

MINUTES OF GISBURN PARISH COUNCIL MEETING  
HELD ON THURSDAY 10 MARCH 2011  
AT 7.30 PM

Present: John Falshaw (Chair), Colin Corlett, Mary Kirby, Peter Ryde, Barrie Tyrer  
Clerk and Borough Cllr Richard Sherras

MINUTES OF MEETING OF 10 FEBRUARY 2011

The Minutes of the meeting of 10 February 2011 were accepted as a true record of proceedings at that meeting and duly signed.

FINANCIAL STATEMENT

Deposit Account	£2,184.31
Current Account	£3,307.52

The Clerk advised that the cheque from Lancs CC for £2,000 in respect of the 2010/11 grant for the Parish Lengthsman had been received and duly banked.

ACCOUNTS FOR APPROVAL

Mrs C A Holmes	£100.00
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YEAR END MATTERS

- a) Annual Risk Assessment
- b) Review of Asset Register

The Clerk advised that it was necessary for the Parish Council to consider both its Asset Register and a Risk Assessment Schedule for the year 2010/11. Both of these documents had been circulated prior to the meeting. After further consideration the meeting duly approved the Asset Register and Risk Assessment Schedule for 2010/11.

- c) Review of Effectiveness of Internal Audit

The Clerk advised that the Parish Council was required to undertake a review of the effectiveness of the internal audit process. The review was to cover five areas, namely: scope of internal audit, independence of the internal auditor, competency of the internal auditor, relationships of the auditor to the Council and planning and reporting. The Clerk outlined what each of the aforementioned categories covered using a document from the external auditors and the Council discussed each item as required. It was concluded that the current arrangements for undergoing the internal audit were effective.

- d) Year End Timetable

The Clerk explained that the Annual Return and supporting information had to be returned to BDO LLP by 10 June 2011. It was hoped to pass the books to the internal auditor during April with a view to the accounts and Return being signed at the May 2011 meeting.

## PLANNING APPLICATIONS

The Clerk explained that the application to convert a redundant agricultural barn at Huckle Ing Barn into a holiday let had been refused under delegated powers.

There had been a retrospective application to erect a noticeboard in the Festival Hall Car Park. This was approved.

## TRAFFIC CAMERAS

It was explained that an appropriate way leave document had been received from Lancs Constabulary and circulated for comment and approval. The document was deemed acceptable and the final version for signature would therefore be awaited from the police.

## PARISH COUNCIL ELECTIONS

The Clerk advised that she had received the appropriate nomination forms for the forthcoming Parish Council elections on 05 May 2011 and the completed forms had to be returned to RVBC by 04 April 2011. The forms were duly distributed and completed. The Clerk undertook to obtain electoral roll numbers from RVBC.

## CORRESPONDENCE

The Clerk advised that an e-mail had been received on behalf of Bowland Young Farmers asking for permission to use the Playing Fields for an event to be held on 15 May 2011. It was noted that a similar event had been held in 2010 without incident and it was agreed that permission should be granted.

The Clerk advised that a quotation had been received from Ribble Valley BC for the cutting of the grass on the playing fields for 2011/12. The sum quoted was £597.69 plus VAT of £119.54. It was agreed that this quotation was acceptable.

## ANY OTHER BUSINESS

The Clerk advised that the appropriate notices had started to appear in the locality advertising the BeatHerder Festival to be held in early July 2011. It was noted that the Festival would be held on 01 July to 04 July 2011 inclusive and there would be live music until 0500 hours on 02 and 03 July and until 1200 hours on 04 July 2011.

The Chairman explained that the tools given to the Parish Council by Dr Henderson, who used to look after the Cenotaph Gardens, had not been used and were unlikely to be used. It was agreed that the tools should be sold either via the local press or E-bay.

It was noted that people were continuing to access the recreation ground with vehicles in the evenings and this was causing problems with the surface of the field. It was suggested and agreed that a quotation should be obtained for erecting a fence and a gate at the far end of the recreation ground so the gate could be locked.

## Part II

### PARISH LENGTHSMAN

It was explained that a request had been made by the Gisburn Playing Fields Association for the parish lengthspeople to undertake the cutting of the playground as part of their duties. It was felt this extra work for the lengthspeople should not be included in the work they undertook for the Parish Council but if the Playing Fields Association wished to negotiate directly with the lengthspeople they could do so. It was agreed that the Parish Council would make a donation to the Playing Fields Association towards the cutting of the grass and would provide the contact details of the lengthspeople to enable discussions to take place directly between the parties concerned.

### WALLS

It was explained that a local contractor had undertaken a basic repair of the recreation ground wall adjoining the Burnley Road but had yet to submit an invoice.

### DATE OF NEXT MEETING

Annual Parish Meeting	Thursday 12 May 2011 at 7.00 pm
Parish Council Meeting	Thursday 12 May 2011 at 7.30 pm