



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 6 March 2024**, 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 Meetings held on 10 January 2024 and the Extraordinary Council Meeting held on 9 February 2024.**
- 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.
  - Schedule of Payments as set out in the report.
  - Reconciliation of Receipts and Payments as shown in the report.
- 6. Risk Management Policy and Register.**  
Report of the Clerk (enclosed) updating members on the Council's Risk Policy and Register and to seek approval of the Policy and Register.
- 7. Re-adoption of the Parish Council's Standing Orders.**  
Report of the Clerk (enclosed) for members to re-adopt the Council's Standing Orders as set out in Appendix 1 to the Report.
- 8. Grant Application.**  
Verbal update (from the Chair) on the Council's recent application for funding from the Rural England Prosperity Fund.

## **ITEMS for INFORMATION**

- 9. Update on Actions from Previous Meetings.**  
Report of the Clerk (enclosed) updating members on actions arising from the last meeting and outstanding actions from previous meetings.
- 10. Planning Report.**  
Report of the Clerk (enclosed) for members to consider planning matters since the previous meeting.

### **11. Councillor Reports.**

Reports from Councillors (enclosed).

### **12. Annual Meeting of the Parish Council (8 May 2024).**

For Information:

As members will no doubt be aware, at the 8 May 2024 Annual Meeting of the Parish Council, members will be required to elect a Chair and Vice Chair for the following 12 months.

Any member wishing to be considered for nomination for either position but is unable to attend the meeting should inform the Clerk, as they can be elected in their absence. In such a case the Council would need to pass a resolution to allow the Declaration of Office Forms to be signed at a later date.

Members who are present at the meeting can put forward their nomination at the meeting.

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.

### **13. 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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### **Future Council Meetings:**

- Wednesday 8 May

### **Other meetings requiring Member attendance:**

### **Parish Council Liaison Meetings:**

- Thursday 11 April

## Parish Council Meeting – Draft Minutes

|                         |  |                        |       |
|-------------------------|--|------------------------|-------|
| <b>Date:</b>            | 10 January 2024  |                        |       |
| <b>Place:</b>           | Pendleton Village Hall.  |                        |       |
| <b>Present:</b>         | Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson, J. Pursglove and O. M. Wrightson.                                     |                        |       |
| <b>In attendance:</b>   | Clerk to the Parish Council: Mike Hill, Borough Councillors D. Birtwhistle and L. Street (from 19:10) and Parishioner M. Robinson. |                        |       |
| <b>Meeting started:</b> | 18:30  | <b>Meeting closed:</b> | 20:15 |

### Minute Reference 240122/

#### 1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

#### 2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 NOVEMBER 2023.

The minutes were approved as a correct record 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.

Parishioner Maureen Robinson was in attendance.

#### 5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the payments in the table below.

| #              | Ref.         | Payee                    | Description                                   | Gross<br>£      | Vat<br>£     | Net<br>£        | Due<br>Date | Area of<br>Spend |
|----------------|--------------|--------------------------|---|-----------------|--------------|-----------------|-------------|------------------|
| 1              | DByrne       | Cllr. Houghton           | Phone box refurbishment gift                  | 7.99            | 0.00         | 7.99            | Paid        | Amenity Maint.   |
| 2              | 03-2023      | Clerk                    | Three months expenses                         | 161.00          | 0.00         | 161.00          | Paid        | Staff Costs      |
| 3              | A14895213094 | Screwfix                 | Purchase of grit bin                          | 215.00          | 35.70        | 179.30          | Paid        | Sundry Expenses  |
| 4              |              | Cllr. Wrightson          | Plants (Bents)                                | 29.90           | 4.98         | 24.92           | Paid        | Ground Maint.    |
| 5              |              | SL Yeowart               | Plants (Homebase)                             | 8.00            | 1.33         | 6.67            | Paid        | Ground Maint.    |
| 6              | LCO02800     | Clear                    | Council Insurance                             | 516.84          | 0.00         | 516.84          | Paid        | General Costs    |
| 7              | Direct Debit | Easy Websites (December) | Provision of website and email hosting        | 56.39           | 9.40         | 46.99           | Paid        | Website/Emails   |
| 8              |              | Cllr. Houghton           | Purchase of Christmas Tree (Doves Sykes Nurs) | 350.00          | 0.00         | 350.00          | Paid        | Sundry Expenses  |
| 9              |              | Alan Pursglove           | Refurbishment of phonebox (ebay)              | 6.99            | 1.16         | 5.83            | Paid        | Amenity Maint.   |
| 10             |              | Clerk                    | Three months salary                           | 990.10          | 0.00         | 990.10          | Paid        | Staff Costs      |
|                |              | HMRC                     | Income Tax                                    | 247.40          | 0.00         | 247.40          | 22/01/23    | Staff Costs      |
| <b>Totals:</b> |              |                          |   | <b>2,589.61</b> | <b>52.57</b> | <b>2,537.04</b> |             |                  |

## **6. GRANT APPLICATION.**

Councillor Houghton updated members on the Council's application for funding from the Rural England Prosperity Fund (REPF) which resulted in a general discussion on individual elements of the application, especially the use of the telephone box as a pop up 'Art Exhibition', issues associated with installing an EV charging point and the use of stiles and gates.

RESOLVED THAT COUNCIL:

That before any final submission to RVBC, members are given the option to review the:

- a. Received quotes.
- b. Historical context of the bid.
- c. Permissions/observations from any councils/agencies that may or could be impacted/affected by the Council's plans.

## **7. STATE OF THE VILLAGE.**

Members discussed at length how best to encourage parishioners to take care of their gardens, especially those properties that have hedges, trees, or verges that have a negative visual impact on the overall state of the village.

RESOLVED THAT COUNCIL:

Approved the issue of a 'Keep the Village Tidy' leaflet to be issued in March/April 2024.

*Note this is an action for Councillor Clemson.*

## **8. BEST KEPT VILLAGE COMPETITION.**

Members had little enthusiasm for entering the 2024 competition and stated it may be in a better position to enter the 2025 competition, once it is known whether the Council has been successful in its REPF grant application and the level of interest and support demonstrated by residents.

RESOLVED THAT COUNCIL:

- a. Will not enter the 2024 competition.
- b. Will consider entering the 2025 competition at its meeting in January 2025.

## **9. LENGTHSMAN SCHEME.**

Councillor Scholfield updated members on the current Lengthsman Scheme and noted that overall, he was satisfied with the service being provided, but would continue to monitor the work being carried out by the Lengthsman.

RESOLVED THAT COUNCIL:

Agree:

- a. To continue to participate in the current Lengthsman Scheme.
- b. That Councillor Scholfield continues to monitor the scheme and the performance of the current Lengthsman.

## **10. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.**

- It was noted that parishioners are becoming frustrated with vehicles being double parked, which apart from the inconvenience to parishioners, it could prevent hinder the progress of emergency service vehicles.
- It was also noted that two Parishioners have agreed to paint the bollards near their property if the Council would pay for the paint.

RESOLVED THAT COUNCIL:

- a. Agree to purchase the bollard paint.
- b. Investigate purchasing and installing 'Considerate Parking' signs at the most appropriate village locations.

**11. PLANNING REPORT.**

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. Members discussed planning matters in general and several applications.

RESOLVED THAT COUNCIL:

Agreed to enrol Councillor Houghton on a LALC Planning Course.

**12. COUNCILLOR REPORTS.**

Councillor Houghton updated his report and noted:

- a. That the Open Garden Event and Summer Social will take place on 29 June 2024.
- b. There will be a meeting of the Resident Community Group on 22 January 2024.

**Dates of future scheduled meetings:**

6 March and 8 May.

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

Signed by Chair.

Date.

## Extraordinary Meeting of the Parish Council – Draft Minutes

|                         |  |                        |       |
|-------------------------|--|------------------------|-------|
| <b>Date:</b>            | 09 February 2024   |                        |       |
| <b>Place:</b>           | Barrow Brook Industrial Park, Barrow.  |                        |       |
| <b>Present:</b>         | Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson and J. Pursglove |                        |       |
| <b>In attendance:</b>   | Clerk to the Parish Council: Mike Hill.                                      |                        |       |
| <b>Meeting started:</b> | 14:30  | <b>Meeting closed:</b> | 16:05 |

### Minute Reference 240209/

#### 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Wrightson.

#### 2. APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD ON 22 JANUARY 2024.

These 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.

There was no public participation.

#### 5. APPOINTMENT OF HR PARTNERS LTD (HRP).

The Clerk presented a report requesting Members to consider the appointment of HRP, a human resource service provider based in Clitheroe, to represent the Parish Council at the forthcoming Employment Tribunal (ET) Dispute Resolution Meeting (currently scheduled for 21 May 2024) and on all employment matters concerning Wiswell Parish Council leading up to the Dispute Resolution Meeting.

The Clerk reminded Members that:

- HRP currently represent Whalley Parish Council on employment matters including the ET cases that will be heard at the 21 May Dispute Resolution Meeting.
- At an Extraordinary Parish Council meeting held on 22 January 2024, the Council agreed to share relevant employment information with HRP.

**RESOLVED THAT COUNCIL:**

**Agree:**

- a. To appoint HR Partner Ltd. to represent the Parish Council at the forthcoming Employment Tribunal Dispute Resolution Meeting and on all employment, matters concerning Wiswell Parish Council leading up to the Dispute Resolution Meeting.
- b. To cap expenditure with HR Partner Ltd.
- c. That Councillor Scholfield continues to liaise with Whalley Parish Council on matters concerning the preliminary hearings, and the apportionment of costs.

**PARISH COUNCIL MEETING DATES:**

- 6 March
- 8 May.

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

Signed by Chair.

Date.

## Agenda Item 5

### **For Decision**



Meeting Date: 06/03/2024

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 and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.



## Schedule of payments to be considered for approval.

| #              | Ref.        | Payee            | Description                               | Gross<br>£    | Vat<br>£     | Net<br>£      | Due<br>Date | Area of<br>Spend   |
|----------------|-------------|------------------|---|---------------|--------------|---------------|-------------|--------------------|
| 1              | Co-op       | Cllr. Scholfield | Christmas Festivities                     | 56.29         | 0.00         | 56.29         | Paid        | Sundry<br>Expenses |
| 2              |             | Easy Websites    | Provision of email and website hosting.   | 60.95         | 10.16        | 50.79         | Paid        | Admin.<br>Expenses |
| 3              | WPC 04-2023 | Clerk            | Three months expenses to end of Dec. 2023 | 119.40        | 0.00         | 119.40        | Paid        | Admin.<br>Expenses |
| 4              | ZB299158    | ICO              | Data Protection Fee - Renewal             | 40.00         | 0.00         | 40.00         | Paid        | Admin.<br>Expenses |
| <b>Totals:</b> |             |                  |   | <b>276.64</b> | <b>10.16</b> | <b>266.48</b> |             |                    |

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

| Bank       |                 |                         | Income Streams |           |             |              |        | Totals    |
|------------|-----------------|-------------------------|----------------|-----------|-------------|--------------|--------|-----------|
| Date       | Reference       | Details                 | RVBC Precept   | VAT Repay | RVBC Grants | Other Grants | Sundry |           |
| 11/04/2023 | accy052286      | Precept 2023/24         | 7,965.00       |           |             |              |        | 7,965.00  |
| 17/04/2023 | accy052367      | Coronation Grant        |                |           | 500.00      |              |        | 500.00    |
| 12/05/2023 | 3091401uu       | LCC Bio-diversity Grant |                |           |             | 300.00       |        | 300.00    |
| 27/09/2023 |                 | Residents Fund          |                |           |             |              | 543.65 | 543.65    |
| 10/11/2023 | 235618          | LCC Bio-diversity Grant |                |           |             | 300.00       |        | 300.00    |
| 13/12/2023 | XXV126000100388 | HMRC VTR                |                | 513.30    |             |              |        | 513.30    |
| Total:     |                 |                         | 7,965.00       | 513.30    | 500.00      | 600.00       | 543.65 | 10,121.95 |

