

REPORT FROM: DIRECTOR OF PLACE

TO: BARROWFORD AND WESTERN PARISHES COMMITTEE

DATE: 10TH MAY 2023

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AREA COMMITTEE BUDGET 2023/24

PURPOSE OF REPORT

To update members on the Committee's Budget.

RECOMMENDATIONS

- (1) That Members note £24,187 is uncommitted.
- (2) That Members note the approved schemes listed in Appendix 1.
- (3) That Members defer the bids detailed in paragraphs 5 – 8 to give all parish councils/organisations the opportunity to submit bids to the 2023/24 budget.

REASON FOR RECOMMENDATIONS

To enable the Budget to be allocated effectively.

ISSUE

Unspent 2022/23 funds carried forward

1. £20,317. This is £2,467 over the amount allowed to be carried forward. See paragraph 4.

Allocation for 2023/24

2. £17,850 - £2,467 = £15,383.

Total funds available for 2023/24

3. £35,700 (£11,513 committed, £24,187 uncommitted).

Year-end

- 4. The Budget carry forward is capped at a maximum of 1 year's budget i.e. £17,850.** If the Committee has more than £17,850 unspent at the end of the year it will need to use the following year's Budget to make good the difference. See Financial Implications below.

New/deferred Bids

5. Higham with West Close Booth PC bid, £1,500 – Tarmac on Kiln Hill (Appendix 3).
6. Barrowford PC bid, £3,000 – River Wall Repairs Barrowford Memorial Park (Appendix 4).
7. St. Anne's Church Fence bid, £1,500 – The refectory walled garden (Appendix 5).
8. Barley with Wheatley Booth PC bid, £2,500 – Barley Village Green (Appendix 6).

IMPLICATIONS

Policy: The Budget is required to be allocated and managed in accordance with the Council's policies and procedures.

Financial: At the Council meeting on 29th September, 2022, Councillors resolved to move the Area Committee Capital Programme Budgets to revenue.

- The Budget allocations for each Committee remain the same.
- Applications no longer require sign off by Financial Services in order to proceed.
- Awards can be made for schemes which are either revenue or capital in nature so capital schemes can still be funded.
- Capital schemes may incur additional charges for internal services, e.g. Engineers' costs in delivering the scheme.
- Wherever possible, all payments should be made in the year of the budget award by 31st March.
- The cap on Budget slippage still applies and any slippage will need to be agreed by the Council in line with Financial Regulations.
- No more than one year's worth of Budget can be rolled forward into future years.

A list of good practice has been proposed by the Chief Finance Officer in order to assist Members when considering the allocation of the Budget. The list is as follows:

1. Allocate reasonable amounts to projects early to allow for effective planning and implementation.
2. Look for opportunities to maximise the effectiveness of the allocation through match funding.
3. Consider allowing some contingency for projects that may be presented during the year.
4. Try to avoid allocation of funds at the end of the financial year.
5. Consider the revenue consequences of capital schemes in terms of ongoing cost.

Legal: There are legal implications for a number of the proposals listed above in terms of necessary permissions, agreements and possible long-term liabilities and responsibilities.

Risk Management: The proper management of the Budget is intended to minimise any exposure to unnecessary risk associated with the Budget and the individual schemes within it.

Health and Safety: The implementation of the Budget has associated risks in terms of health and safety. The Council is required to meet all relevant legal requirements for the effective management of health and safety risk and has policies and procedures in place to ensure health and safety standards are maintained.

Climate Change: Some of the schemes identified will encourage the reduction of carbon emissions, such as traffic calming schemes and cycle facility provision.

Community Safety: A number of approved schemes have implications in terms of community safety. Wherever possible, the projects are managed in a way that enhances community safety.

Equality and Diversity: The Budget is required to be allocated and managed in accordance with the Council's policies and procedures, including those relating to equality and diversity.

APPENDICES

Appendix 1: Barrowford & Western Parishes Committee Commitments 2022/23

Appendix 2: Barrowford & Western Parishes Committee Commitments 2023/24

Appendix 3: Higham with West Close Booth PC bid

Appendix 4: Barrowford PC bid

Appendix 5: St. Anne's Church Fence bid

Appendix 6: Barley with Wheatley Booth PC bid

LIST OF BACKGROUND PAPERS

None.

Barrowford and Western Parishes Committee Commitments 2022/23
 (Shaded schemes are completed)

Appendix 1

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2022/23	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
1	04/07/19 - £3,000 Barrowford Premises Improvement Grant	D McCarthy (PERS)	£3,000	-£3,000	£0	£0	£0	No grant applications received 2022/23. £3,000 deallocated on 29/03/23.
2	08/05/08 – £2,500 05/07/12 - £2,500 Flood Prevention in the area of Barrowford and Western Parishes	S Whalley (HHES)	£3,000	-£3,000	£0	£0	£0	On 07/11/19 the committee agreed to use this allocation for the Clough Springs investigations/solutions. This scheme is not going ahead for the foreseeable future. £3,000 deallocated on 01/03/23.
3	05/07/18 - £2,500 Footpath Repairs Project	D Heap (Barley with Wheatley Booth PC)	£2,500	-£2,500	£0	£0	£0	On 16/02/23 the PC confirmed that this scheme is not going ahead. £2,500 deallocated on 29/03/23.
4	05/07/18 - £1,000 Rectify/control water at playing field	J Sutcliffe (Goldshaw Booth PC)	£676	-£676	£0	£0	£0	Completed. £676 underspend deallocated 03/08/22.
5	05/07/18 - £2,500 Footpath Repair Project	M Reed (Roughlee PC)	£2,500	-£2,337	£163	£163	£0	Barley with Wheatley Booth PC also allocated £2,500 towards this project by BWPC (Scheme 3). Some work completed for just £163. Remaining £2,337 deallocated on 01/02/23.
6	07/02/19 - £2,000 04/07/19 - £500 Installation of CCTV system	J Sutcliffe (Goldshaw Booth PC)	£2,500	£0	£2,500	£2,500	£0	Completed.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2022/23	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
7	04/07/19 - £1,500 Refurbishment of footpath at Spenbrook	J Sutcliffe (Goldshaw Booth PC)	£1,500	£0	£1,500	£1,500	£0	Completed.
8	30/07/20 - £2,500 Barley Car Park Payment System and Barriers	D Heap (Barley with Wheatley Booth PC)	£2,500	-£2,500	£0	£0	£0	Scheme not going ahead. £2,500 deallocated on 01/02/23.
9	30/07/20 - £4,000 CCTV System	P Rosthorn (Higham with West Close Booth PC)	£4,000	£0	£4,000	£4,000	£0	Completed.
10	30/07/20 - £2,500 Roughlee Heritage Project	M Reed (Roughlee PC)	£1,840	-£1,590	£250	£250	£0	Money originally allocated for the Riverside Shed-screening Project. On 28/01/21 it was reallocated towards the Roughlee Heritage Project. £1,590 unused funding deallocated on 01/02/23.
11	30/07/20 - £3,500 Surface improvements and steps at Newchurch Recreation area	T Partridge (PBC)	£3,500	£0	£3,500	£3,500	£0	Scheme carried forward but it was already completed. Payment not tied up as It included Scheme 16 and section 106 monies.
12	03/09/20 - £2,360 Contribution towards St Thomas's Church CCTV	Rev J Smith	£2,360	-£2,360	£0	£0	£0	Scheme not going ahead. £2,360 deallocated on 11/05/22.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2022/23	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
13	01/10/20 - £2,000 Pendle Scouts Club – contribution towards outdoor shelter and IT equipment	T Tichiner (Pendle Scouts)	£419	£0	£419	£419	£0	Completed.
14	04/08/21 - £4,796 Play Equipment at B'ford Memorial Park	I Lord (Barrowford PC)	£4,796	£0	£4,796	£4,796	£0	Completed.
15	04/08/21 - £1,000 Fencing Allotment Site and Wild Flower Garden	M Wood (Blacko PC)	£1,000	£0	£1,000	£1,000	£0	Completed.
16	04/08/21 - £3,500 Improvements to Newchurch Recreation Area	A Macadam (Goldshaw Booth PC)	£3,500	£0	£3,500	£3,500	£0	Scheme carried forward but it was already completed. Payment not tied up as It included Scheme 11 and section 106 monies.
17	04/08/21 - £2,100 06/07/22 - £1,500 01/02/23 - £2,500 Barley Toilets Upgrade	D Heap (Barley PC)	£2,100	£4,000	£6,100	£4,600	£1,500	Money spent so far on drainage to car park, security door and hand basin.
18	06/07/22 - £3,243 CCTV for Spenbrook and Sabden Fold	A Macadam (Goldshaw Booth PC)	£0	£3,090	£3,090	£3,090	£0	Work completed. £153 underspend deallocated on 01/02/23.
19	06/07/22 - £3,000 CCTV	P Rosthorn (Higham with West Close Booth PC)	£0	£3,000	£3,000	£3,000	£0	Completed.

