



Briercliffe with Extwistle Parish Council

Thursday 8th May 2025 at 7.30pm at Briercliffe Community Centre.

Present: Councillors Gordon Lishman, Michael. McFarlane, Michael Greenwood, John Marlow and Pippa Lishman

In Attendance: C. Councillor Mark Poulton, Borough Councillor Anne Kelly, R Greenwood (Temp Clerk)

The Chair, Councillor G Lishman opened and welcomed all to the meeting.		
	Actions by Clerk	Cllr Support
24/25/0324 Apologies for absence		
Apologies were received and accepted from Councillors Frost, Halstead and Lalor		
24/25/0325 Disclosable Pecuniary Interest		
No Councillor declared any Pecuniary Interest.		
24/25/0326 Minutes of the meeting held 6th March 2025		
The Minutes of the meeting held April 3rd 2025 were signed as a true record.		
24/25/0327 To elect the Chair for the municipal year 2025/26		
Cllr Michael McFarlane was duly elected Chair		
24/25/0328 To elect the Vice Chair for the municipal year 2025/26		
Cllr Pippa Lishman was duly elected Vice Chair.		
24/25/0329 Appointment of Lead Councillors, Committees and Working Groups		
Finance Working Group – Cllr G Lishman – lead, all members of the parish council Allotment Working Group – Cllr P Lishman with Cllr Greenwood and Cllr Marlow Garages Working Group – Cllr M Greenwood with Cllr P Lishman Planning Working Group – Cllr Frost with Cllr Greenwood Policies Working Group – Cllrs G Lishman and McFarlane. Staffing Working Group – Cllrs G Lishman, P Lishman and McFarlane. Projects Working Group – Cllrs Marlow, Lalor and Halstead.		

Communication Working Group Cllrs P Lishman and Frost – newsletter, Social Media – Cllr McFarlane, Noticeboards – Cllr Greenwood, Website – all through the Clerk.		
24/25/0330 To approve the minutes of the meeting held 3rd April 2025		
The minutes were accepted as a true record.		
24/25/031 Planning Working Group		
<p>Calderdale Energy Park, Cllr Frost will attend the consultation event in Trawden, 29.5.25, regarding this. The initial number of windmills has been reduced however a Battery Storage facility has been added.</p> <p>Calderdale Gypsy and Traveller and Travelling Showpeople development plan has been circulated, this will not impact on Briercliffe.</p> <p>New building on Halifax Road, FUL/2025/0294, there are two concerns regarding this:-</p> <ol style="list-style-type: none"> 1. Water runoff from the hill behind. 2. The access from the site onto Halifax Road. 		
24/25/0332 Communication Working Group		
<p>The newsletter has gone to print and will be printed for the 14th May – volunteers are sought to deliver this.</p> <p>Cllr P Lishman, has requested help with articles, billing, ideas for the newsletter, due to failed deadlines this time this newsletter had to be written twice.</p> <p>The dates for the next newsletter are to be decided.</p> <p>Website – more use is to be made of the website with parish council news being shared to link the newsletter, social media and the notice boards.</p> <p>Social Media – articles on this will be linked back to the website – a more joined up approach.</p>		
24/25/0333 Contractor Working Group		
<p>The Lengthsman advert is in the newsletter and will be published on the website. The Clerk will forward the advert to those who have expressed an interest.</p> <p>A temporary Lengthsman has been appointed to do two grass cuts.</p> <p>A budget of £300 plus compost has been allocated for the summer planting, the Parish Council will work with Blooming Briercliffe to do this.</p>		
24/25/0334 Allotment and Garages Working Group		
<p><u>Allotments</u></p> <p>Rent day will be the 31st May 2025 9.30am to 1pm on the allotments.</p> <p>Invoices will go out, either by hand or email, on 26th May 2025</p> <p>The water costs for 24/25 will be divided by the number of allotments with access to either direct or shared water. This will be included on the invoice.</p> <p>June 22nd 2025 – allotment inspection day.</p> <p>There is an allotment waiting list of 12, 2 are out of the area, these are 3 for livery, 6 for garden plots and 3 for pens. It was resolved that the out of area applicants</p>		

