



NELSON TOWN COUNCIL

MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 14th November 2018 at 7.00pm

Councillors Present: Zafar Ali [Chair], Nazeem Hayat, Faraz Ahmad, George Adam, Sajid Ali, Majid Ali Anwar, Sadia Bashir, Mohammed Khalid, Mashuq Hussain, Mohammed Kamran Latif, M Malik, Sheila Wicks, Michelle Pearson-Asher and Nigel Pearson-Asher

Absent Councillors: Cllrs Zeeshan Amjad, Eileen Ansar, Najaf Anwar, Mohammad Aslam, Adrian Barrett, Mohammed Malik, Mohammed Anwar Malik, Neil McGowan, Hassan Mahmood, Saanval Safir

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: None

2018/075 **ONE MINUTE SILENCE**
(TC) The Chairman invites members to observe a one minute of silence

A one minutes silence was observed.

2018/076 **CHAIRMAN'S OPENING REMARKS**
(TC) To receive the Chairman's opening remarks

The Chairman commented on the Remembrance Day parade which commemorated the 100 years' service on Sunday. Thanks, were expressed to all Councillors who attended.

2018/077 **APOLOGIES FOR ABSENCE**
(TC) To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Proposed by Councillor Latif and Seconded by Councillor Mashuq, and
RESOLVED: That the apologies are received and approved from Councillors Zeeshan Amjad, Mohammad Aslam and Neil McGowan.

The apologies from Non-Councillor Iqbal were received.

2018/078 **DECLARATIONS OF INTERESTS**
(TC) 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.

2018/079 **ADJOURNMENT FOR PUBLIC PARTICIPATION**
(TC) 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.

There were no members of the public present.

2018/080 **REPORTS FROM BOROUGH/COUNTY COUNCILLORS AND INVITED GUESTS**
(TC) **2018/080.1 - To receive reports from the Borough or County Councillors**
No reports were provided.

2018/080.2 - To receive reports from other invited guests
None in attendance.

2018/081 **MINUTES**
(TC) To approve the draft minutes of the Town Council meeting held on 10 October 2018

Proposed by Councillor Adam and Seconded by Councillor Latif, and
RESOLVED: That the draft minutes of the Town Council meeting held on the 10 October 2018 be approved as a true record and signed by the chair with an amendment on minute reference 2018/062 typo on the word accompanies to read as accompanied

2018/082 **COMMITTEE MINUTES**
(TC) To confirm the receipt of committee minutes previously circulated:

- Finance and General Purposes 24 October 2018
- EO Personnel 24 October 2018

Proposed by Councillor Hayat and Seconded by Councillor Latif, and
RESOLVED: That all of the above block minutes of the Town Council committee meetings be received by the Town Council.

2018/083 **HIGHWAYS PROJECTS – RESIDENTS PARKING SCHEME**
(TC) To receive the report from the Area Committee on the "Proposed Introduction of a Residents-Only Parking Scheme: Albert Street, Every Street and Mosley Street, Nelson – and approve the allocation of £2,000 towards the scheme agreed in principle by full Council on 14 October 2018

Note: The area will be enforced on a daily basis as it's very near to the Town Centre, although it cannot be guaranteed as enforcement is carried out by LCC's Lancashire Parking Service - PBC have no control over. It is expected there will be either very limited or no enforcement in the evening and at weekends.

This item followed on from the motion passed at the last meeting. It was commented that residents wish to enforce the parking during the day as schools are on.

Proposed by Councillor Hayat and Seconded by Councillor Mashuq, and
RESOLVED: That the £2,000 allocated at the last meeting (min ref 2018/069.2 TC) is approved for the Residents Only Parking Scheme

2018/084
(TC)

TOWN CENTRE ENHANCEMENTS

To consider proposals from Pendle Borough Council for suggested match funding with the Area Committee of £5,000 towards the Town Centre Enhancements program - two bids and plans for proposed works enclosed. Nelson Area committee were due to decide on this project however it was deferred until the Town Council meeting. It is anticipated that the Area Committee will match any allocation from when they meet on 3rd Dec.

