

# Goldshaw Booth Parish Council

## MINUTES OF GOLDSHAW BOOTH PARISH COUNCIL MEETING HELD AT ST. MARYS SCHOOL, NEWCHURCH IN PENDLE ON 11<sup>th</sup> JULY 2017.

### PRESENT-

*Councillor Chris Burt - (Chairman)*

*Councillors: Andy Cowell, Robert Donovan, Chris Hudson, Carl Ryder, Chris Stuttard and Kathleen Wilkinson. In Attendance: Borough Councillor James Starkie, Jennifer Sutcliffe, Parish Clerk and one member of the public.*

### 1. WELCOME TO GUESTS AND VISITORS

The Chairman welcomed members.

### 2. PUBLIC FORUM

At the start of the meeting, no members of the public were present.

### 3. APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 5. MINUTES

#### **RESOLVED:**

That the Minutes of the meeting held on Tuesday 13<sup>th</sup> June 2017, be approved as a correct record.

### 6. MATTERS ARISING (For information only)

Councillor Donovan reported that he has completed a Legionella risk assessment in respect of the toilets and will forward it to Councillors shortly. He also agreed to assist Councillor Stuttard in moving the old notice board, before the next meeting.

A member of the public joined the meeting at 7.10pm.

Councillor Donovan also reported that the finger post in Newchurch had been cleaned but it requires painting. The Chairman is to liaise with Newchurch resident, Bill Mayor and arrange for Duncan Armstrong to complete the job at a cost of £25

Councillor Ryder reported that the gardeners had cut the banking on Spenbrook Road, in relation to the Best Kept Village competition.

The Clerk advised that Pendle Borough Council had been instructed to carry out the play area inspections.

## **7. REPORTS FROM CHAIRMAN AND PARISH COUNCILLORS**

### Councillor Burt

The Chairman advised members that he and the Clerk had sorted through several boxes of Parish Council records and had disposed of unnecessary correspondence. He also advised that the Parish Council have been awarded capital grants of £1000 for a new notice board at Spenbrook and £500 towards screening at the pond on the playing fields. He had asked Councillor Stuttard to attend the removal of the bus stop notices.

### Councillor Stuttard

He reported that he has contacted LCC in respect of the bus stop signs and is awaiting their reply. He suggested that if the signs can be removed then the remaining poles could perhaps be decorated with hanging baskets.

### Councillor Wilkinson

She expressed concern that the recent planning application (**17/0237/FUL**) could affect public rights of way and that all future planning applications should have the reference number inserted in the minutes. She also reported that the area around the small gate onto the playing field on Sparable Lane was overgrown with nettles, which were obscuring the litter bin. Councillor Ryder will ask the gardeners to trim the area. The area with the wild rose tree by the toilets needed attention and the path by the side of Spenbrook Mill was overgrown and encroaching onto public rights of way. The Chairman is to look at these areas to ascertain if any work is required.

Toilet income for June 2017 was £40.88.

### Councillor Ryder

He explained that he had sprayed the weeds on Gorrell Close, Osborne Terrace and the roadside and that the gardener had completed the weeding. Some residents had concerns over the height of some trees in Newchurch and he is to ask Pendle Borough Council for relevant advice.

### Councillor Donovan

He advised that he had spoken to a resident in Newchurch regarding parking, in order for the gardener to gain access to mowing areas. He also explained that the resident was unhappy with the lock to the top gate and had advised the resident that he could gain access from the correct entrance. He had attended a safe lanes meeting and that future events had been planned. Bill Mayor had asked that he be allowed to repaint a bench and was advised that if necessary, he could be reimbursed for the paint. The Chairman had sent Mr Mayor an email thanking him.

## **8. POND ON PLAYING FIELD**

Members discussed the offer from a member of the public to renovate the pond. The Chairman advised that he had visited Alkincoats Park in Colne to view a similar feature. He had spoken to Lee Johnson from Pendle Borough Council who had agreed to visit the pond at 4pm on Friday 14<sup>th</sup> July to provide advice. He reiterated that no work should begin until the end of the year. The member of the public had already strimmed a path to the pond and the Chairman is to contact him to invite him to the meeting on Friday. All Councillors were in agreement with the proposed work.

