



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday** 8 November 2023, at Pendleton Village Hall, Commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 6 September 2023.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

4. Public participation.

ITEMS for DECISION/DISCUSSION

- 5. Finance Report.**
Report of the Clerk (enclosed) to approve the:
 - Accounts to date.
 - Payments as set out in the report.
- 6. Budget Consideration for 2024/25**
Report of the Clerk (enclosed) to update members on the preparations for the 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to provide in 2024-25.
- 7. Grant Application.**
Report of the Clerk (enclosed) to update members on the Council's application for funding from the Rural England Prosperity Fund.

ITEMS for INFORMATION

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

10. 'Best Kept Village'.

Update from Councillor Scholfield.

11. 2024 Summer Schedule and Christmas Festivities.

Update from Councillor Houghton.

12. Whalley Educational Foundation / Old Grammar School Community Centre.

Update from Councillor Scholfield.

13. Councillor Updates.

Reports from Councillors (enclosed).

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

14. Employment matters not on the agenda.

Updates on any employment matters.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Parish Council Meeting – Draft Minutes

Date:	6 September 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle, and Lee Street, Parishioner Maureen Robinson, PCSO Ailsa Gill and Police Constable David Green.		
Meeting started:	18:30	Meeting closed:	20:30

Minute Reference 230906/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 5 JULY 2023.

Subject to a small change to the wording regarding the state of the hedges in and around the village, the 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.

The Chair welcomed PCSO Ailsa Gill and PC David Green to the meeting. A discussion regarding the use of CCTV took place. PC David Green noted that the use of CCTV is one of the main tools used by the police in resolving crime and tackling anti-social behaviour. PCSO Ailsa Gill mentioned that Fire Safety Checks were being carried out in the area and if any groups in Wiswell were interested they should contact her.

Members also discussed:

- The ongoing and longstanding parking issues within the village and the consequential problems this could cause for the emergency services. Also see Action Plan.
- Grants for luncheon clubs.
- Future meetings of the 'Elders Club' and who should meet any subsistence expenditure.
- The Open Garden Event.
- The concrete slab protruding on Pendleton Road, opposite Thomson's 'old' house.
- The condition of the Heritage Hedge on Back Lane, which had prevented the RVBC road sweeper from completing work during their last visit.

RESOLVED THAT COUNCIL:

- a. Request Councillor Wrightson to contact local groups regarding the Fire Safety Checks.
- b. Authorise the Clerk to look at grants for Luncheon Clubs.
- c. Request Councillor Houghton to ask members of the Wiswell Social Committee if they would consider funding any subsistence expenditure incurred by the 'Elders Club'.
- d. Request Councillor Houghton to update the list of participants to the Open Garden event and write thanking them for their participation.
- e. Request Councillor Scholfield (in his responsibility for Highway related matters) to circulate information as when he has it on the:
 - Protruding concrete slab.
 - Heritage Hedge on Back Lane.

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:

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

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

6. BANKING OPTIONS FOR THE WISWELL RESIDENT FUND.

The Clerk Submitted a report asking members to consider banking options relating to the Wiswell Resident Fund (WRF).

The report noted that:

- The main options for consideration would be to open a new bank account or use the Council's current Internet bank account.
- If the Council's existing bank account were used, expenditure from the WRF would be ring-fenced and only be used for expenditure on community functions, as suggested by two non-councillors from the Wiswell Social Committee, in consultation with the Chair of the Parish Council.
- The Chair of the Parish Council would inform the Council's Clerk of any proposed expenditure for input to the Council's Finance Report, which would be amended to account for the WRF.

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 existing 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.

7. COMMUNICATION CHANNEL FOR THE EMPLOYMENT TRIBUNAL.

The Clerk submitted a report asking members to approve the continuation of the previously agreed and current communication channel, in relation to Employment Tribunal case numbers 2402703/22 and 2402708/22, namely Whalley, Wiswell and Barrow Joint Burial Committee and Wiswell Parish Council.