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

DD = Direct Debit

|          |  | Staff Costs (Clerk) |        |                     | Administration Expenses |                 |               | Amenity Expenses |                |                 |               |       | Total  |
|----------|--|---------------------|--------|---------------------|-------------------------|-----------------|---------------|------------------|----------------|-----------------|---------------|-------|--------|
| Dates    | Details  | Salary              | HMRC   | Home Use & Expenses | General Admin.          | Website/ emails | General Costs | Ground Maint.    | Amenity Maint. | Sundry Expenses | Resident Fund | VAT   |        |
| 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)              |                     |        |                     |                         |                 |               | 26.61            |                |                 |               | 5.32  | 31.93  |
| 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  |
| 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  |

|          |  | 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 | Resident Fund | VAT   | Total    |
| 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     |
| 01/09/23 | Easy Websites                                    |                     |        |                     |                         | 50.99           |               |                  |                |                 |               | 10.20 | 61.19    |
| 28/09/23 | Iron bench - refurbishment (Dawsons)             |                     |        |                     |                         |                 |               |                  | 19.00          |                 |               |       | 19.00    |
| 28/09/23 | Iron bench - paint                               |                     |        |                     |                         |                 |               |                  | 20.00          |                 |               | 4.00  | 24.00    |
| 29/09/23 | Clerk three months salary                        | 1,020.00            |        |                     |                         |                 |               |                  |                |                 |               |       | 1,020.00 |
| 30/09/23 | Unity Bank Service Charge (3 months) DD          |                     |        |                     | 18.00                   |                 |               |                  |                |                 |               |       | 18.00    |
| 02/10/23 | Easy Websites                                    |                     |        |                     |                         | 50.99           |               |                  |                |                 |               | 10.20 | 61.19    |
| 12/10/23 | HMRC Cumbernauld                                 | 255.00              |        |                     |                         |                 |               |                  |                |                 |               |       | 255.00   |
| 23/10/23 | PM+M Solutions - Payroll Services. (3 months) DD |                     |        |                     | 27.75                   |                 |               |                  |                |                 |               | 5.55  | 33.30    |
| 01/11/23 | Easy Websites                                    |                     |        |                     |                         | 50.99           |               |                  |                |                 |               | 10.20 | 61.19    |
| 14/11/23 | LALC - Training                                  |                     |        |                     |                         |                 | 70.00         |                  |                |                 |               |       | 70.00    |
| 14/11/23 | Cllr. Houghton (phone box) D Bryne and Co.       |                     |        |                     |                         |                 |               |                  | 7.99           |                 |               |       | 7.99     |
| 14/11/23 | Clerk - three months expenses                    |                     |        | 161.00              |                         |                 |               |                  |                |                 |               |       | 161.00   |
| 14/11/23 | Grit Bin (Screwfix)                              |                     |        |                     |                         |                 |               |                  |                | 179.30          |               | 35.70 | 215.00   |
| 14/11/23 | Cllr. Wrightson (plants Bents)                   |                     |        |                     |                         |                 |               | 24.92            |                |                 |               | 4.98  | 29.90    |
| 14/11/23 | SL Yeowart (plants Homebase)                     |                     |        |                     |                         |                 |               | 6.67             |                |                 |               | 1.33  | 8.00     |
| 15/11/23 | Clear Insurance                                  |                     |        |                     |                         |                 | 516.84        |                  |                |                 |               |       | 516.84   |
| 01/12/23 | Easy Websites                                    |                     |        |                     |                         | 46.99           |               |                  |                |                 |               | 9.40  | 56.39    |
| 04/12/23 | Cllr. Houghton Christmas tree                    |                     |        |                     |                         |                 |               |                  |                | 350.00          |               |       | 350.00   |
| 04/12/23 | Alan Pursglove (Phone box repair Motorsavers)    |                     |        |                     |                         |                 |               |                  | 5.83           |                 |               | 1.16  | 6.99     |
| 29/12/23 | Clerk - three months salary                      | 990.10              |        |                     |                         |                 |               |                  |                |                 |               |       | 990.10   |
| 31/12/23 | Unity Bank Service Charge (3 months) DD          |                     |        |                     | 18.00                   |                 |               |                  |                |                 |               |       | 18.00    |
| 02/01/24 | Easy Websites                                    |                     |        |                     |                         | 50.79           |               |                  |                |                 |               | 10.16 | 60.95    |
| 15/01/24 | HMRC Cumbernauld                                 |                     | 247.40 |                     |                         |                 |               |                  |                |                 |               |       | 247.40   |
| 24/01/24 | PM+M Solutions - Payroll Services. (3 months) DD |                     |        |                     | 27.75                   |                 |               |                  |                |                 |               | 5.55  | 33.30    |
| 29/01/24 | Cllr. Scholfield (Christmas Festivities)         |                     |        |                     |                         |                 |               |                  |                | 56.29           |               |       | 56.29    |

|          |                               | 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 | Resident Fund | VAT    | Total    |
| 01/02/24 | Easy Websites                 |                     |        |                     |                         | 50.79           |               |                  |                |                 |               | 10.16  | 60.95    |
| 23/02/24 | ICO Data Protection           |                     |        |                     |                         |                 | 40.00         |                  |                |                 |               |        | 40.00    |
| 26/02/24 | Clerk - Three months expenses |                     |        | 119.40              |                         |                 |               |                  |                |                 |               |        | 119.40   |
|          | TOTALS                        | 3,165.10            | 697.40 | 565.00              | 165.00                  | 556.49          | 880.97        | 233.62           | 99.10          | 1,419.59        | 0.00          | 245.57 | 8,027.84 |

Check: 8,027.84

## Reconciliation of Receipts and Payments

|   |        |   |
|---|--------|---|
|   | £      |   |
| Balance brought forward at 1st April 2023:      | 6,007  |   |
| Add total <b>receipts</b> to date:              | 10,122 |   |
| Less total <b>payments</b> to date:             | 8,028  |   |
| <b>Balance:</b>                                 | 8,101  | <i>If these two figures are different an explanation is required.</i> |
|   | £      |   |
| Unity Trust Bank Account - Balance at 26/02/24: | 8,101  |   |

# Comparisons as at 26/02/24

|   | FINAL<br>ACCOUNTS<br>2022/23 | AGREED<br>BUDGET<br>2023/24 | ACCOUNTS<br>TO DATE<br>2023/24 |
|---|------------------------------|-----------------------------|--------------------------------|
| <b>INCOME</b>                           | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| RVBC Precept:                           | 7,024                        | 7,965                       | 7,965                          |
| RVBC Concurrent Grant:                  |                              | 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                         | 513                            |
| Sundry and Other Income:                | 243                          | 0                           | 600                            |
| <b>Residents Fund</b>                   | <b>0</b>                     | <b>0</b>                    | <b>544</b>                     |
|   | <b>7,435.60</b>              | <b>8,833</b>                | <b>10,122</b>                  |
| <b>EXPENDITURE</b>                      |                              |                             |                                |
| <b>Staff Costs:</b>                     | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Clerk's salary:                         | 2,963                        | 3,600                       | 3,165                          |
| Home use, expenses and mileage:         | 293                          | 604                         | 565                            |
| HMRC:                                   | 516                          | 900                         | 697                            |
|   | <b>3,772.01</b>              | <b>5,104</b>                | <b>4,428</b>                   |
| <b>Administration Expenses:</b>         | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Consumables (Ink and Paper etc):        | 86                           | 100                         | 54                             |
| Website hosting and emails:             | 902                          | 735                         | 556                            |
| Microsoft 365 Licence subscription:     | 0                            | 200                         | 0                              |
| Payroll and Bank Service Charges:       | 241                          | 205                         | 165                            |
| Other website expenses:                 | 0                            | 0                           | 0                              |
| GDPR, IT set-aside:                     | 40                           | 40                          | 40                             |
| Insurances:                             | 382                          | 400                         | 517                            |
| Audit:                                  | 200                          | 200                         | 200                            |
| Room hire:                              | 0                            | 60                          | 0                              |
| Training books etc:                     | 0                            | 0                           | 70                             |
|   | <b>1,851</b>                 | <b>1,940</b>                | <b>1,602</b>                   |
| <b>Amenity Expenses:</b>                | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Grnd Maint. Parish lengthsman scheme:   | 0                            | 500                         | 0                              |
| Grnd. Maint. Coronation Garden:         | 230                          | 250                         | 234                            |
| Amenity Maint. Noticeboard and Benches: | 0                            | 200                         | 85                             |
| Amenity Maint. Phonebox:                | 0                            | 50                          | 14                             |
| Other expenditure:                      | 0                            | 250                         | 0                              |
|   | <b>230</b>                   | <b>1,250</b>                | <b>333</b>                     |
| <b>Sundry Expenses:</b>                 | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| 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                         | 350                            |
| Remembrance Sunday:                     | 25                           | 25                          | 168                            |
| Contingency:                            | 0                            | 500                         | 0                              |
| Other Sundry expenditure:               | 725                          | 100                         | 851                            |
|   | <b>915</b>                   | <b>1,086</b>                | <b>1,420</b>                   |
| <b>RESIDENTS FUND:</b>                  | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Expenditure:                            | 0                            | 0                           | 0                              |
| <b>VAT on Expenses to be Reclaimed:</b> | <b>318</b>                   | <b>300</b>                  | <b>245.6</b>                   |
| <b>Total Expenditure:</b>               | <b>£ 7,087</b>               | <b>£ 9,680</b>              | <b>£ 8,028</b>                 |
| <b>SUMMARY:</b>                         | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Income:                                 | 7,436                        | 8,833                       | 10,122                         |
| Expenditure:                            | (7,087)                      | (9,680)                     | (8,028)                        |
|   | <b>349.07</b>                | <b>(847)</b>                | <b>2,094</b>                   |
| <b>BALANCE:</b>                         | <b>£</b>                     | <b>£</b>                    | <b>£</b>                       |
| Balance brought forward at 1 April:     | 5,514                        | 5,514                       | 6,007                          |
| Add surplus / less deficit from year:   | 493                          | (847)                       | 2,094                          |
| Balance carried forward:                | <b>6,007</b>                 | <b>4,667</b>                | <b>8,101</b>                   |

