



**Minutes of a meeting of Nelson Town Council held on Wednesday 11th
September 2019 in the Council Chamber,
Nelson Town Hall**

Commenced: 7.00pm - Concluded:8.30pm

Councillors Present: Councillors Zafar Ali [Chair], George Adam, Faraz Ahmad, Omar Ahmed, Zulfiqar Ali, Husnan Arshad, Sadia Bashir, Laura Blackburn, Wayne Blackburn, Patricia Hannah-Wood, Nazeem Hayat, Fiona Holland, Mashuq Hussain, Michelle Pearson-Asher, Nigel Pearson-Asher. Mohammad Sakib, Mohammad Sarwar, Russell Tennant and Ikram Ul-Haq

Absent Councillors: Mohammad Aslam, Ali Baig, Mohammad Kamran Latif, Saanval Safir and Sheila Wicks

Non-Councillor (without voting rights): None

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

Members of the Public: Rafida Khaliz and Bushra Ghafoor [both Nelson FC in the Community]

2019/056
(TC)

ONE MINUTE SILENCE

The Chairman invites members to observe a one minute of silence

A one minutes silence was observed.

2019/057
(TC)

CHAIRMAN'S OPENING REMARKS

To receive the Chairman's opening remarks

The Chairman opened the meeting speaking about a number of serious crime incidents which have occurred in the town involving violence and knives. Having spoken to Police representatives, they have stated that these are isolated incidents. The Chairman stated that it is key to get this message across to residents to reassure them things are in place to combat this type of serious crime and it is hoped that the Police will be able to attend a meeting of this Council in the near future to go into detail with the prevention methods they are using to ensure there is no repeat of the recent offences. In the meantime, the Chairman requested that Members encourage residents to contact the Police if they feel anything is amiss in their local area.

The Chairman then spoke of the links which exist between Nelson Town Council and Nelson Football Club. A representative from Nelson Football Club was in attendance at the meeting and wished to extend these links by seeking the Town Council's support (in a non-financial capacity) to help develop the newly formed Nelson FC in the Community – a group which helps get local youngsters (ranging from under 7's through to under 14's) active and playing football.

Proposed by Councillor W Blackburn and Seconded by Councillor Hannah-Wood, and

RESOLVED: That this be added to the next Full Council agenda to discuss in more detail.

<p>2019/065 (TC)</p>	<p><u>TOWN CENTRE ENHANCEMENTS</u> To reconsider proposals from Pendle Borough Council for suggested match funding with the Area Committee of £4,000 towards the Town Centre Enhancements program. (Report enclosed)</p> <p>Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and RESOLVED: That the Council support the match funding providing a working group is set up between the Town Council and Pendle Borough Council to discuss how the money will be spent. Councillors Wayne Blackburn and Patricia Hannah-Wood are to be appointed to this working group.</p>
<p>2019/066 (TC)</p>	<p><u>DRAFT PUBLIC SPACES PROTECTION ORDER FOR CONSULTATION</u> To consider the draft order and provide any comments for consideration by Pendle Borough Council.</p> <p>Members discussed the draft order and agreed that whilst what was in the draft made sense, it would be better if more plain English was used where possible to help give residents a clearer understanding of the content.</p> <p>Proposed by Councillor W Blackburn and Seconded by Councillor N Pearson-Asher, and RESOLVED: That Pendle Borough Council be asked to revise the wording in the draft PSPO, particularly at item 7 to make it more understandable for those reading it, and that a short, user friendly leaflet is also produced to distribute to residents.</p>
<p>2019/067 (TC)</p>	<p><u>INTERNAL AUDIT</u> 2019/067.1 - To receive a copy of the correspondence from Yorkshire Internal Audit Services notifying the Council that they are no longer able to provide an internal audit service. Members noted the update.</p> <p>2019/067.2 - To consider the appointment of an internal auditor and agree the frequency of the audit. It is recommended that due to the level of turnover for the council, two audit visits are undertaken per financial year. This is the same frequency as the audits been previously undertaken. The Clerk updated Members that only one quote had been obtained in the search for a new internal auditor. The Clerk had sought recommendations from LALC, nearby town and parish councils and from Members but no other recommendations had been offered.</p> <p>Proposed by Councillor Wayne Blackburn and Seconded by Councillor Hannah-Wood, and RESOLVED: That the Clerk have one final look for additional quotes, but if unsuccessful in obtaining any, to go with Veritau.</p>
<p>2019/068 (TC)</p>	<p><u>NOTICE OF MOTION: COMMITTEE MEMBERSHIP</u> Motion moved by Councillor Aslam 'I Cllr Mohammad Aslam would like to propose and second by Nigel-Pearson Asher, the names to be add to the following committees as members:</p> <ul style="list-style-type: none"> • Cllr Michelle Pearson-Asher - Name to be added as a member of Environmental Improvements Committee • Cllr Nigel Pearson name to added as a member of Finance & General purposes Committee • Cllr Mohammad Aslam to be added as a member of Unity Wellbeing Management Committee • Cllr Mohammad Aslam - Name to added as a member of Personal Committee • Cllr Mohammad Aslam Name to be add as a member of Events, Promotional & Marketing Committee <p>This motion could not be considered as Councillor Aslam was not in attendance of this meeting,</p>

	and therefore the motion failed.
2019/069 (TC)	<p><u>NOTICE OF MOTION: CRIME LEVELS ON THE COMMUNITY UPDATE</u></p> <p>Motion moved by Councillor Zafar Ali 'Residents need to be kept informed about how the Police are tackling recent knife crime and violent incidents in the Nelson area. We need to contact Nelson Police Station and request the Chief Constable attends with latest crime figures'</p> <p>Members discussed the importance of keeping residents informed of how the Police are tackling knife crime which has been reported in the local press in recent times.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Wayne Blackburn, and RESOLVED: That the Police are invited to attend the next Full Council meeting to report back on the issues in question and that Councillor Nazeem Hayat be requested to be appointed to the Full Community Safety Partnership to feed in any concerns this Council may have in the future.</p> <p>Action: The Assistant Town Clerk to contact the Chairman of the Pendle CSP to request that Councillor Hayat be appointed to the Partnership.</p>
2019/070 (TC)	<p><u>NOTICE OF MOTION: HIGHWAYS BUDGET</u></p> <p>Motion moved by Councillor Zafar Ali 'To consider the current highways budget, review any allocated amounts and take any further action required'.</p> <p>Members discussed an opportunity that has arisen from Lancashire County Council to receive match funding of around £200,000 to assist with highways issues in the town for up to three years.</p> <p>As it stands, there is currently £90,000 allocated to highways works. An additional £20,000 is available from Nelson Area Committee, bringing the total available to £110,000.</p> <p>On the whole, it was supported in principle by those in attendance and would need further review.</p> <p>The motion was amended to "Having considered the conversations around Lancashire County Council match funding up to £200,000 for highways maintenance, the Town Council is happy to support the request to increase the budget to gain maximum matched funding from Lancashire County Council in principle, subject to further discussion"</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hayat, and RESOLVED: That a more detailed discussion is to take place which includes the exact contributions the Town Council would need to release to be proposed and brought to the next meeting of the Full Council for approval.</p>
2019/071 (TC)	<p><u>TRANSFERRED SERVICES</u></p> <p>2019/071.1 To receive reports and consider any actions required in relation to transferred services.</p> <ul style="list-style-type: none"> a) CCTV monitoring (considered at item 16.2) b) MUGAs/Play Areas (update on the quotations) c) Parks Services d) Roadside seats (condition survey report) <p><u>CCTV monitoring</u></p> <p>A meeting took place with the Chair, Assistant Clerk and an Officer of Pendle Borough Council on Tuesday 02 September to discuss:</p>

- Blackburn with Darwen CCTV Hub, including the Service Level Agreement and Strategic and Operational Groups (except for Colne TC)
- Transfer of equipment (including inventory)
- Electricity and telephone accounts (Electricity NW and BT)
- Capital Funding allocations

The Chairman stated that Pendle Borough Council now want Nelson Town Council to take full ownership of everything as soon as possible. Members will need to start to consider the option of taking over all cameras, taking over all electricity costs and entering into a Service Level Agreement with Blackburn Hub.

Action: The Assistant Town Clerk to circulate Peter Waring's contact details from Blackburn Hub so that Members may contact him if they have any immediate queries around this.

MUGAs/Play Areas

Further to the LUDAS Condition report that was carried out, members were invited to carry out their own visual inspections of the sites in their wards last month for consideration as part of the improvements/renewals programme. All information received from members site inspections and the report was collated into a proposed scope of works taking into account the LUDAS report recommendations.

- 7 sites required works and the combined costs for the programme of works was likely to be in the region of £60k+. The Public Contracts Regulations 2015, refer councils to advertise tenders on the Contracts Finder website and to comply with the relevant regulations. To expedite this process and offer further opportunity to other companies, the contracts were divided to ensure they remain below the £25k threshold.
- In total nine different companies (including those locally based) were invited to submit written quotations. However some companies declined due to the low contract value. It was initially timetabled for the September full Council meeting to review and award the contracts, however as there are insufficient quotes, another company has been invited to submit a quote which will now delay the award of the contracts to the October full Council meeting.

Annual ROSPA reports – MUGAS and Play Areas

The annual reports were sent through from Pendle Borough Council carried out by the Play Inspection Company. There are a number of recommendations within the reports that are low risk areas that require action. The reports can be inspected in the Council office.

Proposed by Councillor Zafar Ali and Seconded by Councillor W Blackburn, and **RESOLVED:** That Pendle Borough Council is requested to action all outstanding recommendations within the reports carried out by the Play Inspection Company inclusive of any additional costs to be supported by Nelson Town Council.

Parks Services

Philip Mousdale has sent through all the relevant information relating to the parks maintenance that was requested at the last meeting held with Councillors Ali, Latif and the Clerk in July. Another meeting was due to be scheduled in September prior to the full Council meeting, however this did not go ahead due to non-availability of Philip Mousdale during September. A meeting will be set up for October.

Roadside seats

The audit of the benches has now been carried out. Councillors were requested to consider

	<p>and agree the maintenance, replacement and disposal of benches as outlined in the report.</p> <p>Proposed by Councillor Adam and Seconded by Councillor W Blackburn, and RESOLVED: That the report is delegated to the Environmental Improvements committee to review and take the necessary action.</p> <p>2019/071.2 To receive reports and consider any actions required in relation to transferred services.</p> <p>The reports were noted.</p>
<p>2019/072 (TC)</p>	<p><u>LANCASHIRE ASSOCIATION OF LOCAL COUNCILS - AGM</u></p> <p>To consider the appointment of voting representatives (1 of whom may be the Clerk), to attend the 75th Annual General Meeting which will be held on Saturday 23 November 2019 at 10am at Howick House, Penwortham.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Tennant, and RESOLVED: That Councillor Nazeem Hayat be appointed to attend the 75th Annual General Meeting on Saturday 23 November.</p> <p>Action: The Town Clerk to LALC to request that Councillor Wayne Blackburn is on the LALC circulation list for general updates and meeting schedules.</p>
<p>2019/073 (TC)</p>	<p><u>REPORTS FROM TOWN COUNCILLORS</u></p> <p>To receive reports from town councillors who have attended recent meetings or events on behalf of the Town Council including representation on external bodies:</p> <ul style="list-style-type: none"> • 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 <p><u>Nelson Area Committee</u> Three planning applications received which didn't appear as though they would not have a detrimental impact on the town or residents. Andy Cartwright from the Police have a verbal update around crime in the local area. Some concerns around the number of violent incidents in Nelson which will need to be monitored. The Police station is currently closed in the town due to the demolition of the neighbouring car park. It is hoped that it will reopen in the next two to three weeks.</p> <p><u>LALC</u> Councillor W Blackburn had attended one meeting recently but no business was discussed which needed to be brought to the Council.</p> <p>Action: The Clerk to check that LALC have Councillor Wayne Blackburn's email address to ensure he receives correspondence.</p> <p><u>Pendle Fair Trade</u> Councillor Hannah-Wood has received no correspondence as to when the next meeting is scheduled.</p> <p>Action: The Clerk to check that Pendle Fair Trade have Councillor Patricia Hannah-Wood's</p>

