



Wiswell Shay Cross

MINUTES
WISWELL PARISH COUNCIL
Pendleton Village Hall, Pendleton, BB7 1PT
Tuesday 25 August 2020 at 6.30PM

IN ATTENDANCE:

Cllrs Mr Alan Scholfield (Chairman), Mrs Maureen Robinson (Vice-Chairman), Mrs Susan Stanley and Ms Lynne Olesinski (Parish Clerk).

The Chairman welcomed everyone to the new change of venue (Pendleton Village Hall) and the first physical meeting following lockdown. Further, he thanked all concerned for their contribution during this unprecedented time.

250820/01 APOLOGIES

Apologies had been received from Cllrs Mr Robert Thompson and Mr Steve Houghton.

250820/02 EMERGENCY POWERS

Emergency Powers had been invoked by the Parish Council on the 26 March 2020 (document ref 260320/01). However, due to human error, the Parish Clerk had failed to review these powers on the 24 June 2020 and after seeking advice from LALC, she had brought this matter to the attention of the Chairman, who in turn mentioned this to the members present at the meeting.

RESOLVED: to note the report and lift the emergency powers dated 26 March 2020.

250820/03 DECLARATION(S) OF INTEREST

None received.

250820/04 MINUTES 2 MARCH 2020

RESOLVED: APPROVED and signed as a correct record.

250820/05 MATTERS ARISING

- (a) **Great British Spring Clean, Save the Date:** due to Covid 19, the campaign had been deferred.
- (b) **Dog Fouling:** this was an on-going problem; however, the bin would remain in situ.
- (c) **Best Kept Village 2020:** due to Covid 19, the competition had been cancelled along with cheque number 100917.
- (d) **The Croft, Back Lane:** members would monitor the situation.

250820/06 FINANCE

- (a) To approve as a correct record the financial statements to 31st March 2020

RESOLVED – the 2019/2020 financial statements (previously circulated for consideration by the Parish Councillors, together with the up to date Barclays Bank Statement) were APPROVED as a correct record. The balance carried forward as at 31 March 2020 is £2190.69.

- (b) To approve the Annual Governance and Accountability Return 2019/20 Part 2

RESOLVED: the above document (which included the Certificate of Exemption and circulated to the members prior to the meeting) were received, noted and APPROVED.

- (c) Formal ratification of invoices paid during lockdown

RESOLVED: the Schedule of payments (see (e) below) made under emergency powers had been circulated to the members prior to the meeting, were APPROVED, AGREED and ratified.

(d) Accounts 2020/21

RESOLVED: the accounts, together with the up to date bank statement (circulated to the members prior to the meeting) were APPROVED.

(e) Payments 2020-2021 - those identified with * (paid under emergency powers), together with Cheques No'd 100929 and 100930 (see below and paid at the meeting) were **RESOLVED** as **APPROVED** and duly authorised:

CHEQUE NO	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT £ (inc vat)
100918*	CPRE	Membership 2020-21		36.00
100919*	AdamBCreative	Website Hosting & SSL	001779	188.00
100920*	LALC	Membership 2020-21	2110	71.22
100921*	Lynne Olesinski	March 2020 Salary and Expenses		271.18
100922*	Lynne Olesinski	April 2020 Salary and Expenses		375.31
100923*	Robert Thompson	Reimbursement weed killer	Invoice 100035807 (A1 Lawn Ltd)	46.95
100924*	Came & Co	Insurance 2020-21	Invoice 2185856	218.00
100925*	Alan Scholfield	Reimbursement pins for noticeboard	Receipt provided	19.98
100926*	Les Pickering	Internal Audit 2019-2020	Minute 020320/05(c)	55.00
100927*	Lynne Olesinski	May/June 2020 Salary and Expenses		418.81
100928*	Anzo Tech Ltd	Office 365 licence subscription support and domain renewal 2020-21	625	368.15
100929	Lynne Olesinski	July 2020 Salary and Expenses	Minute 250820/05(v)	147.17
100930	Lynne Olesinski	August 2020 Salary and Expenses	Minute 250820/05(v)	465.15

(f) CPRE Membership: details had been circulated to the members during lockdown and it was **AGREED** the membership continue and the payment of £36 be made (cheque 100918 refers).

(g) Insurance: details of the new policy had been circulated to the members during lockdown and It was **AGREED** the policy be accepted and the premium of £218.00 be paid (cheque 100924 refers).

(h) Concurrent Functions Grant 2020/2021: the Clerk had forwarded the application form to RVBC.

250820/07 REPORT ON GENERAL WORKS AROUND THE VILLAGE

The Chairman reported some activities had been carried out (as far as possible during the isolation circumstances surrounding Covid 19). All activities had continued to some extent except benches had not been painted. It was noted that a villager had given support in respect of Coronation Garden and members proffered their thanks.

250820/08 RENOVATION OF NOTICEBOARD

The necessary emergency actions to save and protect the noticeboard were reported at the last meeting. Although the supply of a replacement powder coated steel board was delayed due to Covid 19, it was worth waiting for as it was donated by a local company. Expenditure of £19.98 had been authorised during lockdown (cheque 100925 refers) to purchase pins. The noticeboard is now in full use.

250820/09 RENOVATION OF TELEPHONE BOX

The Parish Clerk had emailed (5 August 2020) to the members a breakdown of monies spent totalling £337.90.

RESOLVED: to authorise a further spend of £350.00.

250820/10 RENOVATION OF FINGERPOSTS

The cost of renovating the four fingerposts is covered by a grant from Ribble Valley BC in the sum of £3000. The cost of the first fingerpost had been re-claimed £750. However, further costs relating to initial repainting (£48.48) and costs relating to the boundary stone on Cunliffe Lane (£262.27) had been inadvertently reclaimed via this grant rather than general funds.

RESOLVED: the sum of £310.75 in respect of the repainting and boundary stone be claimed out of general funds.

250820/11 BOUNDARY STONE

No progress could be made during lockdown.

ACTION: Cllr Thompson would be re-confirming with possible suppliers for the stainless steel Wiswell sign and updating of costs.

250820/12 ANNUAL REVIEW OF PARISH COUNCIL POLICY DOCUMENTS

COMMENT: The documents referred to in Minute 2019/09/007 were considered and duly APPROVED. However, consultation regarding the Code of Conduct had been circulated to the members prior to the meeting. The Parish Clerk reported she was seeking advice via Ribble Valley BC in this regard with any changes that may be made, and the Asset register also required updating.

250820/13 REGISTRATION OF CORONATION GARDEN

The Parish Clerk had received a quote in the sum of £750 from Houldsworth solicitors. Following this she had circulated an email dated 16 July 2020 to the members providing a number of options.

ACTION: the Parish Clerk to contact Forbes Solicitors and obtain a further quote.

250820/14 GDPR AND WEBSITE ACCESSIBILITY

Unfortunately, Ribble Valley BC's IT Department did not have the capacity to assist in connection with Website Accessibility. Accordingly, the Parish Clerk had circulated an email from a potential IT company that could possibly assist.

ACTION: the Parish Clerk would endeavour to contact a further company to obtain further information in view of the deadline of 23 September 2020 regarding implementation in respect of the regulations. NALC had also issued further guidance. The Parish Clerk would obtain a copy.

250820/15 PENDLE HILL LANDSCAPE FUND – MOLLY'S WELL

Due to Covid 19, funding arrangements had been delayed resulting in the original proposed contractor unable to carry out the work. The Chairman and Cllr Thompson had agreed a basic work specification.

ACTION: Cllr Thompson would obtain quotations in respect of the grant application.

250820/16 LENGTHSMAN

A revised work schedule had been circulated for comment by the Chairman in July 2020 and a detailed email from Angela Whitwell had been forwarded to the members prior to the meeting.

COMMENT: The schedule was APPROVED and the Vice-Chairman would liaise with the Lengthsman on any future works/issues etc. regarding the village. The Clerk would also include PROW as a separate agenda item in readiness for the next meeting.

250820/17 PLANNING MATTERS WITHIN THE VILLAGE AND PLANNING CONSULTATION(S)

(a) The following application was discussed:

APPLICATION NO	DESCRIPTION	COMMENTS
3/2020/0538	5 Leys Close, Wiswell BB7 9DA Application for a Two storey side extension and single storey rear extension.	e-mail to Ribble Valley BC 2.9.20 - Wiswell Parish Council have no comments to make on the above application.

(b) Enforcement Notice – Wiswell Shay: the notice had been forwarded to Ribble Valley and we were awaiting comment.

(c) **Planning Consultations:**

- (a) An RTPI summary in one page of the main White Paper proposals;
- (b) A presentation by Cornwall Council on changes to the planning system; &
- (c) A rural analysis of the Planning White paper by ACRE.

COMMENT: The above had been circulated to the members prior to the meeting and following a brief discussion, the members had no comments.

250820/18 REPORTS FROM VARIOUS BODIES

- (a) **Whalley, Wiswell and Barrow JBC:** report was noted.
- (b) **Lancashire Association of Local Councils:** due to Covid 19 no meetings have been held.
- (c) **Parish Liaison Committee:** as (b)
- (d) **Whalley Education Foundation:** no formal meetings have been held since lockdown and members have been kept updated via email.

250820/19 FLOODING WITHIN THE VILLAGE

There are four ongoing areas of concern: Pendleton Road (down from Moorside Lane (LCC's contractor surveyed between the end of Old Back Lane and the junction with Back Lane at beginning of July), Back Lane and Moor Lane. There are also three or four grids which regularly block due to silt.

ACTION: continue to monitor flooding and engage with LCC.

250820/20 HIGHWAY MATTERS, PARKING, FAULT REPORT and CORRESPONDENCE

- (a) **Fault Report** Schedule: issued. However, due to the amount of time and effort required with updating this and the improvements in the LCC Report It system, it was **AGREED** the Parish Clerk refrain from producing the schedule. The Chairman volunteered to continue to monitor reported faults on-line and encouraged members to use the system so that new or recurring faults are reported quickly.
- (b) **Parking:** the Parish Council had no jurisdiction in respect of this on-going problem.

250820/21 FREEMASONS

- (a) **Meeting at Pendleton Village Hall:** notes had been circulated. No further comment received from RVBC Planning, Environmental Health or Legal Services (Planning Enforcement).
- (b) **Access Vicarage Fold:** problems had arisen in regard to access via this unadopted highway. Tables had been spread across the Fold and three additional tables and 12 chairs installed. Residents had raised the problem with the Police who had attended on site.
- (c) **Bins:** problems were on-going.

ACTION: continue to monitor.

250820/22 FLY-TIPPING

COMMENT: The Chairman reported that RVBC had responded to a complaint and had removed the offending bag of rubbish.

250820/23 PSPO CONSULTATION

COMMENT: Problems had arisen with regard to the Parish Council responding due to the consultation document not being "user-friendly".

250820/24 NEWSLETTER 2020

Due to Covid 19 a Summer Newsletter had not been produced.

ACTION: the Parish Clerk would draft a Winter Newsletter in readiness for the next meeting.

250820/25 REMEMBRANCE SUNDAY 8 NOVEMBER 2020

ACTION: Due to restrictions of Covid 19 the Parish Clerk would make enquiries of relevant bodies.

250820/26 CHRISTMAS ARRANGEMENTS 2020

RESOLVED: defer to next meeting.

250820/27 ANY OTHER BUSINESS

Archives: the Parish Clerk had contacted Lancashire Archives and matters were on-going to reduce the amount of files stored at her residence.

250820/28 DATE OF NEXT MEETING

Tuesday 3 November 2020 to be held at Pendleton Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.52pm.

SIGNED.....

DATED.....