<p>will move to the bottom of the waiting until such a time when there is no waiting list. (Proposed PL, seconded GL, All in favour).</p> <p><u>Garages</u> There is no waiting list but there have been 2 out of area requests for garage plots. One garage needs to have asbestos removed. This has been arranged between the working group and new tenant. It was resolved that this will be done in the next month (Proposed PL, seconded JM, All in favour) Harrison Street Garages have 12 vacant garage plots One garage is in need of significant repair due to a large hole in the roof that has caused damage to items stored within. Work with the parish council contractor will start 9.5.25, Due to the delay on the part of the parish council organising the repair it was resolved that 2 months rent would be refunded. (Proposed PL, seconded GL, All in favour)</p> <p>3 new gates are needed across the allotments as well as new fencing. A grant funding bid is being completed for the cost of the new fencing presumed to be in the region of £20,000</p> <p>The Allotment and Garage BBQ is scheduled for 16th August 2025</p> <p>The contractor for the hedge work has been approached, this will take place in August / September 2025</p>		
24/25/0335 Project Working Group		
<p>VE Day – bunting was erected at the Bowling Green. There is the need for new flags to commemorate dates like this. Local business will be approached to fund.</p> <p>Spring Clean / Litter Pick. This took place on Sunday 4th May and was attended by new and existing volunteers. The volunteers were thanked for their excellent work.</p> <p>Garden Competition – dates need to be set for this so that it can go in the newsletter. A request for volunteer judges has been made.</p>		
24/25/0336 Policy Working Group		
<p>The Clerk is to circulate the IT policy.</p> <p>The Chair will continue working on the FOI policy with the clerk based on the new NALC guidelines.</p> <p>Cllr G Lishman will undertake the Risk Register Policy, the Health and Safety Policy and to prepare the review of the Standing Orders.</p>		
24/25/0337 Staffing Working Group		
<p>The advert for the clerk position has gone live, there have been 2 expressions of interest.</p>		
24/25/ 0338 Clerks Report		
<p>Finance Liaised with Croner regarding the contract and its financial impact on the PC. Working on Year End, Scribe issues as uncashed amounts from 2024/25 being carried forward. All paperwork 2024/25 filed and put to bed. Asset Register updated, copy forwarded to RF and MG for their input. Ground Rent invoice via LCC – refused and refund gained. Internal auditor booked.</p>		

<p><u>Admin</u> Attended, as secretary, Community Centre AGM. Added a page to the website that has Community Centre detailing events and contact details. Email queries and applications processed or forwarded. Slow process of changing PC address to Community Centre</p> <p>Liaise with Smith Sutcliffe Solicitors. Community Centre – lease between PC and BAAS Construction. Guidance given regarding formalising the relationship between PC and BCCA. Briercliffe Gala, Licence and insurance documents for the Gala. The licence will be signed by the Gala Committee at the June meeting. Briercliffe Football Club, copies of Title Deeds needed for their funding bids. Paperwork scanned onto PC's drive. Allotment Land, letter to be sent. Bowling Green, clerk to find title deeds for this. Planning permission for the PVC advert inviting new members to join is £588 – this is too much for the PC. Community Centre, BAAS have offered the PC the use of the new carpark, when constructed, this will be at £20 pw due to finances this has been refused. Requested support from Burnley Borough Council via Monitoring Officer.</p>		
Formally adjourned the meeting to allow for Public Participation		
24/25 0339 Police Report		
The Police Report is appended below.		
24/25/0340 Public Questions.		
Bee's – an enquiry was received regarding Bee's and swarming from the Hive, this has been referred to Burnley Borough Council who have access to a specialist officer at Towneley. They will liaise back regarding the bee's.		
24/25/0341 County Council Report		
The County Council Mark Poulton thanked former County Councillor Cosima Towneley for her work over the past 8 years. C. Cllr Poulton is looking for new projects to take on. Cosima Towneley will continue to work on the Police Land Rover project		
24/25/0342 Borough Council Report		
The Borough Council Report is appended below.		
24/25/0343 Community Centre Report		
The Community Centre Report is appended below		
24/25/0334 Briercliffe Memorial Bowling Green Report		
The Committee are looking for new members. Green Spaces have been and inspected the tree's in the bowling green grounds. The Bowling Green and the Hare and Hounds are running a charity event – date to follow. Burnley Borough Council are undertaking the PAC testing and Legionella testing for the bowling green		
Formally reconvene the Parish Council Meeting		
24/25/0335 Finance		
Invoices approved for payment.		
Cheque 2004	Croner HR support	£386.60
Cheque 2005	Croner HR support	£386.60
Cheque 2006	Allotment deposit refund	£100.00
Cheque 2007	PKF Littlejohn audit 2024	£300.00