The report set out various communications between the clerks to Wiswell, Barrow and Whalley Parish Councils and the Employment Tribunal Claimant.

RESOLVED THAT COUNCIL:

Agree that Councillor Scholfield remained the Parish Council's point of contact and principal representative when dealing with the Employment Tribunal in relation to case numbers 2402703/22 and 2402708/22, namely Whalley, Wiswell and Barrow Joint Burial Committee and Wiswell Parish Council.

The Chair thanked Councillor Scholfield for his work on this matter.

8. THE PARISH CLERK'S ANNUAL APPRAISAL AND REMUNERATION REVIEW.

The Chair submitted a report updating members on the outcome of the Parish Clerk's annual appraisal and sought approval for an uplift in salary and in the 'Working from Home' allowance.

The report noted that an appraisal meeting took place on 20/07/23 with the Clerk and the Chair and Vice Chair of the Parish Council. Overall, the Parish Council were delighted with the Clerk's performance and when considering a pay award for 2023/24 were of the view that Wiswell should follow the lead of a neighbouring Parish Council who also employ the Clerk's services.

RESOLVED THAT COUNCIL:

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

9. THE LENGTHSMAN'S SCHEME.

The clerk submitted a report updating members on the Lengthsman's Scheme.

The report set out the background to the scheme, the current Lengthsman's duties and responsibilities, and details of an email sent to the Parish Council by the Clerk to the Scheme.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Agree that the PROW LCC grant be paid directly to the Lengthsman's scheme.
- c. Agree a contribution to the 2023/24 Scheme of £750.
- d. Agree an increase in the Lengthsman's hourly rate of pay as set out in the report.

10. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The clerk submitted a report updating members on actions from previous meetings and on ongoing matters. The report noted that progress was being made on most of the agreed actions.

RESOLVED THAT COUNCIL:

Noted the report.

11. ACTION PLAN

The Clerk submitted a revised Action Plan that had recently been reviewed and consolidated by Councillors Houghton and Scholfield and had removed actions unlikely to be achieved or where the Council had little or no control.

RESOLVED THAT COUNCIL:

- a. Agree that Cllr. Houghton would progress the refurbishment of the phone box with an option of seeking an alternative person to carry out the work.
- b. Request Councillor Pursglove to consider dealing with the coordination of comments on planning applications. *Members are reminded that other planning matters, particularly liaison with RVBC on planning enforcement will remain the responsibility of the Clerk, and Councillors; Houghton and Scholfield.*
- c. Request the Clerk to arrange a training course on planning related matters.
- d. Agree that Councillor Scholfield draft a letter for the Clerk to send to LCC Highways regarding a range of issues that impact the village and to seek a meeting with a representative from the Highways Team.

12. PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting.

Members discussed several applications and noted that by law, any planning permission expires after a certain period. Generally, unless the permission says otherwise, an applicant has three years from the date approval was granted to begin any development. If work hasn't started by then, the applicant will usually need to reapply.

Members also discussed the Morans Farm planning application and the recent issues that had been reported to the police and considered whether RVBC could have done more in investigating reported planning breaches.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. For future reports request the Clerk to highlight those applications that have been approved/refused.

13. COUNCILLOR UPDATES. REPORTS FROM COUNCILLORS (ENCLOSED).

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

RESOLVED THAT COUNCIL:

- a. Note the reports.
- b. Agree that Councillor Wrightson and the Clerk work on the mapping activity for the Traffic and Road Safety Working Group.

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

14. EMPLOYMENT MATTERS NOT ON THE AGENDA.

Councillor Scholfield updated members on matters relating to the ongoing Employment Tribunal.

15. MEETING DATES:

2023: 8 November.

2024: 3 January, 6 March and 8 May.

The next Parish Council meeting is scheduled for Wednesday 8 November 2023.

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

Signed.

Date.

