

Agenda Item 3

**Minutes of the Meeting of Barrowford Parish Council
Held at Holmefield House Gisburn Road Barrowford
On Wednesday 19th March 2025**

Present

Cllr. A. Stringer – Chairman in the Chair

Parish Councillors

S. Nike

R. Oliver

T. Titchiner,

C. Ashton

M. Iqbal

A. Vickerman

Cllr. D. Gallea

Cllr. M. Stone

129. Declaration of Interest: None

130. Apologies: Cllrs. J. Gibson, L. Ashworth

131. Minutes of Meeting of the Council Held on the 19th March 2025: Copies having been previously circulated.

It was Resolved: To adopt the minutes as a true record.

132. Planning Applications, Tree Orders and Highway Matters:

It was Resolved:

Number	Detail	Comments
25/0143/VAR	Variation of Condition: Variation of Condition: Vary Condition 22 (Opening hours) of Planning Permission 23/0720/VAR.	No Objection
25/0155/HHO	Full: Erection of a single storey open side porch extension and new roof link to domestic detached garage. 8 Middleton Drive Barrowford Lancashire	No Objection
25/0168/HHO	Full: Erection of a single storey rear extension to replace existing conservatory. 15 Bank Fold Barrowford Lancashire	Objection: Although if taken in isolation this application seems a minor extension but if taken in conjunction with the recently approved 24/0840/HHO which permits a large extension to both ground and first floor with dormer windows which substantially increasing the size and massing of the dwelling. No mention of this approved application is made within this application, none of the submitted drawings show the dimensions of the approved extension allowing an overall view to be formed.

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		The existing conservatory has a half hexagonal end and the glass construction do add an interesting feature to a rather drab prominent gable end. The addition of this larger bland extension will do nothing to enhance the setting and amenity of the streetscape.
25/0138/TPO	T1 Hornbeam: To propose to carry out pollarding /reduction down to a height of roughly 30ft from roughly 50ft to cut back past previous poor pruning cuts. Consultation with a local arborist and Roland Jones has taken place and agreed that this will improve the tree form and create current management on a 3-to-5-year cycle by re- pollarding. This will manage the tree's size, promote healthy regrowth and mitigate risks associated with overextension or potential limb failure. T2 Sycamore -Tree to be dead wooded, removal of epicormic growth and reduction of first lateral branch towards the house. Both myself, Roland and the local arborist have discussed proposed work to the trees with the owners at number 17 Applegarth, David and Suzanne Winstanley, who were in agreement that the proposed work would benefit the trees. 23 Applegarth Barrowford Lancashire BB9 6RR	
25/0158/TWR	A row of mixed species trees and shrubs to be Crown Raised up to 4m. Pendle Gardens 54 Carr Hall Road Barrowford	

The Councils response to the Appeal Ref: APP/E2340/W/24/33558225 written by Fitzgerald Planning and Design and submitted to the Inspector was previously circulated
It Was Resolved: To note the Appeal response.

133. Financial Matters: The payment schedule, Outturns having been previously circulated.

It was Resolved:

- a. To Approve the highlighted Virements for February 2025
- b. Note the Outturn to the 28th February 2025
- c. Approve payments of payments of £11,597.12 for March 2025.

134. Parish & town Council Audit Requirements 2024-25 Audit: Copies having previously been circulated.

It was Resolved:

- a. To appoint Account-ant (Yorkshire) Ltd the Councils Internal Auditor for the 2024-25 Internal Audit.
- b. To approve a fee of £615.00+vat for the 2024-25 Internal Audit.
- c. To adopt the Internal Audit Terms of Reference as part of the 2024-25 audit procedure.
- d. To adopt the Internal Control and Suggested Testing document as part of the 2024-25 audit procedure.
- e. To adopt the Effectiveness of Internal Audit document as part of the 2024-25 audit procedure.
- f. To adopt the reviewed Councils Risk Management Policy Statement for 2024-25 as part of the procedures of the Council.
- g. To adopt the Councils Risk Management Register for 2024-25.
- h. To adopt the Councils Asset, Register as of 31st March 2025 as part of the 2024-25 audit procedure

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135. Internal Auditors Report 2023-24 Progress Update: A report having previously been circulated:

It was Resolved:

- 1) **Accounting Software:** That the Finance Working Group would look at accounting software and make recommendations to the Council for decision.
- 2) **Allotment Rents:** Allotment invoices and Tenancy Agreements will now clearly state that under payment terms the Tenant has 40 working days to settle the outstanding rent.
- 3) **Information Commissioner:** The Council is registered with the ICO and this is now paid by Direct Debit on an Annual Basis.
- 4) **Transparency Code:** This is in the process of being addressed with the relevant documentation being available on the Council's Website.
- 5) **Website:** The Website is being reviewed and updated to make it easier to use.
- 6) **gov.uk domain:** The Council have decided not to adopt a gov.uk. domain.
- 7) **Three Year Plan:** The current uncertainty within Lancashire as to the future make up of Local Government with numerous options being discussed by Borough, County and Unitary Authorities, would have a serious impact on the detail needed in a three year plan. Until some clarity on what is to happen at Borough and County Council level with possible devolution of assets and functions to the Parish Council a comprehensive three year plan cannot be achieved.

136. Write Off of Uncollected Rents for Vacant Plots and Rent Arrears for 2024-25:

A report having previously been circulated:

It was Resolved: To Write off a loss of £2,257.50 in rental income through vacancies and £322.00 in uncollected rents.

137. Allotment Rent Increases 2026-27:

It Was Resolved:

- 1) That due to 20% increase in water charges that the water charges for 2025-26 would be increased from £15.00 per year to £17.00 for the year.
- 2) That there will be no rent increase for the year 2026-27.

138. Adoption of Revised Financial Regulations: Copies having previously been circulated.

It was Resolved: That the revised Financial Regulations be adopted as part of the Councils Policies.

139. Repairs to the Bowling Pavillion: A report having previously been circulated:

It was Resolved:

- 1) That in future years the Parish Council would turn off and drain down the water at the Bowling Pavilion.
- 2) That LED lighting be installed at the Bowling Pavilion.

140. Report of the Clerk: The following matters were brought to the attention of the Council.

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- 1) **Boardwalk to rear of Park Lake:** The boardwalk installed over 30 years ago has reached the end of its useful life, the wooden decking has rotted to a point of being unsafe. The only viable alternative is to install a footpath around the lake side as a permanent alternative and the removal of the boardwalk. The Clerk will arrange closed notices on the boardwalk whilst Cllr. Nike and the Clerk are looking at the alternatives and will report back to the next meeting.
- 2) **Trees at Back Nora Street:** Work has started this morning on the felling of the conifers at Back Nora Street allotments.
- 3) **Fruit Trees at Broadway:** Planting of the fruit trees has started at Broadway and will be completed before the end of March.
- 4) **WW2 Plaque:** The Plaque has been refinished and will be re-installed in April ready for the 80th Anniversary of VE Day in May.
- 5) **Allotment Water:** The Council will turn the water back on Friday 21st March 2025.
- 6) **80th Anniversary of VE Day:** The Luncheon Club are having a V.E. Day Luncheon Club on the 6th May.

141. Report on the Barrowford and Western Parishes Area Committee Meeting:
Brief report given by Cllr. Oliver.

142. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies: None

143. Date, time & place of next meeting: *Next Council Meeting to be held 7pm 16th April 2025 at Holmefield House Gisburn Road Barrowford.*