

NELSON TOWN COUNCIL

MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 12th June 2019

Councillors Present: Zafar Ali [Chairman], George Adam, Faraz Ahmad, Omar Ahmed, Zulfiqar Ali,

Husnan Arshad, Mohammad Aslam, Ali Baig, Sadia Bashir, Laura Blackburn, Wayne Blackburn, Patricia Hannah-Wood, Fiona Holland, Mashuq Hussain OBE, Mohammad Latif, Michelle Pearson-Asher, Nigel Pearson-Asher, Mohammad Sakib, Mohammad Sarwar, Russell Tennant, Ikram Ul-Haq and

Sheila Wicks

Absent Councillors: Cllrs Nazeem Hayat and Saanval Safir

In attendance: County Cllr Azhar Ali, Borough Cllrs Mohammed Iqbal and Nadeem Ahmed

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

Members of the Public: One

Signed Chair:

2019/020 (TC)	ONE MINUTE SILENCE The Chairman invites members to observe a one minute of silence A one minutes silence was observed.
2019/021 (TC)	CHAIRMAN'S OPENING REMARKS To receive the Chairman's opening remarks The Chairman welcomed and thanked all Councillors and members of the public to the meeting. The recent events held in the town centre to commemorate the 75 th anniversary of the D-Day Landings were commented up.
2019/022 (TC)	APOLOGIES FOR ABSENCE To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting. Proposed by Councillor Hannah-Wood and Seconded by Councillor Hussain, and RESOLVED: That the apologies received from Councillor Nazeem Hayat are approved and accepted.

Dated:	

2019/023 (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.

2019/024 (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.

Councillor Nadeem Ahmed wished to speak on two items that were on the agenda for the meeting:

- 12.1 Whilst agreeing with the sentiments of the statement around Islamophobia Councillor Ahmed suggested a slight alteration to the wording of the proposed motion to soften down the wording.
- 12.2 With regards to the motion submitted seeking funding for resurfacing of the rear to 41-57 Lomeshaye Road, Councillor Ahmed commented that residents have been complaining about this area for some time and the road is in a bad state of repair. He urged the Council to approve the motion.

County Councillor Azhar Ali then spoke on the same two items:

- 12.1 Councillor Ali stated his disappointment that the motion was defeated at Lancashire County Council and feels that it would be important for Nelson Town Council to condemn that decision. He asked that Councillors support the motion when it appears later on the agenda.
- 12.2 Whilst agreeing that the rear of Lomeshaye Road was in a bad state of repair, Councillor Ali noted that there are many others as bad in Nelson and the Borough of Pendle. He suggested that the Town Council work with the Borough Council to put pressure on Lancashire County Council to start fixing some of the worst affected areas.

The Chairman stated that he will not be changing the motion at item 12.1 and allow Members to either approve or reject the original motion as outlined in 12.1 on the agenda.

2019/025 (TC)

REPORTS FROM BOROUGH/COUNTY COUNCILLORS AND INVITED GUESTS 2019/025.1 - To receive reports from the Borough or County Councillors

County Councillor Ali informed Members that a number of services are set to be cut as a cost saving exercise. The four services outlined below have all been recommended for closure -which if approved will mean a detrimental impact on residents of Nelson:

- Lancashire Wellbeing Service the service provides health and wellbeing support to many residents of Nelson. A recent consultation found that 83% of people who responded said this was a vital service that needs to be retained
- Up and Active Service A £1.5 million cut in services in April 2020 will see not only a number of jobs lost, but will have consequences for residents of Nelson in relation to health and wellbeing. Free exercise classes amongst many other

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benefits of this service will no longer be available to residents.

- Nelson Passenger Information Centre Lancashire County Council are looking to close the centre down despite a consultation which highlighted how well used and useful the centre is. The gentleman who works there at the moment offered to run the service at his own cost as long as he could use the booth in the building but this was also turned down.
- Maintenance Service this service is particularly useful for elderly and disabled residents of the town where handymen can come to do odd jobs around the house. Again, the recommendation is to cease this service in April 2020 to make a further £1.5 million saving.

