

**Draft Minutes of Meeting 21<sup>st</sup> September 2021**

**Present:** Cllr. Mr R. Willoughby (Chairman), Cllr. Mrs D. Perrin (Vice-Chair), Cllr. Mr D. Forrest, Cllr. Mr T. Butterfield, Cllr. Mr J. Metcalfe, Cllr. Mrs L Willighan, Cllr. Mrs J. Meredith

**Apologies:** Co. Cllr. Mr H. Hartley

**Absent:** Boro. Cllr. Mr B. Newman

**Vacant Posts:** 1

**Members of the Public Present:** 1

No	Minute Heading	Action
5395	<b>Public Questions</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
5396	<b>Declaration of Councillors Interests / Code of Conduct</b> <ul style="list-style-type: none"> <li>• Nothing to declare</li> </ul>	
5397	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>• Cllr Perrin proposed that the minutes of 10<sup>th</sup> August 2021 were correct. This was seconded by Cllr Willoughby</li> </ul>	
5398	<b>Matters arising from the Minutes (for information only)</b> <ul style="list-style-type: none"> <li>• 5381(5347/64) – The posts have now been painted by Cllr Butterfield</li> <li>• 5381 (5375) – Cllr Willoughby circulated email from Tom Partridge regarding damaged footbridge/stiles</li> </ul>	
5399	<b>Parish Council Vacancy</b> <ul style="list-style-type: none"> <li>• The Vacancy was filled by co-option. We are pleased to announce that Richard Gadd has been welcomed as our new Parish Councillor</li> </ul>	
5400	<b>Finance</b> <ul style="list-style-type: none"> <li>• Payments were explained and agreed by all</li> <li>• Grass Cutting Contract</li> </ul>	<i>Add to February Agenda to discuss issues</i>
5401	<b>Planning Applications and Decisions</b> <ul style="list-style-type: none"> <li>• 21/0599/HHO Full: Erection of timber porch to front elevation, single storey extension to side and rear, formation of balcony and extend parking provision Mr &amp; Mrs Doherty, White Lee, Barrowford Road, Higham Comments due 13th September 2021</li> </ul>	<i>No issues or concerns with this application at this time</i>

	<ul style="list-style-type: none"> <li>21/0684/LBC LBC: Replace existing bay windows to the rear of the property Mr Philip Berry, Acre House, Barrowford Road, Higham Comments due by 22nd September 2021</li> </ul>	<i>Comment: 'On the understanding that wooden windows are used we have no objections with this application'</i>
5402	<b>Clerk's Report and Correspondence</b> <ul style="list-style-type: none"> <li>The Clerk's report was distributed before the meeting</li> <li>Dog Fouling complaint</li> </ul>	<i>Cllr Willoughby will speak to the residents concerned</i>
5403	<b>Barrowford &amp; Western Parishes Committee</b> <ul style="list-style-type: none"> <li>Nothing pertaining to Higham this month</li> </ul>	
5404	<b>Borough Councillors Report</b> <ul style="list-style-type: none"> <li>No report this month</li> </ul>	
5405	<b>County Councillors Report</b> <ul style="list-style-type: none"> <li>No report this month</li> </ul>	
5406	<b>Village Hall Committee</b> <ul style="list-style-type: none"> <li>The VHC minutes were distributed by Cllr Perrin before the meeting</li> <li>Limits on member numbers is presently being investigated</li> <li>The VHC are happy to help out with any future cleaning projects in the village</li> <li>Potential grant opportunities are being researched</li> </ul>	<i>Cllr Willoughby is happy to lend a hand with any grant applications</i>
5407	<b>Lengthsman Scheme / General Repairs and Maintenance</b> <ul style="list-style-type: none"> <li>Tree Survey – Report was circulated by Cllr Willoughby before the meeting</li> <li>Bushes along HHR will be trimmed back at the end of September</li> <li>Spout Repair - Steve Barnes is helping to fix the spout and clearing the mess next to the header tank. Brian Sutcliffe and Cllr Willoughby are trying to trace the issue. Not sure for certain why it has stopped but could be connected to a leak in a pipe under Jackson Fold. Cllr Butterfield raised that the spout itself is looking a bit worn and neglected and could do with some attention. Cllr Metcalfe will speak to the Lengthsman about it</li> <li>Benches - The bench half way up HHR needs removing as it is unfit for purpose. Cllr Forrest will arrange to be removed</li> </ul>	<i>Cllr Willoughby to seek quotes for the priority tree felling work and some secondary items</i>  <i>Cllr Metcalfe to speak with Lengthsman</i>  <i>Cllr Forrest to arrange</i>
5408	<b>Parish Matters</b> <ul style="list-style-type: none"> <li>LBKV Outcome – The Chairman thanked everyone for a job well done. Feedback is due around 13<sup>th</sup> October</li> <li>CCTV – Siting of the cameras, the licence and MPAN are in hand with Altitude Services, Mike Tetley and Cllr Forrest. The recorder needs housing in the Village Hall. Cllr Perrin will liaise with the Village Hall Committee to make them aware</li> <li>Spout Magazine – Well done Cllrs Willighan and Meredith</li> <li>Christmas Tree – Cllr Meredith is aware of a Christmas Tree that has been offered as a donation to us. Failing this, an 18/20ft tree to be ordered for delivery on 1<sup>st</sup> December for the Lengthsman to fix in place</li> <li>Seniors Party – Booked for 7<sup>th</sup> December at 6.30pm. Usual set</li> </ul>	<i>Cllr Perrin to circulate once received</i>  <i>Cllr Perrin to liaise</i>  <i>Cllr Meredith to liaise with Brian Sutcliffe regarding donation</i>

	<p>up. Caterers and entertained have been booked. Cllr Willighan and Cllr Meredith to sort out tickets and posters. Raffle prizes to be donated by HPC</p> <ul style="list-style-type: none"> <li>• Annual Village Maintenance Plan – It was discussed that we need a 3year rolling plan that is reviewed on a yearly basis</li> <li>• Local Plan / Greenbelt – Diarise and look out for consultation</li> <li>• The Trellis at the Threepenny bit needs attention / replacing. Cllr Metcalfe to discuss with Lengthsman</li> <li>• Footpath – A request to look at Blind Lane next to the Vicarage as proving difficult to get through. Cllr Metcalfe to discuss with Lengthsman</li> <li>• Bollards – The bollards near the Vicarage are broken and need repair. This is an LCC Highway’s issue</li> </ul>	<p><i>Clerk to add as a new Agenda item / Cllr Gadd to speak to Estates Manager for a possible plan template</i></p> <p><i>Cllr Metcalfe</i></p> <p><i>Cllr Metcalfe</i></p> <p><i>Clerk to report online</i></p>
5409	<p><b>Items for Future Discussion / For next agenda</b></p> <ul style="list-style-type: none"> <li>• Annual Village Maintenance Plan</li> <li>• Tree Quotes</li> <li>• Spout Repairs</li> <li>• CCTV</li> <li>• Local Plan / Greenbelt</li> <li>• Seniors Party / Christmas Tree</li> </ul>	
5410	<p><b>The date of the next meeting:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 19<sup>th</sup> October 2021 at 7.00pm</li> <li>• Apologies received from Cllr Meredith for October Meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>• The meeting closed at 9pm</li> </ul>	