Note: The Council's Town Centres Repairs & Maintenance budget has been significantly reduced over the last 15 years. PBC wish to maintain Nelson town centre to a very high standard and therefore are packaging works up into refurbishment schemes and bidding to the Area Committees and Town Councils. Looking to future years there would be a buy-in from Nelson Town Council towards Nelson Town Centre refurbishment (essentially planned schemes to be match funded by Nelson Area Committee)

This request had come in last month. It was for the general upkeep of the town centre. The year on year bid was discussed and it was commented that this was not practical as a lot of investment has been made in previous years within the Town Centre. The project had been identified as 'non urgent' works.

Proposed by Councillor Z Ali and Seconded by Councillor S Ali, and
RESOLVED: That this request is given further consideration when the Council is setting their budget for 2019/20.

2018/085
(TC)

ONGOING MONITORING COSTS NELSON AND COLNE COLLEGE (UPGRADED CCTV)

To review the Council's decision of supporting ongoing monitoring costs for six CCTV cameras situated in and around the college site to be linked in with the Central hub in Blackburn. Full Council last month resolved that the College supports the scheme inclusive of any costs. The Council is requested to review this decision in support of further detailed information provided by Pendle Borough Council (see correspondence enclosed)

The reports had been circulated to full council and the scheme was reconsidered at the request of Dean Langton, Chief Executive, PBC. Members identified that the cameras 1,6 and 5 on the other side of the M65 were within the Barrowford parish and that they should be approached to contribute towards the scheme and that the College had a responsibility towards them.

Proposed by Councillor S Ali and Seconded by Councillor Faraz, and
RESOLVED: That the Town Council supports the ongoing monitoring costs of £1,300 for CCTV cameras 2, 3 and 4 on one side of the M65 that falls within the Nelson Town Council boundary and that an approach should be made by PBC to Barrowford about contributing the monitoring costs for the remaining cameras on the other side of the M65

2018/086
(TC)

NORTHERN RAIL ISSUES

To receive the correspondence from Andrew Stephenson MP in response to the rail network issues formally raised by the Town Council

The correspondence dated 05 October was noted by members.

2018/087
(TC)

TRANSFERRED SERVICES

To receive reports and confirm any actions required in relation to transferred services (see report from the Town Clerk attached)

- MUGAs (approval of maintenance costs 2018/19)
- CCTV monitoring (October monthly report) circulated
- Parks Services (approval of maintenance costs 2018/19)
- Roadside seats

MUGAS

The insurance claim relating to the Cat's park play area is now being dealt with the insurers who received all the paperwork on the 05 November 2018. The Council has received an invoice for £20,688 + VAT = £24,825.60 for inspection and maintenance of 16 Play Areas/MUGAS 2018/19.

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

RESOLVED: That the invoice for £20,688 + VAT is authorised for payment to Pendle Borough Council for the inspection and maintenance of Play Areas/MUGAS 2018/19

Proposed by Councillor S Ali and Seconded by Councillor N Pearson-Asher, and

RESOLVED: That the Clerk writes a letter to PBC director Philip Mousdale, expressing the Council's disappointment at the poor service they have received in relation to the MUGAs. The Council requests a full investigation into the insurance claim, what procedure did PBC follow, why they failed to report the incident, what qualifications or training do they officers have and what type of weekly inspections are carried out, visual or physical and the lack of monthly condition reports not received.

CCTV

The latest monthly report for October had been circulated to all members electronically. Funding request for ongoing monitoring costs for x6 CCTV cameras situated around Nelson and Colne college was dealt within a separate agenda item earlier in the meeting.

Parks

A full breakdown of the total parks maintenance costs were circulated to all members of the Council.

