



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday** 6 September 2023, at Pendleton Village Hall, Commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 5 July 2023.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation.**

ITEMS for DECISION/DISCUSSION

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

- Accounts to date.
- Payments as set out in the report.

- 6. Banking Options for the Wiswell Resident Fund.**

Report of the Clerk (enclosed) for members to consider banking options relating to the Wiswell Resident Fund.

- 7. Communication Channel for the Employment Tribunal.**

Report of the Clerk (enclosed) for members to formally approve the continuation of the previously agreed and current communication channel for the Employment Tribunal.

- 8. Parish Clerk - Annual Appraisal and Remunerations Review.**

Report of the Chair (enclosed) updating members on the outcome of the Parish Clerk's annual appraisal and remuneration review.

- 9. Lengthsman Scheme.**

Report of the Clerk (enclosed) to update members on the Lengthsman Scheme. To consider whether to Opt-In to the PROW scheme outside of the Lengthsman scheme. To consider the Council's financial contribution to the scheme for 2023/24 and to consider an email sent by the Clerk to the Scheme, including the Lengthsman's rate of pay.

ITEMS for INFORMATION

10. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed) updating members on actions from previous meetings and on ongoing matters.

11. Action Plan.

Report of the Chair (enclosed) updating members on the review and consolidation of the Council's Action Plan.

12. Planning Report.

Report of the Clerk (enclosed) for members to consider planning matters since the previous meeting.

13. Councillor Updates.

Reports from Councillors (enclosed).

By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.

14. Employment matters not on the agenda.

Updates on any employment matters.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Agenda Item 2



Parish Council Meeting – Draft Minutes

Date:	5 July 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, Parishioner Maureen Robinson.		
Meeting started:	18:30	Meeting closed:	20:20

Minute Reference 230705/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 9 MAY 2023.

The above minutes were approved as a correct record of the meeting and signed by the Chair.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

Discussion took place regarding the poor state of the hedges in and around the village with vegetation encroaching onto the highway in several locations. Of particular concern was Whiteacre Lane and the unsightly state of the footpaths. An update was provided on road sweeping throughout village and especially on Back Lane.

In addition, consideration was given to a request for those Wiswell residents who are holding an 'Open Garden' event next summer, to also participate in the Whalley and District Open Gardens Community Project. The view was that Wiswell residents preferred to open their gardens to Wiswell parishioners only.

RESOLVED THAT COUNCIL:

Request Cllr. Scholfield continue to make contact with LCC regarding the encroaching vegetation and with RVBC regarding road sweeping in the village.

5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and approval for payments as shown in the table below.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the following payments:

#	Payee	Description	Gross £	VAT £	Net £	Reference
1	Alan Pursglove	Coronation Activities (Band)	300.00	0.00	300.00	Sundry Exp.
2	Paul Marlow	Coronation Activities	107.63	0.00	107.63	Sundry Exp.
3	Clerk	Print consumables (ink cartridges)	64.95	10.82	54.13	General Costs
4	Clerk	Expenses (3 months to June 30)	129.80	0.00	129.80	Contract
5	Clerk	Salary (3 months to June 30)	900.00	0.00	900.00	Contract
6	HMRC Cumbernauld	Income tax (3 months to June 30)	225.00	0.00	225.00	Contract
7	Resident	Contribution to cost of replacing damaged loaned gazebo.	170.00	0.00	170.00	Sundry Exp.
Totals £:			1,897.38	10.82	1,886.56	

5.1 OTHER FINANCIAL MATTERS.

Members discussed banking arrangements for the Wiswell Resident Fund which stands at £625.10.

RESOLVED THAT COUNCIL:

Request the Clerk to provide a report to the next Council meeting regarding banking options for the fund.

6. COMMUNITY OWNERSHIP FUND.

The Clerk submitted a report asking members to consider investigating the availability of grants that could be used to bring disused buildings into use as a village asset.

Members were reminded that on 01/06/23 the clerk sent an email alerting members to a Community Ownership Fund that allowed parish councils (amongst other bodies) to take ownership of an asset at risk of closure, such as a library, leisure facility, community centre etc.

At the time, the clerk did not consider the parish had any such assets, but the email generated interest in the disused garage, and the clerk noted that funds may be available from other sources that could allow the garage to be brought into use.

RESOLVED THAT COUNCIL:

Authorise the clerk to investigate whether grants are available, should members consider bringing the disused garage into use as a village asset.

7. ASSET POLICY AND REGISTER.

The clerk submitted a report seeking approval of an updated Asset Policy and Register, attached as Appendix 1 to the Report.

The report noted that local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Council's Asset Register will be confirmed each year, however as the register is a working document, it will be update and amended, as necessary.

RESOLVED THAT COUNCIL:

Approve and adopt the 2023/24 Asset Policy and Register.

8. REMEMBRANCE COMMEMORATIONS.

The Clerk submitted a report asking members to consider the purchase of a soldier silhouette which would form part of the Council's remembrance commemorations.

The report noted that members had for some time been considering the purchase of a soldier silhouette for display during the parish's remembrance commemorations. As the Council now have a suitable location where it can be placed, members were requested to consider the most suitable silhouette to purchase.

Members also discussed the reading of selected poems at the next remembrance service and considered it to be an excellent suggestion.

RESOLVED THAT COUNCIL:

- a. Approve the purchase of a soldier silhouette as set out in the report at a cost of no more than £200.
- b. Authorise the clerk to make the necessary arrangements for the purchase and installation.
- c. Request the clerk to see if grants are available towards the purchase of the silhouette.
- d. Ask the Clerk to contact Oakhill School regarding the reading of poems by pupils at the next remembrance service.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings, on ongoing matters and the Council's Action Plan shown as Appendix 1 to the report.

RESOLVED THAT COUNCIL:

- a. Agree that Councillors Houghton and Scholfield review the Action Plan with a view to consolidating the Plan and remove those Actions that the Parish Council have no control over or are unlikely to be achieved.
- b. Agree that Cllr. Houghton will progress the refurbishment of the phone box.
- c. Agree that members and parishioner Maureen Robinson will look to recruit volunteers for bulb planting.
- d. Agree that Cllrs. Houghton and Scholfield along with parishioner Maureen Robinson will undertake a village 'walk about' with the aim at looking how the village could be improved.
- e. Agree that as part of the Council's plan to improve communications with parishioners, Councillor Clemson will prepare an activity graphic for issue to residents.

10. CCTV – UPDATE

The Clerk submitted a report for members to consider the next steps in the possible procurement of CCTV equipment. The report set out the possible locations and associated costs of such systems.

Members discussed at length the advantages and disadvantages of installing CCTV equipment, the possible locations and costs.

RESOLVED THAT COUNCIL:

- a. Agree that members need more time to consider the next steps.
- b. Request the Clerk to invite a police representative to attend the next Council meeting to hear their views.

11. PLANNING REPORT.

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that comments relating to planning application 3/2023/0512, 23 Pendleton Road need to be submitted to RVBC by 25/07/23.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to submit members comments to RVBC relating to 3/2023/0512.

12. COUNCILLOR REPORTS AND UPDATES.

Councillors Houghton, Scholfield and Wrightson provided status/update reports.

RESOLVED THAT COUNCIL:

- a. Note the reports.
- b. Agree that Councillor Wrightson continue to attend the Traffic and Road Safety Working Group.

