



**Minutes of a meeting of Nelson Town Council held on Wednesday 19<sup>th</sup> May  
2021 at the Unity Well Being Centre, Vernon Street, Nelson, Lancashire**

**Commenced: 7.30pm - Concluded: 8.45pm**

**Councillors Present:** Councillors Zafar Ali [Chair], Faraz Ahmad, Omar Ahmed, Zulfiqar Ali, Mohammad Aslam, Ali Baig, Sadia Bashir, Patricia Hannah-Wood, Mohammad Kamran Latif, Atique Rehman, Mohammad Sarwar, Mohammad Sakib, Russell Tennant, Ikram Ul-Haq and Sheila Wicks

**Absent Councillors:** Councillors George Adam, Husnan Arshad, Wayne Blackburn, Nazeem Hayat, Fiona Holland, Mashuq Hussain OBE, Michelle Pearson-Asher and Nigel Pearson-Asher

**Non-Councillor (without voting rights):** None

**Officers:** Nick Harbour – Assistant Town Clerk [minute taker]

**Members of the Public:** None

2021/001 (TC)	<p><b><u>ONE MINUTE SILENCE</u></b> The Assistant Town Clerk invites members to observe a one minute of silence</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Latif, and <b>RESOLVED:</b> That the one-minute silence is extended to a two-minute silence as a mark of respect for all those who have lost their lives to Covid-19.</p> <p>The two-minute silence was observed.</p>
2021/002 (TC)	<p><b><u>ELECTION OF TOWN COUNCIL CHAIRMAN</u></b> To elect a Town Council Chairman for the 2021/22 municipal year</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Ul-Haq, and <b>RESOLVED:</b> That Councillor Zafar Ali is elected as Town Council Chairman for the 2021/22 municipal year.</p>
2021/003 (TC)	<p><b><u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u></b> To elect a Town Council Vice-Chairman for the 2021/22 municipal year</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Bashir, and <b>RESOLVED:</b> That Councillor Mohammad Kamran Latif is elected as Town Council Vice-Chairman for the 2021/22 municipal year, with Councillor Russell Tennant to shadow the role.</p>
2021/004 (TC)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.</p> <p>Proposed by Councillor Tennant and Seconded by Councillor Latif, and</p>

	<p><b>RESOLVED:</b> That the apologies received from Councillors George Adam, Husnan Arshad, Wayne Blackburn, Fiona Holland, Mashuq Hussain, Michelle Pearson-Asher and Nigel Pearson-Asher are approved and accepted.</p>
2021/005 (TC)	<p><b><u>DECLARATIONS OF INTERESTS</u></b> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None declared.</p>
2021/006 (TC)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p>No members of the public were present at the meeting.</p>
2021/007 (TC)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Town Council meeting held on 10 March 2021 (previously circulated).</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Sarwar, and <b>RESOLVED:</b> That the draft minutes of the Town Council meeting held on the 10 March 2021 be confirmed as a true record and be signed by the Chair.</p>
2021/008 (TC)	<p><b><u>NEW COUNCILLOR – ATIQUE REHMAN</u></b> To note the appointment of Atique Rehman in the Southfield Ward following the recent elections and Atique Rehman to sign the Declaration of Acceptance.</p> <p>Atique Rehman had recently won an uncontested seat in the Southfield Ward. The Declaration of Acceptance and Declaration of Interest papers were all signed off in the presence of the Chairman and the Assistant Town Clerk.</p> <p>The Chairman welcomed Councillor Atique Rehman to the Council and stated he looked forward to working with him on future projects.</p> <p>Members noted the appointment.</p>
2021/009 (TC)	<p><b><u>VACANCY – MARSDEN WEST WARD</u></b> To note the vacancy for the Marsden West Ward. The appropriate notice period was advertised on the Council website and noticeboard. No requests were received by the office or Pendle Borough Council's elections team, meaning a new Councillor can be co-opted to the vacancy.</p> <p>The Chairman updated Members that the Council are now allowed to co-opt a new Councillor to the vacancy in Marsden West ward. The office had advertised the seat on the Council website and noticeboard and no comments were received from the public to call an election.</p> <p>Anyone who knows of people who may be interested in the role are asked to tell the interested candidate to get in touch with the Assistant Town Clerk ready for the co-option process to begin at a later date.</p> <p>Members noted the update.</p>
2021/010 (TC)	<p><b><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u></b></p>

To review and adopt the Scheme of Delegation that contains the delegation arrangements to staff, committees and sub-committees of the Town Council in accordance with the Local Government Act 1972, s101. The Scheme of Delegation contains the terms of reference for each standing committee.

Proposed by Councillor Hannah-Wood and Seconded by Councillor Bashir, and  
**RESOLVED:** That the existing structure used in the year 2020-21 be used for the upcoming year 2021-22.

2021/011  
(TC)

**APPOINTMENT OF COMMITTEES**

To appoint members to committees in accordance with the Scheme of Delegation.

- Environmental Improvement Committee 8 members and Ex-Officio
- Finance and General Purposes Committee 8 members and Ex-Officio
- Events, Promotional and Marketing Committee 8 members and Ex-Officio
- Personnel Committee 5 members and Ex-Officio
- Unity Wellbeing Management Committee 8 members and Ex-Officio

Proposed by Councillor Tennant and Seconded by Councillor Hannah-Wood, and  
**RESOLVED:** That the below committee membership and representation on outside bodies for 2021-22 be approved:

Environmental Improvements

Membership: x8 members

Ahmad: Faraz  
Baig: Ali  
Blackburn: Wayne  
Hannah-Wood: Patricia  
Pearson-Asher: Michelle  
Sarwar: Mohammed Sufyan  
Tennant: Russell  
Wicks: Sheila

Events, Promotional & Marketing

Membership: x8 members

Ahmad: Faraz  
Arshad: Husnan  
Bashir: Sadia  
Hussain: Mashuq  
Pearson-Asher: Nigel  
Rehman: Atique  
Tennant: Russell  
Ul-Haq: Ikram

Finance & General Purposes

Membership: x8 members

Ahmad: Omar  
Ali: Zafar  
Arshad: Husnan  
Holland: Fiona  
Hyatt: Nazeem  
Latif: Mohammed Kamran  
Sakib: Mohammad  
Ul-Haq: Ikram

Personnel Committee

Membership: x5 members

Ali: Zafar  
Bashir: Sadia  
Hussain: Mashuq  
Latif: Mohammed Kamran  
Tennant: Russell

Unity Well Being Management

Membership: x8 members

Adam: George  
Ahmad: Faraz  
Aslam: Mohammad  
Blackburn: Wayne  
Hannah-Wood: Patricia

	<p>Hussain: Mashuq Latif: Mohammed Kamran Rehman: Atique</p> <p><u>Nelson Area committee</u> Sarwar: Mohammed Sufyan</p> <p><u>Lancashire Association of Local Councils - Lancashire Branch</u> Blackburn: Wayne</p> <p><u>Pendle Fair Trade</u> Hannah-Wood: Patricia</p> <p><u>Town Centre Partnership / Town Team</u> Ali: Zafar Blackburn: Wayne</p> <p><u>Nelson Youth Forum</u> Arshad: Husnan Hyatt: Nazeem</p> <p><u>Whitfield Community Forum</u> Arshad: Husnan Ahmed: Omar Hannah-Wood: Patricia</p> <p><u>Bradley Big Local Community</u> Tennant: Russell</p> <p><u>Walverden &amp; Clover Hill Action Group</u> Hannah-Wood: Patricia</p> <p><u>Sports and Youth Activities Working Group</u> Ahmad: Faraz Bashir: Sadia Blackburn: Wayne Hussain: Mashuq Hannah-Wood: Patricia Rehman: Atique Sarwar: Mohammed Sufyan Ul-Haq: Ikram</p>
2021/012 (TC)	<p><b><u>MEETING SCHEDULE 2021/22</u></b> To review the meeting schedule for 2021/22 in line with new government guidelines around the lifting of lockdown restrictions in relation to Covid-19..</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Latif, and <b>RESOLVED:</b> That the meeting schedule for 2021/22 in line with new government guidelines around the lifting of lockdown restrictions in relation to Covid-19 is approved</p>
2021/013 (TC)	<p><b><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u></b> 13.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook).</p> <p>Proposed by Councillor Sakib and Seconded by Councillor Hannah-Wood, and <b>RESOLVED:</b> That the Standing Orders inclusive of the policies and procedures listed</p>

	<p>in Appendix B are adopted.</p> <p>13.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Latif, and  <b>RESOLVED:</b> That the Financial Regulations (based on the model produced by NALC) are adopted.</p>
2021/014 (TC)	<p><b><u>ASSET REGISTER REVIEW</u></b></p> <p>14.1 To review the existing Asset Register Policy.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Aslam, and  <b>RESOLVED:</b> That the Asset Register Policy is approved as the already existing version states.</p> <p>14.2 To review the updated Asset Register for the financial year 2021/22.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That the Asset Register for the financial year 2021/22 is approved as presented at this meeting.</p>
2021/015 (TC)	<p><b><u>ENVIRONMENTAL PROJECTS – BACK STREETS</u></b></p> <p>15.1 To authorise the recommendation from Pendle Borough Council in relation to Phase One of the back streets project in Nelson. These quotes relate to works to be carried out at Walverden Terrace, Back Dover Street/ Midland Street and Lomeshaye Road/ St Mary’s Street.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Aslam, and  <b>RESOLVED:</b> That the recommendation from Pendle Borough Council in relation to Phase One of the back streets project in Nelson is approved.</p> <p>15.2 To authorise the recommendation from Pendle Borough Council in relation to Phase Two of the back streets project in Nelson. These quotes relate to works to be carried out at Back Lomeshaye Road, Swaine Street, Back Percy Street and Princess Street.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Aslam, and  <b>RESOLVED:</b> That the recommendation from Pendle Borough Council in relation to Phase Two of the back streets project in Nelson is approved.</p>
2021/016 (TC)	<p><b><u>MUGA AND PLAY AREA SIGNAGE</u></b></p> <p>To review quotes received in relation to new signage for all MUGA’s and Play Area’s under Nelson Town Council ownership.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Aslam, and  <b>RESOLVED:</b> That Quote 1 received by Pendle Signs is approved for the new signage works to be carried out at all MUGA’s and Play Area’s under Nelson Town Council’s ownership.</p>
2021/017 (TC)	<p><b><u>NELSON FOOD FESTIVAL</u></b></p> <p>To consider support for the Nelson Food Festival which organisers are looking to hold in September 2021.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That this item is deferred and delegated to the Events, Promotional and Marketing Committee for further discussion.</p>
2021/018	<p><b><u>NOTICE OF MOTION – HUMAN RIGHTS IN PALESTINE</u></b></p>

