



Briercliffe with Extwistle Parish Council

Thursday 6th August 2026 at 7:00pm at Briercliffe Community Centre

Present: Councillors: Pippa Lishman (Chair), Carrie Halstead (Vice) Gordon Lishman, Alison Griffin, Nicola Harvey, Samuel Phillips.

In Attendance: 5 members of public. R Greenwood (Clerk)

The Chair, Cllr P Lishman, opened and welcomed all to the meeting. Attendees were told that the meeting was recorded for clarity of the minutes.		
	Actions by Clerk	Cllr Support
26/27/086 Apologies for absence		
Apologies were received, and accepted, from Cllrs Roger Frost, Maggie Lishman and County Councillor Mark Poulton.		
26/27/087 Disclosable Pecuniary Interest		
Cllr Samuel Phillips declared an interest in the temporary Lengthsman position.		
26/27/088 Approve the Minutes of the Meetings Held July 2nd and July 22nd		
The minutes of the meeting held 2nd July 2026 – the following amendment will be noted with the minutes. <i>A councillor stated that they had not had opportunity to read the draft minutes prior to the meeting and therefore not confirm their accuracy, following discussion the council resolved by 5 votes and one abstain to approve the minutes'</i> The minutes of the meeting held 22nd July 2026 – these could not be approved as only one member attending this meeting was present at the meeting held.	Clerk	All
26/27/089 Matters outstanding from the previous minutes		
Community Centre Investigation. This was requested with Burnley Borough Council but refused. Advice has been taken from LALC who have recommended a solicitor with a specialism in Parish Councils. Council to confirm the scope of investigation and request quote for work Grit for McLindon Court, Calico have responded to the request for a grit bin <i>"Calico is looking to undertake a review of its caretaking service offer. As part</i>	Clerk	All

<i>of this work, we are considering the provision, location and ongoing management of grit bins across our neighbourhoods. This review is also informing our wider assessment of service charges and helping us to better understand the costs associated with providing and maintaining such services, including the ongoing replenishment of grit supplies. As you appreciate the costs of this provision is likely to impact our customers service charge moving forward.</i> <i>Whilst we acknowledge that Calico has homes within the locality and understand the circumstances relating to the road not being registered, there are costs and ongoing operational responsibilities associated with installing and maintaining grit bins. We therefore need to fully assess the implications of any future provision as part of the wider service review.</i> <i>Unfortunately, we are unable to offer a grit bin at McLinden Court at this time. However, we will ensure that the request and the circumstances you have outlined are taken into consideration as part of our ongoing review into the caretaker service offer and service charge review.”</i>		
26/27/090 Formally adjourn to allow for public participation.		
Question One - regarding allotment site. If the tarmac which has been there for 2 years, was to be used for filling the pot holes why did the council buy tonnes of road scalping's over a year later and fill said pot holes and fix the botched-up allotment foot path the council did? Why was that contractor allowed to dump the tarmac from the bowling green onto the council's garage site, when the other two contractors were not given the same option? ANSWER – Unfortunately, the current Council is unable to provide a definitive answer regarding the decisions made at the time concerning the use of the tarmac, the purchase of road plainings. The individuals directly involved the purchase are no longer associated with the Council. What we can confirm is that the Council is currently reviewing the materials that remain on site and considering the most appropriate and cost-effective way to utilise them. The future use of these materials, together with ongoing maintenance priorities relating to the allotments and other Council-owned assets, is being discussed with the Allotments Committee and will be considered alongside the Council's wider maintenance programme. The tarmac contractor was not given a preferential option to leave the bowling green tarmac to undercut the other contractors. Question Two - via Facebook. A request for the weeds to be sprayed around Horning Crescent. ANSWER – this will be referred to LCC who have the responsibility for the spraying of weeds. Question Three – via email Over the past eight months I have invested a significant amount of personal time in attending meetings, reviewing Council documents, submitting questions, raising concerns and making formal complaints where I believed it necessary. This has included a complaint of conduct, which resulted in a finding by the Monitoring Officer that my complaint was upheld.	Clerk	

