



SALESBURY PARISH COUNCIL

Chairman: Cllr M Wood

Clerk: L Lund

Proceedings at a meeting held on 25 January 2021.

Present: Cllrs M Wood-Chairman, M Howells, J Westwell, P Boyes, County Cllr Schofield – left at 19:57, Clerk-Lesley Lund

Min No		Action
289/18	The Chairman welcomed everyone and opened the meeting at 19:38 hrs	
290/18	Apologies for Absence Cllr Henderson had tried without success to join the meeting.	
291/18	Declarations of Interest None	
292/18	Public Participation County Cllr Schofield – Blocked drains and Culverts Lovely Hall Lane . The culverts had both collapsed and ice warning signs had been put there. Cllr Schofield would contact LCC. Community Book Facility – Cllr Schofield explained that the Library Service send a mobile library every 3 weeks to Lovely Hall Lane by the Church. Resident only parking schemes - Cllr Schofield reported that a report on this went to the last Cabinet meeting at LCC to introduce where conditions allow. He mentioned the southern end of Lovely Hall Lane across from the Church. In order to put them in place all people have to agree to it. Copy of the details will be sent to PC by Cllr Schofield. LCC Annual full meeting 11/2/2021 – budget can be up to 1.9% increase and Social Care budget up to 3%.	

293/18	<p>To approve the minutes of the meeting held on 23 November 2020</p> <p>Approved as a true record: Proposed: Cllr Howells Seconded: Cllr Westwell Updates Blocked Drains Lovely Hall Lane – Blocked culvert near Lovely Hall, Lovely Hall Lane – Cllr Wood has had a call from highways at LCC, they have managed to clear it a ‘little’, apparently it will need digging out to fully fix the problem. Unfortunately the earliest they can get a team out is early in the New Year. Because of its location they are going to put up temporary road signs to warn drivers.County Cllr Schofield to contact high-ways.</p> <p>Clerks Appraisal to be arranged shortly Clerk suggested either end of March or beginning of April 243/18 defibrillator –press release sent to Clitheroe Advertiser email sent to enquire whether it actually went into the paper- no futher update</p> <p>Request for postcode change – email sent on the post office site – replied saying they would forward to correct department</p>	Cllr Schofield to contact LCC Highways
294/18	<p>Census - Stuart Glover, Census Engagement Manager for the Office of National Statistics, covering Preston, South Ribble, Ribble Valley and Pendle.</p> <p>Due to technical problems Stuart was unable to join the last meeting in November but since then has forwarded posters and information regarding the census to be displayed. Cllr Westwell will put them back in the notice board towards end of February to keep people informed.</p>	Cllr Westwell to put back in noticeboard
295/18	<p>Dry stone wall –email sent to RVBC to check liability if the wall falls down and causes damage or injury . Reply from John Gorton, RVBC states: the responsibility lies with Huntroyde. Clerk suggests a letter to Huntroyde via John Staples advising them again that the Parish Council is advising them that in its opinion the wall is in a very dangerous state and could collapse either causing injury to someone or damage to someone's property and as it is their wall and that it would be their responsibility. The tree stump is on unregistered land and as the responsibility for the wall lies with Huntroyde Estate the Parish Council needs to consider if the Huntroyd Estate has the duty to deal with the outstanding matter of the tree stump. The Clerk suggested that if the wall was thought to be dangerous then the PC could ask Building Control at RVBC to have a look at it and also contact Huntroyde Estates.</p>	Clerk to contact RVBC and ask to inspect the wall.
296/18	<p>Approve any request for funds from the Greens Management Committee – deferred to meeting 29 March.</p>	
297/18	<p>Accounts approved for payment</p> <p>J Westwell reimbursement for Hi Viz waistcoats (4) £7.16 J Westwell reimbursement for litter pickers (4) £10.45 P Boyes reimbursement for - Hitchens Engineers Ltd Stainless Steel Plaque for Oak Tree £78.00 The Small Sign Company Various signage £444.00 Beckett Rawcliffe services re payroll £60.00 L Lund salary Jan/Feb/March 2021 £400.00 HMRC tax £100.00 J Westwell £28.78 reimbursement for domain name chq no 000439</p> <p>There was a short adjournment from 19:59 to 20:00hrs</p>	

298/18	<p>Planning Applications</p> <p>Consultation on planning application 3/2020/1016 Longsight House, Longsight Road, Copster Green BB1 9EU</p> <p>Salesbury Parish Council has no objection to the application providing that there will be adequate off road parking facilities at the property.</p> <p>3/2021/0050 Shenstone Manor Road Copster Green SPC – No comments</p> <p>3/2020/0852 Reroofing of existing building and installation of one en suite shower room at Lovely Hall, Lovely Hall Lane, Copster Green SPC – no objection</p> <p>3/2020/0853 listed building consent application Reroofing of existing building and installation of one en suite shower room at Lovely Hall, Lovely Hall Lane, Copster Green- SPC- no objection</p>	
299/18	<p>Footbridge Repair – Clerk declared an interest in this item</p> <p>Cllr Wood reported that 2 quotes had been received and 2 were awaited. Cllr Boyes added that a date for quotes to be received by should be given when contacting contractors.</p> <p>Cllr Westwell asked if the Pennine Footpath Association had been contacted re grants – they had not and Cllr Westwell would send the information to the Clerk. There had already been a budget for the work agreed at a previous meeting.in November minute no 274/18 up to £350 plus fitting.</p>	Next meeting - update
300/18	<p>Website</p> <p>Cllr Westwell had sent a report to cllrs prior to the meeting. The planning tracker is still not working and Hugo Fox was working on it. Cllr Westwell had prepared an accessibility statement and had shared the draft with cllrs. – were the cllrs happy with this? All cllrs present at the meeting (MW,MH,PB,JW) were happy with the statement. Cllrs Wood and Howells thanked Cllr Westwell for the work which had been done.</p>	
301/18	<p>Salesbury Parish School - Proposal to hold a Zoom or telephone call with them regarding litter and cycle proficiency usage of Hazel Moor –When the school reopens Cllr Westwell would make contact will the Head.</p>	
302/18	<p>Signs – progress The signs were up and Cllr Howells reported that the Small Sign Company had been excellent. The company were also sending footpath directional signs.</p> <p>Cllr Westwell reminded the Council about the signs discussed for the Cricket Club to remind people not to park on the Common. Cllr Howells said these were not included in the original budget. A proposal was made to provide the signs which was unanimously agreed and Cllr Woods added that it needed to be discussed at the Commons Committee to confirm details etc then back to Council for funding approval.</p>	Next Commons Committee
303/18	<p>Review of Standing Orders – agreement to adopt the new draft Standing Orders</p> <p>There was a discussion on the length and content of the proposed standing orders. Cllr Howells said it was difficult to take more out.</p> <p>A vote was taken to agree to adopt the Standing Orders:</p> <p>Against – Cllr Westwell, Cllr Boyes For – Cllr Wood, Cllr Howells The Chairman used his casting vote.</p> <p>Motion carried – the Standing orders were adopted.</p>	

304/18	<p>Agreement to continue with the current GDPR Policy or to review it.</p> <p>Cllr Westwell felt that the current GDPR Policy was not strong enough and doesn't cover what it needs to – happy to review Cllrs Wood and Howells had done a review which will be sent out and will formally be reviewed at the next meeting.</p>	Next Agenda
305/18	<p>Agreement to generate any one or all of the following policies/procedures or if the Council is happy that the national code of conduct is sufficient:</p> <ul style="list-style-type: none"> • Council's Code of Conduct – Cllr Howells strongly recommended a more formal one to protect the Cllrs . Cllr Wood proposed that to continue working on the Code of Conduct to include Press and Media within it. • Grievance Procedures – to be incorporated in Clerks contract as only Clerk is relevant to it. Cllr Westwell is happy to draft it • Complaints Procedures - yes • Dealing with Press and Media – include in Code of Conduct 	Next Agenda
306/18	<p>Proposal to hold Plant Pot Festival in 2021 (if COVID19 restrictions have been lifted) to encourage community engagement</p> <p>It was still thought this could go ahead if people did pot people and put outside their properties . Dates either May bank holiday or August bank holiday would be looked at. The intention was to be for all and maybe a leaflet drop however guidance of leaflet drops would be sought. A small working party would look at it and report back to the council.</p>	Next Agenda
307/18	<p>Community Book Swap - Consideration about the provision of a small facility within the Parish Due to current restrictions this was deferred to the next meeting as public guidance could change again re Covid 19</p>	Next Agenda
308/18	<p>Speeding on Lovely Hall Lane and Bridleway – report of working group</p> <p>Cllr Westwell reported that she had had a quiet word with people and it had been well received. People acknowledged that they had been going too fast only one was still a problem. The matter should be kept under review.</p>	
309/18	<p>Remembrance</p> <p>Cllr Westwell had one quote so far for 2 soldiers. Item deferred to next meeting.</p>	Next Agenda
310/18	<p>Budget 2021/2022</p> <p>A draft had been sent out. Next meeting to finalise with the bridge repair added and any other items.</p>	Next Agenda
311/18	<p>To review:</p> <p>Risk Assessment – back up council work – hard drive or cloud – Cllr Westwell would explore options Insurance - ok Asset Register - ok</p>	Next Agenda
312/18	<p>Defibrillator</p> <ul style="list-style-type: none"> • Training/Local awareness- outstanding awareness session will be done when Covid situation finished- Cllr Howells said that people were currently unaware of how to use it • Ongoing weekly checks rota – all cllrs present agreed to do this (MW, JW, MH,PB) • Security of installation 	
313/18	<p>Legislation allowing Parish Councils to hold Virtual Meeting</p> <p>Update</p> <p>NALC this power runs out at the end of May. The NALC using their lobby MP day as a method to raise awareness . Asking for support in lobbying re new legislation for virtual meetings. The Council decided not to lobby.</p>	

314/18	Xmas lights <ul style="list-style-type: none">• To approve purchase more solar lights -agreed• To consider whether to keep 3 sets of lights on tree near A59 for next year. Cllr Boyes said that proper Christmas trees were needed Defer to Autumn meeting	Autumn meeting agenda
315/18	Training Requests - the training schedule was circulated prior to the meeting. It was decided to delegate to Clerk. Cllr Westwell asked to go on the Chairmanship training in March and the Clerk asked to go onto the Finance training in October. Any other requests to the Clerk	
316/18	Next meeting Monday 29 March 2021	