Agenda Item 5

For Decision



Meeting Date: 08/11/2023

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

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

Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		HMRC	Income tax for three months	255.00	0.00	0.00	Paid	Staff Costs
2	DD	Go Cardless (October)	Email and web hosting.	61.19	10.20	50.99	Paid	Admin. Expenses
3		Unity Bank	Service charge (three months).	18.00	0.00	18.00	Paid	Admin. Expenses
4		Clerk	Three months salary	1,020.00	0.00	0.00	Paid	Staff Costs
5	WIS61251	PM+M	Payroll Services (three months).	33.30	5.55	27.75	22/10/23	Admin. Expenses
6	Homebase	S. Houghton	Bench paint	24.00	4.00	20.00	Paid	Amenity Maint.
7	Dawsons	S. Houghton	Iron bench refurbishment	20.00	0.00	20.00	Paid	Amenity Maint.
8		Clerk	Three months expenses	161.00	0.00	161.00	09/11/23	Staff Costs
9	DD	Go Cardless (September)	Email and web hosting.	61.19	10.20	50.99	Paid	Admin. Expenses
10	NCC260922/06	LALC	Training Whistlestop Tour	70.00	0.00	70.00	09/11/23	Admin. Expenses
Totals:				1,723.68	29.95	418.73		

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

Bank			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
11/04/2023	accy052286	Precept 2023/24	7,965.00					7,965.00
17/04/2023	accy052367	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
Total:			7,965.00	0.00	500.00	300.00	543.65	9,308.65

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

DD = Direct Debit

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

		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. Walmsley (plants)							25.42				5.08	30.50
11/08/23	Parishoner S. Yeowart (plants)							19.00					19.00
17/08/23	Parishoner S. Yeowart (bulbs)							117.68					117.68
17/08/23	Cllr. Houghton (sandpaper)								7.94				7.94
01/09/23	Easy Websites					50.99						10.20	61.19
28/09/23	Iron bench - refurbishment								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
	TOTALS	2,175.00	450.00	284.60	119.25	356.93	254.13	203.35	85.28	834.00	0.00	155.60	4,918.14

Check: 4,918.14

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	6,007.16	
Add total receipts to date:	9,308.65	
Less total payments to date:	4,918.14	
Balance:	10,397.67	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 30/10/23:	10,397.67	

Comparisons as at 30/10/23

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	ACCOUNTS TO DATE 2023/24
INCOME	£	£	£
RVBC Precept:	7,024	7,965	7,965
RVBC Concurrent Grant:		0	0
RVBC in Bloom Grant:	60	50	0
Other RVBC Grants:	0	0	0
RVBC Coronation Grant:	0	500	500
Other Grants:	0	0	0
HMRC VAT Refunds:	109	318	0
Sundry and Other Income:	243	0	300
Residents Fund	0	0	544
	7,435.60	8,833	9,309
EXPENDITURE			
Staff Costs:	£	£	£
Clerk's salary:	2,963	3,600	2,175
Home use, expenses and mileage:	293	604	285
HMRC:	516	900	450
	3,772.01	5,104	2,910
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	86	100	54
Website hosting and emails:	902	735	357
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	119
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	0
Insurances:	382	400	0
Audit:	200	200	200
Room hire:	0	60	0
Training books etc:	0	0	0
	1,851	1,940	730
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	0	500	0
Coronation Gardens ground maintenance:	230	250	203
Other expenditure:	0	250	85
	230	1,000	289
Sundry Expenses:	£	£	£
Burial Committee precept:	74	0	0
LALC subscription:	55	51	51
CPRE subscription:	36	40	0
Best kept village:	0	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	25	25	0
Noticeboard:	0	50	0
Refurbish Telephone box:	0	200	0
Contingency:	0	500	0
Sundry expenditure:	725	100	783
	915	1,336	834
RESIDENTS FUND:	£	£	£
Expenditure:	0	0	0
VAT on Expenses to be Reclaimed:	318	300	156
Total Expenditure:	£ 7,087	£ 9,680	£ 4,918
SUMMARY:	£	£	£
Income:	7,436	8,833	9,309
Expenditure:	(7,087)	(9,680)	(4,918)
	349.07	(847)	4,391
BALANCE:	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	(847)	4,391
Balance carried forward:	6,007	4,667	10,398

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

		Actual Income to Date 2023/24							Forecast Income 2023/24					Total
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1	RVBC Precept	Precept	7,965.00											7,965.00
2	RV in Bloom	RVBC Grant												0.00
3	HMRC VAT Return	VAT Repay								500.00				500.00
4	Concurrent Funding	RVBC Grant												0.00
5	RVBC Coronation Grant	RVBC Grant	500.00											500.00
6	Residents Fund	RF					543.65							543.65
7	Other funding	LCC		300.00					300.00					600.00
Totals:		8,465.00	300.00	0.00	0.00	0.00	543.65	0.00	300.00	500.00	0.00	0.00	0.00	10,108.65

		Actual Expenditure to Date 2023/24							Forecast Expenditure 2023/24					Total
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Easy Websites	Admin. Exp.	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	67.31	67.31	67.31	752.64
21	LALC Subs. & Training	Sundry Exp.		50.74					70.00					120.74
22	Coronation Celebration	Sundry Exp.		407.63	37.97									445.60
23	AER Accountant	Admin. Exp.		200.00										200.00
24	Office Consumables	Admin. Exp.				64.95								64.95
25	Clerk Salary	Staff Costs			900.00		1,020.00			1,020.00			1,020.00	3,960.00
26	Defibrillator	Sundry Exp.												0.00
27	Unity Bank: Service Fee	Admin. Exp.			18.00		18.00			18.00			18.00	72.00
28	HMRC Income Tax	Staff Costs	225.00			225.00		255.00			255.00			960.00
29	PM+M Payroll services	Admin. Exp.	33.30			33.30		33.30			33.30			133.20
30	Countryside Charity	Sundry Exp.												0.00
31	Clerk Expenses	Staff Costs		154.80		129.80			161.00			150.00		595.60
32	Coronation Garden etc.	Amenity Exp.		31.92	23.00	214.10	43.00							312.02
33	Insurance	Admin. Exp.							400.00					400.00
34	Remembrance Sunday	Sundry Exp.				201.00			25.00					226.00
35	ICO GDPR Charge	Admin. Exp.										40.00		40.00
36	Phone Box/NB/Grit Bin	Sundry Exp.							25.00	220.00				245.00
37	Room Hire	Admin. Exp.												0.00
38	Lengthsman	Grnd Maint							750.00					750.00
39	Subscriptions	Sundry Exp.												0.00
40	Christmas Expenses	Sundry Exp.							350.00					350.00
41	Compensation: Gazebo	Sundry Exp.				170.00								170.00
Totals:		319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,842.19	1,319.19	355.61	257.31	1,105.31	9,797.75

Forecasts			
2023/2024	£		End of Year 2024
Forecast Income	10,109		£
Forecast Expenditure	9,798		Balance at 31/10/23
Forecast Balance 2023/24	311		Forecast Income - Oct. onwards
			Forecast Spend - Oct. onwards
			Forecast Balance EOY 2023/24
			Forecast balance less Res. Fund

For reference:

Balance EOY 2023 = £6,007

2023-2024 - Unity Trust Bank Statements													
DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,951.16	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16					
Income	0.00	8,465.00	300.00	0.00	0.00	0.00	543.65	0.00					
Expenditure	944.00	319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49					
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					
Unity Bank Statements	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16						
Statement Date:	29/04/23	26/05/23	02/07/23	31/07/23	31/08/23	30/09/23							

Residents Fund - Summary

£

Total Fund 543.65

Gross Expenditure April 2023 to 31 March 2024: 0

Balance at 24/10/23: 543.65

Residents Fund (ring-fenced donation).