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

|         |                       | Actual Income to Date 2023/24 |          |        |      |      |        |      |        |        |      |      | Forecast |        |
|---------|-----------------------|-------------------------------|----------|--------|------|------|--------|------|--------|--------|------|------|----------|--------|
| INCOME  | Stream                | April                         | May      | June   | July | Aug  | Sept   | Oct  | Nov    | Dec    | Jan  | Feb  | March    | Total  |
| 1       | RVBC Precept          | Precept                       | 7,965.00 |        |      |      |        |      |        |        |      |      |          | 7,965  |
| 2       | RV in Bloom           | RVBC Grant                    |          |        |      |      |        |      |        |        |      |      |          | 0      |
| 3       | HMRC VAT Return       | VAT Repay                     |          |        |      |      |        |      |        | 513.30 |      |      |          | 513    |
| 4       | Concurrent Funding    | RVBC Grant                    |          |        |      |      |        |      |        |        |      |      |          | 0      |
| 5       | RVBC Coronation Grant | RVBC Grant                    | 500.00   |        |      |      |        |      |        |        |      |      |          | 500    |
| 6       | Residents Fund        | RF                            |          |        |      |      | 543.65 |      |        |        |      |      |          | 544    |
| 7       | Other funding         | LCC                           |          | 300.00 |      |      |        |      | 300.00 |        |      |      |          | 600    |
| Totals: |                       | 8,465.00                      | 300.00   | 0.00   | 0.00 | 0.00 | 543.65 | 0.00 | 300.00 | 513.30 | 0.00 | 0.00 | 0.00     | 10,122 |

|             |                         | Actual Expenditure to Date 2023/24 |        |          |        |        |          |        |          |          |        |        | Forecast |          |
|-------------|-------------------------|------------------------------------|--------|----------|--------|--------|----------|--------|----------|----------|--------|--------|----------|----------|
| 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    | 56.39    | 60.95  | 60.95  | 60.95    | 729      |
| 21          | LALC Subs. & Training   | Sundry Exp.                        |        | 50.74    |        |        |          |        | 70.00    |          |        |        |          | 121      |
| 22          | Coronation Celebration  | Sundry Exp.                        |        | 407.63   | 37.97  |        |          |        |          |          |        |        |          | 446      |
| 23          | AER Accountant          | Admin. Exp.                        |        | 200.00   |        |        |          |        |          |          |        |        |          | 200      |
| 24          | Office Consumables      | Admin. Exp.                        |        |          |        | 64.95  |          |        |          |          |        |        |          | 65       |
| 25          | Clerk Salary            | Staff Costs                        |        |          | 900.00 |        | 1,020.00 |        |          | 990.10   |        |        | 990.10   | 3,900    |
| 26          | Defibrillator           | Sundry Exp.                        |        |          |        |        |          |        |          |          |        |        |          | 0        |
| 27          | Unity Bank: Service Fee | Admin. Exp.                        |        |          | 18.00  |        | 18.00    |        |          | 18.00    |        |        | 18.00    | 72       |
| 28          | HMRC Income Tax         | Staff Costs                        | 225.00 |          |        | 225.00 |          | 255.00 |          |          | 247.40 |        |          | 952      |
| 29          | PM+M Payroll services   | Admin. Exp.                        | 33.30  |          |        | 33.30  |          | 33.30  |          |          | 33.30  |        |          | 133      |
| 30          | Countryside Charity     | Sundry Exp.                        |        |          |        |        |          |        |          |          |        |        |          | 0        |
| 31          | Clerk Expenses          | Staff Costs                        |        | 154.80   |        | 129.80 |          |        | 161.00   |          |        | 119.40 |          | 565      |
| 32          | Coronation Garden etc.  | Amenity Exp.                       |        | 31.92    | 23.00  |        | 214.10   | 43.00  | 37.90    |          |        |        |          | 350      |
| 33          | Insurance               | Admin. Exp.                        |        |          |        |        |          |        | 516.84   |          |        |        |          | 517      |
| 34          | Remembrance Sunday      | Sundry Exp.                        |        |          |        | 201.00 |          |        |          |          |        |        | 25.00    | 226      |
| 35          | ICO GDPR Charge         | Admin. Exp.                        |        |          |        |        |          |        |          |          |        | 40.00  |          | 40       |
| 36          | Phone Box/NB/Grit Bin   | Sundry Exp.                        |        |          |        |        |          |        | 222.99   | 6.99     |        |        |          | 230      |
| 37          | Room Hire               | Admin. Exp.                        |        |          |        |        |          |        |          |          |        |        |          | 0        |
| 38          | Lengthsman              | Grnd Maint                         |        |          |        |        |          |        |          |          |        |        | 750.00   | 750      |
| 39          | Subscriptions           | Sundry Exp.                        |        |          |        |        |          |        |          |          |        |        |          | 0        |
| 40          | Christmas Expenses      | Sundry Exp.                        |        |          |        |        |          |        |          | 350.00   | 56.29  |        |          | 406      |
| 41          | Compensation: Gazebo    | Sundry Exp.                        |        |          |        | 170.00 |          |        |          |          |        |        |          | 170      |
| Totals:     |                         | 319.49                             | 906.28 | 1,040.16 | 885.24 | 275.29 | 1,142.19 | 349.49 | 1,069.92 | 1,421.48 | 397.94 | 220.35 | 1,844.05 | 9,871.88 |



| Forecasts                |        |  |                                 |
|--------------------------|--------|--|---------------------------------|
| 2023/2024                | £      |  | End of Year (March) 2024        |
| Forecast Income          | 10,122 |  | £                               |
| Forecast Expenditure     | 9,872  |  | Balance at 26/02/24             |
| Forecast Balance 2023/24 | 250    |  | Forecast Income - March         |
|                          |        |  | Forecast Spend - March          |
|                          |        |  | Forecast Balance EOY 2023/24    |
|                          |        |  | Forecast balance less Res. Fund |

For reference:

Balance EoY March 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 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75 | 8,719.57 | 8,321.63 |       |
| Income                                  | 0.00     | 8,465.00  | 300.00    | 0.00      | 0.00      | 0.00      | 543.65    | 0.00      | 300.00    | 513.30   | 0.00     | 0.00     |       |
| Expenditure                             | 944.00   | 319.49    | 906.28    | 1,040.16  | 885.24    | 275.29    | 1,142.19  | 349.49    | 1,069.92  | 1,421.48 | 397.94   | 220.35   |       |
| Closing/Interim Balance                 | 6,007.16 | 14,152.67 | 13,546.39 | 12,506.23 | 11,620.99 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75  | 8,719.57 | 8,321.63 | 8,101.28 |       |
| Unity Bank Statements                   | 6,007.16 | 14,152.67 | 13,546.39 | 12,506.23 | 11,620.99 | 11,345.70 | 10,747.16 | 10,397.67 | 9,627.75  | 8,719.57 | 8,321.63 |          |       |
| Statement Date:                         | 29/04/23 | 26/05/23  | 02/07/23  | 31/07/23  | 31/08/23  | 30/09/23  | 31/10/23  | 30/11/23  | 31/12/23  | 31/01/24 |          |          |       |

# Residents Fund - Summary

£

**Total Fund** 543.65

Gross Expenditure April 2023 to 31 March 2024: 0

Balance at 26/02/24: **543.65**

## **Residents Fund (ring-fenced donation).**

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

- a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.
  
- b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.

## Agenda Item 6

### For Decision/Discussion

|               |   |
|---------------|---|
| Meeting Date: | 6 March 2024                            |
| Title:        | Risk Management Policy and Register     |
| Submitted by: | Clerk and Responsible Financial Officer |

#### 1. Purpose of the report.

To seek approval of the Draft Risk Register and Policy as attached to this Report as Appendix 1.

#### 2. Recommendation.

Members are recommended to approve and adopt the Risk Register and Policy.



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# For Information

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## Risk Management Policy and Register 2024/2025

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Adopted: 06/03/2024

Chairman: Cllr. Stephen Houghton

Minute Ref.: 240306/

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*Administered by Clerk and Responsible Financial Officer to  
Wiswell Parish Council.*

## 1. Background

Risks can be defined as any threat or possibility that an action or event will affect the interests of the Parish Council. Risk management is not a process of avoiding risk but an attempt to identify risk and assess its implications to make informed decisions.

While, some risks can never be fully eliminated, it is important to have a plan in place that provides a structured, systematic, and focused approach to managing risk.

The Parish Council is responsible for the management of risk in accordance with this plan. The Clerk is responsible for advising the Parish Council on risk assessment and for conducting their duties in a manner which avoids undue risks to the Council.

Most of the Parish Council's identified risks are covered by insurances taken out, i.e., public liability, employer liability, money, fidelity guarantee, property damage, official's indemnity, and asset insurance.

Risk assessment is a continuous process for the Council and this plan is not exhaustive. The Parish Council may wish to consider other risks not identified. The plan will be reviewed annually, and it should be read in conjunction with the Parish Council's Financial Regulations and Standing Orders.

## 2. Risk Assessment

Once the Council has identified its key risks, the next step is to assess the potential consequences of a risk occurring (Impact) and consider how likely this is (Likelihood). The risk assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

The Council is using a simple numerical score (1 – 3) and multiplying the two scores to arrive at a risk assessment score for each risk of High, Medium, or Low.

|            |                   |                |              |            |
|------------|-------------------|----------------|--------------|------------|
| LIKELIHOOD | Highly likely (3) | Medium (3)     | High (6)     | High (9)   |
|            | Possible (2)      | Low (2)        | Medium (4)   | High (6)   |
|            | Unlikely (1)      | Low (1)        | Low (2)      | Medium (3) |
|            |                   | Negligible (1) | Moderate (2) | Severe (3) |
|            |                   | IMPACT         |              |            |

### 3. The Risk Management Register

The Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks. The Risk Management Register was adopted at its meeting on 10 September 2018 and re-adopted at its meeting on 05 July 2022.

| # | Description of Risk   | Impact  | Likelihood | Impact | Risk Rating | Mitigation   | Responsible   |
|---|---|---|------------|--------|-------------|--|---|
| 1 | Personal injury or damage to the public or their property arising from defects in Council owned assets. | Claims for compensation and costs to the Council in defending claims where appropriate.   | 1          | 2      | 2           | <ul style="list-style-type: none"> <li>Covered under the Council's Public Liability Insurance Policy.</li> <li>Regular inspection and maintenance and prompt repair of any damage.</li> <li>Periodic review of insurance cover and timely renewal.</li> </ul>  | Council and Clerk                                       |
| 2 | Compensation claims by an employee in respect of injury sustained in carrying out their employment.     | Claims for compensation and associated costs.<br><i>Note: the current clerk is over 76 and some insurance claims are reduced.</i> | 1          | 2      | 2           | <ul style="list-style-type: none"> <li>Potential liabilities, including costs, covered by Council's insurance policy.</li> <li>Maintain adequate insurance cover in respect of employees.</li> </ul>   | Council and Clerk                                       |
| 3 | Compensation claims by contracted person in respect of injury sustained in the cause of engagement.     | Claims for compensation and associated costs.   | 2          | 1      | 2           | <ul style="list-style-type: none"> <li>Ensure contractor has suitable insurance as required by service contract.</li> <li>Lengthsman is required to take out suitable insurance as required by service contract.</li> <li>Lengthsman to complete weekly Risk Management Assessment Forms (RMAF's) as provided under LCC Risk Assessment and Safe Working Practices documentation.</li> <li>Sample inspection of weekly RMAF's to confirm appropriate completion.</li> <li>Occasional site checks to ensure compliance with risk procedures.</li> </ul> | Lengthsman Scheme Administrator<br>Nominated Councillor |
| 4 | Loss of cheques, cash etc. held on the Council's behalf.  | Reduction in Council's financial resources.   | 1          | 2      | 2           | <ul style="list-style-type: none"> <li>Such losses are covered by the insurance policy.</li> <li>Prompt payment of receipts into bank.</li> <li>No petty cash is held.</li> <li>Internet banking in operation since 17/08/2022</li> </ul>  | Council and Clerk<br>Clerk                              |