13. EMPLOYMENT MATTERS.

Councillor Scholfield updated members on the recent Case Management Hearing and Councillor Houghton on employment matters relating to the parish clerk.

RESOLVED THAT COUNCIL:

Agree to set a date for the Clerk's annual review/appraisal.

14. MEETING DATES:

2023: 6 September and 8 November.

2024: 3 January, 6 March and 8 May.

The next Parish Council meeting is scheduled for Wednesday 6 September 2023.

All meetings start at 18:30 and are held at Pendleton Village Hall.

Signed.

Date.

Agenda Item 5

For Decision



Meeting Date: 06/09/2023

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report.
2. Approve the Schedule of Payments.

Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	Hoyle	Sarah Yeowart	Plants.	19.00	0.00	19.00	Paid	Ground Maint.
2	Newlands	S. Walmsley	Plants.	30.50	5.08	25.42	Paid	Ground Maint.
3	Bents	Sarah Yeowart	Plants: Dahlia and Delphinium.	15.98	2.66	13.32	Paid	Ground Maint.
4	Homebase	Cllr. Houghton	Varnish (bench 2).	23.00	0.00	23.00	Paid	Amenity Maint.
5	DD	Go Cardless (August)	Email and web hosting.	61.19	10.20	50.99	Paid	Admin. Expenses
6	82319	Clerk	Purchase of 'Tommy' silhouette.	201.00	33.34	167.66	Paid	Sundry Expenses
7	WIS61251	PM+M	Payroll Services (three months).	33.30	5.55	27.75	Paid	Admin. Expenses
8	DD	Go Cardless (July)	Email and web hosting.	61.19	10.20	50.99	Paid	Admin. Expenses
9	DD	Unity Bank	Service charge (three months).	18.00	0.00	18.00	Paid	General Admin.
10	Homebase	Cllr. Houghton	Varnish (bench 1).	23.00	0.00	23.00	Paid	Amenity Maint.
11	DD	Go Cardless (June)	Email and web hosting.	61.19	10.20	50.99	Paid	Admin. Expenses
12	Feb-23	Clerk	Three months expenses.	129.80	0.00	129.80	Paid	Staff Costs
13		Cllr. Houghton	Coronation celebrations - gratuities.	37.97	0.00	37.97	Paid	Sundry Expenses
14	J Parkers	Sarah Yeowart	Bulbs.	117.68	0.00	117.68	Paid	Ground Maint.
15	Dawsons	Cllr. Houghton	Sandpaper - benches.	7.94	0.00	7.94	Paid	Amenity Maint.
16		Sabden Parish Council	Contribution to Lengthsman Scheme 2023/24	750.00	0.00	750.00		Ground Maint.
Totals:				1,590.74	77.23	1,513.51		

Receipts for the period 1st April 2023 to 31st March 2024.

Bank			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
11/04/2023	accy052286	Precept 2023/24	7,965.00					7,965.00
17/04/2023	accy052367	HMRC Coronation Grant			500.00			500.00
12/05/2023	3091401uu	LCC Bio-diversity Grant				300.00		300.00
Total:			7,965.00	0.00	500.00	300.00	0.00	8,765.00

Payments for the period 1st April 2023 to 31st March 2024

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.			
03/04/23	Easy Websites					50.99					10.20	61.19
11/04/23	HMRC Cumbernauld		225.00									225.00
24/04/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75						5.55	33.30
02/05/23	Easy Websites					50.99					10.20	61.19
12/05/23	AER Accountants (Annual Audit)						200.00					200.00
12/05/23	Clerk three months expenses			154.80								154.80
12/05/23	Alan Pursglove (Coronation Activities - Band)									300.00		300.00
12/05/23	Cllr. Wrightson (plants 8 Dianthus)							27.93			3.99	31.92
22/05/23	LALC Annual Subscripton									50.74		50.74
26/05/23	Paul Marlow (Coronation activities)									107.63		107.63
01/06/23	Easy Websites					50.99					10.20	61.19
13/06/23	Cllr. Houghton (Coronation gratuities)									37.97		37.97
13/06/23	Cllr. Houghton (varnish- bench 1)								19.17		3.83	23.00
30/06/23	Clerk three months salary	900.00										900.00
30/06/23	Unity Bank Service Charge (3 months) DD				18.00							18.00
03/07/23	Easy Websites					50.99					10.20	61.19
12/07/23	Clerk - three months expenses			129.80								129.80
12/07/23	Print consumables (ink cartridges)						54.13				10.82	64.95
12/07/23	Compensation for damaged loaned gazebo									170.00		170.00
14/07/23	HMRC Cumbernauld		225.00									225.00
24/07/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75						5.55	33.30
25/07/23	Purchase of 'Tommy' silhouette									167.66	33.34	201.00
01/08/23	Easy Websites					50.99					10.20	61.19

		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
04/08/23	Cllr. Houghton (varnish bench 2)								19.17		3.83	23.00
04/08/23	Parishoner S. Yeowart (plants)							13.32			2.66	15.98
11/08/23	Parishoner S. Walmsley (plants)							25.42			5.08	30.50
11/08/23	Parishoner S. Yeowart (plants)							19.00				19.00
17/08/23	Parishoner S. Yeowart (bulbs)							117.68				117.68
17/08/23	Cllr. Houghton (sandpaper)								7.94			7.94
24/08/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75						5.55	33.30
	TOTALS	900.00	450.00	284.60	101.25	254.95	254.13	203.35	46.28	834.00	131.20	3,459.76

Check: 3,459.76

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	6,007	
Add total receipts to date:	8,765	
Less total payments to date:	3,459.76	
Balance:	11,312.40	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 28/08/23:	11,312.40	

Comparisons as at 28/08/23

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	ACCOUNTS TO DATE 2023/24
INCOME	£	£	£
RVBC Precept:	7,024	7,965	7,965
RVBC Concurrent Grant:	144	0	0
RVBC in Bloom Grant:	60	50	0
Other RVBC Grants:	0	0	0
RVBC Coronation Grant:	0	500	500
Other Grants:	0	0	0
HMRC VAT Refunds:	109	318	0
Sundry and Other Income:	243	0	300
	7,579.60	8,833	8,765
EXPENDITURE			
Staff Costs:	£	£	£
Clerk's salary:	2,963	3,600	900
Home use, expenses and mileage:	293	604	285
HMRC:	516	900	450
	3,772.01	5,104	1,635
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	86	100	54
Website hosting and emails:	902	735	255
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	101
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	0
Insurances:	382	400	0
Audit:	200	200	200
Room hire:	0	60	0
Training books etc:	0	0	0
	1,851	1,940	610
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	0	500	0
Coronation Gardens ground maintenance:	230	250	203
Other expenditure:	0	250	46
	230	1,000	250
Sundry Expenses:	£	£	£
Burial Committee precept:	74	0	0
LALC subscription:	55	51	51
CPRE subscription:	36	40	0
Best kept village:	0	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	25	25	0
Noticeboard:	0	50	0
Refurbish Telephone box:	0	200	0
Contingency:	0	500	0
Sundry expenditure:	725	100	783
	915	1,336	834
VAT on Expenses to be Reclaimed:	318	300	131
Total Expenditure:	£ 7,087	£ 4,276	£ 3,460
SUMMARY:	£	£	£
Income:	7,580	8,833	8,765
Expenditure:	(7,087)	(4,276)	(3,460)
	493.07	4,557	5,305
BALANCE:	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	4,557	5,305
Balance carried forward:	6,007	10,071	11,312