At the 6 September 2022 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.

Meeting Date:	8 November 2023
Title:	Draft Budgets for 2024 - 2025
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the preparations for the Council's 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2024-25.

2. Introduction:

Members are reminded that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget. It should be noted that it is not lawful to set a precept unless a budget has been prepared and approved.

The budget process:

- a. Allows the Council to set a precept for the following year.
- b. Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
- c. Enables progress monitoring during the year by comparing actual spending against planned spending.

3. Next Steps:

The Council's precept requirement must be advised to Ribble Valley Borough Council by 22 December 2023. A draft budget is provided in Appendix 1 for consideration/amendment by the Council and includes proposed budgets for each of the headline expenditure categories used in previous years. Members are however required to consider what services it intends to deliver in 2024-25.

4. The Budget:

The budget tab as shown in Appendix 1 has 7 columns which cover:

1. Categories of expenditure.
2. Budget for 2023-24 as prepared in 2022-23.
3. Actual expenditure for 2023-24 (April to September).
4. Forecast expenditure for 2023-24 (October to March).
5. Projected annual out-turn (spend) for 2023-24.
6. Budget variance to projected annual out-turn for 2023-24.
7. Proposed budget for 2024-25 based on the continuation of existing services.

5. Reserves:

The Council must review its level of reserves and whilst there are no statutory levels only guidance, significant levels may give rise to comment by the Council's auditor.

Wiswell Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2023 (p38 5.30-5.38) in that they are maintained at between three and twelve-months Net Revenue Expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure,

6. Members are recommended:

To note the contents of the report and Appendix 1 and to consider its expenditure and the services it intends to deliver in 2024-25.

Appendix 1



Meeting Date: November 8 2023

Title: Draft Budget by Expenditure Stream for 2024/25

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To consider the Council's Draft Budget for 2024/25.

Recommendations:

See main report.

Actual and Projected Receipts - 1 April 2023 to 31 March 2024. v 30/10/23

Source		2032-24 Budget	2023-24 Apr-Sept Actual	Forecast 2023-24						2023-24 Projected Income £	Variance: Projected vs Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
1	RVBC Precept	7,965.00	7,965.00							7,965	0.00
2	HMRC VAT Return	318.00	0.00			500.00				500	182.00
3	RVBC Coronation Grant	500.00	500.00							500	0.00
4	LCC Bio Diversity Grant	0.00	300.00		300.00					600	600.00
5	RVBC RV in Bloom	50.00	0.00							0	-50.00
6	RVBC Concurrent Grant	0.00	0.00							0	0.00
7	Residents Fund	0.00	543.65							544	543.65
TOTAL		8,833.00	9,308.65	0.00	300.00	500.00	0.00	0.00	0.00	10,109	1,275.65

Actual and Projected Expenditure - 1 April 2023 to 31 March 2024. v 30/10/23

Administration Expenses		2023-24 Budget £	2023-24 Apr-Sept Actual £	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget £	2024-2025 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
1	Clerk: Salary.	3,600.00	1,920.00			1,020.00			1,020.00	360.00	4,080
2	Clerk: Home use, expenses and mileage etc,	604.00	284.60		161.00			150.00		-8.40	640
3	HMRC (Income Tax and NI).	900.00	450.00	255.00			255.00			60.00	1,020
4	General Administration: Consumables, training, bank and payroll charges.	365.00	167.55	33.30	70.00	18.00	33.30	40.00	18.00	15.15	350
5	Website and email hosting	735.00	367.16	61.19	61.19	61.19	67.31	67.31	67.31	17.66	810
6	General Costs: Audit, insurance and software	840.00	200.00		400.00					-240.00	625
SUB TOTAL		7,044.00	3,389.31	349.49	692.19	1,099.19	355.61	257.31	1,105.31	204.41	7,525

