

**Draft Minutes of Meeting 20<sup>th</sup> February 2024**

**Present:** Cllr. Mr M. Tetley, Cllr Mrs. D. Perrin, Cllr. Mr T Butterfield, Cllr. Mr J. Metcalfe, Cllr. Mr R. Gadd, Cllr. Mr I. Whittle, Clerk & RFO P. Rosthorn

**Apologies:** Cllr. Mrs L. Willighan

**Absent:** His Worship the Mayor - Cllr. Mr B. Newman, Co. Cllr. Mr H. Hartley

**Members of the Public Present:** 1

| No   | Minute Heading   | Action  |
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| 5871 | <p><b>Chairmans Welcome</b></p> <ul style="list-style-type: none"> <li>• The Chairman opened the meeting by inviting all present to stand and observe a minute’s silence in memory of Cllr Jackie Meredith who sadly passed away unexpectedly in February</li> <li>• The Chairman expressed his wish to retire from the Council with effect from the close of the meeting. Clerk and Councillors accepted the resignation, thanked him for all his commitment and hard work and wished him well</li> </ul> |   |
| 5872 | <p><b>Public Questions</b></p> <ul style="list-style-type: none"> <li>• HPC have no comments or concerns, currently, over proposed planning application 23/0839/HHO Full: Erection of a two-storey side extension</li> <li>• Sunhouse at rear of property on Sabden Road – querying that it looks large and more like a garage instead of a garden room</li> <li>• Croft Lane gate and gate post are broken</li> </ul>   | <p><i>HPC is aware and is monitoring</i><br/><i>These items are on our maintenance list</i></p>                   |
| 5873 | <p><b>Declaration of Councillors Interests / Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Nothing to be declared this month</li> </ul>   |   |
| 5874 | <p><b>Minutes of the last meeting</b></p> <ul style="list-style-type: none"> <li>• Minutes of the Council meeting, held on 16<sup>th</sup> January 2024, were agreed and signed by the Chairman as a true and accurate record. (Proposed by Cllr Butterfield, seconded by Cllr Perrin and agreed by all)</li> </ul>  |   |
| 5875 | <p><b>Update on progress of outstanding items arising from the Minutes (for information only)</b></p> <ul style="list-style-type: none"> <li>• Higham sign is ready to go back up with the new clips</li> <li>• Flooding issue near the Vicarage is still unresolved</li> </ul>  | <p><i>Cllr Tetley to liaise with Cllr Butterfield to install</i><br/><br/><i>Clerk to report online again</i></p> |
| 5876 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Payments for expenditure considered and agreed by all</li> <li>• Councillors considered and approved GF as Internal Auditor for Auditing the 2023/24 Accounts</li> </ul>  | <p><i>Clerk to liaise with GF</i></p>   |

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| 5877 | <b>Clerk's Report and Correspondence</b> <ul style="list-style-type: none"> <li>The report was distributed before the meeting</li> <li>PCC funding was discussed. Clerk to try again to speak with Support Officer BW and Cllr Gadd has registered interest to speak with the Crime Commissioner during a proposed radio session</li> </ul>  |   |
| 5878 | <b>Planning Applications and Decisions</b> <ul style="list-style-type: none"> <li>No new applications or updates to consider this month</li> </ul>   |   |
| 5879 | <b>Barrowford &amp; Western Parishes Committee</b> <ul style="list-style-type: none"> <li>Nothing pertaining to Higham this month</li> </ul>   |   |
| 5880 | <b>Borough Councillors Report</b> <ul style="list-style-type: none"> <li>No report this month.</li> </ul>  |   |
| 5881 | <b>County Councillors Report</b> <ul style="list-style-type: none"> <li>No report this month</li> </ul>  |   |
| 5882 | <b>Village Hall Committee Report</b> <ul style="list-style-type: none"> <li>Cllr Whittle provided an update on ongoing Village Hall repairs and maintenance and finance / grant possibilities</li> <li>New Gmail account is not receiving the booking emails – clerk to test and will contact CMS for advice if still does not work</li> </ul>   | <i>Clerk to test emails</i>   |
| 5883 | <b>Village Maintenance Update</b> <ul style="list-style-type: none"> <li>Tree work – ongoing (ground too wet at present)</li> <li>Lengthsman scheme – Cllr Metcalfe to speak to AW regarding rejoining the scheme</li> <li>Threepenny Bit – it has been reported that the paving stones are slippery and could present a fall hazard</li> <li>Playground – Cllr Gadd to look at annual inspection report and provide update at next meeting</li> <li>Biodiversity – seed has arrived; these will be sown in March</li> <li>Grass Cutting – annual quote from PBC agreed and accepted by all (DW has also confirmed that PBC will carry out x 2 weed killing visits this year in May and again in Aug or Sept)</li> <li>Damaged gate and gate post on Croft Lane still needs replacing</li> <li>A6068 Footpath (near Guide Lane) – footpath is sodden and muddy, and walkers are having to step into the road to avoid</li> </ul> | <i>Clerk to contact NF<br/>Cllr Metcalfe</i><br><br><i>Cllr Butterfield will spray<br/>with Algon path cleaner</i><br><br><i>Cllr Gadd</i><br><br><i>Clerk to email DW<br/>accepting the quote</i><br><br><i>Possible Lengthsman job</i><br><br><i>Clerk to report online</i><br><br><i>Ongoing maintenance<br/>work report to be<br/>completed by Cllr Perrin<br/>who will circulate prior to<br/>the next meeting</i> |
| 5884 | <b>Parish Matters</b> <ul style="list-style-type: none"> <li>Cllr Perrin has agreed to Chair the next 2 meetings (March / April)</li> <li>Spout Magazine – it was proposed and agreed by all for the current issue of the Spout to be completed by MI and BI who have kindly offered their services</li> </ul>   |   |
| 5885 | <b>Items for Future Discussion / For next agenda</b> <ul style="list-style-type: none"> <li>Spout Magazine</li> <li>Councillor Vacancies</li> <li>Annual Gate Closure</li> </ul>   |   |

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|      | <ul style="list-style-type: none"> <li>● Playground Inspection Report</li> <li>● Damaged Gate and Gate Post</li> <li>● Higham Road Sign</li> <li>● Threepenny Bit</li> </ul>  |  |
| 5886 | <p><b>The date of the next meeting:</b></p> <ul style="list-style-type: none"> <li>● Tuesday 19<sup>th</sup> March 2024 at 7.00pm<br/>~~~~~</li> <li>● Advance apologies received from Cllr Willighan</li> <li>● The meeting closed at 20:20</li> </ul> |  |