



**Minutes of a meeting of Nelson Town Council held on Wednesday 09<sup>th</sup> June 2021 at the Unity Well Being Centre, Vernon Street, Nelson, Lancashire**

**Commenced: 7.00pm - Concluded: 8.15pm**

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

**Absent Councillors:** Councillors George Adam, Zulfiqar Ali, Nazeem Hayat, 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

2021/025 (TC)	<p><b><u>ONE MINUTE SILENCE</u></b> The Chairman invites members to observe a one minute of silence</p> <p>Proposed by Councillor Aslam and Seconded by Councillor Ali, and <b>RESOLVED:</b> That the one-minute silence is extended to a two-minute silence as a mark of respect for a resident who had sadly passed away in an accident in the town the previous day.</p> <p>The two-minute silence was observed.</p>
2021/026 (TC)	<p><b><u>CHAIRMAN'S OPENING REMARKS</u></b> To receive the Chairman's opening remarks</p> <p>The Chairman noted that there was an increase in Covid-19 cases in Pendle in recent weeks. 189 new cases had been confirmed in the previous week, taking the total over 100,000 for the Borough since the start of the pandemic. Councillors were requested when they speak to residents that they urged them to go for their vaccinations that are now widely available to people to help protect them and others. Vaccination centres are now available in Nelson, including Morrisons car park and the local pharmacies.</p>
2021/027 (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 Hannah-Wood and Seconded by Councillor Aslam, and <b>RESOLVED:</b> That the apologies received from Councillors George Adam, Zulfiqar Ali, Michelle Pearson-Asher and Nigel Pearson-Asher are approved and accepted.</p>

2021/028 (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>
2021/029 (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>
2021/030 (TC)	<p><b><u>MINUTES</u></b> To approve the draft minutes of the Full Town Council meeting held on 19 May 2021 (previously circulated).</p> <p>Proposed by Councillor Latif and Seconded by Councillor Aslam, and <b>RESOLVED:</b> That the draft minutes of the Town Council meeting held on the 19 May 2021 be confirmed as a true record and be signed by the Chair.</p>
2021/031 (TC)	<p><b><u>RESIGNATION – COUNCILLOR FIONA HOLLAND</u></b> To note the resignation letter received from Councillor Fiona Holland.</p> <p>Councillor Fiona Holland had recently written to the Assistant Town Clerk to step down from her role as Councillor for the Walverden Ward due to not having enough time to fulfill the role to the level she would like to.</p> <p>Councillors asked that their thanks be passed on to Councillor Holland for her contribution to the Council over the last two years.</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor Hannah-Wood, and <b>RESOLVED:</b> That the appropriate notices be prepared and advertised for the vacancy and that the Chairman write a letter of thanks to Councillor Holland for her hard work over the last two years.</p>
2021/032 (TC)	<p><b><u>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS</u></b> To receive reports from the Borough or County Councillors</p> <p><u>Borough Council</u></p> <p>Councillor Sakib noted that Nelson Area Committee has now merged with Brierfield &amp; Reedley Committee, resulting in meetings taking longer than they used to due to the additional content of items which need to be discussed from both areas. He asked that Councillor Sarwar attend the next meeting as he is the Nelson Town Council representative who was appointed to attend on behalf of the Town Council.</p> <p>A contentious item was on the agenda in relation to planting of trees at Ringstone Crescent. A decision was not made at the meeting but the item will be going to the Policy &amp; Resources Committee next month. Any Councillors with comments from residents about the matter are asked to share these before the meeting.</p> <p>No major planning applications had been submitted this month, but Councillors were asked to monitor the weekly planning lists which are circulated and highlight any applications they may feel the Town Council should be reviewing in the future.</p>

	<p>Councillor Hannah-Wood also asked that it be noted that Councillors passed on their congratulations to Councillor Sakib for being appointed Deputy Mayor of Pendle.</p> <p>Members noted the update.</p> <p><u>County Council</u></p> <p>No County Councillors were present at the meeting to provide an update.</p>
2021/033 (TC)	<p><b><u>POLICE UPDATE</u></b> To receive an update from PC Lorna Bolton around the latest issues happening in and around Nelson.</p> <p>PC Bolton was unavailable for the meeting and Sgt Smedley was not in attendance.</p> <p>The Chairman did note that from some recent statistics provided by the Police that there has been a slight increase in ASB cases, which was always likely to happen given the lifting of some lockdown restrictions and it being summer.</p> <p>He also reminded Councillors who have yet to sign up to the Lancashire Talking initiative to do so to enable them to receive crime statistics for their ward, and also to allow them to report any issues residents may raise with them.</p>
2021/034 (TC)	<p><b><u>UPDATE ON COVID-19</u></b> To receive an update around the action being taken in relation to the Covid-19 issue.</p> <p>Councillor Wayne Blackburn expressed his disappointment in the Government legislation stating that Council meetings were now required to be held face-to-face. Given the pandemic is still ongoing, he felt that it would be safer for Councillors, staff and members of the public who wished to attend meetings to be able to do them online. The legislation allowing this to happen expired in May, and the decision was made by the Government not to extend the date for online meetings to take place.</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor Ali, and <b>RESOLVED:</b> That the Councillor Blackburn writes a letter on behalf of the Council to be submitted to the local MP expressing the Council's concerns around face-to-face meetings.</p>
2021/035 (TC)	<p><b><u>RISK ASSESSMENT POLICY</u></b> To review and approve the existing Risk Assessment Policy.</p> <p>The Assistant Town Clerk had previously circulated the existing Risk Assessment Policy for Members to review.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor UI-Haq, and <b>RESOLVED:</b> That the existing Risk Assessment Policy be approved with no further updates required at this stage.</p>
2021/036 (TC)	<p><b><u>CO-OPTION PROCEDURE</u></b> To discuss dates around the Co-Option of a new Councillor to fill the vacancy in the Marsden West ward.</p> <p>The vacancy notice for the position of Councillor in the Marsden West ward had previously been advertised on the Council website and noticeboard. Members of the public were requested to write to the elections team at Pendle Borough Council and see if an election needed to be called to fill the position. Ten signatures were required to hold an election, otherwise the Council could</p>

