

**Barrowford Parish Council**  
**55, Gisburn Road, Barrowford, Nelson, Lancashire**  
**To all Councillors**  
**Meeting of the Council**

You are hereby summoned to attend a Meeting  
of the above Council to be held at the Council Offices on Wednesday 16<sup>th</sup> September 2009  
at 7.00 p.m. when the following items of business will be discussed.

*N.B. A Public Question Time will precede the meeting for a maximum of fifteen minutes.*

I.A.Lord  
Clerk to the Council

**AGENDA**

- 1. Declaration of Interests:**  
Members are reminded of the requirements of the Members Code of Conduct concerning the declaration of interests.  
**A Member must generally declare a personal interest he/she has in any item on the agenda. Declaration involves stating the interest and also the nature of the interest.**  
If the interest is a 'public service' interest this need not be declared unless and until the Member speaks on the item.  
A Member with a personal interest may speak and vote on the item.  
**If the personal interest is also a prejudicial interest then the member may speak at the start of the item but must leave the room before any discussion or vote on it. If he/she does not wish to speak he/she must leave the room at the start of the item.**
- 2. To Receive Apologies for Absence:** Resolve to accept apologies.
- 3. Minutes of the Council:** That the Minutes of the Meeting of the Council held on the 19<sup>th</sup> August 2009, copies having been circulated, be approved as a correct record and signed by the Chairman.  
**Enc.**
- 4. Minutes of the General Purpose Committee:**  
**Enc.** That the minutes of the General Purposes Committee held on the 1<sup>st</sup> July 2009, copies having been circulated, be noted.
- 5. Minutes of the Human Resources Committee:**  
**Enc.** That the minutes of the Human Resources Committee held on the 26<sup>th</sup> August 2009, copies having been circulated, be noted.
- 6. Barrowford Youth Club:** An opportunity for the Youth Leader to speak to the Council regarding any matter concerning the youth club.

7. **Crime, Disorder & Community Safety Matters:** To receive reports from the Police for information only.
8. **To Discuss the Council's Response to the Following Planning Applications:**  
13/09/0364P: Erection of first floor domestic side extension over existing ground floor including three first floor windows to gable.  
7 Middleton Drive Barrowford Nelson BB9 6BA.  
13/09/0368P: Change of use from shop (A1) to Estate & Letting Agency (A2) on ground floor only. 75 Gisburn Road Barrowford BB9 6QE
9. **Correspondence to Report:** To discuss and approve the Clerks  
**Enc.** recommendations contained in the enclosed report.
10. **Recommendations of the Administration Review Committee:**
  1. To approve the ratification of the Clerks Salary in line with the terms and conditions of his contract.
  2. To employ an assistant handyman for 16 hours per week for a trial period of six months.
11. **Financial Matters:**  
**Enc.** a. To approve virements highlighted in the Outturn for August 2009 attached and note the outturn.  
**Enc.** b. To consider payments for September to be made as highlighted on the payments list attached.  
c. To approve Audit Return for 2008-09
12. **Recommendations of the Human Resources Committee:**
  - a. That the NALC/SLCC Guide to Good Employment Practice in Local Councils be adopted as part of the administrative procedures of the council.
  - b. That the enclosed Grievance Procedure Protocol be adopted as part of the procedures of the Council.
  - c. That the enclosed Appeals Procedure Protocol be adopted as part of the procedures of the Council
13. **Remembrance Sunday:**
14. **Christmas Events:** Updates on the following events:
  - a. Christmas Lights
  - b. Carol Service
  - c. Santa Sleigh Ride
15. **Grot Spots:** Update and additions to the grot spot list.
16. **Best Kept Garden Competition 2009:** End of event appraisal.
17. **Out Door Gym Equipment Project Update:** To Discuss progress on this project.
18. **Barrowford Website:** Update by Cllr. Pope and the Clerk for information only.
19. **Reports from Working Groups:** Update for information only.

20. **Report of the Clerk:** Update on recent relevant matters for information only.
21. **Report on the Barrowford and Western Parishes Area Committee Meeting:**  
For information only.
22. **To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** For information only.
23. **Date, time & place of next meeting:** *21<sup>st</sup> October 2009 at 55 Gisburn Road Barrowford.*