



NELSON TOWN COUNCIL

MINUTES OF A MEETING OF NELSON TOWN COUNCIL held at the Council Chamber, Nelson Town Hall, Market Street, Nelson on Wednesday 10th July 2019

Councillors Present: Zafar Ali [Chairman], George Adam, Omar Ahmed, Zulfiqar Ali, Husnan Arshad, Mohammad Aslam, Ali Baig, Patricia Hannah-Wood, Fiona Holland, Mohammed Latif, Michelle Pearson-Asher, Mohammad Sakib, Mohammad Sarwar, Russell Tennant, Ikram Ul-Haq and Sheila Wicks

Absent Councillors: Cllrs Faraz Ahmad, Sadia Bashir, Laura Blackburn, Wayne Blackburn, Nazeem Hayat, Mashuq Hussain OBE, Nigel Pearson-Asher and Saanval Safir

In attendance: County Cllr Azhar Ali and Andy Brown (Operations Manager for Ludas Leisure)

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

Members of the Public: None

2019/039 (TC)	<p><u>ONE MINUTE SILENCE</u> The Chairman invites members to observe a one minute of silence</p> <p>A one minutes silence was observed.</p>
2019/040 (TC)	<p><u>CHAIRMAN'S OPENING REMARKS</u> To receive the Chairman's opening remarks</p> <p>The Chairman welcomed all present to the meeting. He stated that Pendle Borough Council had recently been successful in making it to the second round of the Future High Street Funding application process. Pendle have now been allocated a sum of money to put forward a business case for the next stages of the application. This is very good news for Nelson, however the Chairman expressed his disappointment that the Town Council were not consulted at any stage of the process.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That this Council write to Pendle Borough Council to request that Nelson Town Council are involved in the next stages of the application.</p>
2019/041 (TC)	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Michelle Pearson-Asher, and RESOLVED: That the apologies received from Councillors Faraz Ahmad, Sadia Bashir, Laura Blackburn Wayne Blackburn, Mashuq Hussain and Nigel Pearson-Asher are</p>

	approved and accepted.
2019/042 (TC)	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>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.</p> <p>There were no declarations of interest.</p>
2019/043 (TC)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>There was no public participation.</p>
2019/044 (TC)	<p><u>REPORTS FROM BOROUGH/COUNTY COUNCILLORS AND INVITED GUESTS</u></p> <p>2019/044.1 - To receive reports from the Borough or County Councillors</p> <p>County Councillor Ali confirmed to Members that a number of services will be cut by Lancashire County Council as a cost saving exercise. This will have a detrimental impact on residents of Nelson:</p> <ul style="list-style-type: none"> • 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 benefits of this service will no longer be available to residents. • Maintenance Service – this service is particularly useful for elderly and disabled residents of the town where handy men 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. <p>These updates were noted by members.</p> <p>2019/044.2 - To receive reports from other invited guests</p> <p>Andy Brown, Operations Manager from Ludas Leisure had recently conducted a condition survey report in relation to the towns MUGA's and play areas. He ran through the report and highlighted the key areas that he felt the Council should be prioritizing for maintenance and fielded any questions that Members had in relation to the report.</p> <p>The Chairman thanked Andy for his time for both completing the report and attending the meeting.</p> <p>Action: As agreed at the last Finance committee meeting, two Members from each ward are to visit the sites in their area (with Andy's report) and look to identify any further issues that may have arisen since the condition survey took place and report them to the Town Clerk's office.</p>
2019/045 (TC)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Town Council meeting held on 12 June 2019</p>

	<p>Proposed by Councillor Latif and Seconded by Councillor Hannah-Wood, and RESOLVED: That the draft minutes of the Town Council meeting held on the 12 June 2019 be approved as a true record of proceedings and signed by the chair.</p>
<p>2019/046 (TC)</p>	<p><u>COMMITTEE MINUTES</u> To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> • Environmental Improvements 19 June 2019 • Unity Wellbeing Management 19 June 2019 • Finance and General Purposes 26 June 2019 • Events, Promotional and Marketing 26 June 2019 • Personnel 26 June 2019 <p>Note: All council minutes are available on the Town Council website. Members are required to confirm the receipt of committee minutes. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting will be required to confirm the accuracy of the minutes and approve as a true record of proceedings.</p> <p>Proposed by Councillor Latif and Seconded by Councillor Adam, and RESOLVED: That all of the above block minutes of the Town Council committee meetings be received by the Town Council.</p>
<p>2019/047 (TC)</p>	<p><u>TO CONSIDER COMMITTEE RECOMMENDATIONS BROUGHT FORWARD</u> 2019/047.1 - Environmental Improvements Committee meeting held on 19th June 2019.</p> <p>a) Proposed by Councillor Hannah-Wood and Seconded by Councillor Zafar Ali, and RECOMMENDED: That a member of Nelson in Bloom is invited to become a non-voting committee member of the Environmental Improvements committee for the ensuing year. (RESOLVED – Unanimously)</p> <p>b) Proposed by Councillor Adam and Seconded by Councillor Zafar Ali, and RECOMMENDED: That former Councillor Adrian Barrett is invited to become a non-voting committee member of the Environmental Improvements committee for the ensuing year. (RESOLVED – Unanimously)</p> <p>c) Proposed by Councillor Blackburn and Seconded by Councillor Hannah-Wood, and RECOMMENDED: That all Councillors for each ward agree a date for a Community Clean-Up day for their respective wards in partnership with Pick-Up for Pendle. (RESOLVED – Unanimously)</p> <p>d) Proposed by Councillor Blackburn and Seconded by Councillor Zafar Ali, and RECOMMENDED: That the Council write to Lancashire County Council expressing the Council's disappointment with the decision relating to the closure of the Information Centre at Nelson Interchange, highlighting the impact that the closure will have on the town's residents and visitors (RESOLVED – Unanimously)</p> <p>e) Proposed by Councillor Adam and Seconded by Councillor Hannah-Wood, and RESOLVED: That all recommendations from the Environmental Improvements Committee meeting held on 19th June 2019 are approved (RESOLVED – Unanimously)</p>

	<p>2019/047.2 - Unity Wellbeing Management Committee meeting held on 19th June 2019.</p> <p>Proposed by Councillor Adam and Seconded by Councillor Hannah-Wood, and RECOMMENDED: That former Councillor Adrian Barrett is invited to become a non-voting committee member of the Unity Wellbeing Management committee for the ensuing year.</p> <p>Proposed by Councillor Adam and Seconded by Councillor Hannah-Wood, and RESOLVED: That former Councillor Adrian Barrett is invited to become a non-voting committee member of the Unity Wellbeing Management committee for the ensuing year (RESOLVED – Unanimously)</p> <p>2019/047.3 - Finance and General Purposes Committee meeting held on 26 June 2019.</p> <p>RECOMMENDED: That due to the boundary changes to the Marsden Ward and the subsequent change that now includes a split of the previous ward and the new creation of the Marsden East and Marsden West wards; the Finance and General Purposes Committee recommend that the existing budget for Marsden be renamed to Marsden East and that a new budget of £1,000 for Marsden West is allocated for the Ward Initiative funding. The additional budget of £1,000 is to be met by the Council's Contingency.</p> <p>Proposed by Councillor Adam and Seconded by Councillor Hannah-Wood, and RESOLVED: That the existing budget for Marsden be renamed to Marsden East and that a new budget of £1,000 for Marsden West is allocated for the Ward Initiative funding. The additional budget of £1,000 is to be met by the Council's Contingency. (RESOLVED – Unanimously)</p>
<p>2019/048 (TC)</p>	<p><u>CHAPEL HOUSE ROAD TRAFFIC CALMING SCHEME</u></p> <p>To consider the allocation of £10,000 to Lancashire County Council towards the Chapel House Road traffic calming scheme.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Hannah-Wood and RESOLVED: That the allocation of £10,000 to Lancashire County Council towards the Chapel House Road traffic calming scheme be approved.</p>
<p>2019/049 (TC)</p>	<p><u>ANTI-SOCIAL BEHAVIOUR</u></p> <p>To consider combatting anti-social behavior in graveyards. This item was raised by Councillor Aslam at the last full Council meeting. Members discussed the issue around people taking dogs into cemeteries. Whilst issues with this do arise such as dogs off leads and dog fouling, Members felt that seeking an outright ban on dogs would be unfair to those who rely on their dog for comfort in the cemeteries or for safety, as to not be alone in a secluded area. It was agreed however that some action needs to take place to combat the ASB side of dogs in cemeteries.</p> <p>Proposed by Councillor Sakib and Seconded by Councillor M Pearson-Asher, and RESOLVED: That the Council contact David Walker at Pendle Borough Council to see what contingency is in place to combat the issue, how the cemeteries are monitored and whether or not the Enforcement Team could spend more time in the cemeteries to deter offenders.</p>
<p>2019/050 (TC)</p>	<p><u>CHRISTMAS LIGHTS CONTRACT</u></p> <p>To consider an extension of the existing contract for the installation, dismantle, storage</p>

	<p>and refurbishment of the Town Centre Christmas lights in accordance with Financial Regulation 11.1 (iv) (report enclosed).</p> <p>Note: The contract commenced from 2015 via a transfer from Pendle Borough Council. The value of the contract exceeds £25,000 and the Council will need to comply with the 'Public Contracts Regulations 2015'</p> <p>The current contractors had submitted proposals for consideration to extend their existing contract. The report by the Clerk was discussed and the financial thresholds contained with the Financial Regulations.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Latif, and RESOLVED: That the Council invites tenders for the Christmas Lights contract to ensure it is receiving best value for money.</p> <p>Action: The Clerk to draft the scope of works and specification for approval at a future meeting.</p>
<p>2019/051 (TC)</p>	<p><u>TRANSFERRED SERVICES</u> 2019/051.1 - To receive reports and confirm any actions required in relation to transferred services</p> <ul style="list-style-type: none"> • MUGAs • CCTV monitoring • Parks Services • Roadside seats <p>The clerk circulated a report on transferred services.</p> <p><u>MUGAS</u> A condition survey report on the MUGAS and Play areas has been undertaken by the Operations Manger of a local play equipment company. This report had been circulated to member. The report will identified improvements to each site and recommendations for new play equipment. The Council were requested to consider the report and prioritise the play areas that needed play equipment upgrading/replacing.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Sakib, and RESOLVED: That the following list of Councillors be requested to undertake site visits to the MUGA's in their areas and report back to the Clerk with any additional deficiencies not identified in the report submitted by Ludas Leisure. That the Clerk is authorised to invite quotations for the works to be carried out.</p> <ul style="list-style-type: none"> • Bradley – Councillors Ali Baig and Mohammad Sakib • Clover Hill – Councillors Zafar Ali and Patricia Hannah-Wood • Marsden East – Councillors Michelle Pearson-Asher and Nigel Pearson-Asher • *Marsden West – Councillors Laura Blackburn and Wayne Blackburn • Southfield – Councillors Kamran Latif and Sufyaan Sarwar • Walverden – Councillors George Adam and Fiona Holland • Whitefield – Councillors Omar Ahmed and Husnan Arshad <p>*Note – Councillor Hannah-Wood will speak to the Marsden West Councillors who had sent their apologies for this meeting to request that they undertake the visits if possible.</p> <p><u>CCTV monitoring</u> The latest monthly reports were circulated to all members electronically.</p> <p>A meeting took place on 13th June whereby a transfer of services issue was raised by</p>

which Members of the local town council's were asked to nominate one member to attend monthly quarterly strategic meetings. Councillors Sakib Michelle Pearson-Asher offered to attend these meetings.

Proposed by Councillor Sakib and Seconded by Councillor Ali, and
RESOLVED: That Councillors Sakib and Michelle Pearson-Asher are appointed to attend all meetings arranged to discuss CCTV issues with the Hub.

Parks

A meeting took place with Philip Mousdale of Pendle Borough Council on the 11th June to discuss the potential transfer of parks. Councillors Zafar Ali and Kamran Latif were in attendance with the Clerk. It was agreed that the Clerk would send an email requesting the information discussed and a follow-up meeting would be arranged in August. The Council would then be requested to consider any decisions relating to the future of the parks at their September meeting.

Information Requested from Pendle Borough Council

Please provide the total costs for the maintenance and upkeep of the two parks that would be up for possible transfer to Nelson Town Council. For each park we require:

- 1) Detailed breakdown of the cost centres and costs towards the parks
- 2) Environmental issues (if any)
- 3) Management reports relating to the parks
- 4) Tree inspection survey reports and Policy
- 5) Details of any covenants/restrictions on land
- 6) Details of any voluntary groups that provide assistance towards the park
- 7) List of all assets relating to the parks, ie benches, bins, buildings etc
- 8) Where buildings exist, please provide building condition survey reports
- 9) Any other information that NTC should be aware of

Roadside Seats

No updates to report

2019/051.2 – To receive and consider the report from the Clerk on the Transferred Services meeting held with Pendle Borough Council on 13 June 2019. Cllrs Hannah-Wood or Zafar Ali may wish to report on these items as they were in attendance.

A written report by the Clerk was submitted to the Council. It was reported that the meeting the purpose of the meeting was to ascertain an appetite from the Councils on potential asset transfer. A presentation by Dean Langton (Chief Exec) outlined the budget constraints facing Pendle Borough (presentation notes attached). Questions and answers were then directed via the Leader of Pendle Council, Councillor Iqbal and with the Director Philip Mousdale present. The meeting failed to educate those present on how they would cope with asset transfers and how to run the services. In addition to this lack of information, there were no costs provided or a list of assets for each Council that they could consider. Having not provided the vital information for this meeting, it was difficult to ascertain what the appetite was for potential future asset transfers and this was the feeling amongst those town and parish councils who were present.

