

**Minutes of Meeting 16th August 2016**

**Present:** Cllr. Mr J. Metcalfe (Vice-Chairman), Cllr. Mr J. Hammond, Cllr. Mr R. Willoughby, Cllr. Mr R. Gadd, Cllr. Mr T. Butterfield, Boro. Cllr. Mr J. Starkie, Mrs P. Rosthorn (Clerk)

**Apologies:** Cllr. Mr M. Tetley (Chairman), Cllr. Mr D. Forrest, Co. Cllr. Mr C. Wakeford

**Members of public in attendance:** None

No	Minute Heading	Action
4362	<b>Public Questions</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
4363	<b>Declaration of Councillors Interests / Code of Conduct</b> <ul style="list-style-type: none"> <li>• No interests were declared.</li> </ul>	
4364	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>• Cllr. Metcalf proposed that the minutes of 19<sup>th</sup> July 2016 were correct. This was seconded by Cllr. Gadd. It was then proposed by Cllr Willoughby and seconded by Cllr Gadd to add further comments to the minutes regarding the planning applications and decisions.</li> </ul>	Clerk to update minutes with further information in section 4349.
4365	<b>Matters arising from the Minutes (for information only).</b> <ul style="list-style-type: none"> <li>• There were no matters arising.</li> </ul>	
4366	<b>New Councillor</b> <ul style="list-style-type: none"> <li>• No interest as yet.</li> <li>• Cllr Butterfield to add the advert of the Councillor Vacancy to Highams Facebook page</li> </ul>	Clerk to email the advert to Cllr Butterfield and to ask Bernard Ingham to to display it on the Higham Website.
4367	<b>Finance</b> <ul style="list-style-type: none"> <li>• Cheques were explained and signed.</li> <li>• A deduction of £25 has been made from the village hall cheque to cover the cost of stopping 2 missing/lost cheques (£12.50 each). This was agreed by all.</li> <li>• Clerks expenses to be covered when attending courses. This was proposed by Cllr Metcalf and seconded by Cllr Hammond.</li> <li>• Unsure about the shed refurbishment payees so have agreed to leave until next month.</li> </ul>	
4368	<b>Planning Applications and Decisions</b> <ul style="list-style-type: none"> <li>• 16/0451/FUL Full: Erection of an agricultural workers dwelling (resubmission) High Mount Farm Foxen Dole Lane Higham ~ <i>Mr Edwards has been in touch with Boro Cllr Starkie as he is not happy with the comments placed against his planning application by Cllr Forrest. However, in response, HPC are concerned that this may become a luxury development (a planning for a workers cottage that will ultimately turn into a luxury house) as well as</i></li> </ul>	Cllr's must be prepared to attend mid month meetings to discuss planning applications where the 21 days consultation period ends before the next meeting date.

	<p><i>being concerned that it is in the Greenbelt area. Mr Edwards explained that it is a working farm and all land around is needed to look after the animals. Boro Cllr Starkie posed the question can the land support the farming activity? As a Parish Council we have to trust that the planning department have checked on their figures.</i></p> <ul style="list-style-type: none"> <li>• 16/0331/HHO Full: Demolition of existing extension to rear and erection of replacement single storey extension to rear 20 Sabden Road Higham <i>Approved with Conditions</i></li> <li>• 16/0389/HHO Full: Erection of a detached double garage to rear 9 Gawthorpe View Higham <i>Approved with Conditions</i></li> <li>• 16/0431/HHO Full: Demolition of existing conservatory and erection of garden room extension to rear 29 Acresbrook Road Higham <i>Approved with Conditions</i></li> </ul>	<p>No action needed</p> <p>No action needed</p> <p>No action needed</p>
4369	<p><b>School Parking</b></p> <ul style="list-style-type: none"> <li>• No update this month</li> </ul>	
4370	<p><b>Clerk's Report and Correspondence</b></p> <ul style="list-style-type: none"> <li>• The clerk's report was distributed before the meeting.</li> <li>• Thermal Imaging Camera. Is it worth using or just a gimmick?</li> <li>• Website – Cllr Forrest has obtained a quote to build and host a new website but it seems expensive. Does anybody know of anyone in the village that could help? A decision to renew the current website hosting (renewal due on 29<sup>th</sup> August) and domain name was proposed by Cllr Gadd and seconded by Cllr Willoughby and agreed by all.</li> </ul>	<p>No interest shown.</p> <p>Clerk to add website as an item to the next agenda.</p>
4371	<p><b>County Councillor's Report</b></p> <ul style="list-style-type: none"> <li>• No report this month</li> </ul>	
4372	<p><b>Borough Councillor's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs Mary Hargreaves of Higham and her dogs were discussed as it is felt that the dogs should not be kept in the condition that they are. They are to be inspected by the RSPCA etc as a concern and tidying up of the land needs to be undertaken. See section 215 – Untidy Land.</li> <li>• The council have been looking at how long it takes staff to answer a telephone call. In June it dipped from 80% to 63% of calls being answered within 40 seconds. The council is trying to cut down on the number of phone calls it receives by giving people the option to email their queries or to pay their bills on-line. Hopefully if more people use the internet it frees up the lines for calls to be answered more timely.</li> </ul>	<p>See attached re section 215.</p>
4373	<p><b>Refurbishment of Sheds on Playing Fields</b></p> <ul style="list-style-type: none"> <li>• There has been some issues with the roof and we are unsure if the work is finished but it is progressing well. Next job is to choose the colour of the external doors at the next meeting. Invoices are needed for all work completed and materials purchased as soon as possible.</li> </ul>	<p>Clerk to add to next agenda.</p>

4374	<p><b>Clovercroft / Land Reinstatement</b></p> <ul style="list-style-type: none"> <li>The electricity housing has been removed along with a bit of stripping, removal of stones and the square tarmac has been taken up but not yet replaced. Chairman spoke to someone on the site who informed him that they were coming back to complete the work but they have not been seen back on site as yet. Work still to be completed includes weed killing the area, strimming, re-seeding and laying quality top soil and stone picking. Cllr Willoughby will speak to Cllr Forrest about the progress made as Cllr Forrest was monitoring the situation in his absence.</li> </ul>	
4375	<p><b>Best Kept Village</b></p> <ul style="list-style-type: none"> <li>Cllr Starkie informed us that Higham has not made it through to the final of this years best kept village competition. Cllr Butterfield felt that not enough effort was put in by residents, especially with the weeding. Going forward we need to consistently check on all areas, pay particular attention to weeds (especially with the mixed weather we have had) and if necessary pay someone to keep on top of it. It was proposed that a second clean up day be considered in future and an article put in the next edition of the spout informing the villagers that we had not progressed further. It was agreed that it was disappointing news but maybe not unexpected. Awaiting feedback from the judges still.</li> </ul>	Boro Cllr Starkie to add an article to the next edition of the spout.
4376	<p><b>Barrowford &amp; Western Parishes Committee</b></p> <ul style="list-style-type: none"> <li>No one from Higham Parish Council attended this month as Cllr Tetley and Cllr Hammond were both unavailable.</li> </ul>	A representative from HPC must attend in future in the absence of Cllr's Tetley and Hammond.
4377	<p><b>Village Hall Committee</b></p> <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul>	
4378	<p><b>Parish Matters</b></p> <ul style="list-style-type: none"> <li>1 Easement remains unpaid ~ 12 Sabden Road.</li> <li>Playground inspection will be completed on 24<sup>th</sup> August at a cost of £45.</li> <li>Dog Fouling has not been as bad lately – however, residents still need to be vigilant and report any instances to the dog warden or environmental health as it may become more prevalent once the dark nights set in. Boro Cllr Starkie passed a Public Spaces Protection Order form on to Cllr Willoughby for completion if he thought it was relevant to Higham.</li> <li>Speeding – still bad in the village. Running out of ideas now. All agreed that the speed camera on the by-pass was in the wrong place, it should be further up the hill to slow people down before they reach FirTrees.</li> <li>Footpath on Barkerfield Close – Resurfacing needs doing on Barkerfield's footpaths as they are badly damaged and unsightly where the tarmac has broken up. A letter of complaint has been received from number 8 Barkerfield Close.</li> <li>The land behind the terrace houses at the bottom of Higham Hall Road is a mess. Boro Cllr Starkie advised that if it is a concern to write to Pendle Council as a Parish Council and to read Section 215 to see if it is relevant in this case.</li> </ul>	<p>Clerk to send another letter.</p> <p>Cllr Metcalf will speak to the Police about this issue for ideas.</p> <p>Cllr Metcalf to advise residents about reporting faults through: <a href="http://www.lancashire.gov.uk">www.lancashire.gov.uk</a> then click on 'report a highway fault'. (Clerk also reported on ref number 181098) Clerk to email Co Cllr Wakeford with a copy of the complaint letter.</p> <p>Clerk to add to the next agenda and Cllr's to look at before the next meeting. See attached re Section 215.</p>

	<ul style="list-style-type: none"> <li>• Cllr Willoughby advised that there is a guided walk due to take place in Higham on Thursday 18<sup>th</sup> at 2pm meeting at the top end of the village.</li> </ul>	
4379	<p><b>Lengthsman Scheme: Update and work to be carried out</b></p> <ul style="list-style-type: none"> <li>• Trees need cutting on Higham Hall Road by the entrance to the bottom playing field as they are overhanging.</li> </ul>	
	<p><b>Items for Future Discussion / For next agenda</b></p> <ul style="list-style-type: none"> <li>• Christmas Party</li> <li>• Public Spaces Protection Order (Cllr Willoughby)</li> <li>• Website</li> <li>• Untidy land (Higham Hall Road)</li> <li>• Shed Doors – choose colour</li> </ul>	<p>Christmas party to be advertised in the next edition of the spout. Ticket sales / price / age limit / no entry on the night without a ticket / own drink not allowed as bar provided.</p>
4380	<p><b>The date of the next meeting:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 20<sup>th</sup> September 2016 at 7.30pm</li> <li>• The meeting closed at 9.30pm</li> </ul>	