

**Briercliffe with Extwistle Parish Council**

**Tuesday 23rd January 2024 7.30pm**

**Present:** Councillors Roger Frost (Chair), Vicky Balmer, Michael Greenwood, Libby Lalor, Gordon Lishman, Pippa Lishman, John Marlow, Michael McFarlane, and Richard Sagar.

**Others:** Steve Watson (Clerk), County Councillor Cosima Towneley plus 5 residents.

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| The Chair opened the Parish Council Meeting and welcomed everyone, especially the new Councillors and asked them to introduce themselves. |
| **Parish Council Agenda** | **Actions by Clerk** | **Cllr Support** |
| **23/24/074 Announcements** |
| The Meeting was advised that it would be audio recorded for accuracy of the Minutes and training and development purposes only.It was suggested that paper copies of the agenda should be made available for the public. |  |  |
| **23/24/075 Apologies for absence** |
| All Councillors were present.  |  |  |
| **23/24/076 Declarations of Disclosable Pecuniary** **Interest**  |
| Councillor John Marlow expressed a personal interest in the Planning Application for Sandiway Drive.  |  |  |
| **23/24/077 Reports and recommendations from Working Groups & Appointments** |
| It was suggested that new Councillors are provided with an induction package, including all policies, and should be invited to attend Code of Conduct training, which the Borough Council is to be asked to provide.Noted that it would proposed to integrate new Councillors into working groups, which will be included in each report to formally agree |  |  |
|  Communications Working Group * The group consists of all Councillors at present. The Annual Meeting in May will decide whether this needs to be all members. Noted that Cllr G Lishman to continue as Lead with Cllr P Lishman as Deputy Lead.
* A newsletter was delivered in December in time for Christmas and a sub-group will put together the next newsletter for all Councillors to approve.
* It was agreed that all Councillors will become Facebook Admins, but there needs to be 2 Councillors, or 1 Councillor and the Clerk, to approve all posts.
* The Website is being looked at and the designer of Brierfield Town Council’s website has provided a quote, further quotes are to be sought.
 | add admin | All (that use fb)All |
| **RESOLVED: Clerk to add all Councillors on Facebook as admin of Parish Facebook group** |
| Finance Working Group* The Financial Papers had been circulated. There was no significant variation in the account apart from the election costs.
* The accounts are broadly on track with income and expenditure.
* *2024 Budget* - There have been 2 meetings of the Finance Group looking at the Budget, a series of changes and amendments were proposed, whilst leaving the main structure in place.
* The Precept will remain at £20,000; allotments and garages pay for themselves and do not use Precept funding.
* The administration figures need to be reviewed and the stationery and postage sharing arrangements with Hapton and Worsthorne need to be renegotiated.
 | Review and report  |  |
|  |
| (County Councillor Cosima Towneley joined the meeting.) |
|  |
| * The insurance is to be reviewed to ensure cover all future planned projects and events.
* There is an extra amount for Councillor Training
* The predicted income from allotment and garages has been amended to include the new plots.
* The Contractor budget has been split between general work and allotment work.
* There may be a back charge on the water bill as the meter has been buried and stopped working.
* Work continues on water payment data and who has paid, what and when. Some tenants haven’t paid as they have not been invoiced previously.
* If there is a surplus on the rents this may be used to improve water facilities and pressure.
* There will be 3 newsletters each year of 8 pages of A4 and work is continuing to finalise adverts.
 | Review and report |  |
| Councillor Greenwood declared an interest in the Hanging Basket item of the Budget and left the meeting. |
| * The Council continue to discuss the hanging basket scheme, baskets could be sold at cost and the VAT reclaimed as an income. Only pre-ordered baskets would be provided so the expenditure is covered by the income. A lead Councillor would be required to take orders, this is still to be determined. Currently they are sold by a local resident. Speculative amounts were included in budget proposals, bearing in mind local competition. This will be discussed further to agree if this is to be run this year.
 |  | Project WGAll |
| (Councillor Greenwood rejoined the meeting.) |
| * The Community Centre has advised they do not need any funding this year.
* Work is planned on the Woodland Walk:- external grants can be applied for.
* The Council is looking to provide small events every couple of months similar to the Reindeer Trail and Bonfire and a budget of £1,200 has been proposed. The Council is open to ideas and suggestions for future events.
* There is an amount in contingencies, it is hoped there will not be an election this year and the Council does not expect to spend on gifts and hospitality.
* The Budget allows for £2,000 to be put back into reserves which will bring the level of reserves back up to recommended levels.
* The Finance Group consists of all 9 Councillors, however proposed a lead, Cllr G Lishman and deputy Lead, Cllr Frost, joined by Cllrs McFarlane and Sagar as a subgroup for more detailed work.
* The Football Club reported that they, as a Parish Council tenant, needed Council support and financial help. The Club has covered all costs since 2018 and would be willing to pay rent in return for support.
	+ They also asked for the lease to be reviewed.
	+ County Councillor Cosima Towneley commented that the budget was thorough and advised the Football Club of the County Council Ward Members grants.
	+ Louise was thanked for all the work she has done with the Football Club
	+ It was agreed that the Chair, Vice-Chair and any interested Councillors would meet with the Football Club within 10 days to discuss the future.
	+ Noted that Burnley Borough Council recently announced 'UK shared prosperity fund’ available under community and places, which would need support from the Parish Council
* It was proposed that the draft budget was approved. This is attached.
* It was proposed that the Precept is to remain at £20,000.
* It was proposed that Councillors McFarlane and Sagar join Councillors G Lishman and Frost on the Finance sub-group.