Cash Flow Forecast for the period 1st April 2023 to 31st March 2024

			2023-2024												
INCOME		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	7,965.00												7,965.00
2	RV in Bloom	RVBC Grant													0.00
3	HMRC VAT Return	VAT Repay							500.00						500.00
4	Concurrent Funding	RVBC Grant													0.00
5	RVBC Coronatiion Grant	RVBC Grant	500.00												500.00
6	Other funding	LCC		300.00					300.00						600.00
Totals:			8,465.00	300.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	9,565.00
			Actual Income				Forecast Income								
			2023-2024												
EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin. Exp.	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	734.28
21	LALC Subscription	Sundry Exp.		50.74											50.74
22	Coronation Celebrations	Sundry Exp.		407.63	37.97										445.60
23	AER Accountant	Admin. Exp.		200.00											200.00
24	Office Consumables	Admin. Exp.				64.95									64.95
25	Clerk Salary	Staff Costs			900.00			990.00			990.00			990.00	3,870.00
26	Defibrillator	Sundry Exp.													0.00
27	Unity Bank: Service Fee	Admin. Exp.			18.00			18.00			18.00			18.00	72.00
28	HMRC Income Tax	Staff Costs	225.00			225.00			247.50			247.50			945.00
29	PM+M Payroll services	Admin. Exp.	33.30			33.30	33.30		33.30			33.30			166.50
30	Countryside Charity	Sundry Exp.							36.00						36.00
31	Clerk Expenses	Staff Costs		154.80		129.80				150.00			150.00		584.60
32	Coronation Garden etc.	Amenity Exp.		31.92	23.00		214.10								269.02
33	Insurance	Admin. Exp.								400.00					400.00
34	Remembrance Sunday	Sundry Exp.				201.00				25.00					226.00
35	ICO GDPR Charge	Admin. Exp.											40.00		40.00
36	Phone Box/NB/Grit Bin	Sundry Exp.						250.00	220.00						470.00
37	Room Hire	Admin. Exp.													0.00
38	Lengthsman	Grnd Maint							750.00						750.00
39	Subscriptions	Sundry Exp.													0.00
40	Christmas Expenses	Sundry Exp.								150.00					150.00
41	Compensation - Gazebo	Sundry Exp.				170.00									170.00
Totals:			319.49	906.28	1,040.16	885.24	308.59	1,319.19	1,347.99	786.19	1,069.19	341.99	251.19	1,069.19	9,644.69
			Actual Expenditure to Date				Forecast Expenditure								

Forecasts					
2023/2024	£		End of Year 2024	£	
Forecast Income	9,565		Balance at 28/08/23	11,312.40	
Forecast Expenditure	9,645		Forecast Income - Sept. onwards	800.00	
Forecast Balance 2023/24	-80		Forecast Spend - Sept. onwards	6,185	
			Forecast Balance EOY 2023/24	5,927.47	

For reference:

Balance EOY 2023 = £6,007

2023-2024 - Unity Trust Bank Statements													
DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,951.16	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99							
Income	0.00	8,465.00	300.00	0.00	0.00	0.00							
Expenditure	944.00	319.49	906.28	1,040.16	885.24	308.59							
Closing/Interim Balance	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,312.40							
Unity Bank Statements	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99								
Statement Date:	29/04/23	26/05/23	02/07/23	31/07/23									

Meeting Date:	6 September 2023
Title:	Banking Options for the Wiswell Resident Fund
Submitted by:	Parish Clerk

1. Purpose of the report.

For members to consider banking options relating to the Wiswell Resident Fund (WRF).

2. Background.

Members are reminded that at the Council Meeting held on 5 July 2023 they discussed banking arrangements for the WRF and requested the Clerk to provide a report to the next Council meeting regarding banking options for the fund.

Members are also reminded that parish councils are responsible for managing their own budgets and are financed through a precept on the council tax. Parish councils can also apply for other funding, such as grants and awards and such funds should be used to improve facilities and services for local people. In this regard, parish councils are encouraged to gain input from residents on what the community needs, so that they can budget for that activity.

3. Options for Consideration.

The main options for consideration would be to open a new bank account or use the Council's current Internet account. Opening a new bank account is well documented elsewhere and does not need an explanation in this report.

Using the Council's current banking arrangements, would seem the obvious choice as it is already in place, has facilities for depositing cheques and cash (via Post Office or NatWest), in addition, viewing the account or authorising certain payments could be made available to non-Parish Council members.

4. Using the Council's Unity Trust Bank Account.

4.1 How it would work.

The WRF, currently £543.65, would be deposited into the Council's Unity Trust Bank Account, as a ring-fenced amount and reported as such.

Note: *A ring-fence is a virtual barrier that segregates a portion of a council's financial assets from the rest. This may be done to reserve money for a specific purpose.*

Whilst the term 'ring-fenced' comes from legislation, the council can use the term more widely to restrict certain funding to an agreed service area. This is not a legal requirement but, when used, would form part of the parish council's agreed budgets.

4.2 Approving WRF expenditure.

Expenditure from the WRF would only be allowed for community functions as suggested by two non-councilors from the Wiswell Social Committee, (currently Mike Cavanagh and Paul Marlow), in consultation with the Chair of the Parish Council. The Chair of the Parish Council would inform the Council's Clerk of any proposed expenditure for input to the Council's Finance Report, which is discussed as a item for approval at each Council meeting.

As the Council can claim VAT back on payments it makes, the Council would need to decide where any VAT refunds from WRF expenditure should reside.

4.3 Reporting Expenditure.

The Finance report would be altered as shown below:

a. Payments Tab

A new 'WRF' column would be included in the Payments Tab:

Payments for the period 1st April 2023 to 31st March 2024													
DD = Direct Debit													
Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	WRF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/emails	General Costs	Ground Maint.	Amenity Maint.				
03/04/23	Easy Websites					50.99						10.20	61.19
11/04/23	HMRC Cumbernauld		225.00										225.00
24/04/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
02/05/23	Easy Websites					50.99						10.20	61.19

New Column

b. An additional tab would be added to the Finance Report as below:

WRF - Summary of Expenditure			
		£	£
Total Fund		543.65	
Gross Expenditure April 2023 to 31 March 2024:		0	
Balance at 11/09/23:		543.65	
		VAT Paid =	

c. In addition, the Budget Tab would be updated to include a row for the WRF.

5. Members are recommended to:

1. Consider whether to open a new bank account for the Wiswell Resident's Fund or transfer the funds into the Council's existing Unity Trust Bank Account as set out in the report.

If the Council approves the transfer of funds into the existing Unity Trust Account.

2. Authorise the Clerk to make the necessary arrangements for the transfer and the required changes to the Finance Report.
3. Consider whether members of the WRF be given access to the Council's Bank Account and if so at what level.
4. Consider the VAT refund options.

Meeting Date:	6 September 2023
Title:	Communication Channel for the Employment Tribunal
Submitted by:	Parish Clerk

1. Purpose of the report.

For members to approve the continuation of the previously agreed and current communication channel, in relation to Employment Tribunal matters.