These updates were noted by members.

2019/025.2 - To receive reports from other invited guests

There were no reports received.

2019/026

MINUTES (TC)

To approve the draft minutes of the Town Council meeting held on 15 May 2019.

Proposed by Councillor Latif and Seconded by Councillor Sarwar, and **RESOLVED:** That the draft minutes of the Town Council meeting held on the 15 May 2019 be approved as a true record of proceedings and signed by the chair.

2019/027 (TC)

COMMITTEE MINUTES

To confirm the receipt of committee minutes previously circulated:

Personnel 20 March 2019 - not quorate **EO** Personnel 27 March 2019 Finance & General Purposes 27 March 2019 Unity Wellbeing Management 27 March 2019

EO Personnel 24 April 2019 Finance & General Purposes 24 April 2019 – not quorate

Finance & General Purposes 29 May 2019 **EO** Personnel 29 May 2019

Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That all of the above block minutes of the Town Council committee meetings be received by the Town Council subject to a review and approval of the confidential notes from the EO Personnel meeting held on 27th March 2019.

2019/028 (TC)

TO CONSDER COMMITTEE RECOMMENDATIONS BROUGHT FORWARD

Personnel committee meeting held on the 24 April 2019 - Social Media, Internet and Email Policy (copy enclosed)

Proposed by Councillor Ali and Seconded by Councillor Hayat, and RECOMMENDED: That the new Social Media, Internet and Email Policy as was recommended at Personnel committee on 24th April 2019 be adopted.

(RESOLVED – Unanimously)

Note: The Chairman Cllr Ali presented a draft policy at the meeting for adoption. However there is a model policy (produced by SLCC) within the Councillor handbook, to be considered at item number 11.1. The Council can only approve one policy.

Signed Chair:	Dated:

2019/029 (TC)

REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

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. This item was subject to a review at the next meeting.

Proposed by Councillor W Blackburn and Seconded by Councillor Sarwar and **RESOLVED**: That the Scheme of Delegation is adopted subject to an additional term of reference to be inserted to the Finance and General Purposes committee to state:

1) To be responsible for the Highways budget and consider and approve any Highway related projects subject to the maximum ceiling of £15,000 in accordance with the Financial Regulations (any projects exceeding £15,000 are to be recommended to Full Council for approval)

A Councillor raised a point about the Highways budget being delegated to a committee as this could restrict non-committee members from submitting motions to the Finance and General Purposes committee. It was felt that Conservative Councillors were isolated as they were not any members of any standing committees.

Note - that the Town Council are not obliged to consider the proportionality of the committees as per the same proportions in which the council is politically divided.

2019/030 (TC)

ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

2019/030.1 - To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook). This item was deferred from the last meeting.

Members agreed that the minimum three clear days' notice was not sufficient to receive the meeting summons and paperwork and that this should be changed to seven days.

Proposed by Councillor W Blackburn and Seconded by Councillor Sarwar, and **RESOLVED:** That the Standing Orders inclusive of the policies and procedures listed in Appendix B are adopted subject to an amendment to Standing Order 15 B (i) – the wording 'three clear' is to be deleted and replaced with 'seven'.

2019/030.2 - To review and adopt the Financial Regulations (based on the model produced by NALC). This item was deferred from the last meeting.

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood and **RESOLVED:** That the Financial Regulations are adopted subject to three amendments:

- 1) Reference 1.9 in relation to the RFO's responsibilities under the first bullet point at the end of the wording to include "and reports directly to the Finance Committee on all financial matters"
- 2) Reference 1.9 in relation to the RFO's responsibilities under the final (seventh) bullet point at the end of the wording to include "and reports both to the Finance Committee and Full Council on a regular basis as required by Councillors"
- 3) Reference 4.7a the figure £7,500 is replaced with £15,000

2019/031 (TC)

NOTICE OF MOTIONS

To consider motions submitted by Councillors in accordance with Standing Order 9

2019/031.1 - Motion moved by Cllr Zafar Ali "Nelson Town Council condemns the decision of Lancashire County Council Conservatives' decision to reject the All Party Parliamentary Group on British Muslims definition of Islamophobia. Nelson Town

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Council adopts the definition of Islamophobia as set out by the All-Party Parliamentary Group on British Muslims. This Town Council is to write to the Prime Minister and Communities Minister expressing discontent over the decision of Lancashire Conservatives rejecting the said definition."

Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood, and **RESOLVED:** That the motion is passed and includes a minor amendment to include the words "That Nelson Town Council opposes all forms of racism including anti-semitism" and that the Clerk write to the Prime Minister and Communities Minister expressing discontent over the decision of Lancashire Conservatives rejecting the said definition.

(Unanimous)

A recorded vote was requested.

ADAM: George	For	HANNAH-WOOD: Patricia	For
AHMAD: Faraz	For	HOLLAND: Fiona	For
AHMED: Omar	For	HUSSAIN: Mashuq OBE	For
ALI: Zafar	For	LATIF: Mohammad	For
ALI: Zulfiqar	For	PEARSON-ASHER: Michelle	For
ARSHAD: Husnan	For	PEARSON-ASHER: Nigel	For
ASLAM: Mohammad	For	SAKIB: Mohammad	For
BAIG: Ali	For	SARWAR: Mohammad	For
BASHIR: Sadia	For	TENNANT: Russell	For
BLACKBURN: Laura	For	UL-HAQ - Ikram	For
BLACKBURN: Wayne	For	WICKS: Shelia	For

2019/031.2 - Motion moved by Clir Aslam 'Resurfacing of rear 41-57 Lomeshaye Road Nelson. The backstreet is in a bad state of repair and therefore request the sum of £10,000 to be allocated to this project'.

2019/031.3 - Motion moved by Clir Aslam 'Resurfacing of rear 4 to 20 Hildrop Road, Nelson, BB9 8EF. The backstreet is in a bad state of repair. Residents use the back at all times and therefore request the sum of £10,000 to be allocated to this project'.

For both items 2019.031.2 and 2019/031.3, Councillor Aslam had proposed the motions. No Member seconded the motion, however a member commented that both of the backstreets in question were adopted roads, meaning that they are the responsibility of Lancashire County Council and that the repair works for Lomeshaye Road were a total cost of £16,615.50 and Hilldrop Road were a total cost of £18,650.19. There would be a significant shortfall in the balance needed to repair both roads even if the Council passed the motion to grant £10,000 to each project.

Councillor Sakib proposed an amendment to the motion which was seconded by Cllr Hannah-Wood. The Clerk pointed out that under the rules of debate, an original motion can only be amended once it has a seconder. The Council must vote on the amendment to the motion for it to become a substantive motion before a further vote is taken on the amended motion. Members did not agree with the advice and proceeded towards a vote.

Proposed by Councillor Sakib and Seconded by Councillor Hannah-Wood, and **RESOLVED:** That the motions proposed by Councillor Aslam be amended to state:

 'Resurfacing of rear 41-57 Lomeshaye Road Nelson. The backstreet is in a bad state of repair and therefore the Town Council write to Lancashire County Council to request the sum of £16,615.50, to be allocated to this project'.

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2) 'Resurfacing of rear 4 to 20 Hildrop Road, Nelson, BB9 8EF. The backstreet is in a bad state of repair and therefore the Town Council write to Lancashire County Council to request the sum of £18,650.19 to be allocated to this project'. (Carried, 1 abstention, 2 against)

A recorded vote was requested on the amendment proposed by Councillor Sakib.

ADAM: George	For	HANNAH-WOOD: Patricia	For
AHMAD: Faraz	For	HOLLAND: Fiona	For
AHMED: Omar	For	HUSSAIN: Mashuq OBE	For
ALI: Zafar	For	LATIF: Mohammad	For
ALI: Zulfiqar	For	PEARSON-ASHER: Michelle	Abstained
ARSHAD: Husnan	For	PEARSON-ASHER: Nigel	Against
ASLAM: Mohammad	Against	SAKIB: Mohammad	For
BAIG: Ali	For	SARWAR: Mohammad	For
BASHIR: Sadia	For	TENNANT: Russell	For
BLACKBURN: Laura	For	UL-HAQ - Ikram	For
BLACKBURN: Wayne	For	WICKS: Shelia	For

2019/032 (TC)

ANNUAL ACCOUNTS - PERIOD ENDING 31 MARCH 2019

2019/032.1 - To approve the annual return (sections one and two) inclusive of the financial statements and supporting documentation for the period ending 31 March 2019. The public inspection period will commence from Monday 17th June to Friday 26 July 2019.

