



NELSON TOWN COUNCIL

MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 13th March 2019

Councillors Present: Nazeem Albert Hayat [Chair] George Adam, Faraz Ahmad, Sajid Ali, Sadia Bashir, Mohammed Khalid, Mohammed Kamran Latif, Hassan Mahmood and Mohammed Malik.

Absent Councillors: Zafar Ali, Zeeshan Amjad, Eileen Ansar, Majid Ali Anwar, Najaf Anwar, Mohammad Aslam, Adrian Barrett, Malik Anwaar Hussain, Mashuq Hussain, Neil McGowan, John Richardson, Michelle Pearson-Asher, Nigel Pearson-Asher, Saanval Safir and Shelia Wicks

Non-Councillors (without voting rights): None.

Absent Non-Councillors (without voting rights): Mohammed Iqbal and County Councillor Azhar Ali

Officers: Safia Kauser - Town Clerk/RFO, Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None.

2018/143
(TC)

ONE MINUTE SILENCE

The Chairman invites members to observe a one minute of silence

A one minutes silence was observed.

2018/144
(TC)

CHAIRMAN'S OPENING REMARKS

To receive the Chairman's opening remarks:

The Chairman firstly welcomed newly appointed Assistant Town Clerk Nick Harbour to Nelson Town Council.

The second remark was based around the misuse of the Unity Wellbeing Centre, whereby one member of the Council had recently hired out the facility and not left the building until 02:00am, despite knowing the closing time is 23:00. Councillor Adam had received three complaints from residents in the surrounding area about the noise as people left the building in the early hours. All present agreed that this was not acceptable, particularly when the facility had been hired out by a Nelson Town Councillor. This was the second time they have breached the regulations. It was suggested that strong action needs to take place against the Councillor in question.

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

RESOLVED: That the Town Clerk will write to the Councillor in question and ban them from any future booking of the Unity Wellbeing Centre, and that a full investigation and action is taken against the perpetrator.

Proposed by Councillor S Ali and Seconded by Councillor Latif, and
RESOLVED: That in future, all councilors receive a copy of the committee paperwork

2018/145
(TC)

APOLOGIES FOR ABSENCE

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Proposed by Councillor S Ali and Seconded by Councillor Ahmad, and
RESOLVED: That the apologies are received and approved from Councillors Zafar Ali, Malik Anwaar Hussain, Mashuq Hussain and non-Councillors Azhar Ali and Mohammed Iqbal. Apologies not approved from Councillors Michelle Pearson-Asher and Nigel Pearson-Asher due to only stating 'personal' reasons for their absence. Those present stated their disappointment at a number of Councillors not issuing any apologies at all. It was requested that the new Council being brought in must be more pro-active in attendance at meetings.

Action: That the Town Clerk requests that all new Councillors to be booked onto an induction course which will stress the importance of attending meetings, and when they cannot, to issue apologies for meetings they are expected to attend.

2018/146
(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.

2018/147
(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.

There were no members of the public present.

2018/148
(TC)

REPORTS FROM BOROUGH/COUNTY COUNCILLORS AND INVITED GUESTS

2018/148.1 - To receive reports from the Borough or County Councillors

Councillor Adam reported on the outcome of the recent vote around the budget that was discussed at the Full Borough Council meeting. The Conservative Party got the budget passed after an initial tie in votes, the Mayor's casting vote got the decision pushed through.

2018/148.2 - To receive reports from other invited guests

There were no reports received.

2018/149
(TC)

MINUTES

To approve the draft minutes of the Town Council meeting held on 13 February 2019.

Proposed by Councillor Latif and Seconded by Councillor Adam, and
RESOLVED: That the draft minutes of the Town Council meeting held on the 13 February 2019 be approved as a true record and signed by the chair.

2018/150
(TC)

COMMITTEE MINUTES

To confirm the receipt of committee minutes previously circulated:

- EO Personnel 08 February 2019
- EO Events, Promotional & Marketing 13 February 2019
- Finance & General Purposes 27 February 2019
- Environmental Improvements 06 March 2019
- EO Events, Promotional & Marketing 06 March 2019

Proposed by Councillor Latif and Seconded by Councillor Bashir, and

RESOLVED: That all of the above block minutes of the Town Council committee meetings be received by the Town Council.

2018/151
(TC)

HIGHWAYS PROJECTS

2018/151.1 - To note that the contractors commenced work on Every Street on 06 March 2019. The contractors intend to start from No 94 and work up to No 60. Letters have been posted to residents/owners regarding the works and they have been asked to refrain from using the back street for access where possible.

This was noted by members.

2018/151.2 - To receive the draft Highways Projects Policy. Members are requested to review the draft policy developed by the Clerk and agree any changes that may be required prior to adopting it as a formal Council Policy (copy enclosed)

It was agreed to defer this to the next meeting.

