

Agenda Item 3

**Minutes of the Meeting of Barrowford Parish Council
Held at Holmefield House Gisburn Road Barrowford
On Wednesday 18th March 2026**

Present

Cllr. A. Stringer – Chairman in the Chair

Parish Councillors

S. Nike J. Gibson, C. Ashton T. Titchiner, A. Vickerman
M. Waddington R. Oliver P. Thompson
Cllr. D. Gallea Cllr. Martyn Stone

158. Declaration of Interest: None

159. Apologies: Cllrs. M. Iqbal County Cllr. H. Hartley

160. Minutes of Meeting of the Council Meeting Held on the 18th February 2026:

Copies having been previously circulated.

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

161. Planning Applications, Tree Orders and Highway Matters:

It was Resolved:

Number	Detail	Comments
26/0122/HHO	Full: Erection of a single storey extension to the front of the dwelling house with roof lantern. 19 Applegarth Barrowford Lancashire	Objection: No 19 stands on the junction of Applegarth which sweeps through a 90-degree bend around number 19 with the entrance to Hawthorne Close veering off to the right. There are additional bends on Applegarth just above the curtilage of the property and a further bend just below the lower curtilage. The property is required to provide three off road parking spaces and given the three-legged highway layout with additional bends situated to boundary of this site additional on road parking will be problematic. The application is to convert one half of the double garage into a habitable room. There is no mention of addition offroad provision to offset the loss of one space and the application should be refused on the grounds of loss of offroad parking provision and potential safety hazards through additional on road parking.
26/0137/HHO	Full: Erection of a summerhouse. 28 Parrock	Objection: This is identical to application 25/0434/HHO which was dealt with at the July 2025 Council Meeting. The application must have been withdrawn as the

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	Road Barrowford Lancashire	application and relevant documentation are no longer on the planning website. The Council asked the status of the land that this building is built on as it appears to be outside the curtilage of the original property. As nothing has materially changed from the application dealt with last year the Council's objections remain the same: The proposed development falls outside the Carr Hall Road and Wheatley Lane Conservation area but the Conservation Area map shows and the location map shows that the land proposed is outside the original curtilages of the house and presumably was originally agricultural land. If this is correct has change of use from agriculture to garden been obtained? The plot of land abuts an ancient trackway which is a prominent entrance to the Conservation Area for walkers and tourists, the erection of both a 1.8m garden fence and a large summerhouse has had a detrimental effect on the amenity and enjoyment of this prime entrance into the Conservation Area. If change of use was approved the fence is acceptable within a rear garden setting but the size and massing of the summerhouse covers a large proportion of the site and is visible from the PROW. The Summerhouse and 1m soffit overhang give a roof dimension of 6.65m x 5.65m + any overhang of the walls giving a surface area in excess of 37.6m² a significant area of additional hard surfacing during heavy or prolonged rain. The Roof drawing shows a rainwater pipe but no detail as to whether the water is to be discharged to an existing or improved drainage system or allowed to run off onto the remaining soft surfaces. The Parish Council would like clarification as to the current designated use of the land, and further information regarding the disposal of water from the roof. If the Council approve this retrospective application a condition should be attached to prevent change to a separate habitable dwelling
26/0157/HHO	Full: Erection of a single storey side extension. AT: Casa Nostra 2 Parrock Road Barrowford	No Objection provided surface water runoff is addressed: The current dwelling sits within a large plot of land and the proposed extension will not be out of scale with the current property. The Parish Council feels that it is the owner's responsibility to dispose of additional surface water runoff through loss of garden and soft works necessary for the extension and ensure that this water is responsibly disposed of to prevent flooding problems

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		further down the natural valley sides and this should be mitigated through condition.
26/0155/TPO	T1 Lime – Remove 5 Lupton Drive Barrowford Lancashire BB9 6JT. If the Tree Officer thinks that total removal is necessary that a suitable native species is planted as a replacement.	

162. Financial Matters: Documents having been previously circulated.

It was Resolved:

- a) Virements contained in the outturn for February 2026 be Approved
- b) To Note the Outturn to the 28th February 2026
- c) To add a further three payments totalling £672.63 and approve payments for March 2026 of £12,093.36

163. Parish & town Council Audit Requirements 2025-26 Audit: Documents having previously been circulated.

It was Resolved:

- a. To appoint Account-ant (Yorkshire) Ltd the Councils Internal Auditor for the 2025-26 Internal Audit.
- b. To approve a fee of up to £900 for the 2025-26 Internal Audit.
- c. To adopt of the Internal Audit Terms of Reference as part of the 2025-26 audit procedure.
- d. To adopt of the Internal Control and Suggested Testing document as part of the 2025-26 audit procedure.
- e. To adopt of the Effectiveness of Internal Audit document as part of the 2025-26 audit procedure.
- f. To adopt of the reviewed Councils Risk Management Policy Statement for 2025-26 as part of the procedures of the Council.
- g. To adopt of the Councils Risk Management Register for 2025-26.
- h. To adopt the updated Councils Asset, Register to the 31st March 2026 as part of the 2025-26 audit procedure.

164. Write Off of Rent Arrears for 2025-26: A report having previously been circulated.

It was Resolved: To Write off rent arrears for the year 2025-26 of £203.00

165. Allotment Rent Increases 2027-28: To Consider a rent increase for the year 2027-28.

It was Resolved: To increase the allotment rent for 2027-28 by 20%.

166. Pride in Place Fund /Three Year Plan: A copy having previously circulated, The Clerk reported that further work needed to be done regarding year three due to the Pride in Place Funding.

It Was Resolved: To adopt the plan as part of the Works Programme for 2026-27.

167. 117 Gisburn Road: The Clerk emailed planning regarding the current status of the submission of a planning application and is waiting for a response.

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168. Report of the Clerk:

- 1) **Barrowford Library:** The on-off state of the renovation work has been resolved and the work will start on the 4th April 2026 and is expected to be completed by the 26th June 2026. There will be several of their groups operating out of Holmefield House during this time period. The Library have asked can the mobile library use the car park for three two-hour sessions a week. The Clerk has agreed that this can happen but further discussions need to take place to determine the best days and times.
- 2) **Refurbished Benches:** The first three have been completed with the last installed before the meeting. Two more benches are earmarked for refurbishment and four Chairman Plaques have been ordered.
- 3) **Boundary Signs:** The Clerk is looking into renovation of the existing signs and placing of posts.
- 4) **New Polytunnel at Pasture Lane No. 2:** A Tenant has erected a commercial sized polytunnel at Pasture Lane No.2 without asking permission. The polytunnel will be around 50-60ft by 18-20ft, which far exceeds the 20ft by 10ft permitted without permission. Large the interior of the greenhouse has been turned into a hard standing precluding a simple conversion back to a traditional plot. It is unclear if this is to be used on a commercial basis or not. The works including access involved heavy machinery with significant damage to the track and the gate, some minor repairs have been carried out to the track by the plot holder but further access to these plots by large vans will only degrade the existing access track.
The Clerks concerns are that permission should have been sought prior to the erection of the polytunnel when both use and access could have been discussed. The large size of the polytunnel will necessitate watering every day through the growing season and would materially add to the water consumption. The current system of each plot being charged a set water fee could lead to increased water charges for all plot holders to cover the additional water use on this plot.
It was Resolved: That the Clerk writes to the tenant and reports back.
- 5) **Gate at Pasture Lane No.2:** The Gate has been damaged and ideally needs replacing the cost of the gate will be around £130.00 plus vat and the work will be carried out during the next few days.
- 6) **Pasture Lane Allotments:** Pendle has received a complaint from a member of the public regarding smoke pollution. The Clerk met the officer on site and no obvious source was identified. The Clerk agreed send out a Pendle Letter with this year's allotment bills regarding smoke pollution.
- 7) **Bench at Dicky Nook:** The Clerk has sent off a copy of the Public Liability and the Resolution passed at the last meeting and is waiting for a response.
- 8) **Bollards at Ridgeway:** The has contacted Scott Whalley regarding this matter and he will raise this with the highways authority the Clerk will report back.
- 9) **Silver Birch to Rear Holmefield House:** The Clerk has met Choyce Contractors on site and he suggests moderate pruning and shaping. The work cannot be carried out until the tree is in full leaf as Birch are prone to bleeding when not in full leaf. The Clerk has asked the contractor to carry out the work at an appropriate.
- 10) **Shrubs at Hilltop:** At the request of Cllr. Nike the Clerk will get an estimate for the pruning of the shrubs to the rear of the Rose Garden at Hilltop.

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- 11) **Bridle Way Sandy Hall Lane:** LCC have approved the change to from PROW to bridleway and the order has been sealed.
- 12) **Heritage Centre:** Rhona Brett contacted the Clerk this afternoon and asked if it was permissible to install 2 car charging ports within the curtilage of the Heritage Centre Car Park adjacent to the barn. A funding source has been found but applications must be submitted by 31st March. There will be no cost implication to the Parish Council. **After discussion the consensus was that the majority of Councillors would prefer not to lose public parking provision from the proposed car park and would prefer the charging points to be located across Gisburn Road on the other car park.**
- 13) **Pendle Borough Council:** Cllr. D. Whipp contacted the Clerk to say that the £500,000 Legacy Fund was to be dived between both the Area Committee's and the individual Parish and Town Councils the recommendation is £29,230 for the BWPCAC and £16,900 to Barrowford Parish Council as of yet the Parish Council has not been told how this money can be spent. A copy of the report going to the Executive Committee tomorrow was circulated.
169. **Report on the Barrowford and Western Parishes Area Committee Meeting:**
Cllr. Oliver gave a brief update.
170. **To receive reports (if any) from County & Borough Councillors and members appointed to other bodies.** Cllr. Stone asked if the Parish Council had responded to the Transfer of Assets request from Pendle Borough Council. The Clerk informed the Council that a request for more details had been sent to Pendle Borough Council.
171. **Date, time & place of next meeting:** *The next Council meeting will be held 15th April 2026 Starting at 7pm at Holmefield House Gisburn Road Barrowford.*