The visiting member of the public stated that whilst he agreed in principle to the renovation of the pond, he was disappointed that wildlife, birds etc had been disturbed at this time of year and their environment had been changed and, in keeping with the original discussions, felt that no more work should be undertaken until the end of the year. He also thought that fencing should be erected as a priority to prevent any accidents. He also advised that deer congregate around the pond in the early morning. It was agreed to put this issue on the August agenda.

He also highlighted that light emitted from the lamppost on Osborne Terrace was obstructed by trees and that there were overhanging branches at the corner of the ginnel up to Gorrell Close. The Chairman is to look into the issues and contact the owner/resident.

### **RESOLVED:**

- (a) That a meeting with Lee Johnson will be held at 4pm on Friday 14<sup>th</sup> July 2017.
- (b) That no further work would be undertaken until the end of the year.
- (c) That the item will be listed on the August agenda.

## **9. POSITION OF NEW NOTICEBOARD**

As funding has now been approved for the board, members discussed where it will be sited and agreed that it should be positioned on the verge by the Spenbrook bus stop. A site visit will be arranged at a later date. Two estimates had been received and it was proposed and seconded that the board be purchased from the previous local supplier.

### **RESOLVED:**

That the Clerk would order the board from S Gilbert Joinery, Higham, at a cost of £990.

## **10. PAYROLL ADMINISTRATOR**

Members had discussed the appointment of a payroll administrator.

### **RESOLVED:**

That Mrs T Ready would be appointed to administer the payroll.

## **11. PARISH COUNCIL WEBSITE**

Members discussed options for updating the website.

### **RESOLVED:**

- (a) That Councillor Ryder in conjunction with the Clerk would speak to a member of the village community who has offered their services to update the website.
- (b) The item will be an agenda item following initial discussions.

## **12. BEST KEPT VILLAGE COMPETITION**

Members discussed areas to be tidied. The path between Newchurch and Spenbrook is overgrown. Councillor Ryder is to obtain a price to complete the work from the gardeners; a further quote of £65 had been obtained. The trough by the slaughterhouse in Newchurch still needs planting out and he will also ask them to attend to this.

Borough Councillor Starkie mentioned that the wall to the left hand side of Spenbrook Road looked untidy and needed some attention.

### **RESOLVED:**

The gardeners will be contacted regarding the work outlined.

## **13. INSPECTION PROGRAMME FOR PLAY AREAS**

Three volunteers had come forward to inspect the play areas. Councillor Donovan had thanked the third volunteer and has completed the equipment checklist and the risk assessment should be completed by the weekend.

### **RESOLVED:**

- (a) That Michael Astin from Spenbrook, would be appointed to undertake the weekly checks.
- (b) In the event of holidays etc, Bill Mayor will undertake the checks.

## **14. INTERNAL AUDIT**

Members discussed the recent internal audit report. It was agreed that over the next few months, the Asset Register list would be updated.

### **RESOLVED:**

- (a) That the satisfactory report was noted
- (b) That Councillor Cowell would update the Asset Register.

## **15. FINANCIAL TRANSACTIONS**

The financial transactions for the month of June 2017 were reviewed. Since the last meeting, payments totalling £1227.96 have been made, which included £663.01 reported on the agenda and £564.95 received after the publication. (J Waine-£120.00, M & K Gardeners-£402 and Toilet rolls-£42.95). Receipts of £40.88 (toilet income) had been received.

### **RESOLVED**

- (a) That the financial transactions are approved.
- (b) That the income and expenditure book and quarterly budget report were noted.

## **16. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

Borough Councillor Starkie had nothing to report. On behalf of County Councillor Wakeford, he advised an application had been made for the funding of the Speed Indicator Device.

## **17. PROBATION PERIOD FOR CLERK**

The Clerk left the room whilst members discussed the item.

### **RESOLVED:**

That the Clerk is appointed on a permanent basis.

## **18. ITEMS FOR NEXT AGENDA**

1. Best Kept village-judging ends on 16<sup>th</sup> July 2017.
2. Playing field pond.
3. Website.

## **19. DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 8<sup>th</sup> August 2017

The meeting closed at 8.25pm.