



**ANNUAL MEETING OF THE PARISH COUNCIL
HELD AT PENDLETON VILLAGE HALL, MAIN STREET, PENDLETON, CLITHEROE BB7 1PT
TUESDAY 25 MAY 2021
COMMENCING 6.35PM**

(A COVID 19 Risk Assessment dated 25 May 2021 had been carried out prior to the meeting by Ruth Cowperthwaite, Secretary of the Village Hall and presented to the members upon arrival)

PRESENT:

Cllrs Mr Alan Scholfield, Mrs Maureen Robinson, Mr Robert Thompson, Mrs Susan Stanley, Mr Steve Houghton

IN ATTENDANCE:

Ms Lynne Dawson (Parish Clerk)

250521/06 TO ELECT THE CHAIRPERSON FOR THE FOR THE NEXT TWELVE MONTHS

RESOLVED: Cllr Scholfield was elected Chairperson.

250521/07 TO ELECT THE VICE-CHAIRPERSON FOR THE NEXT TWELVE MONTHS

RESOLVED: Cllr Houghton was elected Vice-Chairperson.

250521/08 TO RECEIVE APOLOGIES FOR ABSENCE

COMMENT: None

250521/09 TO RECEIVE DECLARATION(S) OF INTEREST

COMMENT: Cllrs Susan Stanley declared an interest in Agenda item 25 (Minute 250521/30 below refers) – 23 Pendleton Road.

250521/10 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 2 MARCH

RESOLVED: The above Minutes were APPROVED and signed as a correct record.

250521/11 TO DISCUSS MATTERS ARISING FROM THE ABOVE

COMMENT: There were no matters arising.

250521/12 TO DECIDE ON THE DATES OF PARISH COUNCIL MEETINGS 2021/2022

RESOLVED: The list of suggested dates annexed to the Agenda were AGREED.

250521/13 TO REPORT ON MATTERS IMPLEMENTED UNDER DELEGATED POWERS

Upon receipt of Forbes Invoice No 566912 dated 16 March 2021 in the sum of £976.00 and thereafter considering reasons why the quote had increased, (Minutes 031120/13, 011220/12), by the sum of £251.20, the Parish Clerk, after consulting with the Chairperson via email dated 20 March 2021, actioned (Minute 050121/05 delegated powers refers) payment of the said invoice in connection with the registration of Coronation Garden – see below.

RESOLVED: the Councillors agreed the action taken re the extra spend of £251.20 and the payment of the said Invoice (cheque 100947 totalling £976.00 refers). (See also Minute 250521/14(c) below).

To discuss finance matters:

- (a) To approve as a correct record the financial statements to 31 March 2021

RESOLVED: the above financial statements (previously circulated via email for consideration by the Parish Councillors were AGREED and APPROVED as a correct record. The same showed an income of £9,369.20 and expenditure of £9,476.71 (as per cash book), leaving a balance in hand of £2,083.18.

- (b) To approve and authorise the Chairperson and RFO/Clerk to sign the Annual Governance and Accountability Return 2020/21 (AGAR 2020/21)

RESOLVED: the above document consisting of six pages had been circulated via email for consideration by the Parish Councillors prior to the meeting. Accordingly, the Certificate of Exemption – AGAR 2020/21 Part 2, Section 1 – Annual Governance Statement 2020/21 and Section 2 – Accounting Statements 2020/21 (forming part of the said AGAR) were APPROVED AND AUTHORISED. Following this the aforementioned documents were signed by the Chairperson and Parish Clerk/RFO. Further to authorise cheque 100955 in the sum of £55.00 be paid to the Internal Auditor for his services.

- (c) To authorise payments 2021/22

RESOLVED: the following payments were authorised.

CHEQUE NO	DATE	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT*
100943	14/01/21	Whalley, Wiswell and Barrow JBC	Levy	Minute 020321/05(b)	74.00
100944	11/02/21	Alan Scholfield	Reimbursement re expenses	e-mail and Minute 020321/05(b)	20.75
100945	02/03/21	LALC	Membership fee	Invoice 2275	361.66
100946	02/03/21	Lynne Dawson	Salary January/February 2021 plus expenses	Minute 020321/05(b)	392.68
100947	30/03/21	Forbes Solicitors	Registration of Coronation Garden	Invoice 566912 – see also Minutes 031120/13, 011220/12 and 050121/05 (email 20 March 21 to Chairperson re increase in price (see also Minute 210521/13 above))	976.00
100948	07/04/21	LBKV	Best Kept Village Competition 2021	Minute 050121/05	20.00
100949	08/05/21	Lynne Dawson	Salary March 2021	Minute 250521/18	175.62
100950	08/05/21	Lynne Dawson	Salary April 2021	Minute 250521/18	454.13
100951	25/05/21	AdamBCreative	Website Hosting, SSL Certificate	Invoice 2016	188.00

*Includes VAT (where applicable)

- (d) To review membership of CPRE 2021/2022

RESOLVED: Following a brief discussion as to “value for money”, payment in the sum of £36.00 was authorised (Cheque 100952 refers). the following payment was authorised:

- (e) To discuss the Membership of the Society of Local Council Clerks

ACTION: as the Parish Clerk was also employed as Parish Clerk by Pendleton Parish Council and as Registrar of Whalley, Wiswell and Barrow Joint Burial Committee, she would request if they would be prepared to contribute a one third share of the annual fee of £100 (this amount already paid by the Parish Clerk).

- (f) To discuss payment of CilCA course/qualification for Parish Clerk

ACTION: as the Parish Clerk was also employed as Parish Clerk by Pendleton Parish Council and Clerk of Whalley, Wiswell and Barrow Joint Burial Committee, she would request if they would be prepared to contribute a one third share of the costs.

250521/15 TO DECIDE ON THE RENEWAL OF THE PARISH COUNCIL'S INSURANCE POLICY FOR 2021/22 AND PAYMENT OF INVOICE

RESOLVED: following review of the above by the members it was AGREED to renew the Insurance policy with Came and Co and pay Invoice 2185856 in the sum of £218.00 (Cheque 100953 refers).

250521/16 TO RECEIVE AN UPDATE RE CONTRACT OF EMPLOYMENT (PARISH CLERK), TOGETHER WITH GRIEVANCE AND DISCIPLINARY PROCEDURES

ACTION: the Chairperson and Clerk to meet to discuss (date and time to be arranged).

250521/17 TO RECEIVE A REPORT FROM WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE, APPOINT REPRESENTATIVES TO ATTEND IN 2021/22 AND DISCUSS THE JBC'S AUDIT ARRANGEMENTS FOR 2021/2022*

The Vice-Chairperson in his capacity as Vice-Chairperson of the above Committee gave a brief verbal report to the Councillors, which was noted.

RESOLVED: the Vice-Chairperson (Wiswell Parish Council) and Cllr Robinson would continue as representatives on the above Committee. *The Joint Burial Committee's Audit Arrangements 2021/2022 were not discussed.

250521/18 TO RECEIVE REPORT(S) (WHERE APPLICABLE), FROM OUTSIDE BODIES (LALC, PLC, RVVA and WEF) AND APPOINT REPRESENTATIVES TO ATTEND MEETINGS IN 2021/22

Due to COVID 19, no meetings had taken place with LALC. The Vice-Chairperson had already circulated a report when attending the PLC Zoom meeting, as had the Chairperson re WEF. RVVA would be removed as this was incorrect.

COMMENT: the above reports were noted.

250521/19 TO RECEIVE AN UPDATE RE WEBSITE AND WEBSITE ACCESSIBILITY, TOGETHER WITH ELECTRONIC COMMUNICATION SURVEY

(a) The Clerk noted she had endeavoured to arrange a Zoom meeting with AdamBCreative. However, due to COVID 19 problems the Contractor was personally encountering, no date had been set.

ACTION: (a) the Clerk would continue to press for a date. (b) The Electronic Communication Survey emailed to the members was not discussed.

250521/20 TO CONSIDER AND APPROVE THE COUNCIL'S POLICIES AND PROCEDURES

The following documents had been emailed to the members for review/consideration/adoption prior to the meeting:

- Financial Regulations
- Standing Orders
- Code of Conduct May 2021
- Risk Management Register
- Complaints Procedure
- Equal Opportunities Policy
- General Privacy Policy
- Information available under the Model Publication Scheme

RESOLVED: the above documents were APPROVED, ADOPTED AND/OR RE-ADOPTED (where applicable).

ACTION: The Clerk was instructed by the Chairperson to check if the Standing Orders and Financial Regulations approved were the latest NALC issue and report back to the next meeting.

250521/21 TO RECEIVE AN UPDATE RE THE FREEMASONS/VICARAGE FOLD

RESOLVED: AS NO response had been received from the CEO of Ribbles Valley BC, the Clerk would chase. Cllr Thompson also reported he was in communication with RVBC Legal Department and would report back with any further information after the Bank Holiday.

250521/22 TO RECEIVE AN UPDATE RE HIGHWAY MATTERS, PROGRESS WITH FAULT REPORTS AND CORRESPONDENCE

The Chairperson gave a verbal report re the above, inter alia Wiswell Shay Spoil/Stones, white lines (the Chairperson had taken photographs).

250521/23 TO RECEIVE AN UPDATE RE INSTALLATION OF A TELEPHONE BOX/DEFIBRILLATOR AND COUNCIL DEFIBRILLATOR GRANT AVAILABLE

Cllr Thompson gave a brief update on the renovations to the telephone box. The Vice-Chairperson volunteered to assist Cllr Thompson with on-going renovations.

RESOLVED: a further spend of £100 was authorised in respect of the renovations.

250521/24 TO RECEIVE AN UPDATE RE FLOODING WITHIN THE VILLAGE

COMMENT: Following photographs in respect of Pendleton Road having been forwarded to LCC, who had responded by confirming that remedial work would be undertaken, date unknown.

250521/25 TO RECEIVE AN UPDATE RE RVBC WASTE COLLECTION – CARDBOARD AND PAPER

ACTION: the Clerk had received no response. Cllr Thompson would contact John Heap. This initiative would also, subject to RVBC's comments be an item in the Newsletter.

250521/26 TO RECEIVE AN UPDATE RE SWEEPING/GRITTING OF BACK LANE

Cllr Robinson reported RVBC had finally swept Back Lane but, again, there had been confusion between Back Lane and Old Back Lane.

ACTION: Cllr Thompson to liaise with Mark Beveridge RVBC and the Clerk to write to RVBC accordingly.

250521/27 TO RECEIVE AN UPDATE RE WORKS IN THE VILLAGE

Works in the village had been hampered by inclement weather. The Bench located at Coronation Garden required attention.

ACTION: The Vice-Chairperson volunteered to assist with maintenance required to the bench.

250521/28 TO RECEIVE AN UPDATE RE PUBLIC RIGHTS OF WAY (PROW)

A brief discussion ensued re Footpaths.

ACTION: the Vice-Chairperson to formally report issues relating to footpath 15 to Lancashire PROW.

250521/29 TO RECEIVE A REPORT ON PLANNING APPLICATIONS RELATING TO WISWELL AND DISCUSS VALIDATION CHECKLIST 6 WEEK CONSULTATION

Discussions took place in connection with planning applications relating to Wiswell Shay and Greenacre, Whiteacre Lane.

RESOLVED: the Parish Clerk, in future, to track planning applications via RVBC planning portal.

COMMENT: Wiswell Shay – proceedings on-going.

RESOLVED: Greenacre, Whiteacre Lane (entrance/drive) – the Chairperson would draft a letter for onward transmission to the Clerk, who, in turn, would forward to the Contractor.

250521/30 TO RECEIVE AN UPDATE RE 23 PENDLETON ROAD

COMMENT: as fencing had been erected, the matter was considered closed, and the property was up for sale.

