Agenda Item 4

Minutes of the Annual Meeting of Barrowford Parish Council
Held at Holmefield House Gisburn Road Barrowford
On Wednesday, 21st October 2026

Present

Cllr. A Stringer – Chairman in the Chair

Parish Councillors

Cllr. R. Oliver	Cllr. Manzar	Cllr. S. Nike	Cllr. A. Vickerman
Cllr. J. Gibson	Cllr. P. Thompson	Cllr. M. Waddington	Cllr. C. Ashton
Cllr. M. Stone			

91. Declaration of Interest: None

92. Apologies: Cllrs. L. Ashworth, T. Titchener, D. Gallear, H. Hartley

93. Minutes of Meeting of the Council Held on the 16th September 2026: Copies having been previously circulated.
It was resolved: That the minutes be approved as a correct record

94. Planning Applications, Tree Orders and Highway Matters:

Number	Detail	Comments
26/0649/HHO	Full: Demolition of existing garage and the erection of an annex. 17 Highfield Crescent Barrowford Lancashire	**No Objection in principle.** This is a large garden and the proposed annex building is only slightly larger than the garage. The plot of land is significantly higher than the houses on Highercauseway with the annex not visible. There are concerns regarding surface water runoff with significant water seeping into 24, and 22 Highercauseway this would need addressing given the size and scale of the proposed annex.
26/0714/HHO	Full: Installation of solar panels to existing garage roof. The Brambles 7 The Orchard Barrowford	**No Objection:** The location of these solar panels to the rear of the garage will not adversely affect the setting and amenity to neighbours.
26/0635/TCA	T1 Sycamore and 2 Leylandii - Remove due to becoming unstable with numerous targets in close proximity. 12A Park Avenue Barrowford Lancashire BB9 6DG	
26/0639/TCA	T1 Willow - Reduce limbs over road by 1 to 2 metres To reduce the risk of the branch failure over a highway. 144 Wheatley Lane Road Barrowford Lancashire BB9 6QJ	
26/0678/TPO	T1 Mature lime (Tilia sp.), approx. 18 m tall at 23 Lupton Drive. Fell to ground level. Remove all arising timber and brash from site. Grind the stump to below ground level (or as directed by the Council) and backfill with suitable	

	material. Make good the ground on completion. No other trees are included in this application. 23 Lupton Drive Barrowford Lancashire BB9 6JT
26/0712/TPO	Tree is at rear of garden Application for consent to fell 21 Lupton Drive, Barrowford Consent is sought to fell the tree due to concerns regarding its declining health and structural stability. The primary concern is reported Ganoderma infection, alongside a reduction in canopy cover and a substantial number of dead branches. These symptoms raise concerns about the extent of any associated decay and its implications for the tree structural integrity. The tree has a large canopy, with several high-risk targets within its potential failure zone. The client has young children and is particularly concerned about the risk of falling branches or tree failure in areas used by the family. Extensive black fungal or mould-like growth has also been observed on the branches. This warrants further investigation, although its identity and any relationship to the tree decline have not been confirmed. Several lime trees within the same row have reportedly died. There is concern that development to the rear may have contributed to stress

95. Financial Matters: Documents having previously been circulated.
It was Resolved:

1) Note the Outturn to 30th September 2026
2) Approve Virements for September
3) To approve payments of £65,608.23 for October 2025

96. Accounts 2025-26: Meeting of the Finance Working Group to be called

97. Co-option of a Councillor for Central Ward: The Council having received two applications for co-option for the single vacant seat and following advice from LALC.
Resolved to:

1) Call a Special meeting with Co-option as the only item on the agenda.
2) That if both candidates were available that would be held on the 11th November 2026 or at a date both candidates were available.
3) That the two candidates would be interviewed before the meeting in private to ensure that Data Protection was ensured.
4) That the vote needs to be carried by an overall majority of members voting and if the winning candidate does not have an overall majority a second vote takes place with a straight yes/no vote. The candidate must have an overall majority over the no vote and any abstentions to be selected.
5) If no overall majority is achieved the Council can re-advertise the vacancy.

98. Remembrance Sunday: Wreath Laying Service a report having previously been circulated.
It was Resolved: To note the Report.

99. Parish Council Website: A report having previously been circulated.
It was Resolved: To note the report and thank Cllr. Stringer for all his efforts on creating the new web site.

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100. Pride In Place Funding: A report having previously been circulated.
It was Resolved: To note the Report.

101. Pendle Borough Council Asset Transfers: No further update

102. Christmas Lights at Dicky Nook: To consider the future provision of a permanent set of lights on the conifer at Dicky Nook. The Clerk reported that a meeting had been set up for Friday 23rd October with representatives of HRAG to discuss the matter.
It was Resolved: To defer the decision until after that meeting had taken place.

103. 117 Gisburn Road: The Clerk reported that no Planning Application had been received and that the enforcement would proceed unless one was received at which time enforcement action would be suspended until the outcome of the planning application was decided.

104. Pendle Pub Walk: Pendle Cllr. Stone informed the Council that both Pendleside Hospice and the Rotary Club are aware that there have been problems and wish to meet with him to look at future improvements to management.

105. Report of the Clerk:

1) **Barrowford Memorial Park:** The Park has been awarded the Green Flag again for 2026.
2) **BWPAC Legacy Fund:** The BWPAC have asked for grant applications to be submitted for the Legacy Fund these will be considered at the December meeting. Barrowford Parish council could apply for funding to place four flagpoles in the memorial garden.
3) **Winter Planting:** The summer plants have been brought in and winter planting has started; this should be completed middle next week.
4) **Christmas Decorations:** Lighting sets have been checked and checked and 11 new sets and leads have been purchased and the leads checked. There will probably be a few more sets put up this year and 55 trees have been ordered. The trees will be collected the Tuesday 10th November with erection with trees being installed over the following two weeks.
5) **Cruck Barn Carol Service:** This years Carol Service is being held Tuesday 1st December 2026.
6) **Flagpole/Notice Board Update:** The noticeboard has been delivered and the area from the beyond the flagpole to the entrance has been dug out. The notice board will be installed next Wednesday weather permitting. When the bollards return from the powder coaters hopefully before Wednesday these will be installed. A layer of hardcore will be laid across the area will then finally concrete laid to prevent weeds, the Council will order premix to speed up the work. When the project has been completed the Clerk will reclaim the grant from the PIP Funding.

7) **Holmefield House:** Electrical safety inspections will be carried out at Holmefield House and the Annex this week prior to the installation of the wiring and fuse box needed for the kitchen upstairs. Work will be started shortly with the kitchen hopefully being replaced early in the new year.

106. Report on the Barrowford and Western Parishes Area Committee Meeting: Cllr. Oliver reported on the last meeting which included decisions on planning applications.

107. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies: Cllr. Stone reported that discussions were taking place between Barrowford and Pendleside Borough Councillors on how to make the Area Committee more relevant to the local community.

108. Date, time & place of next meeting: ***7pm 18th November 2026 at Holmefield House Gisburn Road Barrowford.***