It has also included concerns regarding transparency, communication, access to information, the publication and accuracy of Council documents, and the way public questions and resident concerns are responded to. Whilst each issue could be viewed individually, my concern is now about the wider pattern and culture I have experienced as a resident trying to engage constructively with the Parish Council. Too often, questions appear not to be answered directly, information can be difficult to access, and concerns are met with procedural explanations rather than meaningful engagement with the issues being raised. Residents are expected to comply with processes and deadlines, yet opportunities for residents to participate fully and effectively can feel limited. During one meeting, I also heard the Chair remind a councillor that she was "one of us now". Whilst this may have been intended innocently, it has remained with me because it appears to reflect a wider concern: that there can sometimes seem to be a distinction between the Council and the residents it is elected to represent. Parish councillors are not separate from the community. They are there to represent it. Residents who attend meetings, ask questions, challenge decisions, and raise concerns should be viewed as engaged members of the community who care about the future of the village. Given these recurring concerns and experiences, what assurance can the Council provide that public participation, scrutiny and challenge from residents are genuinely welcomed and valued, and what specific action will the Council take to improve transparency, communication and resident confidence in how it engages with the people it represents? As this question relates to governance and engagement rather than a specific agenda item, I would be grateful if you could confirm when a substantive response can be expected. ANSWER A Cllr clarified that the "one of us now" comment referred to the shared duties and responsibilities of councillors as members of the council's corporate body, and was made in response to a reference that a councillor had recently become a member. The specific action for public engagement will form part of the strategy meeting, to be held on the 13th August. A substantive response will therefore be provided on the 17th August. Question 4 – from the floor A complaint has been received about water being constantly discharged onto a back street. This water from the care of ducks. Concern was raised about proper disposal of water. Cllr Griffin to contact StreetScene. Question 5 – from the floor Can a phone number be published for Briercliffe Football Club, the clerk will email the football club and ask for this to be added to their Facebook site.	Clerk Clerk Clerk	All AG
Formally reconvene the meeting 1 member of public left the meeting		
26/27/091 To receive reports from the Working Groups		
Planning Working Group PA/2026/0263 Retrospective Application for 2no. Additional Battery Energy Storage Units and 1no. Additional Inverter Station, questions were asked as	Clerk	