The invoice was received for 2018/19 grounds maintenance:

Marsden Park 50% recharge cost	£37,480
Victoria Park 50% recharge cost	£14,872
Walverden Park 50% recharge cost	£12,975

It was agreed to defer the decision of future maintenance costs of 75% next year with a view of 100% maintenance and transfer of service to a future meeting.

Proposed by Councillor Latif and Seconded by Councillor M Pearson-Asher, and

RESOLVED: That the invoice of £65,327 for 50% of the parks service contribution is authorised for payment to Pendle Borough Council.

Proposed by Councillor S Ali and Seconded by Councillor M Pearson-Asher, and

RESOLVED: That consideration is given to 75% maintenance costs for the parks once the draft budget has been prepared. Until then, no commitment is given from the Council for supporting maintenance costs for next year.

Road Side Seats

The asset list of all roadside seats was considered by members. It was noted again that Pendle Borough Council did not want to have anything to do with the seats. The Clerk was tasked to circulate the minute reference from 2015 when the Council discussed this item.

Proposed by Councillor S Ali and Seconded by Councillor N Pearson-Asher, and **RESOLVED:** That the Council agrees to accept the roadside seats, to maintain them or remove them if in disrepair and that a maintenance budget is allocated in the 2019/20 budget.

2018/088
(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

The next meeting is on 05 December.

Pendle Fair Trade

No recent meeting. The next fundraiser is in March. A discussion took place about the use of the fair trade logo on Council letterheads. It was reported that Pendle Borough Council was an official Fair trade partner and we under their district.

Action: The Clerk to write to fair trade and clarify the use of the logo

Town Centre Partnership / Town Team

The Clerk attended last month where there were only 3 delegates in attendance. The meetings going forward will now be bi-monthly – next meeting is in January.

Nelson Youth Forum

They were looking at working on dementia. The next meeting will be held at the Unity Centre next month.

Whitefield Community Forum

An AGM was held and the Chair, Vice-Chair and Finance Officer positions were now filled.

No reports were received for Bradley Big Local or conference and courses.

2018/089
(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. (see report enclosed)

- Employment Law and Health and Safety Support Services
- Office Accommodation

Quotations were circulated for the Employment Law and Health and Safety Support Services.

Quotation One

60 month Support Agreement – 5 Year Contract	
Combined fee for both our Fixed Fee Employment Law & HR and Health & Safety Services exclusive of VAT	£200.08 per month (£ 2401 per annum)

Quotation Two

Service Term Monthly Fee – 5 Year Contract	
60 Months Health & Safety Essentials + with Insurance / EAP / brightHR	£ 191.68 per month (£2,300 per annum)

Quotation Three

24 Month Contract – 2 Year Contract		
HR Services Solutions Charges Table	Quantity	Monthly Charge
HR / Employment Law Service for 5 employees.	1	£102.50
Health & Safety Service Package 1 for 5 employees.	1	£160
HR / Employment Law and Health & Safety Indemnity Insurance for 5.	1	£TBC
Total Product Price:		£262.50 per month (£3,150 per annum)

Quotation Four

Obtained from our current providers on a pay as you go service. They were unable to provide a quotation.

The contract was awarded to quotation two 'Peninsula' to provide Employment Law and Health and Safety Support services to Nelson Town Council for a five-year period. The Chair and Vice-Chair were involved in the contract award in consultation with the Town Clerk.

Office Accommodation

A meeting was held with the director this afternoon who confirmed that the current Town Council office will need to be vacated by January/February next year due to internal restructure. The Council may be offered alternative space within the Town Hall or across at number one market street where it is more than likely that rent will be charged for office space. The Clerk will be provided with a further update next month.

2018/090
(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.

2018/091
(TC)

DATE OF THE NEXT TOWN COUNCIL MEETING

The next Nelson Town Council meeting is due to be held on Wednesday 12th December 2018 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.

The meeting was closed by the Chair at 8.35pm.

Signed Chair:

Dated: