



Wiswell Shay Cross

**MINUTES
WISWELL PARISH COUNCIL
ZOOM MEETING
Tuesday 3 November 2020 at 6.30PM**

IN ATTENDANCE:

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

031120/01 APOLOGIES

Not applicable.

031120/02 EMERGENCY POWERS

Due to Covid 19 the Parish Clerk had suggested members may wish to contribute a one-third share of a yearly fee (with Pendleton Parish Council and Whalley, Wiswell and Barrow Joint Burial Committee) in respect of future Zoom meetings.

COMMENT: As the current methodology was working, the suggestion of contributing a one-third share of a yearly fee would not be taken up.

031120/03 DECLARATION(S) OF INTEREST

None received.

031120/04 MINUTES 25 AUGUST 2020

RESOLVED: APPROVED and signed as a correct record.

031120/05 MATTERS ARISING

Pigeons - The Croft, Back Lane

ACTION: members would continue to monitor the situation.

031120/06 FINANCE

(a) Accounts 2020-2021

RESOLVED: the above accounts (previously circulated via email for consideration by the Parish Councillors, together with the up to date Barclays Bank Statement) were APPROVED as a correct record. The balance at the bank (as at 16 October 2020) is £6870.72.

(b) Payments 2020-2021

CHEQUE NO	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT £ (inc vat)
100931	Pendleton Village Hall	Hire of room for meeting 25.8.20	Invoice dated 9/9/20	15.00
100932	X2 Connect Ltd	Products for telephone box inc carriage	Invoice 25955 (refer to minutes 250820/09 and 031120/09)	422.82

100933	Lynne Olesinski	Salary September 2020 plus expenses etc		472.78
100934	Lynne Olesinski	Salary October 2020 plus expenses etc		352.96
100935	Duncan Armstrong	Fingerposts	Invoice 061	2250.00
100936	British Legion	Purchase of wreath for Remembrance Sunday	This included a donation of £5.00 – see minute 031120/26 below.	25.00
100937	Sabden Parish Council	Lengthsman Scheme		500.00

RESOLVED: the above cheques were APPROVED and authorised:

(c) **Concurrent Functions Grant 2020/2021:**

COMMENT: the Clerk reiterated the application had been forwarded to RVBC and was awaiting the outcome.

(d) **Precept 2021-22**

**RESOLVED: to precept for £6886.00, resulting in an amount of £38.04 per Band D property, (an increase of £0.74).
ALAN – CAN YOU PLEASE CHECK THIS FIGURE PLEASE?**

(e) **Asset Register**

ACTION: the Chairman and Parish Clerk to meet to discuss.

(f) **Review of the Parish Clerk’s Salary - NALC E01-20 | 2020-21 NATIONAL SALARY AWARD**

RESOLVED: Salary Scale Point 8 (£10.65 per hour) was APPROVED and AGREED (as from 1 April 2020)

031120/07 REPORT ON GENERAL WORKS AROUND THE VILLAGE

- (a) **Coronation Garden:** the bed adjacent to the telephone box had been replanted, bulbs planted, cutting back (with supported from a villager). Re-location of the litter bin and green bin had worked well.
- (b) **General:** litter picking continues, several grids cleared of leaves following heavy rain and ‘overflows’ into the stream on Moor Lane had been cleared.
- (c) **Private (Moor Lane):** members noted and appreciated the improvements made on Moor Lane around the upper garage and each side of the entrance to Bonnie House.

COMMENT: report noted.

031120/08 RENOVATION OF NOTICEBOARD

ACTION: no further discussions required.

031120/09 RENOVATION OF TELEPHONE BOX

Additional parts had been received and would be installed as and when weather conditions permitted (more than likely towards Springtime).

COMMENT: report noted.

031120/10 RENOVATION OF FINGERPOSTS

Completion of the fingerposts had taken place. The invoice in the sum of £2250 had been received from Duncan Armstrong and would be processed by the Parish Clerk.

ACTION: following payment to the Contractor (refer to cheque 100935 refers), the Parish Clerk would claim the balance of the grant from RVBC and inform LCC of completion of works.

031120/11 BOUNDARY STONE

ACTION: Cllr Thompson would attend to the above in Spring.

031120/12 ANNUAL REVIEW OF PARISH COUNCIL POLICY DOCUMENTS

RESOLVED: The policy documents were review and agreed. However, the Code of Conduct was on-going (awaiting revision of RVBC policy).

031120/13 REGISTRATION OF CORONATION GARDEN

COMMENT: Contact had been established with Stuart Shorthouse (Forbes Solicitors). A site meeting had been offered for further discussion in respect of both Coronation Garden and land at Moor Lane.

031120/14 GDPR AND WEBSITE ACCESSIBILITY

ACTION: the Parish Clerk was in discussions with the Website provider.

031120/15 PENDLE HILL LANDSCAPE FUND – MOLLY’S WELL

COMMENT: Cllr Thompson is obtaining a quotation from a different contractor.

031120/16 LENGTHSMAN

COMMENT: the Lengthsman had continued to visit regularly. The Clerk had received the invoice in respect of Wiswell’s contribution in the sum of £500 and was duly authorised for payment (Cheque 100937 Minute 031120/06(b)) refers).

031120/17 PUBLIC RIGHTS OF WAY (PROW)

Cllr Mr Steve Houghton had continued to walk the footpaths and issues had been reported to LCC PROW team. Planned maintenance items had been included on the Lengthsman’s duties. Pendle Partnership have allocated funds for certain repairs.

COMMENT: report noted.

031120/18 PLANNING MATTERS WITHIN THE VILLAGE AND PLANNING CONSULTATION(S)

The following application was discussed:

APPLICATION NO	DESCRIPTION	COMMENTS
3/2020/0839	Crabtree Cottage Back Lane Wiswell BB7 9BU Proposed partial demolition of existing garden wall to form new vehicle access to allow entry and exit from site in a forward gear.	The Parish Council welcome the improvement in highway safety. (e-mail sent 18 November 2020)

031120/19 REPORTS FROM VARIOUS BODIES

- (a) **Whalley, Wiswell and Barrow JBC:** the Parish Clerk (in her capacity as Registrar) had emailed a report prior to the meeting regarding problems encountered re the Memorial Safety Inspection.
- (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.

COMMENT: reports noted.

031120/20 FLOODING WITHIN THE VILLAGE

- (a) **Moor Lane (between the garages):** the new tenant of the upper garage had ensured the cobbled drain at the rear had been kept clear and no recent flooding had occurred.

- (b) **Moor Lane (continuation above Manor House):** LCC paying regular attention to the culvert entrance on the ancient highway together with other grids at the top of Moor Lane.
- (c) **Moor Lane (near Bonnie House):** a new location of water has been reported to LCC.
- (d) **Pendleton Road (near Moorside Lane):** the inspection chamber (bottom of Moorside Lane) had been cleared of debris and the cover opposite Lantern Cottage had been replaced.
- (e) **Back Lane:** the two locations had again been reported to LCC Highways during October.

ACTION: reports noted. The Chairman to draft a letter for onward transmission (via the Parish Clerk) in respect of item (e).

031120/21 HIGHWAY MATTERS

Fault Report System

COMMENT: LCC responding well to any faults reported via the system.

031120/22 FREEMASONS

Vicarage Fold: access through Vicarage Fold has remained difficult or impossible since 24 July when tables, benches and chairs were placed across the road to support “social-distancing” of customer and staff during service.

ACTION: the Parish Clerk to continue correspondence with LCC highways and other parties as necessary.

031120/23 FLY-TIPPING

COMMENT: no further incidents to report.

031120/24 DOGS

COMMENT: Results of the PSPO consultation document was awaited.

031120/25 NEWSLETTER 2020

ACTION: the Parish Clerk would endeavour to draft a Newsletter during November.

031120/26 REMEMBRANCE SUNDAY 8 NOVEMBER 2020

RESOLVED: the applicable government guidance for the event has been studied and appropriate arrangements put in place including a Covid 19 risk assessment, registration of the event with RVBC and “track and trace”. A payment of £25 (which included a donation of £5.00) in respect of a wreath was authorised for payment (Cheque 100936 refers).

031120/27 CHRISTMAS ARRANGEMENTS 2020

RESOLVED: due to Covid 19 and the potential “lockdown” a Christmas Tree would not be purchased. However, the “back-drop” at Coronation would be illuminated differently than previous years.

031120/28 ARCHIVES

ACTION: the Parish Clerk would attend to the above as soon as possible.

031120/29 GENERAL CORRESPONDENCE

COMMENT: nothing to report.

031120/30 ANY OTHER BUSINESS

- (a) **Rowan Tree (situate by the bench Cunliffe Lane:** the tree appeared to have died but it may recover.

- (b) **Cunliffe Lane (entrance to Greenacre):** the Chairman would draft a letter in respect of repairing the road for onward transmission to the developer via the Clerk.
- (c) **Winter Gritting:** details had been received via LCC.
- (d) **Census:** support for facilitating publicity had been requested in respect of a National Census in March 2021.

COMMENT: the above items were noted. The Chairman would draft a response in respect of (b) and (d) for the Parish Clerk, who in turn would respond.

031120/31 DATE OF NEXT MEETING

Tuesday 5 January 2021.

The Chairman thanked everyone for attending and closed the meeting at 20.10pm.

SIGNED.....

DATED.....