regarding "section 4' in the planning and if we are still waiting for further information/ decision. BBC planning to be asked The continued works at Standen Hall Drive – noise nuisance was reported with heavy plant accessing the site from as early as 7am. The reports to be passed to Cllr Maggie Lishman. Communication Working Group Cllr Phillips presented a previously circulated report regarding the parish council using Microsoft Teams, the cost will be £18.10 per month with a 12 month contract. This can be upgraded from standard to premium if needed. Proposed SP seconded AG all in favour. It was resolved to purchase Teams for one year. 1 member of the public left meeting There is to be a flyer to advertise the Meet and Greet event to be held 17th September between 4pm to 8pm. Members were asked to volunteer to deliver. The Spar will be asked to display the flyers and there will be a social media post. Contractor Working Group A request was made that an announcement be posted on social media stating that we have in place a temporary Lengthsman who is undertaking the grass maintenance in the village. He has been taken on temporarily and has passed his insurance details to the parish council, works will continue to be monitored. A further advertisement for the new Lengthsman contract to undertake full Lengthsman duties and tender process to be in place for December 2026 Consideration will be given to producing a preferred supplier list for doing specialist jobs around the village. This role will be reactionary to works that need doing quickly. Questions were taken from the floor regarding pecuniary interests, insurance and works undertaken. Allotment and Garages Working Group The waiting list is 1 livery, 4 allotments and 2 pens, plus applications out of area. Cllr Carrie Halstead is to carry out allotment inspections. Notice to quit allotments will be sent out to non-payers this month. At a recent allotment committee meeting it was resolved to hold the meetings bi-monthly. Discussion took place about the paths, car park, fencing, water, renumbering of plots and arranging for existing tenants to sign up to the new agreed paperwork Garages – the new paperwork for the Turning Circle colony has been completed, the paperwork for other garage locations will now be completed and brought to full council for approval. Finance Working Group Online Banking – the process continues.	Clerk Clerk Clerk	AG/ML All All ML CH PL/CH
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Staffing Working Group The appraisal for the clerk has started with paperwork being circulated to all members but excluding the clerk for feedback. Cllrs Gordon Lishman and Carrie Halstead are to conduct the appraisal. Appraisal of the Council - will be discussed within the strategy meeting 1 member of public left meeting.				Clerk	All
Woodland Walk Committee Members were updated on concerns regarding possible grey water discharge into the Woodland Walk stream. The matter was reported to the Environment Agency and Burnley Borough Council on 27 July. During a site visit with a local ecologist, members observed green dye testing being undertaken by United Utilities at a manhole on Queen Street, Briercliffe. The dye was subsequently seen discharging from a culvert on Parish Council-owned land, confirming a connection between the drainage network and the culvert. The Parish Council raised two key questions with relevant agencies regarding public notification of potential pollution and any further actions required by the Council. No definitive answers have yet been provided, as no official water testing has been completed. The Environment Agency advised that they would undertake their own water testing within four weeks and provide further guidance once results are available. United Utilities stated that the issue was not their responsibility and that matters relating to the culvert fall to the landowner. Lancashire County Council advised that their role is limited to receiving and collating reports. Burnley Borough Council indicated they would follow up the matter. Members noted that the Parish Council has reported the matter to all relevant agencies and will continue to seek updates pending the outcome of investigations and testing. The clerk is to chase the request to PROW to bridge the area over their footpath and United Utilities for the results of their dye test. Agreed to share a notice regarding the current investigations on social media					
26/27/092 Organisational Participation					
The following reports were received and are tabled below. - The Police Report - The Country Council Report - The Borough Council Report - The Community Centre Report					
26/27/093 Finance Report					
Expenditure	Cheque no	General a/c	Allotment a/c		
Garage deposit return	206		100.00		
Overpayment Garage	207		43.34		
Scribe allotment package	208		501.12		
Employer NICS	209		47.55		
Clerks tax	210		37.80		
Clerk Salary	211		696.20		
Post office / Screwfix	212		16.90		

Internal audit	2143	720.00		
Grass cutting	2144	252.00		
void	2145			
Room Hire	2146	60.00		
		1032.00	1442.91	
Income	General a/c 921	Allotment a/c 833		
Rents, allotment and garages		2429.41		
	0.00	2429.41		
Questions were taken about finance				
26/27/093 Devolution				
The new unitary Council area has been announced to include Burnley, Pendle, Rossendale, Hyndburn Borough Councils and the Blackburn with Darwen Unitary Council. Now that we know what the area will look like there is a very strong case for the parish council to pick up responsibility for lands and services. This will be start to be discussed at the strategy meeting. It was reported that Burnley Borough Council could look at Town Council status. Members to think about priorities and ideas for Strategy meeting and Meet & Greet, including displays				All
26/27/094 Policies for approval				
Members reviewed the draft policy timetable and agreed who will review and put together policies and dates to bring to future meetings. Policy template to be shared to all. The following policies, previously circulated, were approved :- • Data Protection • Complaints Policy • Social Media Policy • Freedom of Information • Standing Orders All proposed PL, seconded CH and all in favour. It was resolved to adopt all above policies			Clerk	All
26/27/095 Councillors Updates				
No additional reports were given other than those under working group headings.				
26/27 097 Clerks Report				
Admin duties Processed the LCC Surrender Documents for Jinny Spring Wood and Briercliffe Wood.				

AGAR chase with internal auditor – late due to staff leave. Extension requested from external auditor. 3 Allotment meetings re debtors and records, including arrangements to pay. Calico – will not be installing a grit bin on McLindon Court. Allotment WaterPlus ongoing for meter readings. Meeting with temp Lengthsman Dog Bin report to Maggie, who actioned. Woodland walk pollution complaint, site visit & reported to Burnley Borough, Lancashire County Council, Environmental Health and United Utilities Requested support from LALC regarding Community Centre investigation. Attended Allotment Meeting. Liaise with solicitor re Land Registry. Attended Garden Competition Judge for Veg category and emails Attended Allotment car park tidy CPD 1. Employment law training, including probation periods, fire, retire policies, insurance for employees and flexible working / bereavement changes 2. Cilca continues 3. Scribe allotment.		
26/27/098 Projects inc Pride of Place		
Cllr Halstead has started to source reeds and rushes for planting in the woodland walk to try and improve water filtration and quality. The clerk is to seek quotes for additional works to transport the water course under the LCC footpath and also for the Solar for the Community Centre. Cllr P Lishman will ask for community feedback regarding the potential locations of the Christmas lighting. All members were asked if they would like to be involved in judging the garden competition entries Discussed next phase of planting which will be winter planting and installing noticeboards	Clerk	CH PL All
26/27/099 Date of the next Meeting 2026		
• 13th August 2026 Strategy Meeting, Councillors only • 3rd September 2026 Parish Council Meeting • 24th September 2026 Allotment Committee Meeting • 17th September Meet and Greet Event • 1st October 2026, Parish Council Meeting • 12th November 2026 Parish Council Meeting • 26th November 2026 Allotment Committee Meeting. • 3rd December 2026 Parish Council Meeting • 28th January 2027 Allotment Committee Meeting		
26/27/100 Closed Session		
Action was agree regarding debtors to the Parish Council Cllr P Lishman read a statement		

Meeting closed at 21.40hrs

The Police Report

BRIERCLIFFE AREA 1 st July – 31 st July 2026			
INCIDENTS REPORTED - 10			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
2	Burglary	Clockhouse avenue Standenhall drive	Attempted Boiler stolen
2	Theft	Sutcliffe street Halifax road	Theft of phone
3	Vehicle crime	Kimberley street Townley street	Car broken in to Damage to car
1	Theft of vehicle	Halifax road Burnley road	Smashed car window Stolen bike
2	Nuisance	New taylor fold Grassington drive	Suspicious vehicle Neighbour dispute

County Councillor Mark Poulton Report

Highways/Footpaths

- Numerous road repairs around Stanbury Drive Portsmouth Ave and Shore Ave completed
- Speeding checks completed along with PSCO Burnley Road
- Area and ginnels side of Commercial pub cleaned, rubbish and weeds removed
- Potholes reported Burnley Road
- Lane Bottom 20mph applied for with LCC Highways Safety team waiting feedback
- Parking restriction approved bus stop area top of Townley Street
- Path down side of scout hut reported along with Parish to LCC for overgrowth

Planning

- Any LCC concerns sent to Clerk

A.O.B

- Bins around the village and picnic site over-flowing reported and cleared
- Numerous residents complaining about smashed glass being left on highways after refuse collections. Reported this is apparently coming from the wagons when they crush the glass
- Bins being missed is continuing collected on second runs
- CCTV and zero tolerance to drugs signage installed around the village
- Complaints received about late night fireworks along with boy racers Lane Bottom police aware, residents meeting offered between the police and residents to voice concerns
- Preferred name for the new unitary councils for Lancashire to be submitted by councils to the ministry for housing, communities, and local government by 17 August
- SEND home to school transport assistance applications available from LCC website or Facebook page.
- Article 4 planning for Briercliffe included in a motion brought to Burnley Council now awaiting executive feedback.