email address to ensure she receives correspondence.

Town Centre Partnership / Town Team

No meeting has taken place recently. The next one is scheduled to take place in October.

Pendle Youth Forum

Councillor Ahmed was unable to attend the July meeting.

Action: Councillor Ahmed to email the Pendle Youth Forum secretary to ask for an updated list of scheduled meetings.

Whitefield Community Forum

Members of this Council went out to support residents of Whitefield with a recent litter picking session. The session was well attended and lots of waste was removed from the streets of the Ward.

Bradley Big Local

The four new homes highlighted at the last meeting are now being built on Beech Street using money won for the Bradley Big Local project. The group have now taken over at Hodge House and all meetings are now being hosted at that venue.

Conferences and courses

No upcoming conferences or courses reported.

2019/074
(TC)

TOWN CLERK CORRESPONDANCE

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

- Peninsula E-Learning Training
- Zurich (Risk Management)
- Councillors Email Addresses
- Councillor Photos for website
- Attendance at the SLCC Regional Conference

Peninsula E-Learning

The Clerk noted that all members received an email last month with the details of the upcoming E-learning courses. Members wishing to take part in the training, were asked to inform the office as this would allow the office to update our training register for members. E-Learning courses covered, Contractors, Grievances, Disciplinarys, Investigations amongst other CPD courses. Upcoming courses will be circulated to members on a regular basis.

Zurich (Risk Management)

The Clerk noted that an email was circulated last month with details of risk management. Zurich aim to raise awareness and understanding of the potential risks faced by the organisation and provide information on how you can manage these risks. The guide is worth a read and will assist employees, volunteers and members.

Town Council Email Accounts

The Clerk reminded Members that it was reported in July that a number of Councillor email accounts have not been activated which presented some issues in the office when we are trying to contact members. Some councillors are using personal email addresses despite being advised not to use them by the Clerk.

The Clerk stated the importance for all Councillors to activate their mailboxes and to communicate from their official email addresses to comply with the new GDPR regulations. If

	<p>members continue to use their own personal email addresses for Council business, then they will need to register with the ICO as data controllers as they are processing information on behalf of an organisation.</p> <p>Councillor Photos for the website The Clerk listed a number of Members who the office still require photos for:</p> <ul style="list-style-type: none"> • Ali Hamza Baig • Ikram Ul-Haq • Laura Blackburn • Saanval Safir • Mohammed Sufyan Sarwar <p>Members are urged to submit these to the office as soon as possible as until all photos are received, ID cards cannot be ordered.</p> <p>Attendance at the SLCC Regional Conference The Clerk and the Assistant Clerk attended the Regional Training Seminar on 31 July 2019. There were around 50 delegates, including Clerks, Officers and Councillors present at the training. The topics covered Website Accessibility Regulations and Current Policy affecting T&PCs; Cyber insurance, LCC Consultancy, Press Releases and Legal questions answered. This was a good opportunity to network and share ideas with other Clerks and Officers.</p>
<p>2019/075 (TC)</p>	<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"> • Review current highways budget • Motion around issues currently ongoing in Kashmir • Invite Nelson FC in the Community to the next meeting to discuss how this Council can support their development
<p>2019/076 (TC)</p>	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> To note the date of the next committee meeting scheduled to take place on Wednesday 09th October at 7.00pm, Nelson Town Hall.</p> <p>The date and time of the next meeting was noted.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.30pm.</p>