



## Hapton Parish Council

**Monday, 9<sup>th</sup> October 2017**

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

**Others:** Steve Watson (Clerk)

### Parish Council Agenda

Councillor Birbeck opened the meeting and welcomed everyone.

	Action	Who by
<b>17/18/072 Apology for absence and reasons given</b>		
Apologies were submitted on behalf of Councillors Harry Kayley who was away and Councillor Amanda Webber who was working. Borough Councillor Jean Cunningham also submitted her apologies.		
<b>17/18/073 Declarations of Disclosable Pecuniary Interest / Code of Conduct</b>		
There were no declarations of disclosable pecuniary interest.		
<b>17/18/074 RESOLVED: That the meeting would be adjourned to welcome comments from members of the public.</b>		
There were no residents present.		

There was no Police report and there had not been a PACT meeting. It was noted that there had not been a Police presence for a number of meetings.		
There was no County Councillor report. It was noted that the County Councillor had not attended the Parish Council meetings since the election and it was disappointing that residents were not being represented and updated on County issues.		
Borough Councillor Joanne Greenwood reported that there had been a meeting between the Luncheon Club and Calico. There are issues with food deliveries and full priced food is having to be bought which leaves the club short on funds. The proposals for boundary changes only affect the Parliamentary Boundaries and will not impact on the Borough boundaries. The Local Development Plan is still being scrutinised and dates have been circulated.		
<b>17/18/075 The meeting was formally re-convened for business</b>		
<b>17/18/076 Minutes of the last meeting held on the 11<sup>th</sup> September 2017.</b>		
The minutes of the last meeting were submitted for approval as a correct record.		
<b>RESOLVED: That the Minutes of the Parish Council meeting held on the 11<sup>th</sup> September 2017 are approved as a correct record.</b>		
<b>17/18/077 Matter Outstanding as listed</b>		
Police Constable Rebecca was asked for a date for the October PACT, but no meeting was held. It was suggested that the PACT priorities are set at the Parish Council Meeting if there are no more PACT Meetings. A Police report is to be requested for the Parish Council meetings.	PACT on Agenda	Clerk
The solicitor is to be asked the total costs for the land searches and Burnley Borough Council are checking the title deeds.		
Questions have been asked regarding the Recreation Ground being unfit for purpose and it was generally agreed that the work carried out was not what had been expected. Lateral drains with sand channels are needed at a cost of £12,000 to £15,000. The perimeter drains have been weed killed.		
Trees on Water Street have been trimmed and a tree surgeon is to check for further work.		
The fencing around the sump has been knocked down and needs to be filled with gravel, this will be considered as a Lengthsman job unless the		

Borough Council will do the work. The Borough Councillor will raise the issue with the Borough's Chief Executive.	Chief Exec	JG
Councillor Differ provided details for the website and Councillor Birbeck is to send a new picture. It was noted that the Christmas tree has always been a temporary tree and replaced each year by the Borough Council, the school agreed the switch on date.		
It was agreed to spend £1,000 excluding VAT on fireworks for the bonfire and ask if the burger van and rides are available. Residents to be informed and a Facebook boost is to be used at a cost of £8. The school will be asked to provide a Guy Fawkes. It was agreed that the Parish Council would fund the rides making them free for the children and glow sticks will be provided. A press release, Facebook and website articles are to be used. Rides will be available from 6:00 to 8:00 with the fire being lit at 6:30 and fireworks at 7:00. Bins will be ordered.	Guy Fawkes  Bins	JG  JG
Remembrance day is at the Methodist Church from 10:00 and Harry is to be asked to do the reading.		
Funding for safety equipment is to be checked and a risk assessment considered at the next meeting. PAT testing is to be carried out.	Funding Risk Ass PAT	JG JG TB
Compensation from the Youth Group is to be chased and the quote is to be circulated.	Quote	Clerk
<b>17/18/78 Updates</b>		
<b>Website</b>		
The website has been updated and Councillor Differ's details are to be included. The Facebook page is not being updated.	Details	Clerk
<b>Update on Events</b>		
The Events were covered earlier.		
<b>17/18/079 Councillor Reports including reports from representatives of outside bodies</b>		
Moving a footpath is to be checked and there was no response to extending the time on the bridge lights.		
<b>Community Centre Update</b>		
The issue was dealt with earlier.		

<b>17/18/080 Lengthsman</b>				
Job to include on the list included keeping leaves clear, repair the Valley Gardens noticeboard and put a temporary fence across the open gateway in the woods.				
<b>17/18/081 Allotments</b>				
All plots are now full and there are 4 on the waiting list, though 1 is waiting for a specific plot.				
A problem tenant has been contacted and the issue appears to be resolved.				
There were no further maintenance issues.				
6 new plots were suggested and it was agreed to provide these through the Lengthsman over the winter.				
There were no new applications				
<b>17/18/082 Planning</b>				
There were no applications to be considered:				
<b>17/18/083 Finances</b>				
The following invoices were tabled.			Bill's for payment:	
Briercliffe Scribe - Paid	£85.67	100203		
L. Abram Internal Audit – Paid	£150.00	100204		
G Kendall – Paid	£150.00	100205		
T Wilkinson Allotment Bond - Paid	£200.00	100206		
Clerk's Salary – September (Standing Order) Paid	£184.48	S/O		
HMRC Clerk Tax Jul, Aug & Sep	£138.36	100549		
M J Greenwood Lengthsman September Paid	£400.00	S/O		
BDO	£240.00	100550		
Aug Bank Balances – Fundraising Account	£1,714.65			
Expenses Account	£15,749.11			
Environmental Account	£2,950.00			
TOTAL	£20,413.76			
The Budget Monitoring Report and Bank Reconciliations were noted.				
<b>Resolved: That the above bills are paid.</b>				
Two lots of £50.00 in Allotment Bond money and £24.50 in rents has been paid.				

The Annual Return and External Audit Report were circulated.		
<b>Resolved: That the Annual Return and External Audit Report are approved.</b>		
The Following Policies were reviewed:		
<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Asset Register</li> <li>• Risk Assessment</li> <li>• Publication Scheme</li> <li>• Effectiveness Of Internal Audit</li> </ul>		
<b>Resolved: That the above policies were reviewed and approved.</b>		
<b>17/18/084 Clerk’s Report including Correspondence</b>		
The Clerk’s report was noted.		
<b>RESOLVED: That the Clerk’s Report and correspondence is noted.</b>		
<b>17/18/085 Visual Audits</b>		
There’s a fly tip on Mill Hill Lane above the car park. The fly tipping on West Hall and Misty Farm have been reported. St Margaret’s Street sign has been reported.		
<b>17/18/086 Good Councillor Guide</b>		
Chapter 1 of the Good Councillor Guide was considered, there were no questions.		
<b>17/18/087 Date of next meeting</b>		
Date of the next meeting Monday 13 <sup>th</sup> November 2017 and will start at 7:00pm.		
The meeting closed at 9:00 and all present were thanked for attending.		