Members are reminded that the current point of contact and principal representative for Wiswell Parish Council at the Employment Tribunal hearings is Councillor Alan Scholfield, members are also reminded that Councillor Scholfield does not make any significant decisions concerning the Employment Tribunal process.

2. Background.

On the 23 July 2023 the clerks to Wiswell, Barrow and Whalley Parish Councils received a letter (via email), from the Employment Tribunal Claimant, which amongst other matters stated that they were no longer prepared to disclose documents of any nature to Councillors Alan Scholfield (Wiswell Parish Council) and Martin Highton (Chair of Whalley Parish Council) and requesting that the Parish Clerks inform the Employment Tribunal that they have the authority to act on behalf of the Parish Councils on matters relating to these cases.

Notes:

1. Wiswell and Barrow Parish Councils have the same clerk.
2. The letter was also emailed to the Monitoring Officer and Solicitor at Ribble Valley Borough Council.

On 31 July 2023. The Clerk from Whalley Parish Council also acting on behalf of the Clerk of Wiswell and Barrow Parish Councils, emailed the Claimant stating amongst other things..... *the fact that Mike (Hill) and I (Liz Haworth) are appointed clerks has no bearing on the employment tribunal and Mike and I will not be getting involved as we were not even employed by either council at the time the tribunal commenced.*

The email went on to remind the Claimant that unless the judge stated otherwise, the nominated representatives dealing with the tribunal were Martin Highton for Whalley Parish Council and Alan Scholfield for Wiswell Parish Council.

On 13 August 2023 the Wiswell Parish Clerk emailed the Claimant requesting that they restore the previous formal communication channel for the Employment Tribunal and reminding them that Councillor Alan Schofield continued to be the Wiswell Parish Council's representative for Employment Tribunals and is the point of contact for all correspondence and attends the Tribunal Hearings.

3. Members are recommended to:

Approve that Councillor Alan Scholfield continues to be the main communication channel for Wiswell Parish Council on all matters relating to Employment Tribunal issues.

Meeting Date:	6 September 2023
Title:	Parish Clerk – Annual Appraisal and Remuneration Review
Submitted by:	Councillor S. Houghton (Chair)

1. Purpose of the report.

To update members on the outcome of the Parish Clerk's annual appraisal and to seek approval of an uplift in salary and in the 'working from home' allowance.

2. Appraisal Meeting.

An appraisal meeting took place on 20/07/23 with Mike Hill, and Councillors Steve Houghton (Chair of Wiswell Parish Council) and Alan Scholfield (Vice Chair of Wiswell Parish Council)

2.1 Summary of the appraisal:

Overall, the Parish Council is delighted with Mike's performance.

- a. Meetings continue to be run efficiently. The paperwork to support agenda items are distributed well in advance, enabling councillors to digest details, so reducing the need for long debate and discussion in the meeting itself.
Agenda items clearly identify those which are for information and those where a decision is required thus facilitating smooth meeting flow.
- b. Accounts are clearly presented giving an accurate picture of the Council's current financial position, cash flow and forecast for committed expenditure moving forward. Accounts also permit historic comparisons against the previous year.
- c. With Mike's prompting the Council now have a clearer focus on actions to further improve the service the Council can provide the community.
- d. Mike is also adept at alerting the Council to the possibility of additional funding opportunities and where appropriate submitting claims to access that funding.
- e. Effective communication between meetings (email, phone and face to face meetings) enables the Council sustain momentum in terms of actions.
- f. The move to Internet banking, which Mike initiated, continues to reap dividends in relation to transparency and the rapid payment of invoices.

2.2 Consideration of a pay award for 2023/24

The panel were of the view that it should follow the lead of a neighbouring PC who also employ Mike's services as clerk.

3. Members are recommended to:

1. Approve an increase in the current hourly rate of £15 per hour to £16.50 per hour, for 25 hours per month, an uplift of £1.50 per hour, backdated to 1 June 2023.
2. Approve the 'working from home' allowance be increased from £4 to £6 per week.

Meeting Date:	6 September 2023
Title:	Lengthsman Scheme
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report:

1. To update members on the Lengthsman Scheme.
2. To consider whether to Opt-In to the PROW scheme outside of the Lengthsman scheme.
3. To consider the Council's financial contribution to the scheme for 2023/24.
4. To consider an email sent by the Clerk to the Scheme, including the Lengthsman's rate of pay.

2. Background:

Members are reminded that the modern "Lengthsman" scheme is a re-incarnation of an old concept where a locally employed person would carry out highway maintenance tasks identified by the local community as being important.

Members are also reminded that an element of the money the Parish Council pays into the Lengthsman scheme, is met by RVBC in the form of the Concurrent Function Grant Scheme.

Note: Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council.

RVBC's concurrent functions grant scheme was approved by the Policy and Finance Committee in November 2008 and supports parish and town councils with net revenue expenditure on the following concurrent functions:

- Burial grounds.
- Bus shelters.
- Footpaths.
- Footway lighting.
- Litter collection.
- Dog waste bins.
- Parks and play areas.
- **Parish Lengthsman (from 2017)**

RVBC reimburses parish councils with 25% of expenditure that is net of other types of support, VAT, and any RVBC administration costs.

3. LCC Grants.

Members are also reminded that LCC currently provide grants of £500 towards the upkeep and maintenance of Wiswell's Public Rights of Way (PROW) and £300 in the form of a Bio-Diversity grant. The Clerk has informed LCC that the Council (like last year) will Opt-In to the Bio-Diversity scheme outside of the Lengthsman Scheme.

The Council need to decide whether to Opt-In to the PROW scheme outside of the Lengthsman scheme. That is, should the grant be paid to Sabden and administered as part of the Lengthsman Scheme or direct to Wiswell Parish Council.

4. The Current Lengthsman Scheme and 2023/24 financial contribution.

The current scheme is administered by Angela Whitwell, who is also Clerk to Sabden Parish Council. The scheme covers six parishes in the Ribble Valley and four in Pendle, (who have their own Lengthsman). For 2023/24, the Council is being asked for a contribution of £750 towards the scheme. Members should be aware that in 2022/23 the Council made no contribution to the scheme, as funds had been carried forward from 2021/22.

4.1 Current Lengthsman duties - funded by the Parish Council.

Regular Seasonal Grass Cutting:

- Wiswell Shay, raised area around the bench.
- Wiswell Shay, around the boundary sign and stone.
- Pendleton Road, wide verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
- Moor Lane, both sides, verge from Rose Cottage entrance up to and including the well and from the pump house to opposite the garages.
- Cunliffe Lane at the entrance to Greenacre - grass triangle with bench.
- Whiteacre Lane / Old Back Lane junction traffic island.
- Whiteacre Lane, verge and around benches from the A59 bridge till the verge ends.
- Around road signs except at the A671 / Wiswell Shay junction.

Strimming - verges and road edges, as required:

- Old Back Lane, both sides from the triangle.
- Pendleton Road, metal bench near Wiswell Eaves, keep concrete base area clear.
- Whiteacre Lane, left hand side towards the A59 bridge where there is a curb.

Weed spraying.

- Around the village as necessary at the Lengthsman's discretion.

Members should note that the current Lengthsman does not currently have a spraying licence and is looking to obtain one.

Cutting back overhanging tree branches, as required.

- Pendleton Road, over the verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
- Moor Lane, right hand side over the verge from the pump house.
- Whitacre Lane over the verge up from the A59 bridge, particularly around the two benches.

- Around all road signs from Wiswell side of A671 junction to Whiteacre Lane A59 Bridge to Pendleton Road, Wiswell Eaves.

4.2 Current activities funded by LCC's PROW scheme and carried out by the Lengthsman.

Strimming and cutting back overhanging branches etc.

- FP 3 Cunliffe Lane, alongside Greenacre and the right-hand bank of the footpath from the Pumping station to opposite the entrance to Greenacre.
- FP 15 Moorside Lane, left before Wiswell Brook Farm (may be done by the landowner).
- FP 6 on the Barrow side of the A59 Roundabout (leads to Whalley).
- FP 5 through Arnside House, Back Lane, to the field.

Other activities:

- Replacement of signs, way markers and any other minor, specific works.

5. Other Considerations:

See below extracts of an email from Angela Whitwell requesting consideration by members of the Parish Council.

Mark Gray the new Lengthsman has been with us now for four months. Mark is aware he has work to do in several parishes and will be clearing the backlog during August-weather permitting.

When Mark started, we put him on a slightly lesser rate of pay for his probation period which he has now completed satisfactorily. Mark has already invested into the Lengthsman scheme by purchasing tools and has said he is committed to the scheme providing he can cover his costs.

Originally, we agreed on £16 per hour (which was the rate that Philip was paid) following the probationary period. However, Mark has reflected on this and now feels he cannot continue in the job at this rate. He is ideally looking at £19/£20 per hour. Having had a discussion with Mark he is fully aware that if this rate of pay is agreed he is NOT to expect any rate increase for the foreseeable future. He is fully aware that previous Lengthsman have worked on lower rates without regular increases.

On this basis I am now consulting parishes:

1. *Are you happy with the work Mark has carried out, is he value for money and knowing that his private workload has decreased, and he will be more available going forward would you be happy for him to continue as Lengthsman?*
2. *How do you feel about increasing the rate/hour to £19/£20.*
3. *If the rate is increased will this impact on your use of the Lengthsman and your parish's commitment to the scheme?*

6. Members are recommended:

- a. To note the contents of the report.
- b. To consider whether to Opt-In to the PROW scheme outside of the Lengthsman scheme.
- c. To consider the Council's financial contribution to the scheme for 2023/24.
- d. To consider the Lengthsman's rate of pay and the questions asked by the Clerk to the Scheme.

Agenda Item 10

For Information

Meeting:	6 September 2023
Title:	Updates on actions from previous meetings and ongoing matters.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings, on ongoing matters and the Council's Action Plan (Appendix 1).

2. Update on Actions from 05/07/2023 Parish Council Meeting:

Min.	Action	Who	Update
230705/4	Continue to liaise with LCC regarding encroaching vegetation and with RVBC regarding road sweeping.	Cllr. Scholfield	Ongoing
230705/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230705/5.1	Other Financial Matters: Provide a report to next Council meeting regarding banking options for the Wiswell Resident Fund.	Clerk	This meeting
230705/6	Community Ownership Fund: Investigate grants for bringing disused village assets into use	Clerk	Ongoing
230705/7	Asset Policy and Register: Upload adopted document to website.	Clerk	Complete
230705/8	Remembrance Commemorations: Purchase soldier silhouette. (b)	Clerk	Complete
	Investigate available grants for purchase of the silhouette. (c)		Ongoing
	Contact Oakhill School regarding pupils reading poems at the commemoration. (d)		Complete Cllr. Houghton to suggest poems
230705/9/	Update on Actions from Previous Meetings and Action Plan: Review and consolidate the Action Plan, remove Actions unlikely to be achieved and where the Council have no control. (a)	Cllrs. Houghton and Scholfield	Ongoing
	Refurbishment of phone box. (b)	Cllr. Houghton	Ongoing
	Recruit volunteers for bulb planting. (c)	Members	Ongoing
	Undertake a village 'walk about'. (d)	Cllrs. Houghton and Scholfield	Complete
	Prepare Activity Graphic for issue to residents. (e)	Cllr. Clemson	Complete
230705/10	CCTV Update: Invite police representative to next Council meeting	Clerk	PCSO invited to 06/08/23 meeting
230705/11	Planning Matters: Submit comments regarding planning application 3/2023/0512	Clerk	Complete
230705/13	Employment Matters: Set date for Clerk's review/appraisal.	Cllr. Houghton	Complete

3. Update on Actions from 09/05/2023 Parish Council Meeting:

Min.	Action	Who	Update
230509/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230509/7	War Memorial: Examine the trough at the War Memorial with a view to replace/repair it and report back to the Council.	Cllr. Wrightson	Complete
	Bulb Planting: Purchase and plant bulbs up to the value of £250	Members	Complete
230509/9	Parishioner Responses to Parish Precept: Improve communications with parishioners, to enable the Council to achieve a greater understanding of residents' views and concerns and for parishioners to more fully understand the activities the Parish Council undertake.	Members	Ongoing
230509/10	Planning: Submit the Council's response to the Planning Inspectorate regarding APP/T2350/C/23/3318459, (enforcement notice for land on NW side of Pendleton Road Wiswell)	Clerk	Complete
230507/11	Action Plan: Consider in detail the Action Plan (attached) and provide suggestions to Cllr. Houghton.	Members	Also see 230307/11 and 230103/10

4. Update on Actions from 07/03/2023 Parish Council Meeting:

Min.	Action	Who	Update
230307/4	Public Participation: Consider holding social events that are attractive to senior parishioners.	Cllr. Houghton	Afternoon Tea arranged.
	Draft letter to RVBC regarding road sweeping at Back Lane.	Cllr. Birtwhistle	Waiting response from RVBC
230307/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230307/6	Co-option of a Parish Councillor: Submit Declarations for new councillors to RVBC.	Clerk	Complete
	Ask Oi Mei to sign Declarations and provide photograph for website.	Cllr. Houghton	Complete
	Set up new councillor email addresses and Unity Bank authorisations.	Clerk	Complete
230307/7/8/9	Revised Policies and Regulations: Upload revised Policies and Regulations to Website. Check wording on para 4.1 Finance Regulations.	Clerk	Complete
230307/11	Action Plan: Identify responsibilities 'Who column' and update Action Plan.	Cllr. Houghton	See also 230103/10
	Include minor changes from Cllr. Scholfield (post meeting)	Clerk	Complete
230307/12	Grit Bin: Provide Clerk with details of the bin size to be purchased.	Cllr. Scholfield	Complete

	Order grit bin up to the value of £300	Clerk	Order in October
230307/14	Newsletter: Update Newsletter with 'quiz' details and photo of Oi Mei and order a 150-print run from RVBC.	Clerk	Complete
Other	Website: Arrange for a 'Local History' tab to be added to the website.	Clerk	Complete