Proposed by Councillor Latif and Seconded by Councillor Ahmed, and **RESOLVED:** That the annual return (sections one and two) inclusive of the financial statements and supporting documentation for the period ending 31 March 2019 is approved.

2019/032.2 - To receive a copy of the internal audit report issued on the 30 May 2019. In accordance with Financial Regulation 1.13 the Council is responsible for addressing any recommendations contained within the audit reports.

Councillor Adam thanked the Clerk for their efforts with the internal audit and preparation of the accounts.

Proposed by Councillor Hannah-Wood and Seconded by Councillor Latif, and **RESOLVED:** That the Council receive the internal report and that the recommendations contained within the report are addressed.

2019/033 (TC)

TOWN CENTRE FLOWER ARRANGEMENTS

To consider allocating a budget of £20,000 from the Special projects budget to accommodate the additional flower arrangements in the Town Centre (report enclosed).

A detailed report was circulated to members in relation to the flower arrangements and additional budget that was required. The Council needed to invest a considerable large budget for all the extra flower arrangements. As a rough guide, column posts and round planters will cost in the region of £800-£1,000. If for example a decision is made to have 8 column posts and planters this would cost £8,000. In total, 90 barrier baskets were counted. With the purchase of 33, a further 57 were required, which would cost £5,117.47.

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The planting and installing of an additional 57 railing baskets and the round planters based on the quotes would be in the region of £1,800 as a ballpark figure.

In summary, it was recommended a budget of £20,000 is allocated based on the costings identified within the report. However it was pointed out that it may only be possible to purchase the equipment this year, therefore reducing the budget in the region of £15,000 for equipment purchase and a contingency of £5,000.

Quotations for the barrier baskets

Quotation	Price Per Basket	Delivery	Quantity & Size	Total (NET)	Lead Time for Delivery
One	£102.05	£40.00	30 1100mm baskets	£3,101.44	3 weeks
Two	£97.56	£0.00	30 1100mm baskets	£2,926.95	3-4 weeks
Three	£86.75	£100.00	33 1300mm baskets	£2,962.75	Delivered w/c 17 June

Quotation three had been accepted as this presented best value for money and had a quicker lead time than other providers.

<u>Planting</u>

One contractor was contacted, whom advised that plants are generally ordered in December and they are unable to plant up the barrier baskets for this season as it is too late.

	Costs for planting
Quotation One	Unable to quote but happy to provide a quote for the next year.
Quotation Two	£49.25 includes installation on the railings – $x33 = £1,625.25$
Quotation Three	£23.50 each per baskets – x33 =£775.50 £15.00 per hour contractor to install on railings

Proposed by Councillor Sakib and Seconded by Councillor Hannah-Wood, and **RESOLVED:** That the allocation of up to £20,000 to accommodate the additional flower arrangements in the Town Centre be authorised as outlined in the report.

2019/034 (TC)

TRANSFERRED SERVICES

2019/034.1 - To receive reports and confirm any actions required in relation to transferred services

- MUGAs
- CCTV monitoring
- Parks Services
- Roadside seats

The clerk circulated a report on transferred services.

MUGAS

A condition survey report on the MUGAS and Play areas has been undertaken by the Operations Manager of a local play equipment company. The report is in the process of

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being prepared for the Town Council (at no cost). The report will identify improvements to each site and recommendations for new play equipment where required. Once this report has been received the Council will be in a position to prioritize the improvements and go out to tender as required.

CCTV monitoring

The latest monthly reports have been circulated to all members electronically.