Cheque 2008	LALC annual subscription	£627.72		
Cheque 2009	Hello Print newsletter	£379.42		
Cheque 2010	Void			
Cheque 2011	Void			
Cheque 2012	Pen deposit refund	£100.00		
Cheque 2013	Reliable Roofing garage repair deposit	£252.00		
Cheque 2014	Waterplus allotments	£287.51		
Cheque 2015	HMRC	£152.60		
Cheque 2016	HMRC NICO	£4.43		
Cheque 2017	Clerk salary April and May	£637.63		
24/25/0336 Environmental and Heritage Project				
No updates				
24/25/0337 Briercliffe Gala Licence				
The licence for Briercliffe Gala will be forwarded to the Gala Committee for their approval, they will attend the June parish council meeting to sign the paperwork when sight of their insurance documents and the parish council insurance checklist has been completed.				
24/25/0338 Dates of the next meeting.				
The following dates have been accepted:- <ul style="list-style-type: none"> • June 5th 2025 please note amended date. • July 10th 2025 • Aug 14th 2025 please note amended date. • Sept 11th 2025 please note amended date • Oct 2nd 2025 please note amended date • Nov 6th 2025 • Dec 4th 2025 • Jan 8th 2026 • Feb 5th 2026 • Mar 5th 2026 • Apr 2th 2026 • May 14th 2026 (and Annual meeting;) 				
Meeting closed at 2200hrs.				

Police report

BRIERCLIFFE AREA 31 st March – 6 th May 2025			
INCIDENTS REPORTED - 91			
NO	TYPE OF INCIDENT	LOCATION	DETAILS
0	Burglary		
0	Burglary non dwelling		
0	Criminal damage		
4	Theft	Burnley Road	Taken items from the shop totalling £100.

		Widow Hill Road Burnley Road McLindon Court	Theft of batteries. Theft of sign
1	Vehicle crime	Cornholme	Vehicle interference.
1	Theft of vehicle	Lydgate	Theft of vehicle from the drive
7	Nuisance	Harrison street Widow Hill Delamere Road Cuerdale street Balderstone Close Hallam Street Burnley Road	Suspicious circumstances – Isolated incident. Youths going into a run down factory. Vehicle blasting music. Neighbourhood issues. Customer refusing to leave. Mini Motorbike causing issues. Youths playing football on the bowling green.
<p>Bike marking event took place near to Queen Street Mill on 27th April with about 10 people turning up to get their bike marked, we will look to hold another event within the Briercliffe area within the coming months.</p> <p>Many thanks Jody Hudson PCSO 7738.</p>			

Borough Council Report

1. **Cllr Anne Kelly** has asked repeatedly for Traffic Wardens to come to **Burnley Road** where the lollipop lady stands. She steps out between parked cars daily. The restriction notice, which says 'No Parking 8 till 6', has been completely painted over but nobody takes any notice anyway. The lollipop lady is frequently verbally abused when she asks people to move. When reported to LCC, the wardens came within a couple of days, the first time on a Sunday morning and the second time on Good Friday when, obviously, the school was closed. Anne has reported again and pointed out the most important time for them to come.
2. Regular reporting of potholes. Following **Cllr Maggie Lishman's** meetings with LCC Highways staff, some white lines and yellow boxes have been re-painted including at **Haggate** and the box junctions at **Duke Bar** and **the Ambulance Station** have been re-painted.
3. Usual **fly tipping** issues reported and addressed by StreetScene. The Borough agreed extra resource this year for local collections and to catch regular offenders.
4. Work has taken place on the culvert under **Rockwood Close** which should prevent the regular flooding there and on **Oaken Bank**. It has taken some years of campaigning to get to this point and it has now been addressed as part of the Standen Hall development.
5. Problems continue with muck and traffic around the **Standen Hall** development and **Cllr Maggie Lishman** takes them up with the Site Manager, the developer and Borough Enforcement officers.

