH	4.75
2385	Scottish Power	Electric YH Cottage Jul/Aug	22.02	YH	1.05
”	Scottish Power	Electric YH Hostel Jul/Aug	10.80	YH	0.51
2379	Kilblaze Ltd	Fire Extinguisher & Inspection	270.00	YH	45.00
2362	Jet Cam Cleaning Ltd	CCTV & Jetting at Y Hostel	125.00	YH	Nil
2380	EWR Skips Ltd	1 Large Skip 8yds at Y Hostel	234.00	YH	39.00
2383	Malcolm Baines Ltd	Generator Leads & Fitting	226.66	UV	37.78
2360	Corona Energy Ltd	Gas at 13 Birch Hall Lane	221.53	YH	10.55
2361	Corana Energy Ltd	Gas at 9-11 Birch Hall Lane	1297.42	YH	16.24
2363	Post Office Counters	12 months Road Tax for JCB	150.00	UV	Nil
2382	Pendle B C	Council Tax 13 Birch Hall Lan	1025.32	YH	Nil
2384	Robert Chapman	Ceilings 13 Birch Hall Lane	764.00	YH	Nil
2387	Barnoldswick Bathroom	Deposit on Kitchens Etc	6701.40	YH	1,126.90
2386	Skipton Build Society	Events Com Renewal Provis	900.00	EV	Nil
”	Skipton Build Society	P/Toilet Com Renewal Provis	2000.00	PT	Nil
”	Skipton Build Society	C ‘Park Extension Victoria Rd	3000.00	CP (new roof)	Nil
		Total = £5,900.00			
2388	Manderleigh Plants Ltd	25Kg of Universal Plant Food	54.00	EN	9.00
2389	I Lyons – Repay	4 x Land Registry Searches	24.00	AD	Nil

That these payments are noted, accepted and approved as set out above. Plus the additional payments of a 50% deposit (£6,701.40) of the Barnoldswick Bathrooms quote, which is required prior to work commencing, and a cheque of £5900 (ref: items (g) & (h) above) in order to transfer the monies from the community current account to the Skipton Building Society saving account.

Proposed: DR
Seconded: JM
Unanimous:

The cheques were signed and the cheque book checked and initialled by two councillors.

Resolved: That this so be done and the clerk enter these payments in to the permanent record of full council.

18. Youth Hostel

Standing item.

Council to discuss the correspondence received from WBW Surveyors Ltd as regards the preparation of a "Descriptive and Photographic Schedule of Condition" for 9-13 Birch Hall Lane, Earby BB18 6JX and the advice therein contained.

Recommendation:

That Council engage the services of WBW Surveyors Ltd to draw up the above schedule of condition, since such a document will need to accompany the new lease for the Earby Independent Hostel; that Council also accept the terms of business set out in the letter and authorises the payment of the fee (£750 to £900+VAT) from the 2017/18 Youth Hostel budget.

The letter and terms of business will be available for inspection prior to the meeting and can be found on the "press table".

This matter was discussed at length with the following being subsequently agreed:-

- That Council engage WBW Surveyors Ltd to draw up a schedule of condition for the Youth Hostel properties, for use in the new Lease being drawn up at the price quoted.
- That the Chairman discusses a 50:50 split with the proposed new lease holders, as it is usual practise for this to be done by the lease holder.

Proposed: DR
Seconded: JM
Unanimous

Resolved: That this so be done

19. Employee Pension Arrangements

Councillor Ian Lyons will brief Council on his research into this matter and recommendations.

Council to discuss and agree how it wishes to proceed.

Supporting Information & documentation have previously been emailed to Councillors.

IL had previously circulated his findings on this matter, for which he was thanked. It was discussed and the decision is to go with the Government Scheme "Nest".

Proposed: IL
Seconded: VC
Unanimous:

Resolved: That this so be done

20. Community Governance Review – Town and Parish Councils

Council to discuss and agree its comments and issues; review end date is 31-10-2017.

Supporting Information & documentation have previously been emailed to Councillors.

CT gave a brief overview of this item, based on the information we had to hand. After much discussion, CT asked all Councillors to give the matter some thought and send those thoughts into him. The matter would then be put on the 30th October meeting agenda for final discussion prior to our comments being sent to Sarah Southworth (PBC) for the 31st October.

Proposed:
Seconded:
Unanimous:

Resolved: That this so be done

21. Press Release

To approve, amend or otherwise the "draft" press release for the Earby Independent Hostel, which has previously been emailed to all Councillors.

This was discussed and approved; Council also thanked Mr Nick Moule (Friends of Earby Hostel) for his assistance in compiling it.

Proposed: CT
Seconded: VC
Unanimous:

Resolved: That this so be done.

22. Correspondence

To receive for information purposes items received since the last meeting that have not already been dealt with by the clerk or appear on the agenda.

- *Pendle BC – To agree a date for a meeting for partnership discussions to create a joint strategy for the future provision of new housing in Earby.*

CT to send e-mail to PBC to say that Friday 29th September at 3pm was most inconvenient for the Councillors who needed to be present at a meeting re land allocation and that Friday 20th October would be more convenient as long as it started no later than 11am/12 noon.

- Earby Surgery – Reply regarding changes to repeat prescription process.
- Pendle BC – Annual playground inspection reports (Note & refer to Playgrounds Committee)?
- Pendle BC/Liberata – Cessation of council tax payments by cash throughout the Borough, with effect from 1st October 2017 (Note or refer back to future meeting agenda)?

The next meeting will be held on **Monday 30th October 2017** at 7.30pm in the Parish Rooms.

Meeting closed at 10.10pm. The Chairman apologised to all for the late ending of this meeting and thanked everyone for their input into what had been a very busy and important agenda.

DATED: 25th September 2017

Chairman:

C.P Tennant

C.P Tennant