The Clerk suggested that Pendle Council provide a list to all Parish and Town Council's of the assets that are up for potential transfer supported by the relevant costings. Pendle Council agreed to send out the lists to all parish and town councils. Pendle BC will then hold a separate meeting with each individual parish/town council that will take place in Autumn.

2019/052
(TC)

REPORTS FROM TOWN COUNCILLORS

2019/052.2 – To appoint a second member to act as representative on the external body Lancashire Association of Local Councils for the ensuing year. Members

appointed onto outside bodies are required to report to full Council. Members acting as representatives must not make any decisions on behalf of the Council.

Proposed by Councillor Hannah-Wood and Seconded by Councillor Latif, and
RESOLVED: That Councillor Hannah-Wood be appointed as a second member to act as a representative on the external body Lancashire Association of Local Councils for the ensuing year.

2019/052.2 – 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**

Nelson Area Committee

The multi-storey car park is currently being demolished. The work is expected to take around four weeks, but Councillors reported that progress appears slow and may take a little while longer than anticipated. Sagar Street car park is also due to be expanded in the coming weeks.

LALC

Councillor W Blackburn had passed on his apologies for this meeting so unfortunately wasn't present to give an update this time.

Pendle Fair Trade

No meetings have taken place recently.

Town Centre Partnership / Town Team

No meeting has taken place recently.

Pendle Youth Forum

The next meeting is due to take place on Thursday 11th July. An update will be given at the next meeting of the Council.

Whitefield Community Forum

The next meeting is due to take place on Wednesday 17th July. An update will be given at the next meeting of the Council.

Bradley Big Local

Four new homes are being built on Beech Street using money won for the Bradley Big Local project.

Conferences and courses

No updates reported.

2019/053
(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 Member Induction Training

The Clerk reported that new member induction training had taken place on Tuesday 18th June. The training was arranged for the benefit of all councillors and having received only four apologies, a turnout of 29% was not cost effective. The trainer received good feedback and the seven members that were present, found the session informative. The new member induction training was extremely important to assist members with the tools to enable them carry out their public roles and to develop an understanding of the local government framework. Hard copies of the training materials are still available for and Member who could not attend the induction training.

Attendance at the LALC Conference

The Clerk reported that they had attended the LALC Spring conference which took place on Saturday 15th June at the Leyland Hotel in Preston.

Training Report

The Clerk had previously circulated the update below:

The President, Sir Robert Atkins opened the conference by reminding delegates of the importance of Parish and Town councils, as the first Tier of local government. Jonathan Owen, CEO of NALC also stressed the importance and relevance of the first Tier, telling delegates that they precept and spend up to £3billion, all of which is spent locally for the benefit of their community. He went on to outline the services NALC provides. Parliament has now agreed to make vexatious parish polls more difficult. At present just ten residents can call a poll in a parish. This is now to change. Mr Owen said it was desirable that councillors and especially clerks, should have a council email address, wherever possible, and avoid using personal accounts with all the attached data protection issues. Several examples of good practices were discussed. These were very interesting and varied in their service to the community. It was said councils need to celebrate what they do and keep residents informed.

Leroy Philbrook, Clerk to Colne Town Council

The presentation was about the perils, pitfalls and successes of running Colne Blues Festival. This is now in its 30th year and concentrates on developing new acts, rather than paying large amounts for "big names". The success or failure of any venture was down to meticulous planning, and should begin early enough. The presentation was well received and the information gained could be used in all community functions.

Police and Crime Commissioners Office

They explained the aims of the 'Our Lancashire' scheme, one of which was to help young people before a problem became a crisis, hopefully, to stop them falling into trouble. Police cadets have also been recruited into this role in a support capacity. It was explained that this is a new volunteering role, which they hoped would be taken up by parish councils to appoint Community Champions, to help with potential problems within their communities.

Town Council Email Accounts

The Clerk reported that a number of Councillor email accounts have still not been activated. This has presented some issues in the office when trying to contact members. For example, Councillor Adam has requested each ward to contribute £125.00 towards security measures at Thomas Street bowling club via their ward initiative funding. We have only received replies from 13 out of 24 members.

The Clerk reminded Members that it is important for all Councillors to activate their mailboxes and to communicate from their official email addresses to comply with the new GDPR regulations. Assistance can be given from the Town Council office if members are struggling to set these up on their handsets or accessing them via webmail.

2019/054 (TC)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Issues around ginnels to be referred to the next Environmental Improvements committee meeting
2019/055 (TC)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> The date of the next meeting of the Council is due to be held on Wednesday 11th September 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.</p> <p>The meeting was closed by the Chair at 8.30pm.</p>