5. Update on Actions from 03/01/2023 Parish Council Meeting:

Minute	Action	Who	Update
230103/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230103/6	Revised Complaints Procedure: Upload revised Procedure to the Council's website.	Clerk	Complete
230103/7	Whalley Education Foundation - Governor Appointment Inform the Foundation of the Council's decision.	Clerk	Complete
230103/8	Co-option of a Parish Councillor: Submit list of candidates to the Clerk prior to 7 March meeting.	Members	This meeting
230103/9	Planning Matters: Contact RVBC Planning Enforcement and request they meet with parish councillors and visit the parish.	Clerk	Complete
	Pursue planning application 3/2022/1022 with the RVBC Planning Enforcement Team.	Cllr. Birtwhistle	?
230103/10	Action Plan: Provide comments to Clerk prior to the March meeting.	Members	?
230103/12	Member Updates: Provide written updates to the Clerk prior to the meeting.	Members	This meeting
230103/15	Newsletter: Provide content to the Clerk by the March meeting.	Members	This meeting
230103/11	Actions from previous meetings and new actions arising:		
	Request UU label the internal power socket 'Do not switch off'	Clerk	Complete
	Set up a maintenance regime for the defib, cabinet and lock	Chair	Complete
	Investigate the options for purchasing a new grit bin for the bottom of Moor Lane and report back to Council.	Clerk	This meeting
	Enquire and report back to Council as to the number of parish councils that are part of the 'Sabden' Lengthsman Scheme and what other Lengthsman schemes are in operation in the Ribble Valley.	Clerk	Complete

6. Update on Actions from 12/12/2022 Extra Ordinary Meeting:

Minute	Action	Who	Update
221212/4	Draft Budgets for 2023/24: Inform RVBC of the Proposed Budget.	Clerk	Complete
221212/5	Burial Committee – Updated Constitution: Inform the Chair of Whalley Parish Council of this Council's decision.	Clerk	Complete

7. Update on Actions from 01/11/2022 Parish Council Meeting:

Minute	Action	Update
221101/5	Finance Report: Initiate the payments as set out in the report.	Complete.
221101/6	Draft Budgets for 2023/24: At the appropriate time inform RVBC of the proposed financial requirements.	Complete. Precept submitted.
221101/8	Whalley Education Foundation - Request for Financial Assistance: Inform the Foundation of the Council's decision.	Complete.
221101/9	Purchase on an additional Flag: Purchase a Lancashire flag and finishings.	Complete.
221101/10	Other Actions:	
	Inform BT that the phone box will not be used for the defibrillator.	Complete
	Contact United Utilities, thanking them and requesting they label the internal power socket 'Do not switch off'.	Complete
	Provide defib, cabinet and lock maintenance instructions to members.	Complete
	Set up a maintenance regime for the defib, cabinet and lock.	Complete

8. Update on Actions from 06/09/2022 Parish Council Meeting:

Minute	Action	Update
220906/2	Minutes: For future meetings provide an update on approved actions from previous meetings.	Complete.
220906/5	Finance Report: Make payments as set out in the report.	Complete.
220906/6	Improving the Amenity: Apply to LCC for the bio-diversity grant.	Complete with email confirmation received on 13/09/22.
220906/7	Use of Payroll Services: Make the necessary arrangements with PM+M Solutions.	Complete and being used.
220906/8	Parishioner Consultation: Issue hard copy questionnaire to the Working Group and to Council's website.	Complete and survey responses published.
220906/10	Defibrillator: Make the necessary arrangements to ensure the defibrillator is fit for use and is registered on the 'Circuit'	Complete. The defib is up and running and registered on the Circuit
220906/11	Councillor Reports: Contact NALC seeking their opinion on the issue of ownership of small plots of land by parish councils	NALC and LALC contacted but have not been able to provide any guidance or additional information.

9. Update on Actions from 05/07/2022 Parish Council Meeting:

Minute	Action	Update
220705/7	Finance Report: On the Payments Tab, the Burial Committee Levy should state the payment was for 2021/2022.	Complete.
220705/7	Finance Report: Make payments as set out in the report.	Complete.
220705/8	Asset Register: Add the Wiswell Shay Boundary Stone to the register	Complete.
220705/10	Parishioner Consultation: Set up the first meeting of the Working Group.	Complete.
220705/11	Internet Banking: Start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.	Complete and up and running.
220705/12	Planning Report: Include applications approved since the last meeting in future reports.	Complete.
220705/13	Local Plan: Submit the Council's response as set out in the report.	Complete.
220705/14	Lengthsman Scheme: Contact Angela Whitwell at Sabden Parish Council with a view to holding a Borough wide meeting to discuss various aspects of the Scheme.	Complete
220705/18	Members Report: Members to consider whether the Council submit a further application to HMLR regarding Coronation Garden.	Complete. Members decided not to submit a further application.
220705/18	Members Report: Consider how best to make use of the village phone box.	Complete: Decided to reinstate a 'library' facility.
220705/18	Members Report: Prepare a report for the next Committee Meeting on how to bring the unused defibrillator into use.	Complete. The defib is up and running and registered on the Circuit.

10. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

Item	Update/ Action
Freemasons Public House: <ul style="list-style-type: none"> General monitoring of their business activities and the impact on the village, particularly compliance with RVBC requirements. Rubbish at the rear of 2 Old Back Lane (removal is contracted to RVBC and there should be a change of use application), an update from Stephen Barker (RVBC) required. No 8 Old Back Lane is in the process of being sold to an unidentified buyer with connections to the Freemasons. It is understood that the rear of No 6 is in a poor state due to the failure to maintain basic hygiene standards with the resident's dog. 	Continue to monitor activities relating to the pub.

Item	Update/ Action
Vicarage Fold: Acceptance by LCC that it is a public highway. The resident of Vicarage House has actioned and made an application. Note: The Council submitted an application for a BOAT (Byway open to all traffic).	Council to monitor and support.
Additional lights for the Christmas decorations. Possible donation from Moor Lane resident.	Cllr. Scholfield to action.
David Holmes Construction: To restore the grass bank and improve the grass triangle, access to Greenacre, Whiteacre Lane (Cunliffe Lane), following damage caused during their building work.	Cllr. Scholfield to action.
Replacement of grit bin at bottom of Whiteacre Lane: Formal request made to LCC.	Replaced but not like for like, Cllr. Scholfield to action.