Issues were encountered with the invoices the Town Council received in the last year where the Council was billed twice for the month of October by the hub. The hub manager has apologised for the errors in the invoices and the matter has been rectified. The meeting arranged by Pendle Borough Council on the 13thJune, will include discussions on a service level agreement between the hub and the town Council. Currently there is no formal agreement in place for the CCTV monitoring scheme.

Parks

A meeting with Pendle Borough Council will take place on the 11th June to discuss the potential transfer of parks. The Chair and Vice-Chair have confirmed their attendance with the Clerk at this meeting.

Roadside Seats

After further discussions with the current handyman, it has become apparent that the work may not have commenced for the benches. The handyman was tasked to carry out a condition survey report in the first instance to the Clerk of all the benches under our responsibility. The report would have identified the benches that required maintenance, repair or renewal. There are some health and safety issues with the current contractor and subject to the necessary documentation received, this job will now remain on hold. The Personnel committee were presented with recommendations to consider an alternative solution, however the committee resolved to remain with the status quo.

2019/034.2 – To consider potential items of transfer from Pendle Borough Council. A transfer of services meeting is scheduled to take place on Thursday 13th June at 7.00pm, Council Chamber. The Council's comments on the potential transfers will be reported to the meeting. Members may wish to appoint a representative to attend alongside the Chairman and the Clerk who will be in attendance. Transfer items for discussion: Town Centre sweeping, Local car parks, Cemeteries, Markets, Sports pitches and playing fields, Picnic sites and Miscellaneous pieces of land.

The Chairman briefly spoke of the items that will be up for discussion and welcomed any Councillors in attendance at the meeting to attend if they so wished.

Action: Councillors Wayne Blackburn and Hannah-Wood to attend the transfer of services meeting along with Councillors Ali, Hayat and the Town Clerk.

2019/035 (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

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Nelson Area Committee

No updates reported.

LALC

Councillor Wayne Blackburn attended the LALC AGM on 10th June which he noted was well attended. The Town Council are allowed two spaces at the meeting so if anyone else wishes to attend any future meetings they are welcome to. The Spring Conference takes place on Saturday 15th June which Councillor Blackburn and the Town Clerk will be attending. Again, anyone else wishing to attend is more than welcome.

Pendle Fair Trade

No meetings have taken place recently.

Town Centre Partnership / Town Team

No meeting has taken place recently.

Nelson Youth Forum

No meeting has taken place recently.

Whitefield Community Forum

No updates reported.

Bradley Big Local

No updates reported. The next meeting is scheduled for Thursday 13th June 2019 so an update should be available for the next Full Council meeting.

Conferences and courses

No updates reported.

2019/036 (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.

New Councillor induction training

The Clerk reminded Councillors that the New Councillor induction training will take place at the Unity Wellbeing Centre on Tuesday 18th June at 18:00. All Councillors are expected to attend the session.

Councillor photos for the town council website

Several Councillors are yet to submit a photo for the Town Council website. For those who haven't yet done so, the Clerk asked that they are either submitted via email or that Councillors call into the Clerk's office to have one taken.

Councillor business cards

Now that all Councillors should be able to access their @nelsontowncouncil.gov.uk email accounts, the Clerk's office will be ordering a set of 250 business cards for each Councillor. A quote of over £1,000 was provided from a local company, however the Clerk will look for alternatives to ensure we are receiving best value for money.

Photo ID Badges

As with the update around photos for the website – these will need to be submitted before the Clerk can place an order for the ID badges.

Register of Interests Form

The Clerk read out a list of councilors who had not completed their declarations of interests form which was required to be completed within 28 days. Councillors were

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	requested to send their form into the office who will then forward it to the Monitoring Officer at Pendle Borough Council. Copies were required to be detained by the Town Clerk and eventually will be uploaded onto the Town Council website.
2019/037 (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.
	Combatting anti-social behavior in graveyards
2019/038 (TC)	DATE OF THE NEXT TOWN COUNCIL MEETING The next Nelson Town Council meeting is due to be held on Wednesday 10 th July 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.
	The meeting was closed by the Chair at 8.10pm.

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	Dated:	

Signed Chair: