



**DRAFT MINUTES OF THE WISWELL PARISH COUNCIL MEETING
TUESDAY 1st March 2022. PENDLETON VILLAGE HALL 6.30pm**

Present: Councillors; A. Scholfield (Chairman); S. Houghton (V. Chair / acting Clerk); R. Thompson.

Minute reference 220301

1. To receive apologies for absence.

None

2. To receive declarations of interest

None

3. To approve as a correct record the minutes of the Parish Council Meeting held on the 4 January 2022.

Minutes approved as a correct record

4. Public Participation Session

The PC were pleased to welcome Mrs. M. Robinson to the meeting. She raised three points:

- a) For noting: Somebody from RVBC had visited Back Lane to take photographs of the overgrown hedge which has been a source of annoyance for some time.
- b) Lynwood Pendleton Road- contractors completing refurbishment work have left a lot of soil on the road which represents a **hazard to drivers. Action: Chair to report.**
- c) **Enquiry on behalf of residents on Pendleton Road. To be discussed further under planning applications (item 16)**

5. To consider the current clerk and councillor vacancies

All files, equipment and passwords were received from the Clerk on 16 December 2021. Access to the clerk@wiswellpc.org.uk was achieved. There's a lot of housekeeping to complete. See also Item 9 below, RVBC. Vacancies still under consideration.

6. To discuss finance matters.

- a) **To approve accounts 21/22.** Accounts circulated in advance of meeting. The most notable addition is the £500 secured from RVBC for Jubilee celebrations.

- b) **To authorise payments**

The following payments were approved:

100973 £18-12 A F Scholfield, stamps, cash receipt.

100974 £34-45 Pendleton Parish Council, refund of shared IT costs
Invoice 17/01/22

100975 £20-00 Changes to web site to remove old personal data
Invoice 21/01/22

100976 £40-00 Information Commissioner's Office (ICO) registration

7. To report on matters (if any) implemented under delegated powers

No matters addressed under delegated powers but we have sourced an alternative IT supplier to host our web site (see item 10 for formal approval) and to prepare for ICO registration.

8. To consider / action correspondence received since the last meeting

Full list of correspondence up to last meeting provided to councillors – where appropriate correspondence has now been dealt with by the chair who is covering the role of clerk. All councillors have been copied into correspondence since the last meeting.

9. To receive reports from:

a) Joint Burial Committee (Whalley Wiswell, Barrow)

The Chair of Whalley PC continues to lead on this area. All outstanding payments prior to October 5th have been dealt with.

b) LALC- RVBC. No meetings held. Newsletters and other correspondence have been circulated to councillors.

c) PC liaison committee (RVBC). Session attended by AS and SH. Our two requested items were not included on the agenda. We await guidance on the sort of information required from PCs in respect of their view on building developments within their boundaries (what developments are desirable / undesirable).

d) Whalley Education Foundation.

Meeting 24/01/22. Still functioning effectively although room rentals (very reasonably priced) have been slow to pick up post lockdown.

10. To receive an update on website / website accessibility.

We have sourced a new provider to migrate information from old site to new and to host the site (Easywebsites). Quotes were sought from three providers with two responding positively to our enquiry. We have chosen a local company which provides a similar service to the neighbouring PCs of Whalley, Barrow and Sabden. Action : Council formally approved the choice of provider and associated costs circulated prior to the meeting: Set-up fee £500 + VAT, monthly cost £26 + VAT

11. To review IT security and contingency

The web site proposal includes for the use of 'corporate' e-mail addresses for use by all councillors as well as the clerk which is great improvement in security.

12. To receive a report on the on the use of online bank account balances and transactions

All three councillors now have cheque signing authority and on-line access to statements, balances and transactions has been provided to SH. Barclays are understood to be developing on-line processes for dual-signatory accounts. Barclays apologised for their response to the chairman's complaint and for contacting the clerk with a compensation payment of £50.

13. To receive a report on the transfer of archives to LCC

The archives previously defined were delivered to LCC archives in January, including minute books back to 1955. The items can be found in the on-line catalogue.

14. To receive an update on re: Freemasons /Vicarage Fold and consider any further action (including addition to definitive map- Vicarage Fold, By-Way open to all traffic).

Some points of reply still outstanding from RVBC to our letter to Marshall Scott early last year. Stephen Barker is dealing with this and has been reminded. The BOAT application is on hold due as a local resident is campaigning to have Vicarage Fold officially recognised as a highway.

15. To receive a report re: highway matters and fault reports

Re-surfacing work commenced on 28 February for three days. Despite our efforts contractors have not liaised with the PC. Routine pothole and PROW signs reports have been made.

16. To receive a report on planning applications and planning matters.

- a) Leys Close- no objections
- b) SH to liaise with residents on Pendleton Road re: reports to planning enforcement. The PC has done what it can within the parameters of its powers. Potential for residents to make contact with our MP regarding progress being made on this issue.

17. To receive an update re: Greenacre, Whiteacre Lane.

No response from the contractor re restoration of the entrance drive over public land. Chair to follow up.

18. To receive an update on refurbishment of telephone box and installation of a defibrillator.

Source of leak identified and being dealt with by Cllr Thompson.

19. To receive an update re: flooding in the village.

LCC have agreed to undertake some work but no timescales provided (hopefully this will include more work to the bottom of Moorside Lane).

Flooding outside York House (Back Lane) reported

20. To receive an update re: PC work in the village

Some litter picking. Dog dirt remains an issue

21. To receive an update on PROW

Two footpath signs reported as needing repair (to be addressed under lengthsman scheme).

22. To receive an update re: lengthsman.

Schedule to remain broadly the same with some consideration to be given to further work near the road junction at Wiswell Shay.

23. To discuss entering the BKV competition.

Final decision to be delayed. SH to attend meeting on the 22 March and if possible raise the issue of judges not thoroughly reading written commentaries provided. Still the need for more volunteers to support Mrs Robinson.

24. To discuss Queen's silver jubilee.

£500 drawn down from RVBC to support this event. Some local residents have expressed an interest in organising such an event. The scheduled date is Sunday 6 June.

25. To identify items for the next PC meeting:

Arrangements for Queen's jubilee celebration

Items for inclusion in summer newsletter

Updates on appointment of new clerk and the filling of vacancies on the council.

26. Public and press to be excluded.

Confidential items discussed.

Date and time of next meeting confirmed as Tuesday 10th May 6.30pm, Pendleton Village Hall.

Acting Clerk and responsible officer: Councillor Alan Scholfield.

Chairman: Alan Scholfield.