250521/31 TO DISCUSS THE APPLICATION OF GRANT(S) VIA RVBC IN RESPECT OF RIBBLE VALLEY IN BLOOM

COMMENT: The Clerk reported that £60.00 had been received in respect of the above.

250521/32 TO RECEIVE AN UPDATE RE PENDLE HILL LANDSCAPE PARTNERSHIP – MOLLY'S WELL

COMMENT: Grant – the Chairperson and Vice-Chairperson had met with representatives and brief discussions had ensued in respect of improving the footpath at the top of Moorside Lane.

ACTION: Molly's Well – Cllr Thompson would obtain relevant quotation(s). It was understood there was a window in late June to make grant applications.

250521/33 TO DISCUSS THE LENGTHSMAN'S SERVICES (PLUS CONTRIBUTION) AND CONSIDER ANY REVISIONS TO THE SCHEDULE OF WORK CARRIED OUT UNDER THE SCHEME

No revisions to the schedule were required.

RESOLVED: Payment in the sum of £500.00 (Cheque 100954) to be made payable to Sabden PC was authorised.

250521/34 TO RECEIVE AN UPDATE RE REGISTRATION OF CORONATION GARDENS

COMMENT: The matter was still with the Land Registry.

250521/35 TO RECEIVE AN UPDATE RE LANCASHIRE BEST KEPT VILLAGE COMPETITION 2021

Cllr Robinson gave a brief report on the status of the above and mentioned, inter alia, overhanging hedge (heritage hedge) opposite her property which was causing a problem for users of Back Lane. She also enquired if she could spend monies in connection with the planting up of Coronation Garden.

ACTION: Hedge - The Parish Clerk to make enquiries of LCC.

RESOLVED: Authority was given to spend up to £400.00 (budget provision), in respect of Coronation Garden.

250521/36 TO DISCUSS THE PRODUCTION AND DISTRIBUTION OF THE PARISH NEWSLETTER

COMMENT: The Vice-Chairperson had circulated a draft of the above and the same was almost ready for distribution.

250521/37 TO DISCUSS FLY-TIPPING IN PENDLETON

An email, together with photographs had been received by the Clerk from a member of the public requesting the PC be proactive when dealing with fly-tipping within the area.

COMMENT: Cllr Thompson, in his capacity as District Councillor, had dealt with the matter. Any further action to be referred to Pendleton Parish Council.

250521/38 TO DISCUSS OPEN SPACES SOCIETY'S GRANT - A GREEN CAMPAIGN

The Vice-Chairperson reported that the open spaces society have contacted councils to ask them to identify and formally register as TVG (Town and Village Green) any open commons within their boundaries. This will provide added protection for these open spaces against future development proposals.

ACTION: the members to consider whether there are any open spaces within the village boundaries to which this might apply.

250521/39 TO DISCUSS THE QUEEN'S AWARD FOR VOLUNTARY SERVICE – NOMINATION FOR LANCASHIRE – 2022

COMMENT: No discussion took place.

250521/40 TO DISCUSS RBLI PREPARATION FOR VE DAY 2021

COMMENT: this item was discussed briefly, and Cllr Robinson confirmed she had attended the War Memorial on VE Day.

250521/41 TO DISCUSS ANY OTHER BUSINESS

A brief report was given by the Chairperson on the following:

- (a) Notices: four notices had been removed from the centre of the village and apparently posted in the letter box.
- (b) Refuse collection: RVBC advised they are to introduce and "end of road" collection point at Moorside Lane, possibly using purple sacks.
- (c) Fingerposts: the Chairperson had received an extensive report from the Contractor.
- (d) To reimburse Cllr Thompson the sum of £50 in respect of drill bits and sealant for the telephone box.

COMMENT: the above reports (a – c) were noted.

RESOLVED: (d) reimbursement authorised.

The Chairperson thanked everyone for attending and closed the meeting at 21.10pm.

SIGNED.....

Alan F. Scholfield

DATED.....

6/7/21