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2022/23	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
20	06/07/22 - £2,500 Easy Access	R Hay (Old Laund Booth PC)	£0	£2,500	£2,500	£2,500	£0	Completed.
21	06/07/22 - £5,000 Reinstatement of derelict building	P Clegg (Armed Forces Support Group)	£0	£5,000	£5,000	£5,000	£0	Completed.
22	06/07/22 - £2,656 Safety Fencing and Handrail	M Reed (Roughlee Booth PC)	£0	£2,656	£2,656	£2,656	£0	Completed.
23	06/07/22 - £3,000 Memorial Finch Tree	M Wood (Blacko PC)	£0	£3,000	£3,000	£0	£3,000	Planning permission required. Architect currently on with the drawings.
24	06/07/22 - £3,011 Dalesway Footpath improvements	T Partridge (PBC)	£0	£3,011	£3,011	£0	£3,011	£3,011 falls short on what is required for this. A 'top-up' bid to be submitted to the 2023/24 budget.
25	12/10/22 - £500 Heritage Trust – A walk around Pendle, then and now	J Mousdale (PBC)	£0	£450	£450	£450	£0	Work completed. £50 underspend deallocated on 01/02/23.
26	04/01/23 - £176 01/02/23 - £26 New Litter Bin, Barrowford Rd.	J Lord (PBC)	£0	£202	£202	£0	£202	
27	01/02/23 - £2,800 Happy Valley Verge Project	J Bailey (Roughlee PC)	£0	£2,800	£2,800	£0	£2,800	

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2022/23	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
28	01/03/23 - £1,000 Groundworks to Recreation Ground	M Wood (Blacko PC)	£0	£1,000	£1,000	£0	£1,000	
	Subtotals		£41,691	£12,746	£54,437	£42,924	£11,513	
	Uncommitted Funds		£0	£8.804	£8.804	-	£8,804	
	TOTAL FUNDS AVAILABLE 2022/23		£41,691	£21,550	£63,241	£42,924	£20,317	

Barrowford and Western Parishes Committee Commitments 2023/24

(Shaded schemes are completed)

Appendix 2

Sch. No.	Date Allocated and Scheme Details	Lead Officer/ Service Area	c/f from previous year	Allocated 2023/24	Total Allocation	In-Year Spend	Remaining	Status of Scheme/Remarks
1	06/07/22 - £1,500 Barley Toilets Upgrade	D Heap (Barley PC)	£1,500	£0	£1,500	£0	£1,500	Money committed and will be spent in 2023/24.
2	06/07/22 - £3,000 Memorial Finch Tree	M Wood (Blacko PC)	£3,000	£0	£3,000	£0	£3,000	Planning permission required. Architect currently on with the drawings.
3	06/07/22 - £3,011 Dalesway Footpath improvements	T Partridge (PBC)	£3,011	£0	£3,011	£0	£3,011	£3,011 falls short on what is required for this. A 'top-up' bid to be submitted to the 2023/24 budget.
4	04/01/23 - £176 01/02/23 - £26 New Litter Bin, Barrowford Rd.	J Lord (PBC)	£202	£0	£202	£0	£202	
5	01/02/23 - £2,800 Happy Valley Verge Project	J Bailey (Roughlee PC)	£2,800	£0	£2,800	£0	£2,800	
6	01/03/23 - £1,000 Groundworks to Recreation Ground	M Wood (Blacko PC)	£1,000	£0	£1,000	£0	£1,000	
	Subtotals		£11,513	£0	£11,513	£0	£11,513	
	Uncommitted Funds		£8,804	£15,383	£24,187	-	£24,187	
	TOTAL FUNDS AVAILABLE 2023/24		£20,317	£15,383	£35,700	£0	£35,700	