| #  | Description of Risk   | Impact   | Likelihood | Impact | Risk Rating | Mitigation   | Responsible  |
|----|---|--|------------|--------|-------------|--|--|
| 5  | Financial loss due to banking error. For example, loss of interest or bank charges levied.  | Reduction in Council's financial resources.  | 1          | 1      | 1           | <ul style="list-style-type: none"> <li>• Scrutiny of bank statements upon receipt.</li> <li>• Periodic review of banking arrangements to secure reasonable terms and conditions.</li> </ul>  | Clerk  |
| 6  | Loss of monies due to fraudulent action by Council employee(s).   | Reduction in Council's financial resources and reputation.   | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• All payments require two approvals (Internet Banking).</li> <li>• All expenditure approved at Council Meetings.</li> <li>• Financial Statements provided at each Council meeting.</li> <li>• Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.</li> <li>• Apply financial regulations.</li> <li>• Regular review of insurance cover.</li> </ul> | <ul style="list-style-type: none"> <li>• Council</li> <li>• Council</li> <li>• Council</li> <li>• Auditors</li> <li>• Clerk</li> <li>• Clerk</li> </ul>            |
| 7  | Damage to Council property by third party.  | Repair / replacement costs to be covered.  | 2          | 2      | 4           | <ul style="list-style-type: none"> <li>• Council's insurance policy covers items of equipment and street furniture.</li> <li>• Regular inspection of all Council assets.</li> </ul>  | <ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk/Council</li> </ul>   |
| 8  | Actions against the Council for: <ul style="list-style-type: none"> <li>• Libel or slander</li> <li>• Breaches of employment law.</li> <li>• Unfair dismissal.</li> <li>• Employment grievances.</li> </ul> | Substantial costs to the Council. Reputational damage to the Council.  | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• Financial risk covered by the Council's insurance.</li> <li>• Ensure Members are aware and have training on such matters.</li> <li>• Proper conduct of meetings.</li> <li>• Seek professional advice.</li> </ul>  | <ul style="list-style-type: none"> <li>• Clerk</li> <li>• Chairman/Clerk</li> <li>• Chairman</li> <li>• Chairman/Clerk</li> </ul>                                  |
| 9  | Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.   | Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice. | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• Councillors become members of local groups.</li> <li>• Threats and opportunities reported at Council meetings.</li> <li>• Public participation at all meetings encouraged.</li> <li>• Extraordinary Council meetings called as required.</li> <li>• Actively request parishioners' views.</li> </ul>  | <ul style="list-style-type: none"> <li>• Council</li> <li>• Council and Clerk</li> <li>• Council and Clerk</li> <li>• Chairman/Clerk</li> <li>• Council</li> </ul> |
| 10 | Loss of Council paper records or computer files.  | Inconvenience in tracing information particularly legal and historical records.  | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• All computer files stored in the Cloud.</li> <li>• Paper records stored at the Clerk's house</li> </ul>   | Clerk  |

| #  | Description of Risk   | Impact   | Likelihood | Impact | Risk Rating | Mitigation   | Responsible   |
|----|---|--|------------|--------|-------------|--|---|
| 11 | Council assets subject to inclement weather, vandalism, theft, malicious or accidental damage.  | Injury to public because of any malfunction.                                       | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>Insurance cover for public liability and replacement value.</li> <li>Regular inspections, especially over the festive period.</li> </ul>  | Council and Clerk   |
| 12 | Precept not submitted on time, or not paid by RVBC or inadequate for purpose.   | Reduction in Council's financial resources and inability to deliver services       | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>Council considers budget and precept each Dec.</li> <li>Spend reviewed against budget each meeting.</li> <li>Precept reminder sent out by RVBC.</li> </ul>  | Council and Clerk   |
| 13 | <ul style="list-style-type: none"> <li>Salary wrongly calculated and paid.</li> <li>False employees registered for payment.</li> <li>Tax and NI deductions incorrect</li> </ul> | Reduction in Council's financial resources and impact on the Council's reputation. | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>All payments authorised in accordance with Financial Regulations and authorised by two members.</li> <li>Regular budget comparison at Council meetings.</li> <li>Individual payments considered at Council meetings.</li> <li>Payroll services company employed to calculate clerk's salary and HMRC payments.</li> </ul>                                   | Council and Clerk   |
| 14 | Payments made for goods not received.   | Reduction in Council's financial resources.  | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>Purchases made from reputable known suppliers.</li> <li>Generally, only paid after receipt of goods/service.</li> </ul>   | Clerk   |
| 15 | Insufficient reserves   | Inability to deliver Council services and impact on the Council's reputation.      | 2          | 3      | 6           | <ul style="list-style-type: none"> <li>Annual Budget approved with regular reviews.</li> <li>New expenditure only if funds allow.</li> <li>Reserves are held in line with those set out in the Joint Panel of Accountability and Governance March 2023 in that they are maintained at between three and twelve-months Net Revenue Expenditure.</li> </ul>  | Council and Clerk   |
| 16 | Loss of key personnel   | Inability to operate and deliver services and impact on the Council's reputation.  | 2          | 3      | 6           | <ul style="list-style-type: none"> <li>Ensure Clerk has adequate training, support, and hours to undertake role as to avoid stress or early departure.</li> <li>Ensure regular back up of computer files.</li> <li>Ensure sufficient notice periods are provided to allow replacement.</li> <li>Continue membership of LALC and NALC.</li> <li>Maintain regular contact with the Clerk.</li> </ul> | <ul style="list-style-type: none"> <li>Council</li> <li>Clerk</li> <li>Council</li> <li>Clerk and Council</li> <li>Council</li> </ul> |



| #  | Description of Risk  | Impact  | Likelihood | Impact | Risk Rating | Mitigation   | Responsible       |
|----|--|---|------------|--------|-------------|--|-------------------|
| 17 | Failure to comply with procedures for awarding contracts of goods and services | Reduction in Council's financial resources.<br>Inability to deliver services.<br>Impact on the Council's reputation | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• Ensure adherence of Standing Orders and Financial Regulations for awarding of contracts</li> <li>• Ensure contractors have necessary appropriate risk assessments and insurances in place.</li> <li>• Procedures in place and payments approved in accordance with Financial Regulations</li> </ul>   | Council and Clerk |
| 18 | Asset maintenance.   | Loss or damage to asset or injury to third party or property.   | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• Maintain a regime of regular inspection in locations where the asset is located or held.</li> <li>• Insurance cover for public liability and replacement value.</li> <li>• Annual review of the asset register for insurance provision and AGAR.</li> </ul>   | Council and Clerk |
| 20 | Council's reputational loss  | Council cannot function properly.   | 1          | 3      | 3           | <ul style="list-style-type: none"> <li>• Ensure Standing orders, and Financial Regulations are up to date.</li> <li>• Ensure internal audit is adequate.</li> <li>• Ensure tenders and quotes follow procedures.</li> <li>• Ensure Members are adequately trained.</li> <li>• Ensure Clerk is adequately trained.</li> <li>• Develop training programme for Councillors.</li> <li>• Retain membership of NALC and LALC.</li> <li>• Ensure members interests are recorded.</li> </ul> | Council and Clerk |
| 21 | Loss of Councillors resulting in meetings being inquorate.                     | Council cannot function   | 2          | 3      | 6           | <ul style="list-style-type: none"> <li>• Ensure Councillor numbers retained at 100% by co-option.</li> <li>• Create waiting list of Councillors.</li> <li>• Follow up with Councillors not attending meetings.</li> </ul>  | Council and Clerk |

#### 4. Possible actions to further mitigate potential risks.

The table below sets out additional mitigation measures the Council may consider.

| #  | Description / Impact  | Additional Mitigation   | Responsible       |
|----|---|---|-------------------|
| 8  | <p>Actions against the Council for.</p> <ul style="list-style-type: none"> <li>• Libel or slander</li> <li>• Breaches of employment law.</li> <li>• Unfair dismissal.</li> <li>• Employment grievances.</li> </ul> <p>Substantial costs and reputational damage to the Council.</p> | Consider retaining the services of professional advisors e.g. human resource/legal advisor. | Members           |
| 10 | <p>Loss of Council paper records.</p> <p>Inconvenience in tracing information particularly legal and historical records.</p>  | Look to digitise all hardcopy records and correspondence.                                   | Council and Clerk |

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# Agenda Item 7

## For Decision/Discussion



|               |   |
|---------------|---|
| Meeting Date: | 6 March 2024                            |
| Title:        | Standing Orders                         |
| Submitted by: | Clerk and Responsible Financial Officer |

### 1. Purpose of the report.

For members to re-adopt the Parish Council's Standing Orders as set out in Appendix 1 to the Report.

### 2. Introduction.

Members are reminded that they last approved the Council's Standing Orders on 10 September 2018 and that the attached Standing Orders do not differ from those and are adapted for use by Wiswell Parish Council from the Model Standing Orders 2018 (England) published by the National Association of Local Councils (NALC).

### 3. Member are Recommended:

To re-adopt the Council's Standing Orders as set out in Appendix 1 to the Report.



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# For Information

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## Standing Orders

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Re-adopted: 06/03/2024  
Chairman: Cllr. S. Houghton  
Ref.: 240306/7

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The following standing orders have been adapted for Wiswell Parish Council from the Model Standing Orders 2018 (England) published by the National Association of Local Councils. Statutory requirements are highlighted in bold type.

*Administered by Clerk and Responsible Financial Officer to Wiswell Parish Council*

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-



- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
    - s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
    - t The minutes of a meeting shall include an accurate record of the following:
      - i. the time and place of the meeting;
      - ii. the names of councillors who are present and the names of councillors who are absent;
      - iii. interests that have been declared by councillors and non-councillors with voting rights;
      - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
      - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
      - vi. if there was a public participation session; and
      - vii. the resolutions made.
    - u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
    - v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
    - w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chair of a committee does not call an extraordinary meeting within five days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

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## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the Council held on [date] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee, for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee for which the dispensation is required].

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee:**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;



- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received to councillors within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council; and
- xvi. manage access to information about the Council via the publication scheme.

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.



- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's member of staff shall notify the Chair of the Council or, if he is not available, the vice-Chair, of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chair of Council or in his absence, the vice-Chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's employee shall contact the Chair of the Council or in his absence, the vice-Chair, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or vice-Chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records.

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

- a **The Council may appoint a Data Protection Officer.**

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23 (a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## Agenda Item 9

### For Information

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>6 March 2024</b>                              |
| <b>Title:</b>        | <b>Updates on Actions from Previous Meetings</b> |
| <b>Submitted by:</b> | <b>Clerk and Responsible Financial Officer</b>   |

#### 1. Purpose of the report.

To update members on actions from previous meetings.

Please note a list of all actions including those completed is available on the Council's website in the Agenda Tab, by selecting the meeting date and agenda item 'Update on Actions from Previous Meetings'.

#### 2. Update on Actions from 09/02/2024 Extraordinary Council Meeting:

| Minute<br>240209/ | Action   | Who   | Update   |
|-------------------|--|-------|----------|
| 5                 | a. Contact HR Partner Ltd. informing them of the Parish Council's decision to appointment them etc.                      | Clerk | Complete |
|                   | b. Contact the Council's insurance company informing them of the Council's decision to appoint a Human Resource company. | Clerk | Complete |
|                   | c. Contact the complainant regarding a without prejudice offer for withdrawing their claim.                              | Clerk | Complete |

#### 3. Update on Actions from 22/01/2024 Extraordinary Council Meeting:

| Minute<br>240122/ | Action   | Who   | Update   |
|-------------------|--|-------|----------|
| 4                 | c. Contact HR Partner Ltd. on the scope and contractual terms of any engagement. | Clerk | Complete |
|                   | d. Prepare a report on the appointment of HR Partner Ltd.                        | Clerk | Complete |

#### 4. Update on Actions from 10/01/2024 Council Meeting:

| Minute<br>240110/ | Action  | Who            | Update   |
|-------------------|---|----------------|----------|
| 5                 | <b>Finance Report:</b><br>b. Initiate the payments as set out in the report.  | Clerk          | Complete |
| 6                 | <b>REPF Grant Application:</b><br>Before submission to RVBC allow members to review quotes, historical context of the bid and observations from other bodies.   | Cllr. Houghton | Noted    |
| 7                 | <b>'State of the Village':</b><br>Issue a 'Keep the Village Tidy' leaflet in March/April 2024.  | Cllr. Clemson  | Noted    |
| 8                 | <b>Best Kept Village Competition:</b><br>Consider entering the 2025 competition in January 2025.  | Members        | Noted    |
| 10                | <b>Update from Previous Meetings:</b><br>a. Inform concerned parishioner's that the Council agrees to purchase 'bollard' paint.<br>b. Consider purchasing and installing 'Considerate Parking' signs. | Members        | -        |

## 5. Outstanding Actions and Updates from 06/09/2023 Council Meeting:

| Minute<br>230906/ | Action  | Who                        | Update                         |
|-------------------|---|----------------------------|--------------------------------|
| 4                 | <b>Public Participation:</b><br>a. Contact local groups regarding fire safety checks.   | Cllr. Wrightson            | -                              |
| 11                | <b>Action Plan:</b><br>a. Progress the refurbishment of the phone box with an option for alternative person to carry out the work.<br><i>The inside of the phone box has been painted. When the outside is painted the replacement hinges can be installed (Cllr. Scholfield has these) and if possible, the aluminium shelf can be incorporated.</i> | Cllr. Houghton             | Now part of the REPF proposal. |
|                   | b. Consider dealing with the coordination of comments on planning applications.<br><i>Coordination will be undertaken by Cllr. Houghton.</i>  | Cllr. Pursglove            | Complete                       |
|                   | c. Arrange a training course on planning related matters.<br><i>Currently no training courses available from LALC.</i>  | Clerk                      | Ongoing                        |
|                   | d. Draft a letter for the Clerk to send to LCC Highways regarding several issues that impact the village and seeking a meeting with someone from Highways Team.   | Cllr. Scholfield and Clerk | Ongoing                        |

## 6. Outstanding Actions and Updates from 05/07/2023 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 |
| 230705/6 | <b>Community Ownership Fund:</b><br>Investigate grants for bringing disused village assets into use. | Clerk            | Ongoing |
|          | Investigate available grants for purchase of the silhouette. (c)                                     | Clerk            | Ongoing |

## 7. Outstanding Actions and Updates from 09/05/2023 Council Meeting:

| Min.     | Action   | Who     | Update  |
|----------|--|---------|---------|
| 230509/9 | <b>Parishioner Responses to Parish Precept:</b><br><i>Set out specific ways to improve communications</i> with parishioners, so they fully understand the activities the Parish Council undertake. | Members | Ongoing |

## 8. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

| Item  | Action   |
|---|--|
| <b>Freemasons Public House:</b><br>Condition and business use of 2, Old Back Lane and associated waste handling.  | Continue to monitor business activities which affect the village |
| <b>Vicarage Fold - Acceptance by LCC that it is a public highway:</b><br>The resident of Vicarage House is still pursuing the matter.   | Continue to monitor and support.                                 |
| <b>David Holmes Construction - Chalker House, Whiteacre Lane:</b><br>Completion of the construction has been delayed; current work is garden landscaping. External works outside the entrance will be the last job. | Cllr. Scholfield to monitor.                                     |

## 9. Actions from meetings shown below are complete.

- 05/07/2022 - Council Meeting.
- 06/09/2022 - Council Meeting.
- 01/11/2022 - Council Meeting.
- 12/12/2022 - Extraordinary Council Meeting.
- 03/01/2023 - Council Meeting.
- 07/03/2023 - Council Meeting.
- 08/11/2023 – Council Meeting.

## 10. Members are recommended:

To note the report and the ongoing actions.

# Agenda Item 10

## For Information



|               |   |
|---------------|---|
| Meeting Date: | 6 March 2024                            |
| 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](https://www.ribblevalley.gov.uk/weekly_lists)

**Note.** The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options

### 2. Applications received by RVBC since the last Council Meeting.

**Note.** For most applications, RVBC's Planning Department email a letter to the Parish Clerk requesting comments by a certain date. These comments are collated by Councillor Houghton, sent to the Parish Clerk who submits them to RVBC.

#### 12 January 2024:

|                                  |  |   |                       |
|----------------------------------|--|---|-----------------------|
| <b>3/2024/0002</b>               | Applications for full consent  | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>DATE VALID:</b><br>02/01/2024 | <b>Development Address:</b><br>Wiswell Manor Pendleton Road<br>Wiswell BB7 9BZ | Proposed free-standing solar panel array on the existing earthwork bund with associated battery storage shed. | 375118 438101         |
| <b>Officer:</b>                  | Ben Taylor<br>01200 425111   |   |                       |

#### 19 January 2024:

|                                  |   |   |                       |
|----------------------------------|---|---|-----------------------|
| <b>3/2024/0021</b>               | Non-Material amendment  | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>DATE VALID:</b><br>15/01/2024 | <b>Development Address:</b><br>Hillside Moor Lane Wiswell BB7 9DG | Non-material amendment to planning permission 3/2023/0223 involving alterations and additions to approved door and window details, pre-cast stone detailing added to all windows and doors on all elevations and curved eaves roof detail added to all gable eaves. All elevations now to be in the same external material (stone). | 374647 437205         |
| <b>Officer:</b>                  | Ben Taylor<br>01200 425111  |   |                       |

#### 02 February 2024:

|                                  |  |  |                       |
|----------------------------------|--|--|-----------------------|
| <b>3/2024/0050</b>               | Application for tree works   | <b>Development Description:</b>  | <b>Grid Reference</b> |
| <b>DATE VALID:</b><br>23/01/2024 | <b>Development Address:</b><br>Greystones Barn Moor Lane Wiswell BB7 9DG | T2 (Sycamore) - Remove ivy and lowest branches below 8m and less than 75mm diameter) | 374605 437276         |
| <b>Officer:</b>                  | Alex Shutt<br>01200 425111   |  |                       |

#### 01 March 2024:

### 3. Decisions made by RVBC since the last Council Meeting.

#### 26 January 2024:

|                                     |   |   |                       |
|-------------------------------------|---|---|-----------------------|
| <b>3/2023/0900</b>                  | <b>Wiswell</b>  | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>Decision Date:</b><br>26/01/2024 | <b>Development Address:</b><br>Alter or Extend a Listed Building<br>Vicarage Barn Cottage Old Back Lane Wiswell BB7 9BS | Listed Building Consent for replacement of roof lights, replacement and alteration to internal partition walls, replacement of staircase, replacement of windows, replacement of front door, replacement of bathroom and kitchen fittings, formation of new ground floor WC in entrance hall. | 374494 437382         |
| <b>Officer:</b>                     | Ben Taylor  |   |                       |
| <b>Decision Type:</b>               | APPROVED WITH CONDITIONS  |   |                       |

#### 16 February 2024:

|                                     |   |   |                       |
|-------------------------------------|---|---|-----------------------|
| <b>3/2023/1024</b>                  | <b>Wiswell</b>  | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>Decision Date:</b><br>15/02/2024 | <b>Development Address:</b><br>Applications for full consent<br>Park Farm Whalley Road Barrow BB7 9BD | Proposed erection of extension to existing agricultural livestock building. | 374476 438773         |
| <b>Officer:</b>                     | Emily Pickup  |   |                       |
| <b>Decision Type:</b>               | APPROVED WITH CONDITIONS  |   |                       |

#### 23 February 2024:

|                                     |   |   |                       |
|-------------------------------------|---|---|-----------------------|
| <b>3/2024/0021</b>                  | <b>Wiswell</b>  | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>Decision Date:</b><br>12/02/2024 | <b>Development Address:</b><br>Non-Material amendment<br>Hillside Moor Lane Wiswell BB7 9DG | Non-material amendment to planning permission 3/2023/0223 involving alterations and additions to approved door and window details, pre-cast stone detailing added to all windows and doors on all elevations and curved eaves roof detail added to all gable eaves. All elevations now to be in the same external material (stone). | 374647 437205         |
| <b>Officer:</b>                     | Ben Taylor  |   |                       |
| <b>Decision Type:</b>               | REFUSED   |   |                       |



#### 4. Status of recently approved applications.

Please note the **Status** of an approved application is based on information provided by Council Members from their observations.

##### 16 February 2024:

|  |   |  |
|--|---|--|
| <b>3/2023/1024</b>                       | <b>Wiswell</b>  | <b>Grid Reference</b>  |
| <b>Decision Date:</b><br>15/02/2024      | <b>Development Address:</b><br>Park Farm Whalley Road Barrow<br>BB7 9BD | <b>Development Description:</b><br>Proposed erection of extension to existing agricultural livestock building. |
| <b>Officer:</b><br><b>Decision Type:</b> | Emily Pickup<br>APPROVED WITH CONDITIONS                                | 374476 438773  |

**Status:**

##### 26 January 2024:

|  |   |  |
|--|---|--|
| <b>3/2023/0900</b>                       | <b>Wiswell</b>  | <b>Grid Reference</b>  |
| <b>Decision Date:</b><br>26/01/2024      | <b>Development Address:</b><br>Vicarage Barn Cottage Old Back<br>Lane Wiswell BB7 9BS | <b>Development Description:</b><br>Listed Building Consent for replacement of roof lights, replacement and alteration to internal partition walls, replacement of staircase, replacement of windows, replacement of front door, replacement of bathroom and kitchen fittings, formation of new ground floor WC in entrance hall. |
| <b>Officer:</b><br><b>Decision Type:</b> | Ben Taylor<br>APPROVED WITH CONDITIONS  | 374494 437382  |

**Status:**

##### 8 December 2023:

|  |   |   |
|--|---|---|
| <b>3/2023/0791</b>                       | <b>Wiswell</b>  | <b>Grid Reference</b>   |
| <b>Decision Date:</b><br>08/12/2023      | <b>Development Address:</b><br>27 Pendleton Road Wiswell BB7<br>9DD | <b>Development Description:</b><br>Proposed demolition of existing porch and detached garage and construction of replacement garage with single-storey link building to rear. |
| <b>Officer:</b><br><b>Decision Type:</b> | Emily Pickup<br>APPROVED WITH CONDITIONS                            | 374666 437513   |

**Status:**

##### 1 December 2023:

|  |  |  |
|--|--|--|
| <b>3/2023/0281</b>                       | <b>Wiswell</b>   | <b>Grid Reference</b>  |
| <b>Decision Date:</b><br>01/12/2023      | <b>Development Address:</b><br>Land at Morans Farm Pendleton<br>Road Wiswell BB7 9BZ | <b>Development Description:</b><br>Proposed change of use of land for the siting of four holiday lodges with associated parking, access and amenity areas. Revision to scheme approved under 3/2020/0981 and 3/2022/1022 part retrospective. |
| <b>Officer:</b><br><b>Decision Type:</b> | Kathryn Hughes<br>APPROVED WITH CONDITIONS   | 375296 438345  |

**Status:**

##### 15 September 2023:

|  |  |  |
|--|--|--|
| <b>3/2023/0566</b>                       | <b>Wiswell</b>   | <b>Grid Reference</b>  |
| <b>Decision Date:</b><br>13/09/2023      | <b>Development Address:</b><br>Brentwood Pendleton Road Wiswell<br>BB7 9BZ | <b>Development Description:</b><br>Proposed new vehicular access. Resubmission of application 3/2023/0038. |
| <b>Officer:</b><br><b>Decision Type:</b> | Ben Taylor<br>APPROVED WITH CONDITIONS                                     | 375224 438207  |

**Status:**

#### 4 August 2023:

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

**Status:**

#### 14 July 2023:

|                                     |  |   |                       |
|-------------------------------------|--|---|-----------------------|
| <b>3/2023/0370</b>                  | <b>Wiswell</b>   | <b>Development Description:</b>   | <b>Grid Reference</b> |
| <b>Decision Date:</b><br>13/07/2023 | Applications for full consent<br><b>Development Address:</b><br>29 Pendleton Road Wiswell BB7<br>9DD | Proposed demolition of existing porch and creation of a new central porch, window and roof light to front elevation. All existing windows to be replaced with new timber framed double glazed units. Existing flat roof to be replaced with a new parapet roof. | 374686 437531         |
| <b>Officer:</b>                     | Lucy Walker  | New door and bi folding doors at the rear and stone surround to existing bay. External landscaping to rear and side garden.   |                       |
| <b>Decision Type:</b>               | APPROVED WITH CONDITIONS   |   |                       |

**Status:**

### 5. Members are recommended:

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

|               |   |
|---------------|---|
| Meeting Date: | 6 March 2024                            |
| 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.

## Response to RVBC regarding the REPF Grant Application.

Many thanks to colleagues for their support in helping to pull together quotes for various sections of our funding submission to RVBC (Coronation Gardens, World War Memorial, and village heritage trail). Given the complexity of our bid and the fact that it has involved so many different elements we anticipated that it would be difficult to get the required estimates. Nevertheless, for most of the elements of the bid we will have managed to secure two estimates and in some cases three.

By the time of the meeting, members will have received a copy of the quotes for their consideration. I apologise for seeking comments in this way as I had hoped to debate the response in detail at our March meeting. However, we have been informed by RVBC that the deadline for submission is the 6 March rather than the end of the month.

## Community Fund / Community Group.

Along with, Oi Mei and Sarah, I presented proposals to formalise arrangements for the community fund / community group to our three residents who currently comprise the Community Group (Sarah Yeowart, Mike Cavanagh and Paul Marlow). The overwhelming feeling of the group was that at this moment they did not wish to operate in a more formal way. They were of the view that things seemed to be working well so why complicate matters.

In consultation with the Community Group, the date of the summer garden/social event has been moved to Saturday 29 June 2024.

## Summer Garden / Summer Social.

I have written and delivered a personal card to all residents who expressed a willingness to participate in our Open Village Garden Day, confirming the date and asking if their offer to participate held firm (we know that personal circumstances and commitments can change).

In consultation with the Community Group the event will be open to village residents, family and close friends. I've had positive confirmations from: Nigel and Gloria Bentley, Bobbie and Catharine Eddleston, Rose and Gregg Earnshaw, Geoff Carter, Edmund and Jean Sandham.

I will chase up confirmations from Maureen and Malcolm Robinson and Judith and Alan Pursglove. In addition, I need to contact Sue and Alistair Walmsley who are out of the country until early Spring, although I think personal contact has been made via Sarah Yeowart. Val Stanworth has a prior commitment, but I have thanked her for her offer to participate in the future.

Request:

- a. Any local knowledge of other village gardens we might consider?
- b. Whilst Paul Marlow has offered his garden as a "backstop" option for our summer gathering we could do with another hosting possibility... any ideas?

## Bulb Planting.

The hard work undertaken by Sue, Sarah Yeowart and other residents is now starting to pay dividends with a marvellous show of spring-time colour appearing along the village verges. Many thanks to all who participated in the bulb planting.

## LALC - Ribble Valley Area Committee Meeting 26 February 2024

Verbal update to be provided at March meeting.

### Works done in the village.

Christmas Tree removal, inspection and cleaning of flagpole. Weather has been very wet.

### Reports to LCC Highways.

Drains on Cunliffe Lane have been reported again. LCC have promised to do work on the dyke along the entrance to Chalker House. LCC have a very extensive back log of similar work.

### Protruding utility chamber with concrete cover, Pendleton Road, between Orchard Cottage and Wiswell Old Hall Farm entrance.

Previously reported to Openreach but response is difficult to achieve. Has been reported again and this time a conversation with a member of the 'damage team' was possible. They still seem reluctant to provide feedback and a further attempt will be made in March.

### Tree Preservation Order - Clerk Wood Close.

The tree has been removed to less than 2m above ground level.

### Whalley, Wiswell and Barrow Joint Burial Committee.

The Whalley Parish Clerk has taken on the bulk of the administration.

### Whalley Educational.

The January governors' meeting has been deferred till February and I could not attend due to holiday.

### Liaison with Lengthsman.

Repairs completed to post and rail fences on the footpaths between the fields and the A59 Bypass.

### Code of Conduct Training.

I have not yet had any response to my request for copies of the training slides.

### Lack of response from LCC to e-mails.

I need to find other ways to elicit a response concerning Public Realm Policy and bus stops on Wiswell Lane as LCC just do not respond to general enquiries.

## Report from the Traffic Road Safety Group meeting - 31 January 2024.

### Action required by the Parish Council:

Decided what the Council's priorities are, for example, set priority as the most important or the easiest to implement. The Council's submission to LCC is attached to this Report.

### Wiswell Road Traffic Safety Priorities (see table below):

|    | Location                                 | Description                                      | 20mph speed limit | 30mph speed limit | Gateway with physical measures | Gateway without physical measures | Hazard road Signs | SLOW road surface signs | Speed limit countdown signs | Other |
|----|--|--|-------------------|-------------------|--------------------------------|-----------------------------------|-------------------|-------------------------|-----------------------------|-------|
| 1  | Wiswell Lane entry from A671             | Pedestrian in road signs                         |                   |                   |                                |                                   |                   |                         |                             |       |
| 2  | Wiswell Shay entry from A671             | Pedestrian in road signs x2                      |                   |                   |                                |                                   |                   |                         |                             |       |
| 3  | Pendleton Road                           | Pedestrian in road signs x3                      |                   |                   |                                |                                   |                   |                         |                             |       |
| 4  | Whiteacre Lane A59 Bridge                | Pedestrian in road signs x2                      |                   |                   |                                |                                   |                   |                         |                             |       |
| 5  | Wiswell Shay                             | Reinstate x2 SLOW on road surface                |                   |                   |                                |                                   |                   |                         |                             |       |
| 6  | Pendleton Road junction Old Back Lane    | x2 SLOW on road surface with dashed centre lines |                   |                   |                                |                                   |                   |                         |                             |       |
| 7  | Pendleton Road approaching Cunliffe Lane | SLOW road surface                                |                   |                   |                                |                                   |                   |                         |                             |       |
| 8  | Whiteacre Lane bend into tunnel of trees | x2 SLOW on road surface                          |                   |                   |                                |                                   |                   |                         |                             |       |
| 9  | Junction Cunliffe Lane & Pendleton Rd    | Blind spot mirror                                |                   |                   |                                |                                   |                   |                         |                             |       |
| 10 | Wiswell Shay/Road intersection with A671 | Investigate option to reduce safety concerns     |                   |                   |                                |                                   |                   |                         |                             |       |

### Background:

The group last met 16 August 2023. The task before the next meeting was to complete a Traffic Road Safety Survey identifying traffic calming measures required with maps. Wiswell Parish Council submitted their reports 9 October 2023 (please see attached). The next meeting should have been held 16<sup>th</sup> October but was reconvened as some Parish members needed more time to complete the work.

### Discussions from the 31 January 2024 meeting:

The work was completed by 10 Parishes. A further 6 Parishes that were part of the group were unable to complete the work, however this was not seen as a deterrent to the work. In many ways, it makes the work more manageable to test the process and amongst the 10 Parishes and roll out if necessary, in the future.

### **General Considerations:**

- Majority of data from traffic incidents not reported. Also, if Police from other areas respond, e.g. Burnley, then figures go on Burnley database, not Ribble Valley.
- From 'In the Know' and consultations, the number 1 concern in the Ribble Valley is road safety. However, Ribble Valley actually has the lowest number of road accidents and burglaries in the Northwest.
- Lancashire CC Strategy does not support 20mph unless supported by data - risk to serious injury, death or collisions, and evidence on Return on Investment.
- Does blanket speed limits dilute the power of the speed limit?

### **Financial Considerations:**

- Changes will need to be paid for by the precept. Default is that LCC do the work, then send an invoice.
- Parishes should determine what is critical and use a very pragmatic approach.
- Works will be carried out over a period and will have to be carried out over 1-3 years.
- The group may have to lobby for less wealthy parishes e.g. Ramsgreave. Their precept is £3k pa.
- If we can sort out the money, still need LCC Highways to do the work, therefore need to be in their plans.
- Look at grants and funding options (Sarah Wells, Partnership Officer at RVBC to action).

### **Grouping Priorities:**

Looking at the priorities for each Parish, it was considered practical to work in Groups determined by the Road safety measures to be implemented:

- a. All 60mph reductions together
- b. 20mph group
- c. Gateways
- d. Others

### **Objectives:**

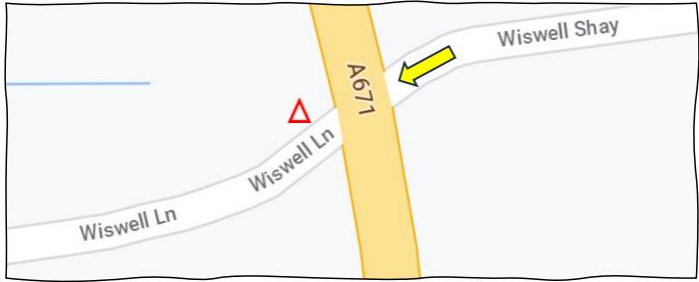









It was reconfirmed that this group should have 2 objectives running in parallel:

- I. This exercise – implementing the Road safety measures identified by each Parish.
- II. Change the Lancashire Highways and Transport Strategy. To demand a much clearer emphasis and action that caters for the well-being of its population, and not (as today) simply driven by data and a return on investment.

### **Next steps for the group:**

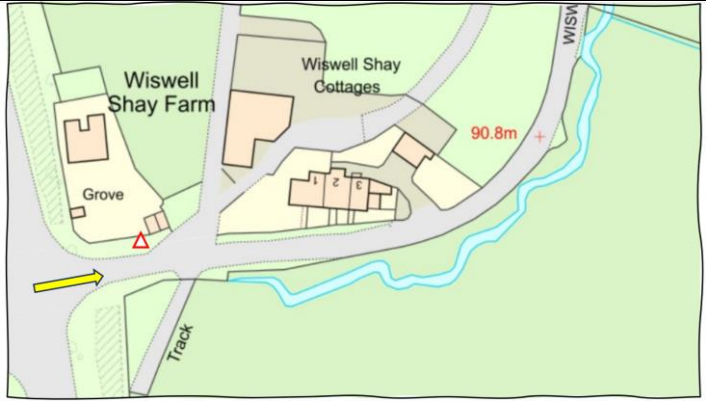









Andrew Yates (Working Group Chair) to arrange meeting with LCC Highways in next 8 weeks and report back.

