



## NELSON TOWN COUNCIL

### MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 10 October 2018 at 7.00pm

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**Councillors Present:** Zafar Ali [Chair] Faraz Ahmad, Sajid Ali, Majid Ali Anwar, Najaf Anwar, Mohammad Aslam, Sadia Bashir, Mohammed Khalid, Mohammed Kamran Latif, Hassan Mahmood, Saanval Safir, Sheila Wicks

**Absent Councillors:** Cllrs George Adam, Zeeshan Amjad, Eileen Ansar, Adrian Barrett, Nazeem Hayat, Mohammed Malik, Mohammed Anwar Malik, Mashuq Hussain, Neil McGowan, Michelle Pearson-Asher and Nigel Pearson-Asher.

**Non-Councillor (without voting rights):** Mohammed Iqbal and County Councillor Azhar Ali (both absent)

**Officers:** Safia Kauser - Town Clerk/RFO [minute taker]

**Members of the Public:** Twelve members of the public

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2018/060 **ONE MINUTE SILENCE**  
(TC) The Chairman invites members to observe a one minute of silence

A one minutes silence was observed.

2018/061 **CHAIRMAN'S OPENING REMARKS**  
(TC) To receive the Chairman's opening remarks

The Chairman welcomed the twelve members of the public in attendance and Councillor Sadia Bashir who was recently co-opted for the Clover Hill ward

2018/062 **APOLOGIES FOR ABSENCE**  
(TC) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Proposed by Councillor M Anwar and Seconded by Councillor Khalid, and **RESOLVED:** That the apologies are received and approved from Councillors George Adam, Zeeshan Amjad, Adrian Barrett, Nazeem Hayat, Mohammed Anwar Malik, Mashuq Hussain, Neil McGowan, Michelle Pearson-Asher and Nigel Pearson-Asher.

The apologies from Non-Councillor Azhar Ali were received.

A point of order was raised, that all apologies should be accompanied with a reason for absence.

2018/063  
(TC)

**DECLARATIONS OF INTERESTS**

Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

There were no declarations of Interest.

2018/064  
(TC)

**ADJOURNMENT FOR PUBLIC PARTICIPATION**

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 made under public participation.

A member of the public addressed the Council in relation to the business itemised at number 10 on the agenda. A request was made to support the scheme and explanation provided as to why the Area committee couldn't support the project as it is classed as revenue spend and not Capital. It was expressed that parents had raised concerns regarding parking between 9-5 and that there were no sanctions in place.

Another member of the public addressed council and referred to previous scheme that the Town Council had supported in the past and why this particular one should also be supported.

2018/065  
(TC)

**REPORTS FROM BOROUGH/COUNTY COUNCILLORS AND INVITED GUESTS**

**2018/065.1 - To receive reports from the Borough or County Councillors**

There were none in attendance to provide reports.

**2018/065.2 - To receive reports from other invited guests**

None in attendance.

2018/066  
(TC)

**MINUTES**

To approve the draft minutes of the Town Council meeting held on 12 September 2018

Proposed by Councillor Latif and Seconded by Councillor Safir, and  
**RESOLVED:** That the draft minutes of the Town Council meeting held on the 12 September 2018 be approved as a true record and signed by the chair.

2018/067  
(TC)

**COMMITTEE MINUTES**

To confirm the receipt of committee minutes previously circulated:

- EO Unity Well Being Management 04 September 2018
- EO Personnel 04 September 2018 (not quorate)
- Environmental Improvements 05 September 2018
- Events, Promotional and Marketing 05 September 2018
- Finance and General Purposes 26 September 2018
- Unity Well Being Management 26 September 2018

A member raised concerns regarding the UWB Management committee minutes. It was expressed that matters should be dealt with accordingly and any personnel issues are a matter for the Personnel committee and not the UWB committee. The member highlighted that there appears to be a lot of resistance in changes that were being introduced as a result of checks and balances and this should be supported instead of resisted.

Proposed by Councillor Latif and Seconded by Councillor Safir, and  
**RESOLVED:** That all of the above block minutes of the Town Council committee

meetings be received by the Town Council.