Proposed by Councillor Hayat and Seconded by Councillor Ali,

RESOLVED: That this item is deferred until the next meeting to allow members to go through the Policy to enable them to make an informed decision.

2018/152
(TC)

INTERNAL AUDIT REPORT

To receive a copy of the internal audit report issued on the 18 January 2019. In accordance with Financial Regulation 1.13 the Council is responsible for addressing any recommendations contained within the audit reports.

Proposed by Councillor Latif and Seconded by Councillor S Ali,

RESOLVED: That the Environmental Improvements committee is tasked to address the internal audit recommendations regarding a review of the allotment charges

2018/153
(TC)

FUTURE HIGH STREETS FUND – LETTER OF SUPPORT

To receive a copy of the bid summary to be submitted for the Future High Street Funding drafted by Paul Collins, Business Support Team Leader, PBC. The Town Council is requested to provide a letter of support.

A copy of the bid summary to be submitted for the Future High Street Funding drafted by Paul Collins, Business Support Team Leader, PBC was circulated to members.

Proposed by Councillor Kamran Latif and Seconded by Councillor Ali,

RESOLVED: That the Town Clerk submits a letter of support on behalf of the Town Council for the Future High Street funding project.

2018/154
(TC)

RECOGNITION OF CONTRIBUTION TO LOCAL EDUCATION

To consider a request from Cllr Zafar Ali to present a recognition award to a local primary school teacher at the April full Council meeting. The teacher recently retired after 40 years of service at Edge End High School and most recently Marsden Heights. The teacher taught at least three or four generations of Nelson residents and is it felt that they are a true and genuine community personality which should be recognized.

The teacher recently retired after 40 years of service at Edge End High School and most recently Marsden Heights. The teacher taught at least three or four generations of

Nelson residents and it was felt that they are a true and genuine community personality which should be recognized. A discussion took place whereby all were in agreement that the service provided to the local community by this teacher was no doubt admirable, however it was felt that awards cannot be handed out to everyone in the community for long service. It was suggested that the Pride of Nelson awards be re-instated, and a panel of people decide who should collect any future awards handed out by Nelson Town Council.

Proposed by Councillor Adam and Seconded by Councillor Latif,

RESOLVED: That as a one off, the Town Council are happy to make recognition here. One of the three existing trophies in the Town Council Office will be taken to the engravers and marked 'For Services to Education and the Local Community' along with the teacher's name. The Pride of Nelson awards to be re-instated whereby a panel will decide in a fair, open and transparent method of those deserving of recognition.
(one abstention)

Action: The Clerk to reintroduce the Pride of Nelson awards to full Council for consideration inclusive of a criteria and categories

2018/155
(TC)

ELECTORAL REVIEW OF PENDLE BOROUGH COUNCIL

To consider a further response to the boundary commission review. The commission now invites proposals from the council, interested parties and members of the public on a pattern of electoral wards to accommodate those councilors (correspondence enclosed)

It was commented that the number of ward councilors are reduced to reflect the demographic changes to the areas.

Proposed by Councillor Latif and Seconded by Councillor S Ali,

RESOLVED: That this item is deferred until the next meeting to allow Members to go through the Policy to enable them to make an informed decision.

2018/156
(TC)

LANCASHIRE COUNTY COUNCIL CONSULTATION: ROAD TRAFFIC REGULATION ACT 1984

To consider a town council response on the proposed bus stop clearway at Marsden Hall Road North, Nelson. The County Council is considering the above proposal, the effect of which will be to introduce the measures as set out in the attached notice (previously circulated)

Note: Arrangements have been made for details of the proposal to be advertised on site from 26 February 2019 until 26 March 2019. Any Comments must be submitted by 26 March 2019.

This was noted by members and it was agreed that a formal response was not required as the Town Council were in support of the application.

2018/157
(TC)

TRANSFERRED SERVICES

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

- MUGAs
- CCTV monitoring
- Parks Services
- Roadside seats

The clerk circulated a report on transferred services.

MUGAS

Netherfield Road playground – It was reported on the 27th February 2019 that there has been some vandalism/ theft on the footpath from Roberts St into the playground at Netherfield Rd. Someone has dug out & stolen 5 mosaic footprints which include a copper edging. The footpath is Pendle Borough Council's responsibility, so they have blocked off the path with some heras fencing. Quotations are being obtained to repair the path. The incident has been reported to the police by PBC.

CCTV monitoring

The latest monthly reports for February had been circulated to all members electronically.