11. Members are recommended:

To note the report and the ongoing actions.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Traffic issues The majority of issues identified are the responsibility of LCC. The PC has no power to implement the suggestions made by residents other than by harrying LCC and link elected members to take action (31)	Exit to A671 dangerous for cars and pedestrians crossing the road.	Resident keeping video evidence of accidents	Residents survey sent to G. Mirfin (GM) alongside request for meeting with highways rep. (June). Receipt acknowledged by GM but no progress against promised actions PC can only influence LCC policy. Highways items to be brought together and a meeting requested with Head of highways. *	1	June 23 August 23. And on going 07/09/23	AS/SH/MH AS to draft letter requesting meeting with LCC	
	20 mph speed limit in the village.	Enquiry made to LCC Highways they have historically focused on urban areas.	20mph working group established. OW represents PC. LCC to engage with group to consider recommendations.	1	June 23 and on - going.	Working group comprising OW + another	
	Cyclists going too fast through the village	Contacted a Clitheroe cycling group but got no response.	MH to prepare list of groups. MH/AS to draft letter	2	Sept 23	AS/MH	
	*Traffic mirror required at the top of Whiteacre Lane.	In the past LCC have resisted requests for mirrors (other than those placed on private property).	Ask LCC whether policy has changed (*ref. LCC meeting)	1	07/09/23	AS to draft letter	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc).	PC submitted a request for vehicle length limitation sign (ref: 407710 Nov 22). LCC rejected a request for extra signage sent in by a resident. Rated amber as no response from highways.	Contact made with LCC (June 23). They do not recognise the need for additional signage. They will not take further action. We believe that LCC do not understand the actual situation (*ref LCC meeting)		Nov/Dec 22 June 23 07/09/23	SH / residents AS to draft letter	
	More grit boxes required.	LCC refused to fund grit box at end of Moor Lane	PC will provide a grit box at Moor Lane which will be filled and refilled by LCC. PC to prepare ground for location of grit box	2	Autumn 2023	MH to advise LCC when purchase in place SH	
Parking (22)	Double yellow lines at end of Moor Lane and around Coronation Garden required to allow access to single carriage highway.	In the past PC have been concerned about the use of double yellow lines as this only moves the problem to other areas of the village	No further action (ref: comments and actions up to Dec. 22)	3			
	Parking at Freemasons required.	No land is available and LCC had previously stated that there should be no further expansion of the business Despite the PC's best efforts and the recommendations	Discuss with FM management. Seems like an intractable problem unless farmland is bought and converted into parking... there	3		SH	

Action Plan for 06/09/2023 meeting.

Table 1.					Actions		
Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable							
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
		of LCC, RVBC appears to be unable to control the expansion of the business.	would be a lot of resistance to this amongst many residents.				
Public and dog bins (18)	More public and dog waste bins required.	Raised at the last RVBC Parish Council Liaison Meeting. When we know RVBC intentions we can prepare an action.	RVBC have stated (A. Dent) that they will not install or empty any new bins. If PC installs bins the PC will have to arrange for disposal. PC to encourage "take it home" message and monitor situation/ views of residents. Signs in place on Old Back Lane	2	June 23	RVBC contacted by SH	
Road surface / markings (12)	Wiswell Lane road resurfacing required. <i>The location needs clarification. Wiswell Lane above the A671 is Wiswell Shay; Wiswell Lane below the A671 is Wiswell Lane.</i>	New road markings recently added. PC monitors the condition of Wiswell Lane within Wiswell. The markings may relate to the A671.	PC to continue to have highway issues as an item on all agendas. (*ref LCC meeting).	2	07/09/23	AS to draft letter	
Activities for Children (6)	No specific comments	There is no land available facilities are available in Barrow and Whalley	Whilst 6 residents highlighted there is a view that overall demand is limited.	3		All	
Street lighting (5)	To retain village character, avoid LED lighting.	LCC's policy is to convert to LED lighting. Heritage	Continuing policy of "soft" bulbs for heritage	3	On going	AS	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
		lampposts (Pendleton Road) have retained "soft" bulbs.	lampposts to retain character. The fifth column on Old Back Lane was changed last year, if this lamp is not soft white PC will discuss with LCC				
PROW / Open spaces (5)	Pavement from junction to Oakhill required.		Hedge trimming required. Canvass LCC to explore viability of footpath, safe pedestrian access to and from Whalley. (*ref LCC meeting)	2	07/09/23	AS to draft letter	
	Lack of footpaths alongside Wiswell Lane.	Wiswell is classed as a rural village with conservation regulations - footpaths not a possibility on highway.	No further action	2			
	Remove obstruction to Vicarage Fold.	Attempts made to seek clarification from RVBC / LCC have so far met with limited success. The PC approved an application for a BOAT (Byway Open to All Traffic) but did not submit it due to the amount of similar work	Owner of Vicarage House is continuing with this, PC to stay in contact. PC has supported the application for the definitive map change.	2		LCC prompted by AS /MH in support of local residents.	

Action Plan for 06/09/2023 meeting.

Table 1.					Actions		
Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable							
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
		being done by the owner of Vicarage House.					
Boundary stones / finger posts / signage and notice boards (2)	Whalley and Barrow signs don't match. New Wiswell sign (Whalley) not in keeping with village character (view of several residents).	Finger posts were restored using the original destinations and painted in Different styles to reflect the different standards which were applied over the years. The 'new' boundary stones, demonstrate that the village continues to evolve, particularly outside the Conservation Area.	No further action	4		SH/AS	
Garden areas and flower beds (1)	Better maintenance of hedgerows.	Split into residential properties, farmers' hedges and LCC verges. These are monitored and, if appropriate, reported. Most domestic hedges are kept at a reasonable height. Farmers' boundary hedges are more variable.	The PC report cases of vegetation encroaching on the highway to LCC/RVBC and will continue to do so. Parishioners should raise issues about loss of light. PC to encourage trimming	3		All	
Seating/benches/ picnic areas (0)	No specific comments		Continue with rolling program of maintenance and confirmation of ownership with RVBC. Four benches restored	N	June – August 2023 and ongoing	SH	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Planning matters. Priority Action: Nominate member of PC to take responsibility for co-ordinating response to planning issues.	Control the expansion of the Freemasons public house.	PC have monitored and formally responded to planning developments in support of issues raised by residents.	Continue to monitor and respond to all developments. Continue to develop positive relationship with management to address concerns raised by residents. Continue to monitor outstanding enforcement issues	N	On going	RVBC All	
	Unable to get planning permission		Offer support / advice (if appropriate) to residents. Encourage residents to enlist the services of an experienced planning agent	3		All	
	Development opposite Robin Hill (complaint to MP and Planning enforcement).	PC support and liaise with planning enforcement on behalf of residents.	Continued support. Invite member of RVBC's Planning Enforcement Team to village to discuss issues. Note sent by planning enforcement to return land to original permissions ... owner is appealing and has tidied up site	2	January 2023 – and on going	*RVBC MH/ SH/AS	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Retain the character of the village, block undesirable development.	Regular review of all village planning matters – weekly list circulated by Clerk	Continue to review all planning applications. Provide support for individual residents as within the constraints of PC powers to influence. PC to clarify with RVBC what Conservation Areas mean in 2023. Their documents have not been updated for some time.	N	On going	All	
Social / Parish Matters	Opportunities for villagers to meet up.	Successful platinum jubilee and carol singing event in 2022.	“Social” group established to plan events for 2023 - Quiz night summer Coronation social. consideration of “guided walks” Guided walk June 23 Elders event delivered in July	1	Summer 23 and ongoing	SH/OW/SC plus residents (Mike C Paul M)	
	Buy old garage and convert into village amenity.	The viability of village hall discussed over the years. Cost and upkeep have proved prohibitive.	PC Clerk given approval to explore funding opportunities to convert old buildings / establish village halls	N	PC meeting July 23	All	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Welcome pack for new residents.	RVBC contacted by SH. All information now on web site - no use of physical welcome packs.	PC to consider viability, what should we include. What to signpost in terms of RVBC web site. Consider visit by PC member 1-2 weeks after arrival.	3		All	
	Condolence cards from village.		PC consider that this is a very personal matter but on rare occasions when a 'corporate' message would be appropriate e.g., a longstanding PC member. No further action	3			
	Re-instatement of library in phone box	Successful lending library has operated in the past.	Spring / summer-complete renovations and reinstate library. Look at other uses as library not suitable outside April – October as books get damp.	3	Estimate for work and go ahead given on 2 nd April 2023	SH	
	Noise, smell, lighting and out of hours operation, have all been raised by residents living near the Freemasons public house.	PC have acted in accordance with issues raised by residents.	Continue to develop a positive relationship with management to resolve issues, where this fails liaise with appropriate	4	On going	*RVBC SH to liaise with residents	

Action Plan for 06/09/2023 meeting.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			RVBC's Environmental Health and Licensing Departments and other agencies as appropriate.			local to FM	

- White lines at A59/A671 junction
- Vegetation management on A59 and A671
- Visibility of road signs (linked to vegetation management)
- Cleaning of central reservation on A59
- Love Clean Streets (LCC initiative including use of App)
- Fault reporting
- Parish Charter
- Street lighting (praise for quick response)

Agenda Item 12

For Information



Meeting Date:	6 September 2023
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting that relate to Wiswell.