# Site Inspection/ Request Form – Ribble Valley Parishes

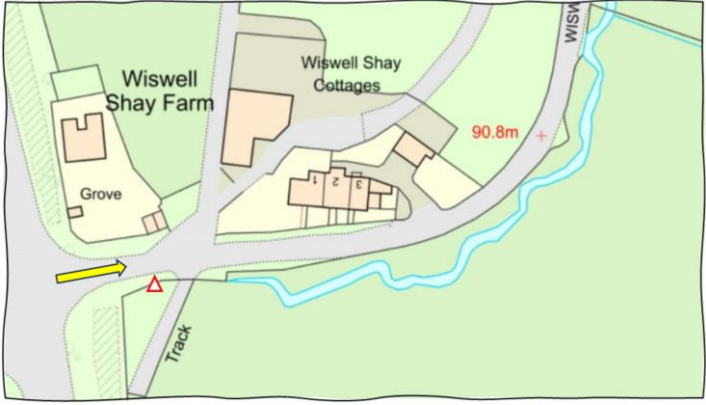









| Road  | Entering Wiswell Lane from the A671 or Crossing the A671 from Wiswell Shay.  |   |   |         |                 |  |                      |  |   |   |   |   |
|---|--|---|---|---------|-----------------|--|----------------------|--|---|---|---|---|
| Location / Village  | Wiswell  |   | Parish  | Wiswell |                 |  |                      |  |   |   |   |   |
| Grid ref / coords (googlemaps) or what 3 words                                    |  |   | 53.828866, -2.395973  |         |                 |  |                      |  |   |   |   |   |
| Details of request  | <table border="1"> <thead> <tr> <th colspan="2">Current Signage</th> <th colspan="2">Suggestions/Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td> <div>Add <b>Pedestrians in Road Sign</b></div> <div>Under the Current 30 MPH sign</div> </td> <td></td> </tr> </tbody> </table> |   |   |         | Current Signage |  | Suggestions/Comments |  |  |  | <div>Add <b>Pedestrians in Road Sign</b></div> <div>Under the Current 30 MPH sign</div> |  |
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|  |   | <div>Add <b>Pedestrians in Road Sign</b></div> <div>Under the Current 30 MPH sign</div> |  |         |                 |  |                      |  |   |   |   |   |
| Additional comments (site specific)   |  |   |   |         |                 |  |                      |  |   |   |   |   |
| <b>LCC use</b>  |  |   |   |         |                 |  |                      |  |   |   |   |   |
| Highways Maintenance comments   |  |   |   |         |                 |  |                      |  |   |   |   |   |
| Highways Traffic comments   |  |   |   |         |                 |  |                      |  |   |   |   |   |
| Additional comments   |  |   |   |         |                 |  |                      |  |   |   |   |   |



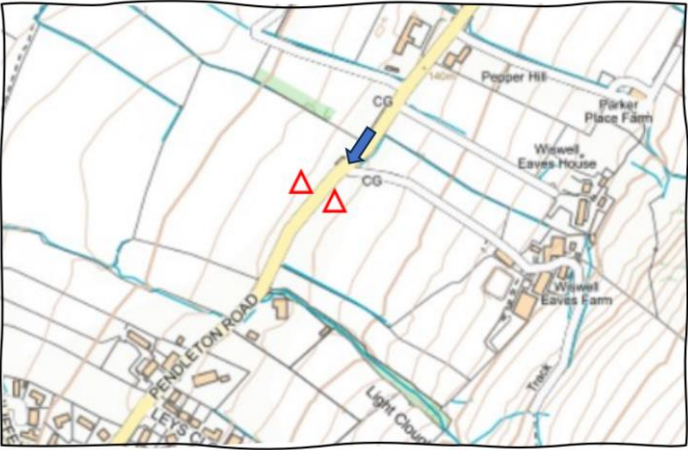









# Site Inspection/ Request Form – Ribble Valley Parishes

| Road   | Entering Wiswell Shay from the A671 or crossing the A671 from Wiswell Lane (1).  |  |  |                 |  |   |  |   |                       |  |
|--|--|--|--|-----------------|--|---|--|---|-----------------------|--|
| Location / Village   | Wiswell  |  | Parish   | Wiswell         |  |   |  |   |                       |  |
| Grid ref / coords (googlemaps) or what 3 words   |  |  | 53.828984, -2.395840   |                 |  |   |  |   |                       |  |
| Details of request   | <table border="1"> <thead> <tr> <th colspan="2" data-bbox="323 752 994 801">Current Signage</th></tr> </thead> <tbody> <tr> <td data-bbox="323 801 544 1003">  </td><td data-bbox="544 801 994 1003">  <p>The Traffic Signs Manual recommends that signage indicating new works or changes should be temporary, this sign has been in place for over 10 years. As LCC consider this junction to be cluttered with signage, this sign should be removed.</p> </td></tr> </tbody> </table> |  |  | Current Signage |  |  |  <p>The Traffic Signs Manual recommends that signage indicating new works or changes should be temporary, this sign has been in place for over 10 years. As LCC consider this junction to be cluttered with signage, this sign should be removed.</p> | <table border="1"> <thead> <tr> <th data-bbox="994 752 1540 801">Suggestions/ Comments</th></tr> </thead> <tbody> <tr> <td data-bbox="994 801 1540 1003"> <p>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</p>  </td></tr> </tbody> </table> | Suggestions/ Comments | <p>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</p>  |
| Current Signage  |  |  |  |                 |  |   |  |   |                       |  |
|   |  <p>The Traffic Signs Manual recommends that signage indicating new works or changes should be temporary, this sign has been in place for over 10 years. As LCC consider this junction to be cluttered with signage, this sign should be removed.</p>   |  |  |                 |  |   |  |   |                       |  |
| Suggestions/ Comments  |  |  |  |                 |  |   |  |   |                       |  |
| <p>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</p>  |  |  |  |                 |  |   |  |   |                       |  |
| Additional comments (site specific)  |  |  |  |                 |  |   |  |   |                       |  |
| <b>LCC use</b>   |  |  |  |                 |  |   |  |   |                       |  |
| Highways Maintenance comments  |  |  |  |                 |  |   |  |   |                       |  |
| Highways Traffic comments  |  |  |  |                 |  |   |  |   |                       |  |
| Additional comments  |  |  |  |                 |  |   |  |   |                       |  |

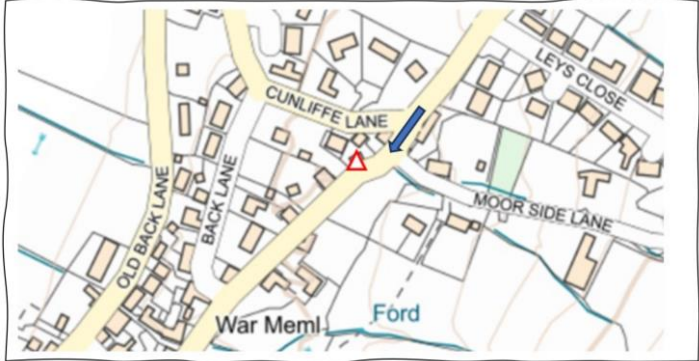









# Site Inspection/ Request Form – Ribble Valley Parishes

| Road  | Entering Wiswell Shay from the A671 or crossing the A671 from Wiswell Lane (2).   |   |   |         |                 |  |                       |  |   |   |   |   |
|---|---|---|---|---------|-----------------|--|-----------------------|--|---|---|---|---|
| Location / Village  | Wiswell   |   | Parish  | Wiswell |                 |  |                       |  |   |   |   |   |
| Grid ref / coords (googlemaps) or what 3 words                                    |   |   | 53.828906, -2.395779  |         |                 |  |                       |  |   |   |   |   |
| Details of request  | <table border="1"> <thead> <tr> <th colspan="2">Current Signage</th> <th colspan="2">Suggestions/ Comments</th> </tr> </thead> <tbody> <tr> <td>  </td> <td>  </td> <td> <div> Add <b>Pedestrians in Road Sign</b><br/> Under the Current 30 MPH sign </div> </td> <td>  </td> </tr> </tbody> </table> |   |   |         | Current Signage |  | Suggestions/ Comments |  |  |  | <div> Add <b>Pedestrians in Road Sign</b><br/> Under the Current 30 MPH sign </div> |  |
| Current Signage   |   | Suggestions/ Comments   |   |         |                 |  |                       |  |   |   |   |   |
|  |    | <div> Add <b>Pedestrians in Road Sign</b><br/> Under the Current 30 MPH sign </div> |  |         |                 |  |                       |  |   |   |   |   |
| Additional comments (site specific)   |   |   |   |         |                 |  |                       |  |   |   |   |   |
| <b>LCC use</b>  |   |   |   |         |                 |  |                       |  |   |   |   |   |
| Highways Maintenance comments   |   |   |   |         |                 |  |                       |  |   |   |   |   |
| Highways Traffic comments   |   |   |   |         |                 |  |                       |  |   |   |   |   |
| Additional comments   |   |   |   |         |                 |  |                       |  |   |   |   |   |
















# Site Inspection/ Request Form – Ribble Valley Parishes

| Road  | From Pendleton to Wiswell Village Centre along Pendleton Road (1).  |  |         |                 |                       |   |   |
|---|---|--|---------|-----------------|-----------------------|---|---|
| Location / Village  | Wiswell   | Parish   | Wiswell |                 |                       |   |   |
| Grid ref / coords (googlemaps) or what 3 words  | 53.836642, -2.381386  |  |         |                 |                       |   |   |
| Details of request  | <table border="1"> <thead> <tr> <th>Current Signage</th><th>Suggestions/ Comments</th></tr> </thead> <tbody> <tr> <td>   </td><td> <div> Add two <b>Pedestrian in Road</b> Signs.<br/> Under each of the current 30 MPH signs. </div>  </td></tr> </tbody> </table> |  |         | Current Signage | Suggestions/ Comments |   | <div> Add two <b>Pedestrian in Road</b> Signs.<br/> Under each of the current 30 MPH signs. </div>  |
| Current Signage   | Suggestions/ Comments   |  |         |                 |                       |   |   |
|   | <div> Add two <b>Pedestrian in Road</b> Signs.<br/> Under each of the current 30 MPH signs. </div>    |  |         |                 |                       |   |   |
| Additional comments (site specific)   |   |  |         |                 |                       |   |   |
| <b>LCC use</b>  |   |  |         |                 |                       |   |   |
| Highways Maintenance comments   |   |  |         |                 |                       |   |   |
| Highways Traffic comments   |   |  |         |                 |                       |   |   |
| Additional comments   |   |  |         |                 |                       |   |   |

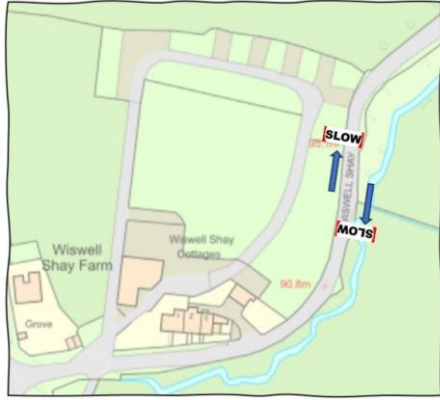

# Site Inspection/ Request Form – Ribble Valley Parishes

| Road  | From Pendleton to Wiswell<br>Village Centre down<br>Pendleton Road (2)   |  |   |         |                 |  |                       |  |   |   |  |   |
|---|--|--|---|---------|-----------------|--|-----------------------|--|---|---|--|---|
| Location /<br>Village   | Wiswell  |  | Parish  | Wiswell |                 |  |                       |  |   |   |  |   |
| Grid ref / coords (googlemaps) or what 3 words                                    |  | 53.833603, -2.385547   |   |         |                 |  |                       |  |   |   |  |   |
| Details of request  | <table border="1"> <thead> <tr> <th colspan="2">Current Signage</th> <th colspan="2">Suggestions/ Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td> <div>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</div> </td> <td></td> </tr> </tbody> </table> |  |   |         | Current Signage |  | Suggestions/ Comments |  |  |  | <div>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</div> |  |
| Current Signage   |  | Suggestions/ Comments  |   |         |                 |  |                       |  |   |   |  |   |
|  |   | <div>Add <b>Pedestrians in Road Sign</b><br/>Under the Current 30 MPH sign</div> |  |         |                 |  |                       |  |   |   |  |   |
| Additional comments<br>(site specific)  |  |  |   |         |                 |  |                       |  |   |   |  |   |
| <b>LCC use</b>  |  |  |   |         |                 |  |                       |  |   |   |  |   |
| Highways<br>Maintenance<br>comments   |  |  |   |         |                 |  |                       |  |   |   |  |   |
| Highways<br>Traffic<br>comments   |  |  |   |         |                 |  |                       |  |   |   |  |   |
| Additional comments   |  |  |   |         |                 |  |                       |  |   |   |  |   |