Parks

Philip Mousdale requested information on how the £58,000 (approved for 2019/20) will be spread across the three parks. A response was provided, explaining that it is really up to Pendle Borough Council how they agree to spread this across the parks. However one would assume that this would be calculated proportionately according to previous figures/ costings and overheads for the parks.

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

RESOLVED: That Nelson Town Council will review future contributions to the parks and that at any future meetings between the Town Clerk and Philip Mousdale are also attended by either the Chairman or Vice-Chairman.

Action: The Clerk to write to the Friends of 'groups for the parks to inform them of the Town Council position in respect of the parks

Roadside Seats

The Town Council has appointed a handyman and over the next few weeks, the handyman will be tasked to carry out a condition survey report in the first instance to the Clerk of all the benches under our responsibility. An assessment will then need to be made if the benches require maintenance, repair or renewal.

2018/158
(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

Very little to report other than area committees may well finish if and when new boundary changes are adopted.

LALC

A meeting is scheduled for June to discuss the set up of the new hierarchy of next year's committee. Some traffic and public transport news was reported from Burnley and Cliviger representatives.

Pendle Fair Trade

A wine tasting event was held last Thursday. A small buffet was provided for those who attended and £200.00 was raised for charity, and possibly around another £100.00 to add to this through raffle ticket sales.

Town Centre Partnership / Town Team

No meeting have taken place recently.

Nelson Youth Forum

No meeting have taken place recently.

Whitefield Community Forum

No updates reported.

Bradley Big Local

No updates reported.

Conferences and courses

No updates reported.

2018/159
(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.

Household waste recycling centre consultation

Lancashire County Council is suggesting changes to the days and times Household Waste Recycling Centres (HWRCs) will open. All of the HWRCs have been categorised based on how busy they are and/or how close they are to another centre. New opening days and times have been put forward on this basis. Members were forwarded an email letter asking for responses to the consultation, running from Monday the 28th of January to Monday the 25th March 2019.

Neighbourhood planning course

Pendle Borough Council have arranged a course on 'Neighbourhood Planning Summit' to be held on the 15th April 2019 at 6pm. The Clerk and Assistant Clerk will be in attendance.

The event will discuss Neighbourhood Planning within the borough. Trawden have successfully prepared their Neighbourhood Plan which has now been adopted and is part of the formal Development Plan for Pendle. Other Parish councils are in the process of planning a neighbourhood plan. Pendle Borough Council is holding the meeting as it's a good time to hold an informal meeting to share the experience of developing the plan and have an opportunity for others to discuss the pros and cons of preparing a plan for their Parish. The intention would be to briefly set out how the NP process works and following this; there would then be an opportunity to discuss the merits, or not, of preparing one for your own Parish.

Insurance update

The insurers have removed the drying equipment from the Unity Centre. The exterior of the building can only be completed once the neighbouring site has been demolished and cleared. The following costs have been approved by the insurers:

Replacement x2 fire exit doors	£1,120
Supply and fit replacement Georgian wired polish plate to 29 openings	£4,460
X2 entrance mats	£103.70
Internal corridor and meeting room carpets	£2,420
Cost of drying equipment	(cost unknown)
Exterior building clean	(cost unknown)

Appointment of an Assistant Clerk

As mentioned at the start of the meeting, it was reported that Nick Harbour has now been appointed as Assistant Town Clerk and will take up office from 22nd March.

Update of elections briefing

An elections briefing held on the 25th February 2019 at 7.00pm was attended by the Clerk. The briefing was led by Philip Mousdale and the Elections Officer. A verbal briefing was provided on election integrity pilot scheme in conjunction with the Cabinet Office. Electors who will be attending polling stations will be required to bring a photo ID with them. There will be further testing of the postal voting. Checks will confirm that the elector who has requested the paper is the one who has completed it. The cabinet office is paying for the extra staffing costs. The conservative party had requested the pilots on the photo ID and postal checks. There will be three roadshows held in the supermarkets.

Nomination forms had been provided to the Clerk for the upcoming town council elections and can be picked up from the office.

2018/160
(TC)

SPECIAL PROJECTS

2018/160.1 - Exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960. It is recommended that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.

Proposed by Councillor Hayat and Seconded by Councillor Latif, and

RESOLVED: In accordance with the Public Bodies (Admissions to Meetings) Act 1960; That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to commercial confidentiality

2018/160.2 - To consider a project plan/business case for an identified special project – Chairman to report on this item.

The Town Clerk gave a verbal update on the identified special project discussed at the last meeting. The update was noted.

2018/161
(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.

- Highways Policy Review
- Town Council response on the Electoral review of the Boundary commission

2018/162
(TC)

DATE OF THE NEXT TOWN COUNCIL MEETING

The next Nelson Town Council meeting is due to be held on Wednesday 10th April 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.

The meeting was closed by the Chair at 8.15pm.