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

2. Weekly applications relating to Wiswell:

- 7 July: See below:

3/2023/0512	Variation of Condition	Development Description:	Grid Reference
DATE VALID: 21/06/2023	Development Address: 23 Pendleton Road Wiswell BB7 9DD	Demolition of existing single storey extension to rear and existing garage. Erection of new two storey extension to side and single storey extension to rear. Proposed new driveway and entrance gate (pursuant to variation of condition 2 (materials) from planning permission 3/2017/0889 to change the external wall finish from natural stone to white render.)	374637 437491
Officer:	Emily Pickup 01200 425111		

- 14 July: There were no applications.
- 21 July: There were no applications.
- 28 July: See below:

3/2023/0566	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 19/07/2023	Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	Proposed new vehicular access. Resubmission of application 3/2023/0038.	375224 438207
Officer:	Ben Taylor 01200 425111		

- 4 August: There were no applications.
- 11 August: There were no applications.
- 18 August: There were no applications.
- 25 August: See below:

3/2023/0590	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 16/08/2023	Development Address: Wiswell Manor Pendleton Road Wiswell BB7 9BZ	Proposed free-standing solar panel array to the back of the existing earthworks bund with associated solar battery backup storage building.	375118 438101
Officer:	Ben Taylor 01200 425111		

3. Weekly decisions relating to Wiswell.

- 30 June: None.
- 7 July: None.
- 28 July: None.
- 4 August: See below.

3/2023/0223	Wiswell		Grid Reference
	Applications for full consent	Development Description:	374647 437205
Decision Date: 04/08/2023	Development Address: Hillside Moor Lane Wiswell BB7 9DG	Replacement dwelling and relocation of vehicle access.	
Officer:	Ben Taylor		
Decision Type:	APPROVED WITH CONDITIONS		

- 11 August: None.
- 18 August: None.

4. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

Meeting Date:	6 September 2023
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor S. Houghton.

Appendix 2 - Councillor A. Scholfield

Appendix 3 - Councillor O. M. Wrightson

3. Members are recommended:

To consider the reports.

Since our last meeting I am pleased to report:

- The successful delivery of a village elders event catering for about 10 of our more senior residents. With many thanks to Oi Mei and Michael Wrightson for hosting and to Sarah Clemson for marketing the event so effectively and sensitively. In addition, many thanks to Geoff Carter for entertaining the group with anecdotal stories of his life as a rural GP.

The Council has received notes of thanks from several who attended, along with a request for more meetings of this type.

- The refurbishment of a further three wooden benches within the village to complement the refurbishment of the Druce Barlow memorial bench which was completed in June. With many thanks to Edmund Sandham for his unstinting practical and technical support.
- The refurbishment of the wooden surround to the war memorial flower trough (again thanks to Edmund Sandham)
- Approval from Helen Thornber to host the “Tommy Silhouette”. The Tommy has been purchased and will put in place during the months of October and November.
- The purchase of £117 worth of bulbs to be delivered in September 2023. Maureen Robinson and Sarah Yeowart have toured the village to choose suitable planting locations. It is Sarah’s wish to enlist the support of a team of village volunteers to help with the planting.
- So far, the following residents have agreed to host the open garden event in the summer of 2024. Bobby and Catherine, Geoff Carter, Nigel and Gloria, Gregg and Rose Earnshaw. I will have spoken to everybody before the end of September (Maureen and Malcolm, Judith and Alan, Sue and Alistair, Francis, Edmund and Jean are on my list.... There may be others to be included). Received wisdom from the gardening community suggests that mid-June would be the best bet.
- With apologies..... I have been unsuccessful in completing the interior repainting of the telephone box within the hoped for timescale.

Dates for the Social Calendar:

Date	Event	Thanks to:
16 October	Quiz Night.	Paul Marlow
7 December	Ladies Christmas meal.	Cllr. Sarah Clemson
8 December	Gentlemen’s Christmas lunch.	Mike Cavanagh
18 December	Christmas Carols, followed by a pie supper.	Mike Cavanagh and The Freemasons

Since our last meeting I can report:

- **Litter picking** has continued, usually every two weeks when at home. It is pleasing to note that current levels are relatively low.
- Liaison has continued with LCC on dead and fallen **trees**, using both personal contact and the Love Clean Streets application. The promised meeting with LCC for them to provide a follow-up on what actions they propose, if any, has not yet taken place. The locations are A671 towards Bramley Meade roundabout, Moor Lane and Whiteacre Lane.

Branches overhanging the open land on Moor Lane and Pendleton Road were cut back and cleared by Councillors Scholfield and Houghton.

- The **Lengthsman** has continued through his probationary period although he has not been able to spend as much time in the village as we had hoped. More time should come available during September. Special attention will be given to the **PROWs** (footpaths) which lead onto and across the A59 between Whiteacre Lane and the Bramley Meade roundabout. The numerous minor items from the list around signs and benches will be picked up soon. No weed killing has been done but training is envisaged.
- For **LCC Highways**, the new Love Clean Streets App is not working as well as the old Report It system and we still have the nonsensical situation that 'completed' still relates to administration and not physical work. A report has been submitted requesting clearance of the dyke to the left of the entrance to Clerk Wood Close.
- A resident reported foul material coming up through a drain cover on Pendleton Road after heavy rain. It was reported to **United Utilities** (UU) who responded quickly on the Sunday, used a camera and found a restriction due to tree roots. This was cleared by high pressure water. UU maintained good contact and the drain cover may be improved.
- **Whalley Educational Foundation** - the draft minutes of the meeting of 17 July were circulated on 28 July. The outcome of the grant application for £40,000 is not yet available.
- **Joint Burial Committee** - the second meeting of the reconstituted committee has not yet been fixed but the burial ground is continuing to function with routine work currently shared by the Chairman and Clerk of Whalley Parish Council.
- **Village Tidiness** - please take every opportunity to discuss with residents and encourage them to help by doing what they can outside their gardens. The Parish Council can offer help if necessary.
- For **Vicarage Fold** - application to change the Definitive Map - further discussions were held with the resident who submitted the application.

Actions from the Traffic and Road Safety Working Group.

By the end of September 2023, the Parish Council need to identify roads where they would like traffic calming measures implemented, choose a preferred traffic calming measure and map these using Google maps, photos and completing a proforma.

The Clerk and I will arrange a time to do this and would like to invite one other Parish Councillor to join us.