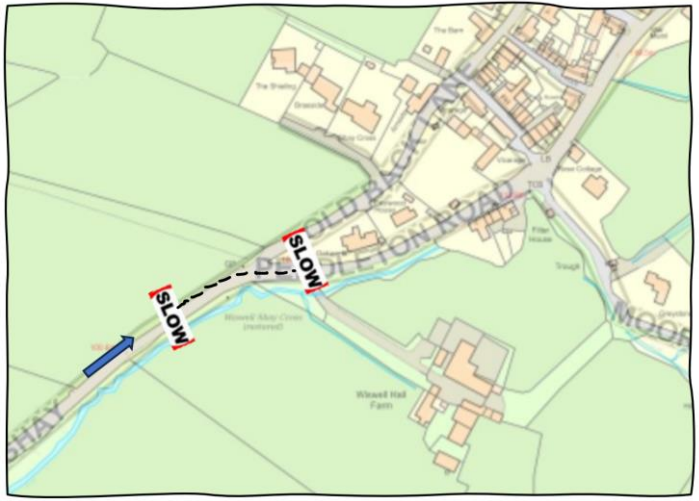
# Site Inspection/ Request Form – Ribble Valley Parishes

| Road  | On Whiteacre Lane from Barrow towards Wiswell, on the Wiswell side of the bridge over the A59.  |  |         |                 |                       |   |   |
|---|---|--|---------|-----------------|-----------------------|---|---|
| Location / Village  | Wiswell   | Parish   | Wiswell |                 |                       |   |   |
| Grid ref / coords (googlemaps) or what 3 words  | 53.836276, -2.393567  |  |         |                 |                       |   |   |
| Details of request  | <table border="1"> <thead> <tr> <th data-bbox="300 772 954 828">Current Signage</th><th data-bbox="954 772 1524 828">Suggestions/ Comments</th></tr> </thead> <tbody> <tr> <td data-bbox="300 828 954 974">    </td><td data-bbox="954 828 1524 974"> <p>Add a <b>Pedestrians in Road Sign</b> under each of the two current weight restrictions signs.</p>  </td></tr> </tbody> </table> |  |         | Current Signage | Suggestions/ Comments |    | <p>Add a <b>Pedestrians in Road Sign</b> under each of the two current weight restrictions signs.</p>  |
| Current Signage   | Suggestions/ Comments   |  |         |                 |                       |   |   |
|    | <p>Add a <b>Pedestrians in Road Sign</b> under each of the two current weight restrictions signs.</p>    |  |         |                 |                       |   |   |
| Additional comments (site specific)   |   <div data-bbox="667 1209 1500 1276">This sign a little further down Whiteacre Lane can be removed.</div>  |  |         |                 |                       |   |   |
| <b>LCC use</b>  |   |  |         |                 |                       |   |   |
| Highways Maintenance comments   |   |  |         |                 |                       |   |   |
| Highways Traffic comments   |   |  |         |                 |                       |   |   |
| Additional comments   |   |  |         |                 |                       |   |   |

# Site Inspection/ Request Form – Ribble Valley Parishes

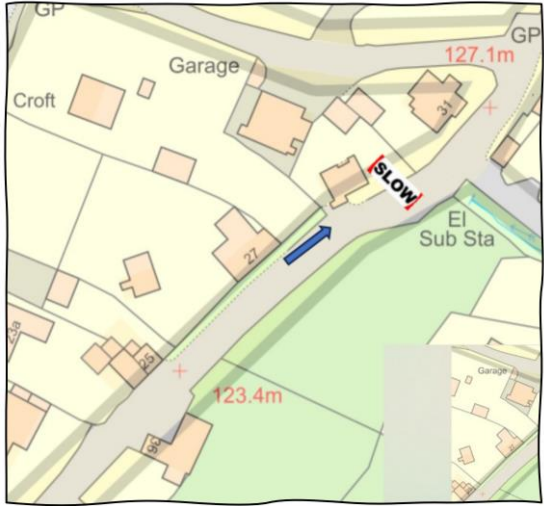
|  |   |                      |        |   |
|--|---|----------------------|--------|---|
| Road   | Wiswell Shay.   |                      |        |   |
| Location / Village                             | Wiswell   |                      | Parish | Wiswell   |
| Grid ref / coords (googlemaps) or what 3 words |   | 53.829386, -2.393707 |        |   |
| Details of request                             | <p><b>Require the two missing SLOW markings be reinstated.</b></p> <p>Prior to the surface dressing completed in August 2022, each of the two sharp bends had SLOW markings immediately before the bends in each direction, together with central dashes. i.e. a total of four SLOW markings. Although LCC were reminded of this during the prolonged delay in replacing the markings, they chose to put only two SLOW markings at the far ends of the two bends with a dashed central line throughout.</p> |                      |        |  |
| Additional comments (site specific)            |   |                      |        |   |
| <b>LCC use</b>                                 |   |                      |        |   |
| Highways Maintenance comments                  |   |                      |        |   |
| Highways Traffic comments                      |   |                      |        |   |
| Additional comments                            |   |                      |        |   |

# Site Inspection/ Request Form – Ribble Valley Parishes

|  |  |  |        |  |
|--|--|--|--------|--|
| Road   | Pendleton Road at the junction with Old Back Lane.   |  |        |  |
| Location / Village                             | Wiswell  |  | Parish | Wiswell  |
| Grid ref / coords (googlemaps) or what 3 words | 53.831121, -2.391379   |  |        |  |
| Details of request                             | <p><b>Require two SLOW markings approaching from each side and a dashed centre line between Them.</b></p> <p>Some time ago, there was a dashed centre marking on the bend, but it was lost and not Replaced.</p> |  |        |  |
| Additional comments (site specific)            |  |  |        |  |
| <b>LCC use</b>                                 |  |  |        |  |
| Highways Maintenance comments                  |  |  |        |  |
| Highways Traffic comments                      |  |  |        |  |
| Additional comments                            |  |  |        |  |




# Site Inspection/ Request Form – Ribble Valley Parishes


|  |  |                      |  |  |         |
|--|--|----------------------|--|--|---------|
| Road   | Pendleton Road approaching Cunliffe Lane from the centre of the village.       |                      |  |  |         |
| Location / Village                             | Wiswell  |                      |  | Parish   | Wiswell |
| Grid ref / coords (googlemaps) or what 3 words |  | 53.833314, -2.386108 |  |  |         |
| Details of request                             | Require a SLOW marking by the junction warning sign outside 29 Pendleton Road. |                      |  |  |         |
| Additional comments (site specific)            |  |                      |  |  |         |
| <b>LCC use</b>                                 |  |                      |  |  |         |
| Highways Maintenance comments                  |  |                      |  |  |         |
| Highways Traffic comments                      |  |                      |  |  |         |
| Additional comments                            |  |                      |  |  |         |




# Site Inspection/ Request Form – Ribble Valley Parishes

|  |   |        |         |
|--|---|--------|---------|
| Road   | Whiteacre Lane towards Barrow.  |        |         |
| Location / Village                             | Wiswell   | Parish | Wiswell |
| Grid ref / coords (googlemaps) or what 3 words | 53.835074, -2.388608  |        |         |
| Details of request                             | Request a SLOW marking just before the bend into the 'tunnel of trees'.   |        |         |
| Additional comments (site specific)            |   |        |         |
| <b>LCC use</b>                                 |   |        |         |
| Highways Maintenance comments                  |   |        |         |
| Highways Traffic comments                      |   |        |         |
| Additional comments                            |   |        |         |

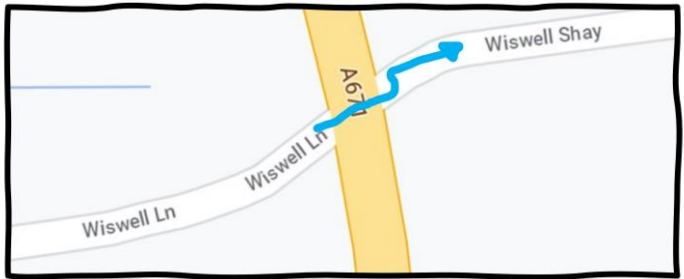

# Site Inspection/ Request Form – Ribble Valley Parishes

|  |  |  |         |
|--|--|--|---------|
| Road   | Whiteacre Lane, towards Wiswell.   |  |         |
| Location / Village                             | Wiswell  | Parish   | Wiswell |
| Grid ref / coords (googlemaps) or what 3 words | 53.835676, -2.390292   |  |         |
| Details of request                             | Request a SLOW marking as the road narrows before the 'tunnel of trees'. |  |         |
| Additional comments (site specific)            |  |  |         |
| <b>LCC use</b>                                 |  |  |         |
| Highways Maintenance comments                  |  |  |         |
| Highways Traffic comments                      |  |  |         |
| Additional comments                            |  |  |         |

# Site Inspection/ Request Form – Ribble Valley Parishes

|  |   |  |        |  |
|--|---|--|--------|--|
| Road   | Junction of Cunliffe Lane and Pendleton Road.   |  |        |  |
| Location / Village                             | Wiswell   |  | Parish | Wiswell  |
| Grid ref / coords (googlemaps) or what 3 words | 53.833662, -2.385432  |  |        |  |
| Details of request                             | Install a Blind Spot Road Safety Mirror.  |  |        |  |
| Additional comments (site specific)            |   |  |        |  |
| <b>LCC use</b>                                 |   |  |        |  |
| Highways Maintenance comments                  |   |  |        |  |
| Highways Traffic comments                      |   |  |        |  |
| Additional comments                            |   |  |        |  |

# Site Inspection/ Request Form – Ribble Valley Parishes

|  |  |  |         |
|--|--|--|---------|
| Road   | Crossing the A671 to enter Wiswell Shay from Wiswell Lane.   |  |         |
| Location / Village                             | Wiswell  | Parish   | Wiswell |
| Grid ref / coords (googlemaps) or what 3 words | 53.828913, -2.395979   |  |         |
| Details of request                             | <p><b>LCC to investigate options to mitigate potential accidents.</b></p> <p>The manoeuvre involves crossing a busy dual carriage way (50 MPH in place).<br/> Note: This has previously been reported to LCC and RVBC.</p>  |  |         |
| Additional comments (site specific)            |  |  |         |
| <b>LCC use</b>                                 |  |  |         |
| Highways Maintenance comments                  |  |  |         |
| Highways Traffic comments                      |  |  |         |
| Additional comments                            |  |  |         |