**Minutes of ordinary meeting held 18th May. 2023.**

Present- Mrs .J. Latham, Mrs B. Cronshaw, Mr. P. Dugdale, Mrs. H. Hughes, Ms. A. Heyworth, PCSO. Clarke, another police officer, the Clerk.

Also Present- District Cllr. J Inkle, District Cllr. G. Birtwistle.

* 1. Introductions took place.
	2. Apologies- Mr. R. Riley, Mr. C. McEvoy, County Cllr. A. Hosker.
	3. No members of the public were present.
	4. The Council members disclosed their personal interests.
	5. The Council members disclosed their conflicts of interests.

Urgent matter (.not on the Agenda.)

Mrs . J. Latham, Mrs . B .Cronshaw and Ms. A. Heyworth reported that they had deleted the necessary documentation for this meeting, because their laptops had shown that the information required, contained a virus. Ms. A. Ashworth (chairman) reported that she felt unable to chair the meeting without the necessary documentation. The meeting was chaired by Mrs. H. Hughes (Dept. Chairman).

District Cllr. J. Inkle said that she would send out some of the other documentation

 required by Councillors, if the clerk emailed them to her.

District Cllr. G Birtwistle reported that Burnley Borough Council had an excellent security system and the Parish Council could be placed under the security section of their website.

Agreed- The clerk contact the democracy officer regarding this.

1.6. The minutes of the 2nd May meeting were passed as a correct record.

1.7. Matters arising from the 2nd May meeting and items to be put on the agenda for the July Meeting.

PCSO S Clarke was to provide data on any accidents in the Parish over the last 6 months and for the next 6 months to Mr. C. McEvoy.

Agreed that this item be placed on the agenda for the October meeting. Councillors were to receive an update before the meeting.

Crime report.

The Police present said that the only incident reported to them was of a man running in and out of traffic at Dunnockshaw. Upon investigation no one was found.

Other information, passed on to the Council by the police, was that they had launched an investigation into motorised bikes. For safety reasons these bikes were not to exceed the speed of 30mph. CCTV had been employed in most parts of Burnley and any driver of these bikes who exceeded the limit could have their bike confiscated from their garden or house if caught on CCTGV

1.7a Clowbridge Reservoir Trail signs and damaged walls owned by United Utilities.

The clerk was to contact the United Utilities representatives shortly before the July meeting.

This was agreed by the Council.

1.7b. The clerk apologised for not having passed on the password details for LALC to the Councillors.

1.7c Mr.C.McEvoy had been unable to review the Parish Council website before this meeting but would be able to do so at a later date.

396. Signed Chairman

1.7d. Mrs. J. Latham reported that the website in no way conformed to the new laws and regulations concerning accessibility .(WRAG). Under the Transparency Code no PDF files were to be allowed on the website and were to be replaced with HTL forms. Data could be transferred to Councillors for the meetings and Councillors would be able to access these under a members only section of the website.

District Councillor G. Birtwistle reported that Mr. R. Dobson from the IT. Dept of Burnley B.C. would be able to help the Council with this. He would arrange a meeting between Mr. Dobson and Mrs. J. Latham. Later Cllr. Birtwistle rang Mr. Dobson, who was at the Town Hall, and he came to the meeting and gave the clerk his contact details.

Agreed. This item be discussed at the July meeting.

1.7e. Training Courses with LALC.

Mrs. J. Latham reported that it may be possible that Burnley B. C. would possibly pay for the training courses for Councillors..

Agreed that the clerk contact the Democracy Dept. to enquire.

Nominations for Chairman and Vice-Chairman

Mrs. H. Hughes was nominated for Chairman and Mr. C. McEvoy was nominated for Vice-Chairman.

1.8 Approval of Accounts.

The Accounts were approved by the Council.

1.9. Approval of AGAR forms 2022/2023

The wording of the Excel document, explaining Variances, was discussed by the Councillors.

The Certificate of Exemption was signed at the 2nd of May meeting.

The Annual Governance Statement was signed by the Vice-Chairman at this meeting.

It was noted that the Annual Governance Statement, (under the transparency code) was marked as NO for the Website being up to date.

The AGAR forms were approved and agreed by the Council.

1.10 Any Correspondence.

The clerk reported that she had received a letter from the bank’s business dept., stating that the mandate for Ms. A. Heyworth to become a signatory to the cheques had been accepted. A week later the clerk received another letter from them stating they required further information from the Council, before the mandate could go ahead.

The clerk rang the bank and was informed that the Parish Council needed an ‘Entity’. This would identify the Council as a Parish Council rather than a Charity.

The clerk was informed that she would receive confirmation that the bank would confirm the mandate within the next two weeks and she is still awaiting this.

1.11 Purchases and Receipts.

Receipts- Burnley B C-£816,00 (£750 precept and £66.00 grant).

Payments-Balmer’s -£76.50.(strimmer battery), LALC Subs-£51.26, LALC Courses-£70.00.

L. Cole Internal Audi-£60.00, ICO-£40.00.

Total Payments .£297.76

1.12. Cllr. G. Birtwistle reported that Burnley B.C. may pay for courses for new Councillors.

Agreed. The clerk contact Burnley.B.C

397 Signed Chairman.

Minutes of Annual meeting 2022.

The minutes of this meeting were discussed by the Council.

The problem of the cutting of the verges by the LCC appeared to have been solved.

District Councillor G, Birtwistle reported that speeding had always been a problem in the Parish. He suggested possible strategies to alleviate the problem.

The Millenium capsule had been placed under the millenium bench on the play ground

The council agreed the minutes of the Annual meeting held May 2022.

398 Signed Chairman.

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