Councillor Gordon Lishman was thanked for his report and all the work he had done on the budget. |  | Projects WGProjectsWG |
| **RESOLVED:** **That the proposed Budget for 2024 is approved.****That the Precept for 2024 will remain at £20,000.****That Cllrs Frost, G Lishman, McFarlane and Sagar are appointed to the Finance sub-group.** |
|  |
| Allotment & Garage Report (written report attached)* The Allotment and Garages are to be merged into one item on future agendas.
* It was proposed that Councillors Balmer and Marlow are appointed to the working group.
* Following the Annual meeting, an Allotment Committee is to be established that will include tenant representatives.
* A previous tenant is to be contacted by the Clerk regarding the allotment deposit refund, which had been overpaid.
* The Garage Lead is to be provided with a letter to authorise a new suited lock to be purchased.
 | Contact provide letter |  |
| **RESOLVED: That Councillors Balmer and Marlow are appointed to the Allotment and Garages Group; the report was agreed.** |
| Contractor Lead Report* Proposed that Cllr Balmer replaces Cllr G Lishman as deputy lead for contractor.
* The Lead has met with the Contractor and agreed a work plan for the remainder of the financial year that provides sufficient work to fulfil the contract. This includes reduce hedge on Harrison St, un-tenanted plots to be strimmed, gate and fences to be replaced, and further hedge work on allotments - costs being agreed.
* Grass cutting will start again in April.
* Propose the Contractor is asked to quote for the removal of fly-tipping on Cross Street. It was noted that Councillors Frost and Greenwood live on Cross Street, but that this was not a personal or prejudicial interest at this stage.
* All agreed work will be sent via email in future to avoid confusion.
 |  | Lead to Emailrequest |
| **RESOLVED:** **Cllr Balmer becomes deputy lead; Contractor to be invited to quote for Cross st works.** |
| Planning Working Group* It was proposed that Councillors Greenwood and Sagar join Councillor Frost on Planning.
1. **FUL/2023/0672** - Demolition of stable building and the erection of a mixed use agricultural and equestrian building. Higher House Nelson Road Briercliffe

Councillor Balmer declared a Personal Interest in the application. There were no comments on the application. 1. **HOU/2023/0786** - Erection of two storey and single storey extensions (Re-submission of HOU/2023/0669). 50 Sandiway Drive Briercliffe