2018/068  
(TC)

**TO CONSIDER COMMITTEE RECOMMENDATIONS BROUGHT FORWARD**  
**2018.068.1 - Finance and General Purposes committee held on 26 September 2018: Equipment Hire**

Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and  
RECOMMENDED: That the Council adopts the Equipment Loan Hire agreement making available, gazebos, tables, chairs and hi-vis jackets for hire [free of charge] to local community groups/not for profit organisations **(Resolved, Carried)**

A member expressed concern that it may be too early to start offering this in the absence of the Handy person however the Clerk explained that caretakers would soon be in place for the Unity Centre and if in any case a request cannot be fulfilled due to staff shortage then the Clerk would have the discretion to decline the request.

**2018/068.2 - Provision of Pensioners Christmas Meals Event (see report enclosed)**

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and  
RECOMMENDED: That full Council considers the provision of Christmas Pensioners meals to take place in the 2<sup>nd</sup> week of December subject to the finer proposals to be outlined by the Catering Co-ordinator and the Clerk. **(Resolved, Carried, subject to no charge for the meals)**

The report was circulated to members and it was agreed that no charges should be made for the meals.

2018/069  
(TC)

**HIGHWAYS PROJECTS**

**2018/069.1 - NOTICE OF MOTION: Moved by Councillor Hassan Mahmood ‘ The sum of £2000 to be approved for signs and lines in the residents only parking scheme on Albert St, Every St and Mosley Street’**

A discussion took place surrounding the benefits of the scheme and which local authority was responsible for this type of project. It was confirmed that NTC could contribute towards the scheme which would be monitored by Lancashire County Council. The Chair queried if there were any background notes or a report available to support this as it would encompass all the project details.

Councillor Mahmood withdrew the motion as the next agenda item was a formal request submitted via the Area Committee.

**2018/069.2 - To consider the request from the Nelson Area committee meeting held on 01 October 2018. “Proposed Introduction of a Residents-Only Parking Scheme: Albert Street, Every Street and Mosley Street, Nelson – ‘That Nelson Town Council be asked to consider contributing funding towards the signage and road markings needed for the introduction of a residents-only parking scheme on Albert Street, Every Street and Mosley Street, Nelson.’”**

Note: By way of background this has come about because the County Council have agreed the introduction of this scheme but funding for the signs and lines are now the responsibility of the local authority. Following a resolution at Annual Council the Area Committees can no longer allocate funding for any revenue schemes, which this is, and therefore during discussion at this week’s meeting it was suggested that perhaps the Town Council would be willing to contribute – the total cost is £2,000.

This agenda item followed the discussion from the above motion. Various funding options were considered to support the scheme.

Proposed by Councillor S Ali and Seconded by Councillor M Anwar, and  
**RESOLVED:** That a total budget of £2,000 is allocated for this project subject to receiving a background briefing note and proposed supply of works from the Area Committee. The Town Council budgets allocated for this include £1,000 from the Highways Project budget and £1,000 virement from the Ward Initiative Funding.

**Action:** Ward initiative funding form is to be completed and supported by the majority ward Councillors

2018/070  
(TC)

**TRANSFERRED SERVICES**

To receive reports on transferred services (see report from the Town Clerk attached)

- MUGAs
- CCTV (reports circulated)
- Parks Services
- Roadside seats

A compressive report from the Clerk on transferred services had been circulated to members in advance of the meeting.

**MUGAS**

The Clerk requested PBC for an updated SLA in view of the completed asset transfer however at the meeting today with the director Philip Mousdale, he expressed that the SLA did not need updating in his opinion as his department were carrying out the same annual checks and maintenance.

Members explored options for updating the SLA and drafting new agreements which would may be outsourced to Pendle Borough Council or independent contractors for cost purposes. The Clerk reported that an insurance claim was in progress an incident in Cat's park.

Proposed by Councillor Latif and Seconded by Councillor S Ali, and

**RESOLVED:** That the Clerk is tasked to explore options for the maintenance of the MUGA's; A new SLA or Scope of works that is fit for purposes and works in the interests of NTC is to be drafted as required. Clerk to report this back at a future meeting.

**Action:** The Town Council are required to provide & erect their own signs to each play area to include emergency contact numbers.