6. The Councillors have taken up noise issues from **Heasandford Industrial Estate** and residents are being asked to take a record for Borough Enforcement.
7. **Councillor Maggie Lishman** has been working with Burnley Council's Green Spaces Department and Burnley Leisure Trust to find support for **Briercliffe FC** and the work that needs doing to the Playing Fields.
8. The footpath on **Halifax Rd to Lane Bottom** has had some tarmac to fill in where it has subsided. It has taken a couple of years, but it's happened eventually! Now we just need the wall to be mended at the top.
9. The Borough's **waste collection** generally works well, but we report occasional problems for specific houses or areas, including back streets, where occasional enforcement action is taken.
10. There continue to be problems with **dog fouling** around Briercliffe. Since the appointment of an extra dog warden, Burnley continues to be high on the list of fines enforcement and we are looking at further measures to encourage responsible dog walkers.
11. **Youth nuisance** and particularly **electric bikes** have led to complaints and we continue to liaise with the police.
12. Thank you to Mrs Joan Payne for planting at **Cockden** sign and to **Holt Hill** residents who plant around their sign twice a year. Might the Parish Council pay for flower planting at a few specific boundary stones - Haggate on Todmorden Road and Cockden at the far side of the bridge?
13. **Cllr Maggie Lishman's** initiative on working with GP practices and housing enforcement on **damp and mould** problems is working well.
14. **Maggie** continues her work on the **Burnley Together** project including **Down Town** in Charter Walk, the **Food Bank** and **Community Food Stores**.
15. Like the Parish Council, we are considering the revised planning proposal for the **Calderdale Energy Park** and will welcome the Council's input.
16. We are beginning to think through the implications of re-organisation of the local government which will see the County Council being replaced by a "Combined Authority" and three, four or five new unitary Councils to replace the current 12 District Councils and 2 unitary authorities (Blackburn and Blackpool). The Parish Council will not be directly affected but there will be issues for us to consider about management and ownership of assets and even boundaries,

Two recent Borough developments of which we are very proud:

- Burnley is short-listed in the annual Local Government awards for the top title which is "**Council of the Year**". That follows the very successful recent peer review.
- Burnley was described in recent press coverage as:
"The thriving Lancashire town where the number of new business start-ups are soaring

It has seen more than a 70% surge in small business growth compared with last year. Analysis by GoDaddy UK and Ireland shows that 40% of the areas with the fastest growth in the density of start-ups and small business were in the North.

Of the 50 constituencies with the fastest growing number of small businesses, 20 came from "Northern Powerhouse" area. Towns such as [Burnley](#) have seen a significant increase in small business growth compared with last year, of more than 70%.

And finally, we share the pride about the Clarets' promotion and were absolutely delighted to participate in the recent reception and parade to celebrate their achievement.

Community Centre Report
Briercliffe Community Centre
Annual Report 2023 -2024

Background:

The Community Centre was built in the late 90s after public fundraising and small grants from Age Concern and LCC. It is run by a small committee of 4 and is a registered charity with 2 trustees. It occupies land owned by Lancashire County Council and originally had a 20 year lease which ran out years ago and has never been renewed. Ultimately the building belongs to Briercliffe Parish Council. We have not paid any ground rent for over 25 years.

The Community Centre has run itself financially apart from about 8 years in the 2010s when the PC precepted specifically for £1,500 to support the centre. In 2020 we got 2 Covid 19 grants totalling £19,000. This meant we could completely refurbish and renovate. We replaced all the kitchen appliances, had new worktops fitted, the outside areas were cleaned and cut back, everywhere decorated, the outside of the building pebble-dashed and made waterproof and new flooring in the kitchen. This means that there shouldn't be any major work needed in the near future.

We have regular groups during the week and parties at weekends and should now be financially independent again. Our Booking Agent keeps the diary and takes bookings and money for parties. The Treasurer bills groups monthly and some quarterly. Each regular group has to sign to accept a key and agree that they would replace all keys and locks if they lost the key. The Treasurer keeps a record. When the Booking Agent rents out the rooms each user receives a copy of the terms and conditions and signs to agree them. They take a copy and the Booking Agent keeps one.

Our financial year is the same as the calendar year and our AGM is in January after the annual audit of accounts. There are annual gas checks, electricity PAT checks, carbon monoxide checks, fire extinguisher checks, emergency lighting checks and regular fire door checks. Certificates are on the noticeboard. We work with a company who finds us the best deals for Utilities.

The building and contents are fully insured and there is public liability insurance. User groups have to insure their own items.

There is a cleaner once a week and users agree to clean up after themselves. The Booking Agent checks the building after any private events.

Any issues are reported by Booking Agent or cleaner and we have a list of professionals who can attend to any problems quickly.

Finance:

In 2023 rental income was £4419, an increase £515 on the previous year. The total utility bill was £2742 an increase of £822. The Committee agreed to raise rent for the first time in 10 years to help mitigate the fuel cost.

Charities and voluntary groups pay a different hourly rate from businesses and profit-making events.

Accounts are audited by a professional at the end of every financial year.

The accounts and balance sheet are available for anyone to see and the information was shared with Councillors a few months ago. At the beginning of this financial year in January there was £9729.49 in the bank.

So far this year the only large bill has been £2,900 for the pebble dashing across the front to make the wall waterproof after some bricks were crumbling. At the end of April there is £6,500 in the bank.

There are some sessions available for groups and events and if the PC do a newsletter please can we show our existing groups and advertise for more?