There were no comments on the application.1. **East Barn, Holt Hill,** Halifax Road, Briercliffe Proposed Development: Creation of vehicular access from Classified Road, construction of access track and domestic parking area within a field, and subsequent change of use of land from agricultural to residential. Application Reference: FUL/2023/0299 Appeal Reference: APP/Z2315/W/23/3332295

There were no additional comments on the applications and the previous observations remain. 1. **23/06010/EIA – Scoping Opinion, Walshaw Moor Estate** Widdop Road Heptonstall Hebden Bridge Calderdale. As this is for a very large wind farm, larger than the Long Causeway and is in a Site of Special Scientific Interest, an actual application will be scrutinized once submitted. The site is near National Trust land.

Proposed that Calderdale Council are to be contacted advising that the Parish Council has concerns and wants to be consulted on all future applications.* An application for the large solar power farm is expected in the Spring.
* Concerns regarding the wedding venue application have been raised with Burnley Council who have submitted objections to Pendle Council.
 |  | Cllr Frost to write |
| **RESOLVED: That Councillors Greenwood and Sagar are appointed to the Planning Group.** **Cllr Frost will write to Calderdale Council** |
| Policy Working Group* The Policy Group will work with the Staffing Group as there has been, so far, some overlap.
* It was proposed that Councillor Pippa Lishman is replaced as Deputy lead by Councillor Lalor.
* The Risk register is to be reviewed.
* Proposed the Staffing Group will replace Councillors Greenwood and P Lishman with Councillors Balmer and McFarlane.
* The first stage has been to produce draft policies on employment policies such as disciplinary and grievance. These have been circulated as a basis for discussions with the Clerk, to commence in the next few weeks.
 | Share register |  |
| **RESOLVED: Councillor Lalor will replace Councillor P Lishman as Policy Deputy;****Councillors Balmer and McFarlane will replace Councillors Greenwood and P Lishman on the Staffing Group.** |
| Projects Working Group* It was proposed that Councillor Frost would be the Projects Deputy and Council Marlow would be appointed to the Project Group.
* A litter-pick is to be arranged shortly.
* Other ideas include a Bed Race, Easter Egg Hunt and a 3- legged race. There will be a cup for the bed race and prizes for the 3-legged race.
* The Football Club were referred to the Project Group for discussions.
* All Councillors will be involved in Projects as they are planned.
 |  |  |
| **RESOLVED: That Councillor Frost is appointed Deputy and Councillor Marlow is appointed to the Project Group.** |
| **23/24/078 Updates and Reports**  |
| Councillor updates and feedback* The approved Stephen Brown Bench was installed before Christmas at the family’s request and the invoice for fitting was provided. The parents thanked the Council for their support.
* A member asked to see the Clerk’s signed Contract of Employment, however it was noted that there was no legal cause. It was noted that an unsigned copy of the Contract had been provided to the Finance Lead and will be shared.
* The Council has been contacted by HAPPA and Councillors Frost, McFarlane and P Lishman attended a meeting. Blackhouse Lane is in an extremely poor condition and the pathway unsafe. The County have been written to by Cllr Frost to show support, they have advised they needed 10 days to respond.
 |  | GL -Share document |
| **23/24/079 Public Participation****Meeting formally adjourned to allow for public participation.** |
| Police Report A written report was provided which is attached.  |  |  |
| Public QuestionsSubmitted prior - in writing. * Question regarding allotment rent letters, agreed letter is sent to respond to this. Allotment lead has drafted response, which has already been shared to all Councillors this is to be sent to Resident by Clerk

From attending residents* A resident enquired about reporting potholes and was advised to use the ‘Love Clean Streets’ App. The County Councillor advised that roads are assessed and put on a tab.

Proposal to re-write the agenda note regarding 'welcoming' public questions at meeting, encouraging residents to ask questions. | Send agreed letter | RF to draft |
| County Councillor Report* The County Councillor reported that a big project was the sale of land where the Library and Community Centre are sited. The County has decided that the land is redundant. An informal meeting has been held and a price has been discussed for the land. It was agreed to have an Emergency General Meeting within the next 10 to 14 days to discuss the issue.
* There are on-going issues with Rights of Way

County Councillor Cosima Towneley was thanked for her report. |  |  |
| Borough Councillor Report (report attached)* Borough Councillor Gordon Lishman summarised the report that is attached.
 |  |  |
| Other Organisations’ Reports* A Community Centre report was provided that is attached.
* It was noted that the Committee are looking for new members.
 |  |  |
| **23/24/080 Formally reconvene the Parish Council Meeting** |
| **23/24/081 Finance** |
| 1. Accounts to be approved for payment - additional bills included P. Eddleston for the memorial bench installation and the costs for the reindeer trail.
 |
| 1.1  | Clerk Salary January | £457.82 | SO  | Paid |  |  |
| 1.2  | Remembrance Wreath | £20.00 | #001771 | Paid |
| 1.3  | Bonfire Expenses | £103.09 | #001772 | Paid |
| 1.4  | Bonfire Expenses | £19.35 | #001773 | Paid |
| 1.5  | Allotment deposit refunds | £610.00 | #001774 -#001780 | Paid |
| 1.6  | Clerk Salary December | £67.62 | #001781 | Paid |
| 1.7  | HMRC December | £135.24 | #001782 | Paid |
| 1.8  | G Howell wall repairs | £390.00 | #001784 | Paid |
| 1.9 | G.S.A. | £468.00 | #001785 | Paid |
| 1.10 | Christmas Hampers | £187.00 | #001786 | Paid |
| 1.11 | Community Centre Room Hire | £32.00 | #001787 | Paid |
| 1.12 | Clerk Pay Rise January | £67.64 | #001788 |  |
| 1.13 | HMRC January | £135.24 | #001789 |  |
| 1.14 | Howarth Timber | £133.27 | #001790 |  |
| 1.15 | WaterPlus | £21.55 | #001792 |  |
| 1.16 | Blakeys | £21.43 | #001792 |  |
| 1.17 | P. Eddleston | £168.00 | #001795 |  |
| 1.18 | Hello Print (refund to P Lishman) | £209.99 | #001796 |  |
| 1.19 | Reindeer Trail expenses | £195.26 | #001798 |  |
| WaterPlus are to be contacted regarding the broken meter and any outstanding charges for this. We are now in debit and will receive monthly bills going forward this needs to be reviewed and accounted for, this will be addressed throughout the year. |
| 1. Income received
 |
| 2.1  | Garage Rent  |  £1105.42 |  |  |
| 2.2  | Allotment Rents /Deposits |  £1760.82 |
| 2.3  | Bank Interest  |  £33.06 |
| Plot numbers are to be included from the bank statement references to identify allotment rents on Scribe, rather than ‘Various’. Allotment Rents and Deposits are to be identified separately at future meetings. The Allotment Deposit cheques will be hand delivered.The Chair and Vice-Chair are to meet with the Clerk regarding changes to how the finances are recorded and the Chair will resend his request email regarding this. |
| 1. Bank Balances September
 |
| 3.1 | Current a/c | £12656.59 |  |  |
| 3.2 | Garages |  £7998.07 |
| 3.5 | Business Reserve | £14133.78 |
| 3.5 | Petty Cash |  £7.79 |
|  Total | £34705.23 |
| **RESOLVED: WaterPlus to be contacted by the Clerk regarding Meter****The above finances are approved for payment and balances are noted.****That the Budget Monitoring Report, Bank Reconciliations, Payments, Receipts and Petty Cash reports are noted.****Petty Cash is returned to £100, with £92.21 #001794** |
| **23/24/081 Minutes of the last Parish Council meeting** |
| Minutes of the last Parish Council meeting held on Tuesday 21st NovemberIt was suggested that 2 new Councillors and 2 previous Councillors meet with the Clerk to consider the minutes. A private item on the Minutes will be included at the next meeting.  |
| **RESOLVED: Councillors as above meet and report in a private business at next meeting; That the Minutes of the meeting held on Tuesday 21st November are deferred to the next meeting** |
| **23/24/082 Matters outstanding from the minutes.** |
| The Chair has contacted the Charity Commission regarding closing the Robert Halstead Charity.  |  | RF to contact |
| **23/24/072 Clerk’s Report including Administration – for information only.** |
| The Holocaust Memorial is being held on Sunday.  |  |  |
| As it was 9:33pm the meeting was closed, and any remaining business is to be carried forward to the next meeting. |
| **22/23/073 Date of next meeting:**  |
| It was agreed that the next meeting of the Parish Council will be held on Tuesday 20th February 2024 at the Community Centre, Jubilee Street at 7:30pm. |
| The Chair thanked everyone for attending. |