Borough Council Report

1. Cllr Anne Kelly has reported overgrown footpaths, especially the one by the Scout Hut down to Portsmouth Ave.
2. Councillor Maggie Lishman is speaking with the Head of Neighbourhood Policing on a number of issues, including use of CCTV information.
3. The recent roadworks on Briercliffe Road between Oaken Bank and the Commercial caused major traffic problems. We drew attention to the fact that parked vehicles connected with the workers on the site were adding to the problem and asked that they be parked away from the works and road; drew attention to the need to keep clear the area around the bus stop and enquired about the next stage of the work. The police were not interested in the problem.
4. Cllr Anne Kelly has asked for regular visits from traffic wardens especially on corners of streets and Burnley Road.
5. We welcomed the temporary cameras at the Thursden picnic site and reported that one maybe damaged.
6. The Councillors are still hearing about some issues with bin collections and would appreciate residents getting in touch with us to raise any specific concerns.
7. Cllr Maggie Lishman is liaising with the Borough Council's Green Spaces team about weed growth and land maintenance/ ownership.
8. Councillor Anne Kelly has asked that the large tree/shrub at 57 Burnley Rd be cut back. It badly impedes getting out of North St. We are pleased that the Parish Council has responded to the Borough Councillors and residents by writing polite letters to people asking them to cut back hedges and shrubs that overhang pavements. We do sometimes raise it directly and it would be helpful if the Council could continue to do this. It is not a matter which LCC are usually willing to take up.
9. Councillor Maggie Lishman raised the issue of the broken fencing impeding on a parish footpath at the back of Royal Court with Calico.
10. Following a request by a resident, we have taken up with LCC and the Borough Council the proposal to put a dropped curve on the corner of the pavement between Jubilee Street and Royal Court.
11. The decision on the new unitary Council has been announced and the new Council will include the current Burnley, Pendle, Rossendale, Hyndburn Borough Councils and the Blackburn with Darwen unitary Council. It will probably to be called "Pennine Lancashire" although that is not definite yet. It is an appalling decision, although not quite as bad as the LCC proposal which would also have included Chorley, West Lancashire and South Ribble along with the rest. Burnley Council will continue to oppose the decision, although we have now to make preparations for the new Council. We want to support the people who work for Burnley and will be facing a difficult time as the new Council is constructed and begins appointing staff
12. As usual, we have been dealing with matters raised by individual residents and reporting to the relevant authorities.
13. Along with the Parish Council noticeboards, we are keeping the other noticeboards up to date - if anyone wants to advertise events, please pass on notices to Cllr Anne Kelly.
14. Cllr Anne Kelly has planted flowers at Briercliffe boundary sign near Roggerham.

Community Centre Report

July was a quieter month for regular groups as many of them don't meet in July or August. However there were the usual number of birthday parties which bring in good income at weekends.

We had 2 new groups started in July, Little City for very young children and a Faith group for older people. The 3 Patronus groups seem to be gaining more people as word gets round and Bobbie has organized some family events during the school holidays – film nights, craft groups and play times. It is good to see the Centre being used by so many different groups and different ages. It is bringing in good income too.

The hot weather has meant a large reduction in both gas and electricity bills for the last 2 months. The electrician fitted the new more eco friendly lights which should save a small amount of electricity. We are also looking at some renewable energy ideas and will be meeting with a company on Thursday morning. We applied for a grant for a new boiler but were unsuccessful so we are looking for other available grants to update the boiler and get a more efficient one which could be cheaper to run.

5 committee members are volunteers and put in a lot of time and energy to support the centre. Without the commitment of these volunteers the centre could not afford to run. There is a weekly cleaner who is paid and the Parish Clerk who acts as our Secretary, writing agendas, minuting meetings and following up issues is paid. The only other paid person is the window cleaner who comes quarterly. After discussions around finances and with the Parish Council Clerk, she has offered to become a volunteer like the rest of the committee members. This is really appreciated.

We also have a volunteer who cuts the grass and Christine, the Booking Agent provides the hanging baskets. We are looking for someone to cut back the overgrown banking at the side of the footpath up to the allotments which is quite a big job. We have approached Blooming Briercliffe to ask if they would take over the small grassed areas.

Anne Kelly
Chair & Treasurer