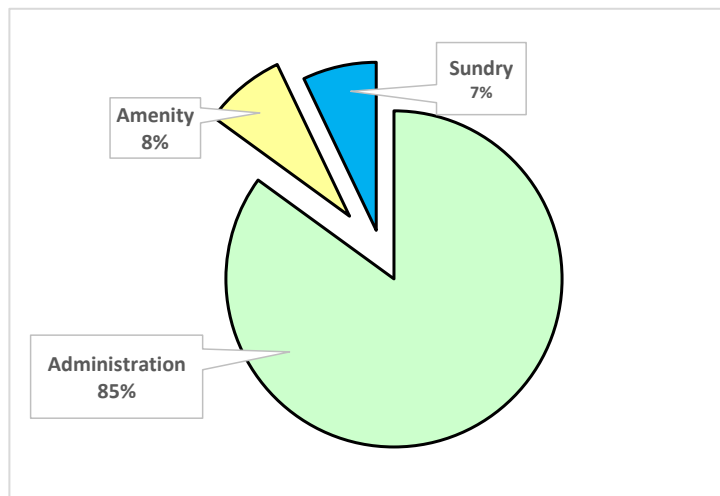
Amenity Expenses		2023-24 Budget £	2023-24 Apr-Sept Actual £	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget £	2024-2025 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
20	General maintenance: Lengthsman etc.	500.00	0.00		750.00				750.00	250.00	500
21	Grounds maintenance: Coronation Gardens.	250.00	312.00						312.00	62.00	50
22	Refurbish phone box	200.00	0.00		25.00				25.00	-175.00	0
23	Best kept village	20.00	0.00						0.00	-20.00	50
24	Noticeboard	50.00	0.00						0.00	-50.00	0
25	Other expenditure	250.00	0.00			220.00			220.00	-30.00	100
SUB TOTAL		1,270.00	312.00	0.00	775.00	220.00	0.00	0.00	0.00	37.00	700

Sundry Expenses		2023-24 Budget £	2023-24 Apr-Sept Actual £	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget £	2024-2025 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
40	Subscriptions (including LALC)	91.00	50.74						50.74	-40.26	52
41	Christmas tree, lights etc.	350.00	0.00		350.00				350.00	0.00	350
42	Remembrance Sunday	25.00	201.00		25.00				226.00	201.00	25
43	Contingency	500.00	170.00						170.00	-330.00	100
44	Other expenditure	100.00	445.60						445.60	345.60	100
SUB TOTAL		1,066.00	867.34	0.00	375.00	0.00	0.00	0.00	0.00	176.34	627

	2023-24 Budget £	2023-24 Apr-Sept Actual £	Forecast 2023-24						2023-24 Projected Spend £	Variance. Projected vs Budget £	2024-2025 Proposed Budget £
			Oct	Nov	Dec	Jan	Feb	Mar			
TOTALS:	9,380.00	4,568.65	349.49	1,842.19	1,319.19	355.61	257.31	1,105.31	9,797.75	417.75	8,852

Note: £155.60 spent on VAT which will be claimed back

Category of Spend	£
Administration	7,525
Amenity	700
Sundry	627



Summary

	2023/24 £
Projected Income:	10,109
Projected Spend:	9,798
Projected Variance:	311

Proposed Precept	£
Projected Variance 2023/24:	311
Proposed Budget 2024/25:	8,852
Total funds required:	8,541

Forecast balance 2023/24 to be c/f = £5,424.92

Proposed Precept:

Previous Years				
Year	Tax Base	Band D Tax £	Tax Band % Change	Precept £
2015/16	179	13.94		2,495
2016/17	176	19.94	43.0%	3,510
2017/18	177	19.94	0.0%	3,529
2018/19	183	26.52	33.0%	4,854
2019/20	183	29.72	12.1%	5,439
2020/21	181	37.3	25.5%	6,751
2021/22	181	38.04	2.0%	6,886
2022/23	181	38.81	2.0%	7,024
2023/24	178	44.75	15.3%	7,965
2024/25	177	48.25	7.8%	8,541

Figure provided by RVBC.