**2024-2025 Proposed Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Centre** |  | **Income** | **Receipts** | **Payments** |
| 1 |  | Maintenance Grant | 258.00 | 0.00 |
| 2 |  | Precept | 20000.00 | 0.00 |
| 3 |  | Bank Interest | 150.00 | 0.00 |
| 5 |  | Electricity North West | 21.00 | 0.00 |
| 64 |  | Uncashed Cheques | 0.00 | 0.00 |
| 6 |  | External Grants | 0.00 | 0.00 |
|   |  | **SUB TOTAL** | 20429.00 | 0.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Expenses** |
| 7 |  | Clerk Expenses | 0.00 | 35.00 |
| 8 |  | Chair's Allowance | 0.00 | 200.00 |
|   |  | **SUB TOTAL** | 0.00 | 235.00 |
|   |  |  |   |   |
| **Cost Centre** |  | **Salaries** |
| 9 |  | Clerk Salary | 0.00 | 8275.68 |
| 46 |  | Clerk Cover | 0.00 | 0.00 |
|   |  | **SUB TOTAL** | 0.00 | 8275.68 |
|   |   |   |   |   |
| **Cost Centre** |  | **Administration** |
| 10 |  | Postage | 41.25 | 75.00 |
| 11 |  | Gifts and Hospitality | 0.00 | 0.00 |
| 12 |  | Computer/Software | 0.00 | 1000.00 |
| 13 |  | Stationery | 275.00 | 500.00 |
| 14 |  | Room Hire | 0.00 | 500.00 |
|   |  | **SUB TOTAL** | 316.25 | 2075.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Professional Charges** |
| 15 |  | Insurance | 0.00 | 675.00 |
| 16 |  | Audit | 0.00 | 450.00 |
| 17 |  | Subscriptions | 0.00 | 675.00 |
| 39 |  | Legal Fees | 0.00 | 0.00 |
| 47 |  | Planning Applications | 0.00 | 0.00 |
|   |  | Election Costs | 0.00 | 0.00 |
|   |  | **SUB TOTAL** | 0.00 | 1800.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Training** |
| 18 |  | Clerk | 0.00 | 0.00 |
| 19 |  | Councillors | 0.00 | 200.00 |
|   |  | **SUB TOTAL** | 0.00 | 200.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Allotments** |
| 20 |  | Rents Received | 5150.00 | 0.00 |
| 23 |  | Water | 0.00 | 2870.00 |
| 27 |  | Allotment Deposits | 0.00 | 0.00 |
|   |  | Allotment Maintenance Labour | 0.00 | 1600.00 |
|   |  | Allotment Maintenance Materials | 0.00 | 1000.00 |
| 48 |  | Skip Hire | 0.00 | 800.00 |
|   |  | **SUB TOTAL** | 5150.00 | 6270.00 |
|   |  |  |   |   |
| **Cost Centre** |  | **Garages** |
| 26 |  | Garage Income | 8536.00 | 0.00 |
| 52 |  | Container Income | 1800.00 | 0.00 |
| 28 |  | Garage Deposits | 0.00 | 0.00 |
|   |  | Maintenance | 0.00 | 1500.00 |
|   |  | **SUB TOTAL** | 10336.00 | 1500.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Lengthsman** |
| 30 |  | Lengthsman Contract  | 0.00 | 6000.00 |
| 31 |  | Lengthsman Materials | 0.00 | 2200.00 |
| 33 |  | Lengthsman Tender Costs | 0.00 | 0.00 |
| 53 |  | Lengthsman Contingency  | 0.00 | 0.00 |
|   |  | **SUB TOTAL** | 0.00 | 8200.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Newsletter** |
| 34 |  | Printing  | 0.00 | 1500.00 |
| 35 |  | Advert Income | 360.00 | 0.00 |
|   |  | **SUB TOTAL** | 360.00 | 1500.00 |
|   |   |   |   |   |
| **Cost Centre** |  | **Projects** |
| 36 |  | Christmas Hamper | 0.00 | 180.00 |
| 37 |  | Hanging Baskets | 7200.00 | 6000.00 |
|   |  | Website | 0.00 | 500.00 |
| 50 |  | Community Centre | 0.00 | 0.00 |
| 40 |  | Garden Competition | 0.00 | 375.00 |
|   |  | Woodland Walk | 0.00 | 1500.00 |
| 42 |  | Small Projects | 0.00 | 1200.00 |
|   |  | Allotment New Plots | 0.00 | 0.00 |
|   |  | **SUB TOTAL** | 7200.00 | 9755.00 |
|   |  |  |   |   |
|   |  | **Contingencies Sub Total** |   | 2480.57 |
|   |  | Clerk cover |   |   |
|   |  | gifts and hospitality,  |   |   |
|   |  | legal fees, elections, |   |   |
|   |  |  |   |   |
| **VAT** |  |  | **500.00** |  |
| **NET TOTAL** |  |  | **44291.25** | **42291.25** |
| **RESERVES** |  |   | 0.00 | 2000.00 |
| **GROSS TOTAL** |  |  | **44291.25** | **44291.25** |

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| LC-Logo-FinalBRIERCLIFFE AREA 19th November 2023 – 12th January 2024 |
|  |
| INCIDENTS REPORTED - 148 |
|  |  |
| NO | TYPE OF INCIDENT | LOCATION | DETAILS |
| 2 | Burglary | Balderstone Lane Sheridan Street | Suspects have entered the recycling center and empty bins. Suspects enter the property via front door and take vehicle keys and makes off in vehicle. |
| 2 | Criminal damage | Burnley Road Briercliffe New Taylor fold Balderstone Lane | Suspects have thrown a brick through the front window. Isolated incident Suspects cut a lock off |
| 4 | Theft | Balderstone Lane Church Street Townley Street Talbot Drive | Suspects cut the locks off and takes items. Wallet stolen from an unlocked vehicle. Tools have been stolen from a vehicle. Money stolen from within vehicle. |
| 21 | Vehicle crimeTheft of vehicle | Kimberley Street Granville Street Briercliffe Road | Items taken from a locked and secure vehicle. Youths have caused damage to a wing mirror. Vehicle left parked up on the street and then stolen by unknown means. |
| 6 | Nuisance | Burnley Road Briercliffe Netherwood Road Gorple street x2Lydgate Talbot street | Vehicle parking on the pavement preventing wheel chair user from getting round. Motorbike nuisance Noise nuisance between neighboursMotorbike and quad bike nuisance Isolated incident |
|  |
| Many thanks Jody Hudson PCSO 7738. |

**Briercliffe Parish Council**

**Borough Councillors’ Report – January 2024**

1. We have been working with the people opposing the proposed wedding venue development at Rockwood and have advised them on procedure and approaches including at their meeting in the Community Centre, details of which appear on the Parish Council’s website.
2. We have reported residents’ complaints about dirty back streets and people leaving rubbish on the street. The Borough Council’s Streetscene come quickly but we do ask that residents should be more careful.
3. The recent weather has been creating potholes on roads and streets, often where previous filler repairs have been washed out! We keep reporting them. Todmorden Rd is particularly bad all the way from Haggate to Roggerham.
4. The footpath from 55 Shore Ave to 29 is very slippery, mossy and needs some serious cleaning. It has had an initial clean but needs more.
5. Anne Kelly has reported complaints about Metro metals starting too early to Environmental Health. If other residents around Lydgate have complaints, please let us know. The more complaints there are, the more likely that enforcement action can be take.
6. Maggie Lishman is pushing for upgrades and better management of the lighting around the Multi-Use Games Area at the Rec.
7. We want to record our thanks on behalf of residents to the bin collection teams who have been working in atrocious conditions. There were a few missed collection areas in the snow, but they were picked up soon afterwards.
8. The Councillors were very impressed by the lovely Christmas decorations round village.

 **Cllr Anne Kelly Cllr Gordon Lishman Cllr Maggie Lishman**

 **07753 253040 07778 271177 07977 218622**

 **01282 438328 01282 421865 01282 421865**

**annerkelly@hotmail.com****gordon@lishman.co.uk** **maggie@lishman.co.uk**

**Community Centre Report January 2024**

The accounts have been audited and are ready to be approved at the AGM in the next couple of weeks.

Rents have been fairly stable, but the committee have decided that’s it’s necessary to increase rents slightly mainly because of the huge rise in energy prices. We have regular groups in with a variety of activities and are still looking for more. Thursdays are the only free day, but we hope to have a new group starting in March. Children’s parties at weekend continue to be a good source of our income.

Obviously, we have concerns about the future of the centre because of LCC’s intention to sell the whole site. We are investigating whether to apply to make the centre a community asset which would give us some rights.

The gas check and the service on the boiler have been done. Fire extinguishers should be checked in the next few days. Electricity check is due in March.

The centre will be painted throughout in the next couple of months.

The Community centre committee urgently needs some more members. There are only 4 of us so obviously if there are problems and we are away there is no one else to pick it up.

Anne Kelly

**Allotments & Garages Report**

**January 2024 – Lead Cllrs Pippa Lishman & Michael Greenwood**

Propose that new Councillors Balmer and Marlow work with the Lead and Deputy Lead on Allotments and Garages.  Following the next Annual meeting, when working Groups are reviewed again, we will be looking at proposals for the establishment of an Allotments Committee to include tenant representation.

Also request that these 2 items are adjacent in agenda in future as often will take together as a joint report.

**Waiting lists**

Total 29 waiting (2 are ‘on hold’ at request) one of these requests we are reviewing disability access.

No one on waiting list for garages.

We still have provisional Notice on 1 Garden and 1 pen, and 1 new garden and 1 garage – these are ready to be allocated. Appointments are being made with the applicants in order to sign up.

We currently have 7 empty Pens at this point (several large ones to be divided, are being strimmed by the Contractor and fencing / gates to be finalise)

We have 2 empty garages

New tenants - Signed up 1 tenants in January to Garages – 1 on turning circle

Current **Allotments** tenants / Bills

Bills for current year 2023-24 hand delivered in December 2023

Contact updates and preferred contact methods sheet delivered with bills; this is assisting in current updates. All paperwork and records remain with Lead Councillors, until Scribe complete full upload of all tenancy data, current and new tenancies.

In latest Bank statements show (including payments to be passed to Clerk today) £2587.70 rent received from 49 tenants

59 tenants (Allotments & Garages) not processed through bank on received here.

Received information from the Clerk last week regarding previous water details paid. This is being worked through.

**Deposit info**

We have requests for refunds for past allotment and garage tenant deposits.

The**se** cheques were agreed and signed at November’s meeting. We request again these are passed to Mick & Pippa this evening

* e - £100 Paid bank transfer Carlene 14a – paid £50 cash
* Sarah Bolton - £200 paid cash Elaine Blackburn P11- £50
* Paul Hargreaves C1- £100 Mick Heaton P20 - £50
* Tina Murray P25a- £50 deposit plus £10 key

There was also an overpaid deposit amount– please confirm if this action has been carried (checked cashed and requested returned). Agreed to action by Clerk at previous meeting.

**Other info**

Cash & Cheques passed to Clerk today.

Vote to agree report and all actions.