**Minutes of ordinary meeting held on Monday 17th July, 2023.**

**Present- Mrs. H. Hughes (Chair), Mr. C. McEvoy, Mrs. J. Latham and the Clerk.**

* 1. No introductions were necessary

2.02 Apologies –Mr.R.Riley, Mr.P.Dugdale, Ms.A. Heyworth ,PCSO. Clarke.

1.03 No members of the public were present.

1.04 The Councillors disclosed their personal interests.

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1.06 Police update and crime report.

PCSO.Clarke has sent the clerk the crime report which is as follows –

Erratic driver, Manchester Road, Dunnockshaw.

Suspicious circumstances- Burnley Road, Dunnockshaw. Travelling X43 bus reported as being under attack. Police attended but nothing was found.

A police speed check was conducted at Dunnockshaw. One ticket was issued.

PCSO.Clarke also reported that the parish had a new Community Beat Manager. Contact details for him are [scott.thompson1@lancashire.police.uk](mailto:scott.thompson1@lancashire.police.uk).

1.07 The minutes of the last meeting were approved by the Council.

1.08 Matters arising from the last meeting.

a. PCSO Clarke was to provide data on the accidents in the Parish over the last 6 months, and liaise with Mr C McEvoy.

1.09 Items for decision, discussion, or information.

a. The clerk reported that Burnley B. C. would not be able to allow the Parish Council website to be placed under the Umbrella of their own website because this would have to be done for all the Parishes under its jurisdiction.

b. After speaking to Mr.D.Fowler of United Uitilities, the broken walls were to be included in their budget for 23/24.

Concerning the Gambleside Trail, Mr.C.McEvoy had obtained some excellent prints of the signs together with some maps from a resident and these were to be sent to Mr.D.Fowler to help in the reproduction of the old signage. Mr. D. Fowler stated that these were probably going to be put in the budget for 23/24.

c. The clerk provided the new password for NALC. This was now only to be changed Annually and not Monthly.

d. Mr. C. McEvoy reported that he would be able to redact Council member’s signatures and addresses from any documentation signed by them, if they so wished. All Council members to be informed of this before the September meeting.

Mr.C.McEvoy had also attended a meeting re-The Code of Conduct. He reported that the Parish’s Code of Conduct complied with the current regulations and did not need to be updated.400

Signed Chairman

e. Mrs. J. Latham reported that she had been in contact Mr. R. Dobson, re- the Accessibility of the website. He had passed the issue on to Mr.P.Barlow, who had been instrumental in working on the

accessibility of the Borough Council’s own website. Depending on the amount of work this would take, he would work free of charge. She was to keep in contact with him. Mrs. j. Latham would report back to the Council when further information was received.

f. The Council authorised the decision to purchase dedicated laptop, solely for parish council use, associated software, File transfer and cleansing of 2 personal laptops at a cost of £563. There was to be an adjustment made to the risk register. Council members to be informed of this before the September meeting.

Mr.C.McEvoy was to take over the role of Website Co-ordinator, from Mrs.J.Latham.

g. The Democracy Officer stated that Burnley B.C. did not fund Training Courses for new Parish Council members , but only for Burnley. B. C. Council members.

h. The Clerk reported that she had spoken to Street Scene and the new litter bin would be put in place within the next 4 weeks. She also had reported a broken lid on a bin near the bus stop, Manchester Road, Clowbridge .

Mr.C.McEvoy reported that the lid was broken on a litter bin next to the bus stop at Cotton Row.

The Clerk was to report this via the LCC.

1.10. Correspondence received. All correspondence included as substantive agenda items.

1.11. Purchases and expenditure and bank balance since the last meeting. Received.

1.12. Budget .

The Council reviewed the budget and in light of IT purchases, noted an anticipated overspend of £497.69 offset by £23.98 IONOS payment.

1.13. Website and notice board update.

Please see 1.09e regarding the website. The notice board was updated giving notice of the meeting etc. according to the regulations.

1.14. Identification of new risks arising from this meeting.

The risk to the failure of computer systems had been reduced from a medium to low risk due to the purchase of a laptop for Parish Council use only and Kaspersky protection. To be discussed at the 11th September meeting.

1.15. Items for information.

Deferred to the Annual meeting.

a. Updated Asset Register

The clerk to provide a dated asset list to councillors prior to the 11th September ordinary meeting.

b. Updated risk assessment.

The clerk to provide an updated risk assessment prior to the September meeting.

1.16 Any other matters.

a. A closed meeting was held on Monday 14th Augus 2023.

b. The clerk announced that she would be retiring with effect from the end of January 2024 and this would be discussed further at the Annual meeting. Signed Chairman 400

c. The following bills had been authorised for payment.

£78.00-cleaning of computer (Mrs J Latham)

£312.97-Zurich Insurance.

£78.00-cleaning of computer (Mrs O Riley)

£407.00-purchase of laptop (P3 Computers)

Date of next meeting.

The present provisional date for the September ordinary meeting is under review.

401. Signed Chairman.