	<p>go ahead with the Co-Option Policy. Ten signatures were not received and therefore the Council are to now Co-Opt somebody into the role.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor UI-Haq, and  <b>RESOLVED:</b> That the Co-Option rule be implemented, and that interested candidates are requested to put their name forward for the position. The vacancy will be advertised for 21 days in line with the Council's Co-Option Policy procedure from Monday 14<sup>th</sup> June to Tuesday 13<sup>th</sup> July. An Extraordinary meeting of the Full Council will be called to allow interested parties to speak before Members, who can then vote on a new Member of the Council if they feel they meet the requirements of becoming a Councillor.</p>
<p>2021/037 (TC)</p>	<p><b><u>INTERNAL AUDIT AND AGAR</u></b>  To review the findings from the internal auditor and the AGAR forms which need to be completed and signed.</p> <p>The Assistant Town Clerk noted that the internal auditor had been in and completed the review for the financial year 2020/21. The findings were a big improvement on the previous year and Members noted their thanks to the Assistant Town Clerk and Acting Responsible Financial Officer for their work on this. The draft AGAR had been circulated and presented to Members for review and for them to authorise the draft to be signed off by the Chairman, Assistant Town Clerk and Acting Responsible Financial Officer.</p> <p>Proposed by Councillor Arshad and Seconded by Councillor UI-Haq, and  <b>RESOLVED:</b> That the draft AGAR document is approved by Members and the relevant sections (Sections 1 and 2) are signed off by the Chairman, Assistant Town Clerk and Acting Responsible Financial Officer.</p>
<p>2021/038 (TC)</p>	<p><b><u>NELSON MARKET</u></b>  To receive an update on the latest developments in relation to Nelson Markets.</p> <p>Councillors discussed the closure of Nelson Markets, and were in agreement that this was disappointing for the town centre. They felt that the closure wasn't particularly well advertised by Pendle Borough Council.</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor Ali, and  <b>RESOLVED:</b> That Pendle Borough Council be asked for the following information around the closure of the Nelson Market:</p> <ul style="list-style-type: none"> <li>• A report on how the decision was made</li> <li>• The financial implications of the closure of the markets</li> <li>• A report to find out who has won the bid for the land the markets were on and who applied for the land.</li> </ul>
<p>2021/039 (TC)</p>	<p><b><u>TRANSFERRED SERVICES</u></b>  To receive reports and consider any actions required in relation to transferred services.</p> <ul style="list-style-type: none"> <li>a) CCTV monitoring</li> <li>b) MUGAs/Play Areas</li> <li>c) Parks Services</li> </ul> <p><u>CCTV monitoring</u>  The Assistant Town Clerk updated Members that Blackburn with Darwen Borough Council had requested that CCTV monitoring payments were to be made in one annual payment rather than monthly. This would save time for both Blackburn with Darwen and the Nelson Town Council office. There total cost would remain the same as the previous year.</p>

	<p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Aslam, and <b>RESOLVED:</b> That the annual payment be authorised rather than a monthly costing, and that a cheque for £28,624.27 is signed off and sent to Blackburn with Darwen.</p> <p><u>MUGAS and Play Areas</u> Pendle Borough Council are due to start the annual audit of the Play Areas and MUGA's. Members asked that the Assistant Town Clerk check whether this can be brought forward ready for when all lockdown restrictions are lifted.</p> <p>New signage with the Town Council logo and contact details is due to be ordered and hopefully will be installed before the MUGAS and Play Areas re-open.</p> <p>The update was noted.</p> <p><u>Parks Services</u> Philip Mousdale has requested a meeting between the Parks Working Group and Pendle Borough Council representatives to discuss the potential transfer of the parks to the Town Council.</p> <p>The update was noted.</p> <p><b>Action:</b> The Assistant Town Clerk to arrange a Zoom call between the Parks Working Group and Philip.</p>
2021/040 (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> <ul style="list-style-type: none"> <li>• Nelson Markets</li> <li>• Marketing &amp; Promotional Initiatives</li> <li>• Community English Classes at the Unity Well Being Centre</li> <li>• Nelson Food Festival</li> <li>• 'Come and Play' Initiative at Nelson MUGA's</li> </ul>
2021/041 (TC)	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b> To note the date of the next Full Town Council meeting is to take place on Wednesday 07<sup>th</sup> July 2021 at the Unity Well Being Centre.</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 8.15pm.</p>