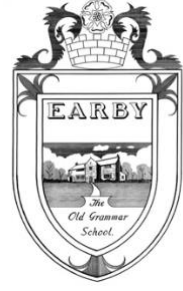




# EARBY TOWN COUNCIL



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**Meeting** of Earby Town Council  
Monday 19<sup>th</sup> August 2024  
The Parish Rooms, Victoria Road, Earby

## MINUTES

### 1. Welcome

Councillor Myers, Vice Chair, welcomed all present to the meeting at 7.30pm.

### 2. Attendance, Apologies, and non-attendance

The attendance of members was recorded: Cllrs J. Myers, A. Inman, D. Anderson, V. Cocker, N. Goodman, T. Dickinson and Cllr D. Haigh. Apologies were received from Cllr. Hardman and Cllr R. Robinson and the reasons accepted.

### 3. Declarations of Interest

There were no declarations of interest notified on the agenda.

### 4. Exclusion of the public and press

There were no relevant matters identified as meeting the criteria for exclusion on the agenda.

### 5. Public Participation

There was no representation made from members of the public. Three members of the public observed the meeting.

### 6. Minutes

It was resolved to accept and approve the minutes of the last meeting on [Monday 24<sup>th</sup> June 2024](#) as an accurate record (Proposed VC, 2<sup>nd</sup> AI).

### 7. Update of ongoing issues from previous Minutes

The Town Manager provided an update to members on the progress made against the following ongoing issues.

7.1 A summary of maintenance tasks carried out since the last meeting was presented, which included repairs to and cleaning of playgrounds, the public toilets and clearing the area known as The Tinny on Victoria Road, ahead of the Dragon Event. A significant amount of time had

been spent cleaning vandalism from public property. Council thanked the Lengthsman, Mr Kelly, for his continued commitment to enhancing the area.

7.2 The refurbishment of the public toilets at the bus station following extensive vandalism was now complete at a cost to the public purse of approximately £9,000. The installation of new steel doors, a contactless payment access system and enhanced external CCTV were now fully operational and public communication would follow. The cost of access was previously set at 40 pence and could be made by credit or debit card, Apple Pay and Google Pay. Initially access to the conveniences has been set between 5.30am and 10.30pm which would be reviewed and amended in the event of misuse.

7.3 The Hill Top Recreation pavilion remains closed although the electricity meter has now been replaced and it has been accepted by the electricity supplier that the previous meter was defective and had sent inaccurate readings. A reimbursement of charges had been agreed, together with a good will credit to the account, acknowledging their error.

7.4 A defective electricity meter has also been removed from the former fire station at the council offices. An error in the transfer of information between energy companies on switching had resulted in an inflated bill for energy not used. This dispute has now been resolved and the installation of a new, smart, 3 phase meter in the building today will support Council's aspiration to enhance renewable energy production and deliver public EV charging points to the adjoining car park in the future.

7.5 The Holiday Hostel lease is now correctly recorded with HM Land Registry.

7.6 Initial investigation into an issue with the plumbing at the Holiday Hostel had identified further work to resolve the matter and this was ongoing in consultation with the tenant.

## **8. Crime Prevention/Anti-Social Behaviour**

Council discussed several offences of damage, ASB and theft over recent weeks. The Neighbourhood Policing Team had been previously invited to the meeting but were not in attendance.

It was reported that unauthorised camping at Birley Playing Fields had resulted in the dry-stone wall being damaged, the turf being burnt with campfires and excess waste being dumped there. Members were encouraged to visit the area during the holidays and encourage reporting from residents to enable appropriate intervention whilst those responsible are still present.

Other examples of criminal damage and anti-social behaviour were cited to the new trees on Cemetery Road, public benches on Victoria Road, persistent hard ball games being played on the Aspen Lane Green and Rushton Avenue playground.

The Neighbourhood Policing Team were to be invited to the next meeting. Members and residents were encouraged to report such incidents, however minor, to Lancashire Constabulary to ensure that their data and statistics reflected the problem accurately and resources allocated to meet demand.

## **9. Correspondence**

9.1 Members were informed of communication from the West Craven District Committee (WCDC) of Pendle Borough Council on the creation of a borough wide car park strategy. Council noted their comment in relation to the Town Council owned land at Cemetery Road.

9.2 Members were informed of a forthcoming meeting arranged by WCDC on funding of the maintenance of Sough Park, owned by Pendle Borough Council. Council resolved to decline an invitation to attend having previously resolved their position on funding at the meeting of [Monday 24<sup>th</sup> June 2024](#) (Proposed DA, 2<sup>nd</sup> VC).

## **10. Allotments**

Council received an update on the current waiting list of 60 residents, work being carried out on plots waiting to be let and the inspection and renewal process ahead of invoices being issued in October.

## **11. Planning Applications**

Only one new planning application had been received and circulated since the previous meeting. This had been circulated on the day of the meeting and not all members had had the opportunity to review it.

## **12. Reports from meetings with other organisations**

12.1 Council were unable to attend the most recent West Craven District Committee meeting of Pendle Borough Council, the draft minutes of which can be viewed here:

[https://www.pendle.gov.uk/meetings/meeting/3330/west\\_craven\\_committee](https://www.pendle.gov.uk/meetings/meeting/3330/west_craven_committee)

12.2 Members provided an update on the 'Earby Dragons' event delivered by the Earby Events Group in conjunction with the Town Council on Saturday 10<sup>th</sup> August 2024. The event had received excellent feedback: "what a fabulous community event, a delight from start to finish" being an example. The Vice Chair thanked everyone involved for their contribution to the day. Numerous requests had been received to repeat the event next year and a debrief would be arranged to improve the day further.

12.3 The public consultation of the Earby Masterplan concluded on the 11<sup>th</sup> March and the next stage in the process was awaiting Pendle Borough Council action. No further updates had been received to date.

## **13. Strategic Plan for Renewable Energy**

Council has previously outlined an aspiration to make better use of generating and using renewable energy at its buildings in support of a Climate Action Plan and to provide opportunities for sustainable income generation in a form which benefits residents and visitors to the town.

To that end, the Town Manager detailed initial research and recommendations on a staged approach to enhancing renewable energy use at the council offices. The first step was to service, maintain and enhance the current biomass boiler central heating system with improved zoning control and additional heating upstairs to provide frost protection. This work was costed and detailed in the next agenda item for immediate implementation.

This was to be followed with the implementation of a battery storage system to support and capture the existing solar panel generation at the rear of the building, with some remedial work to the existing panels to exclude nesting birds and overhanging trees.

The final phase being additional solar panels installed on the front building, with additional storage batteries there to provide a sustainable energy supply to public EV charging points in the adjoining car park. Surplus energy being sold to the grid when demand seeks it, utilising flexible energy supply tariffs accordingly.

Members debated the recommendations and agreed the proposed pathway in principle, subject to further resolutions on specific quotations at each stage from supplier/installers (Proposed JM, 2nd DA).

## 14. Finance

14.1 Council resolved to approve the Payment List, as circulated (Proposed VC, 2nd AI).

14.2 Council received and noted the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds.

14.3 Council received an update from the Responsible Finance Officer (RFO) on the actual spending against budget for the first two quarters of the financial year. Despite keeping the precept at 0% increase again this year, and continuing to deliver more for less, spending was within budget and total income was enhanced with refunds from energy suppliers, tighter control of service providers costs, the withdrawal from an event, and withdrawal of external funding. Payments and Receipts would continue to be carefully scrutinised for the second half of the year to ensure the Town Council delivers its obligations and more within its allocated budget.

14.4 Council noted the recovery of the fee for Beat the Street initiative, following withdrawal from the event, as resolved at the previous meeting.

14.5 Council approved expenditure for remedial works to the existing heating system ahead of winter including the installation of a radiator upstairs, improved zoning control and valves to improve frost protection capability (£1,650 +VAT) (Proposed JM, 2nd AI).

14.6 Council approved expenditure for the annual biomass boiler service and remedial works to the boiler and expansion tank following recent failure and leaks identified (£640 + VAT) (Proposed AI, 2nd TD).

14.7 Council approved the continued use of the Council's supplier of the town's festive lighting and provision of the two Christmas trees (Proposed AI, 2nd VC). Members proposed additional lighting in the Aspen Lane Green area for this year's display which would be assessed, costed and brought back for approval.

14.8 Council approved the final invoice from Danfo Ltd for the installation of the new access control system and steel doors to the bus station Public Toilets (£6,694 + VAT) (Proposed DA, 2nd JM). It was also resolved to transfer £7,000 of funds from the Earmarked Reserve category for public toilet refurbishment to the main bank account to cover this invoice (Proposed DA, 2nd VC).

14.9 Council considered options for virement of £13,100 previously budgeted for contribution to Sough Park maintenance by Pendle Borough Council. It was resolved to allocate the budgeted amount to the Earmarked Reserve: Renewable Energy Investment in support of the project outlined at item 13 above (Proposed TD, 2nd DA).

14.5 Council noted this month's bank account reconciliation report with the Council's accounting software, which was signed by the Vice Chair.

## 15. Next Meeting Date

The next meeting will take place on **Monday 30<sup>th</sup> September 2024**.

## 16. Meeting Close

The meeting was closed at 21.07 hrs and the Vice Chair thanked all present for their attendance and contribution.