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

1. **Project title:** Tarmac on Kiln Hill
2. **Bid submitted by:** Patricia Rosthorn
3. **On behalf of (please include contact details):** Higham with West Close Booth Parish Council clerk@highamparishcouncil.com 07931 687175
4.
 - a) **Does your organisation have a constitution?** No
 - b) **Does it have a board of governors/directors or a committee that oversees its work?** No
 - c) **Does your organisation have its own bank account?** Yes
 - d) **How many signatures are required to authorise a payment from your bank account?** Two
5. **Is your organisation VAT-registered?*** No
6. **Amount requested:** £1,500
7. **Total amount of project:** £6,500
8. **Is there match funding for the project from elsewhere?** No
If so, please give details:
9. **Brief details of project:** Tarmacking of the unmade track/road known as Kiln Hill that runs along the side of the Village Hall from the highway to the car park entrance at the rear.

A one-off opportunity has arisen to have the area tarmacked to a professional standard at a very favourable price if progressed without delay.
10. **Main outcomes to be achieved:** Kiln Hill track has deteriorated with potholes, uneven surface and loose stones so badly that vehicle access to and use of the car park is significantly deterred. Kiln Hill provides the only proper disabled access to the Village Hall and in its present state is not suitable for wheelchair users and provides a hazard for people with mobility problems. This also creates extra parking and obstruction on the main road in front of the Hall adding to our considerable village parking problem. This project will help alleviate the parking problems and greatly facilitate disabled access to the Hall.
11. **When will project be implemented?** Offer is to do it as soon as weather conditions and other commitments permit
Start Date: Asap
Expected Completion Date: February / March 2023
12. **Who will undertake the project works?** J W Ramsbottom Contractors Ltd

- 13. Are there long-term revenue consequences and how will these be funded?**
No.

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

14. **Project title:** River Wall Repairs Barrowford Memorial Park
15. **Bid submitted by:** Mr. I. A. Lord
16. **On behalf of (please include contact details):**
Barrowford Parish Council Tel: 01282 69634 Email
barrowfordpc@barrowford.org.uk Address: Holmefield House, Gisburn Road,
Barrowford, Lancashire, BB9 8ND
17. a) **Does your organisation have a constitution?**
b) **Does it have a board of governors/directors or a committee that oversees its work?**
c) **Does your organisation have its own bank account?** Yes
d) **How many signatures are required to authorise a payment from your bank account?** 3 Signatures
18. **Is your organisation VAT-registered?*** No but can reclaim vat
19. **Amount requested:** £3000.00
20. **Total amount of project:** £14114.06 excluding vat
21. **Is there match funding for the project from elsewhere?**
If so, please give details: Barrowford Parish Council will pay the remainder of the costs.
22. **Brief details of project:** Stabilise River Wall to prevent further collapse before underpinning and reconstruction.
23. **Main outcomes to be achieved:** Prevent further collapse prior to underpinning.
24. **When will project be implemented?**
Start Date:
Expected Completion Date: March 2023
25. **Who will undertake the project works?** The works have been organised through Pendle Borough Council
26. **Are there long-term revenue consequences and how will these be funded?**
There are costs involving the underpinning and reconstruction with the Parish Council setting aside £35,000 from the 2023-24 budget to start these works.

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

Appendix 5

**BID FOR FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

27. **Project title:** The Refectory Walled Garden, Fence
28. **Bid submitted by:** Dawn McFadyen (mcfadyens5@gmail.com)
29. **On behalf of (please include contact details):** St Anne's Church,

Reverend Lesley Hinchcliffe and PCC
Vicar: St John's Higham and St Anne's, Fence
Area Dean of Pendle

Tel: 01254 396485 lesleyhinchcliffe@hotmail.com
30. a) **Does your organisation have a constitution?** No
b) **Does it have a board of governors/directors or a committee that oversees its work?** Yes- PCC-Our charitable status falls under the Church of England
c) **Does your organisation have its own bank account?** Yes
d) **How many signatures are required to authorise a payment from your bank account?** Two
31. **Is your organisation VAT-registered?*** No
32. **Amount requested:** £1,500
33. **Total amount of project:** £5000
34. **Is there match funding for the project from elsewhere?** No, only fundraising events.
35. **Brief details of project:** To make two more large rectangular raised beds for The Refectory Walled Garden as per the original plan. The cost of wood meant we could only make three with the help of the Climate grant last year, which we were really grateful for. We made 2 large beds 3.8m (One red/purple plants the other orange/yellow/brown), a square bed 1m, a silver birch tree, water butts and a barrel pond. Plants were donated. The Garden will be used for events and activities for the community and an extension of the drop in Saturday cafe.
36. **Main outcomes to be achieved:** two more large raised beds from wooden sleepers, stones for drainage, liner, top soil (4 tons) and compost. Plants have been donated (one bed pink/blue the other green/white). Volunteers will make the beds. We will plant a mixture of flowering plants and vegetables. We are also looking to purchase folding bistro table and chair sets (£72) in the rainbow colours to mimic the Refectory theme and to match the colour beds but will fundraise for those. It will take us a long time to fundraise for the wood etc.so we would be delighted if you can spare any money to help us complete our design and start using the space. Any leftover money will be used to buy birdfeeders, insect hotels, bee biomes etc. to attract wildlife.

- 37. When will project be implemented?** As soon as possible
Start Date: Asap
Expected Completion Date: May 2023
- 38. Who will undertake the project works?** Volunteers
- 39. Are there long-term revenue consequences and how will these be funded?**
No.

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

**BID FOR CAPITAL FUNDING FROM AREA COMMITTEE BUDGET
PRO FORMA**

- 1. Short project title:** Barley Village Green – Repairs to Masonry Wall (2023B)
- 2. Bid submitted by:** Derek Heap (Chairman)
- 3. On behalf of (please include contact details):**
Barley with Wheatley Booth Parish Council
C/O 2 Barley Green, Barley, Burnley, Lancashire BB129JU
Tel. 01282 692264
- 4**
 - (a) Does your organisation have a constitution:** Parish Council
 - (b) Does it have a board of governors/directors or a committee that oversees its work?** Yes
 - (c) Does your organisation have its own bank account?** Yes
 - (d) How many signatures are required to authorise a bank payment?** Two
- 5. Is your organisation VAT-registered? *** Yes
- 6. Amount requested:** £2,500
Note: This is an application for the re-allocation of funds from a walling scheme grant awarded to BPC in 2018
- 7. Brief details of project:** To undertake repairs to an existing masonry wall between the Cabin & Village Green:
 - a. Take down dilapidated sections of existing wall,
 - b. Import walling stone,
 - c. Reconstruct sections of wall taken down.
- 8. Main outcomes to be achieved:**
 - Improvement to wall that is an asset OWNED by Pendle BC,
 - Removal of a safety hazard – the wall is frequently climbed upon by children playing on the Village Green.
 - Improvement to the aesthetic appearance of this tourist attraction area.
- 9. When will the project be implemented?** Spring 2023
- 10. Who will undertake the project works?** Supplier
- 11. Is there match funding for the project from elsewhere?** Yes
If so, please give details: Cost of the works are estimated at £3000 to £4000.
Barley Parish Council will be providing the additional costs of the project.
- 12. Are there long-term revenue consequences and how will these be funded?**
Yes – Occasional maintenance will be funded by Barley Parish Council

****Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

Additional Notes

The Parish Council is seeking the re-allocation of funds from a grant it received from BWPC in 2018 for a walling scheme that, for various reasons, could not be progressed. Note that:

- The wall is owned by PBC and it is their responsibility,
- The hazard has been reported on at least two occasions to PBC but no repairs have been arranged, probably due to a lack of funding,
- The wall condition is a public liability risk to PBC.

The PC requests that the £2.5k funding is re-allocated to the PC who will work with PBC Engineers Department to arrange repairs to the wall. The PC are also willing to offer up to £1.5k of funding to ensure the repairs are adequate and fully funded.

We strongly believe we are offering an option and funding to essential works that might not happen unless the wall collapses and there is a potentially related liability claim.