**CCTV**

The latest CCTV monitoring reports were circulated to members.

The Clerk reported that a meeting had taken place with PBC Officer Sarah Astin regarding a funding request to support upgraded CCTV to link in with the central one. There are six CCTV cameras in or around Nelson and Colne College; currently the images were being recorded within the College server room. It was proposed to remove the viewing and recording from the College and to install a new Siklu wireless network to Brierfield (linked to the Blackburn Hub). The council was requested to support ongoing monitoring costs, as part of the agreement with the Hub. The college had committed £1,000 per year towards these costs, along with an 'in kind' contribution for siting the recorder and powering it (plus associated equipment). The remainder of the ongoing monitoring cost was being sought from Nelson Town Council.

£11,000 set-up costs had been secured from the Capital Funding budget. Costs for 24/07 monitoring and reactive options ranged from £11,300 to £3,600 per year. If NTC went with the reactive option, this would cost £3,600 per annum and a total of £18,000

over a five year period. The officer from Pendle BC required a council decision ASAP to enable the project to go ahead.

Proposed by Councillor S Ali and Seconded by Councillor Najaf, and

**RESOLVED:** That Nelson and Colne College continue with the streaming of the CCTV scheme inclusive of any monitoring costs.

#### Parks

It was reported that the Town Council's parks maintenance contribution would increase by 15% for the next financial year with a view of 100% contribution and asset transfer. Members requested to review the total maintenance figures from Pendle Borough Council prior to coming to a final decision regarding future funding.

#### Road Side Seats

The director Philip Mousdale had provided the Clerk with a list of approx 50 roadside seats. The director stated that if NTC did not wish to maintain them, they would be responsible for removing them as PBC had no responsibility for them. It was felt that a further debate regarding the seats should be considered next month.

**Action:** Clerk to circulate letter regarding roadside seats transfer with asset list to all members for the next meeting.

2018/071  
(TC)

#### **REPORTS FROM TOWN COUNCILLORS**

To receive reports from town councillors who have attended recent meetings or events on behalf of the Town Council including representation on external bodies:

- Nelson Area Committee
- Lancashire Association of Local Councils, Lancashire Branch meetings
- Pendle Fair Trade
- Town Centre Partnership / Town Team
- Nelson Youth Forum
- Whitfield Community Forum
- Bradley Big Local Community
- Conferences and courses

#### Nelson Area Committee

No reports.

#### LALC

No reports.

#### Pendle Fair Trade

Cllr Wicks reported that they were scheduled to meet a week on Friday. A wine-tasting supper

#### Town Centre Partnership / Town Team

Cllr S Ali and the Clerk attended last month. It was a poor turn out and it was reported that the direction of the Town Team is very poor. There was no Chair or Vice-Chair in attendance and enthusiasm was lacking. It was commented that this was a very loose and off-putting organisation.

#### Whitefield Community Forum

The Chairman had recently passed away and the Vice-Chairman is retiring. A special AGM was held last month and there are four posts to be filled.

2018/072  
(TC)

#### **TOWN CLERK CORRESPONDENCE**

To consider any correspondence or communication brought forward by the Clerk not otherwise specifically relating to items being discussed by the Town Council committees.

Signed Chair: .....

Dated: .....

The Clerk reported that Pennie Fire and Safety were commissioned to carry out the annual emergency lighting checks and fire alarm test. However when they tested the panel the alarm cabling to the cellar and 1<sup>st</sup> floor area were found to be wired in 4 core cable with the zone and sounder circuit being on the same cable. This did not meet with British Standards and until the wiring is rectified, the alarm test could not be carried out. It also meant that with it being wired in this way originally, is a cable is accidentally cut or damaged not only will the zone go down but more worryingly there will be no sounders.

The remedial works for this were quoted at £935.00 + VAT. This work had to be carried out immediately to comply with health and safety and the Clerk will authorize the costs under emergency expenditure in accordance with the Financial Regulations.

2018/073  
(TC)

**ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

No items were declared.

2018/074  
(TC)

**DATE OF THE NEXT TOWN COUNCIL MEETING**

The next Nelson Town Council meeting is due to be held on Wednesday 14th November 2018 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.

The meeting was closed by the Chair at 8.40pm.