(TC)	<p>To consider motions submitted by Councillors in accordance with Standing Order 9</p> <p><b>Motion moved by Councillor Zafar Ali:</b> The Council notes with great concern the blatant disregard for human rights by Israeli forces in the occupied Palestinian lands with aerial/ground attacks against innocent civilians.</p> <p>The Council notes the state sanctioned forced evictions of Palestinians from their homes</p> <p>The Council notes the silence from HM government in speaking out against the illegal government sponsored attacks against civilians.</p> <p>The Council resolves to:</p> <p>(1) show solidarity with the people of Palestine during their struggle for freedom</p> <p>(2) write to the Prime Minister &amp; Foreign Secretary demanding immediate condemnation by HM government against the actions of Israeli forces.</p> <p>(3) ask HM government to raise this at the United Nations Security Council and seek sanctions against the government of Israel</p> <p>Councillors Omar Ahmed, Mohammad Aslam, Patricia Hannah-Wood and Mohammad Sakib all spoke of their support for the above motion.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Sakib, and  <b>RESOLVED:</b> That the motion is approved and the actions outlined are to be carried out. This was a unanimous decision from all present at the meeting.</p>
2021/019 (TC)	<p><b><u>CHRISTMAS LIGHTS CONTRACT</u></b></p> <p>To consider an extension of the existing contract with LITE for the Christmas Lights in Nelson Town Centre. LITE have agreed to keep prices frozen for an additional three years and replace all existing bulbs with new LED ones.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Bashir, and  <b>RESOLVED:</b> That the extension of the existing contract with LITE for the Christmas Lights in Nelson Town Centre is approved. Paul Buckley from LITE is to be invited to the next Events, Promotional and Marketing Committee meeting to discuss the details further.</p>
2021/020 (TC)	<p><b><u>ST PHILIP'S/ ST JOHN'S CHURCHYARD, BARKERHOUSE ROAD – NOTICE OF CLOSURE</u></b></p> <p>To receive an update around the request made by St Philip's/ St John's Churchyard for the Town Council to take over ownership of the churchyard.</p> <p>The Assistant Town Clerk updated Members that the item received at the last Full Council meeting has now been delegated to Pendle Borough Council for their Nelson Area Committee to handle the transfer of services from St Philip's/ St John's Churchyard to Pendle Borough Council.</p> <p>Members noted the update.</p>
2021/021 (TC)	<p><b><u>COMMUNITY GOVERNANCE REVIEW</u></b></p> <p>To receive an update on the Community Governance Review being undertaken by Pendle Borough Council</p> <p>Pendle Borough Council are currently reviewing the boundary lines for both the Borough and Town Council's. The proposal seemed to suggest that Town Council's consider a realignment of their ward boundaries to match up with the new Borough Council setup.</p>

	<p>Members had previously agreed that this was an exercise that didn't really need to take place for the ward boundaries for the Town Council. The proposals appear to have sections of Clover Hill going into Brierfield and Marsden East covering Colne. A similar exercise was conducted in 2019 and Councillors could see no fundamental reason for another change two years later.</p> <p>The Working Group set up at the last meeting to discuss this further will meet in due course. The Assistant Town Clerk has written to Pendle Borough Council to state the Town Council's objection to the proposal.</p> <p>Members noted the update.</p>
2021/022 (TC)	<p><b><u>PENDLE LOCAL PLAN UPDATE</u></b> To receive an update around the Pendle Local Plan.</p> <p>The Assistant Town Clerk updated Members that he had written to Pendle Borough Council as per the resolution at the last Full Council meeting to outline the Council's position in terms of the Local Plan update.</p> <p>A further update is expected from Pendle Borough Council in June/ July 2021.</p> <p>Members noted the update.</p> <p><b>Action:</b> The Assistant Town Clerk notify Members once Pendle Borough Council release any further updates in terms of the Local Plan.</p>
2021/023 (TC)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b> To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>No new items were requested for the next agenda.</p>
2021/024 (TC)	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b> The date of the next meeting of the Council is due to be held on Wednesday 9<sup>th</sup> June 2021.</p> <p>Members noted the date of the next meeting.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.45pm.</p>