Projected Variance 2023/24
+
Proposed Budget for 2024/25

Meeting Date:	8 November 2023
Title:	Grant Application.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the Council's application for funding from the Rural England Prosperity Fund, which is being administered by Ribble Valley Borough Council.

2. Introduction.

Members may be aware that the Prosperity Fund covers the period April 2023 to March 2025. Whilst official confirmation is not yet available, it is understood that the funding will be apportioned 25% (£108,420) in 2023-24 and 75% (£325,260) in 2024-25.

To apply for a grant of more than £10,000 (which the Council is) applicants are required to provide a three-year Business Plan. In addition, all applicants are required to submit an Expression of Interest Form and an Output and Outcome Form. The Business Plan, Expression of Interest and Output and Outcomes Forms are attached as Appendix 1, 2 and 3 of this Report.

After approval by the Parish Council the intention is to submit all documents to RVBC as part of the Parish Council's grant application.

Additional information on the Prosperity Fund can be found on the RVBC's website.

3. Members are recommended:

To note the contents of the report and the Appendices, and request the Clerk to either:

- Submit the documents to RVBC as presented to the meeting.
- Make appropriate changes to the documents as discussed at the meeting and then submit to RVBC.
- Postpone submitting any application for funding.



Wiswell Parish Council

Three Year Business Plan

October 2023 to October 2026



Version Control

Ver.	Author	Date	Revision/Changes	Approved by
0.1	Mike Hill. Parish Clerk	15/10/23	First Draft	
0.2	Mike Hill. Parish Clerk	22/10/23	Changes include comments received from Councillor Scholfield.	

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1. Vision.

Wiswell Parish Council aims to be a positive, efficient and reliable organisation and meet the needs of the parish through its:

- ⇒ Commitment to parishioners.
- ⇒ Awareness of the needs of all parishioners.
- ⇒ Active communications within and for the parish.

The Council seeks to promote and improve the quality of parish life by using the knowledge of groups and individuals within the parish and by making efficient and positive use of its income.

It will strive to be pro-active in the introduction of measures that will enable the community to thrive in a safe, friendly and comfortable environment, with special emphasis on community engagement.



2. About Wiswell Parish Council.

Wiswell Parish Council is the first tier of local government and as such is the closest to the community, with a key role to play in promoting the parish by representing its interests to other agencies such as Ribble Valley Borough Council (RVBC), Lancashire County Council (LCC) and Lancashire Constabulary.

Within its limited remit, the Council monitors and reports on planning matters, as well as monitoring and reporting on amenity and highway issues. It works to influence decision makers at Borough and County level and strives to improve the quality of parish life by providing a range of services to meet local need. These range from providing grit bins, maintenance of the village defibrillator, village benches, verges and public rights of way and the upkeep of Coronation Gardens. In addition, the Council organises social events including Christmas carol singing, lunches, quiz nights, as well as Remembrance Sunday commemorations.



Parishioners elect 5 parish councillors every four years. The Council elects a Chair and a Vice-Chair annually in May. Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish.

2.1 Current Councillors:



Details can be found on the Council's website:
www.wiswellpc.org.uk

3. How the Parish Council operates.

The Parish Council performs its statutory duties by:

- ⇒ Meeting six times per year to deal with the business of the Council.
- ⇒ Operating within the Standing Orders of the Council.
- ⇒ Holding an Annual Meeting of the Parish Council at which the Chair and Vice-Chair for the coming year are elected.

All Council meetings are open to the public with a period set aside for members of the public to address the Council. The meetings take place in Pendleton Village Hall which has good access and adequate parking.

Note:

- ⇒ That the Council has its own Standing Orders and Financial Regulations, which lay down the rules by which it operates and conducts its business. