



Briercliffe with Extwistle Parish Council

Thursday 6th February 2025 at 7.30pm at Briercliffe Community Centre.

Present: Councillors Gordon Lishman, (Chair), Pippa Lishman, , Roger Frost, Michael Greenwood, John Marlow, Michael MacFarlane and Libby Lalor

In Attendance: R Greenwood (Temp Clerk) Borough Councillor Anne Kelly.

The Chair, Councillor Gordon Lishman, opened and welcomed all to the meeting.		
	Actions by Clerk	Cllr Support
24/25/0275 Apologies for absence		
Apologies were received and accepted from Councillor Sagar and PCSO J Hudson		
24/25/0276 Disclosable Pecuniary Interest		
Councillor Roger Frost declared a non-pecuniary interest in all planning applications. Councillor John Marlow declared an interest in Planning Application HOU/2025/0025		
24/25/0277 Co Option to the Current Vacancy		
Carrie Halstead, was welcomed onto the Parish Council. All forms were signed and witnessed and Carrie was thanked. Proposed GL seconded PL, All in favour.		
24/25/0278 Approval of previous minutes		
The minutes of the Parish Council meeting held 16 th January 2025 were accepted, approved and signed as a true record.		
The minutes of the Parish Council Audit meeting held 23 rd January 2025 were accepted, approved and signed as a true record.		
24/25/0279 Matters outstanding from the Minutes		
The Chair has submitted the Precept form to Burnley Borough Council		
24/25/0280 Planning Working Group		
HOU/2025/0025 no objections FUL/2024/0811 no objections Cllr Frost is to request planning advise from Burnley Borough Council for future environmental applications.		
24/25/0281 Communication Working Group		
Articles for the next newsletter are requested, these can be sent to the clerk or to Cllr Pippa Lishman. The newsletter is due out at the end of March 2025.		

24/25/0282 Contractors Working Group		
<p>The advert for the Parish Lengthsman has been completed along with an up-to-date list of tasks and duties.</p> <p>A request for £170 for flowers for the boundary planters was approved.</p>		
24/25/0283 Allotments and Garages Working Group		
<p>Tenants will be asked if they require a Skip Day, the last one was poorly attended so this may not be needed.</p> <p>Invoices for tenants will be sent out in April 2025.</p>		
24/25/0284 Projects Working Group		
<p>The Easter Egg hunt is scheduled for April.</p> <p>The Police Landrover project, Cllr G Lishman has responded to C. Cllr Towneley that Briercliffe is looking to be a partner on this project and has agreed to attend the meeting with all parties to discuss this.</p> <p>The Wildlife Trust for Lancashire are running courses for entry into Groundworks, they are looking to do a weekend of workshops at the Woodland Walk before the end of March 2025, anyone interested is asked to contact the clerk or Cllr P Lishman.</p> <p>Keep Britain Tidy event will take place on Sunday 6th April 2025 and run with the Briercliffe Litter Pick Group, anyone wishing to join in can contact the Clerk or Cllr P Lishman via the website.</p>		
24/25/0285 Staffing Working Group		
<p>Paperwork from the Clerk has been requested, from this it is expected that the temp clerk will be able to construct a list of all outstanding paperwork to go forward into the new financial year.</p> <p>Padiham Town Council requested to speak to the temp clerk with regards to VAT126 payments repaid to HMRC, this was via the Monitoring Office at Burnley Borough Council.</p> <p>Questions were asked about next years audit. The temp clerk stated that all paperwork was in order to go forward with a full audit.</p> <p>The position of Clerk to the Parish Council is to be advertised.</p>		
24/25/ 0286 Clerks Report		
<p>The clerks duties for January have been to</p> <ul style="list-style-type: none"> • liaise with PKF Littlejohn and the Auditor to complete financial obligations for 23/24 • To liaise with HMRC, the Monitoring Officer and Padiham Town Council regarding VAT126 payments received and repaid. • To contact Action Fraud, L&G, LV and Zurich regarding fraudulent transaction at Natwest • Continuous Professional Development via Scribe was taken up. Scribe, specially Hannah Driver, has been thanked for her support and guidance. • To attend meetings as required including meeting a Councillor for CPD and support. • To liaise with the Community Centre regarding postal address and administration role. • All financial and administration works of the parish council has been undertaken and nothing is outstanding. 		

24/25/0286 County Council update and feedback		
No report has been received.		
24/25/0287 Police Report		
The Police report is tabled below.		
24/25/0288 Public Questions		
<p>Briercliffe Eagles Water is making the football pitches unusable. Part of the issue is the run off of surface water onto the top pitch and remedial work is needed for the bottom pitch. It is the bottom pitch that is rented by Briercliffe Eagles. The work to create proper drainage was undertaken a few years ago but the amount of rainfall and work by a United Utilities contractor have rendered the drainage inadequate and unable to cope with the amount of water to be removed from site. The Parish Council will work with Briercliffe Eagles going forward to seek funding for more drainage works. A working group will be formed consisting of Cllrs, Frost, Greenwood and P Lishman.</p> <p>There is the need for a new hut to facilitate training and changing rooms for the Briercliffe Eagles, this will be an industrial building approx. 60 x40x3 meters with no windows but skylights. First estimates of price will be around £130k funding will need to be found for this.</p> <p>The Festival, Permission to hold the festival on King George VI playing fields has been requested. The date of the festival is to be 28th June 2025. The Festival Group have been asked to forward relevant documents for insurance etc to the Parish Council</p>		PL MG
24/25/0289 Finance		
<p>Accounts for payment:-</p> <p>Cheque 1982 Not processed – SW Termination Payment Cheque 1983 Water Plus for the Allotments £259.60 Cheque 1984 Croner invoice £386.60 Cheque 1985 Temp Clerk Salary £608.18 Cheque 1986 HMRC Clerk Tax £45.20</p> <p>Six payments were discovered paid by Direct Debit to LC, L&G in the name of Mrs Sorrow Jean. These have been cancelled and reimbursed, Action Fraud paperwork has been completed and submitted.</p> <p>It was resolved that a request to transfer £3,000 from the Reserves Account into the main account. Proposed GL Seconded MM All in favour.</p>		
24/25/0290 Community Centre		
<p>The Community Centre's audited accounts are tabled below.</p> <p>Discussions with BAAS Construction continue, the estimated price for the new 25 lease will be around £2,500, the Parish Council will look to have their own lease drawn up as prudent use of public monies. All In Favour.</p> <p>The Parish Clerk role will include the admin role of the Community Centre going forward. The Parish Council will invoice the Community Centre for this work.</p> <p>The Community Centre will become the registered address of the Parish Council. With the Clerk having access to the post cage that will be placed on the inside of the door.</p>		

24/25/0291 Environment and Heritage		
Cllr Frost will lead on this initiative, once the Wildlife Trust for Lancashire have completed their voluntary work on the Woodland Walk then work will commence on the Environment and Heritage Project .		
24/25/0292 Dates of the next meeting		
<ul style="list-style-type: none"> • March 6th 2025 • April 3rd 2025 • May 8th 2025 Annual Meeting • June 5th 2025 • July 10th 2025 • Aug 7th 2025 • Sept 4th 2025 • Oct 2nd 2025 • Nov 6th 2025 • Dec 4th 2025 • Jan 8 2026 • Feb 5 2026 • Mar 5 2026 • Apr 2 2026 • May 14 2026 (and Annual meeting; first meeting after elections) 		

The meeting closed at 21.07hrs .
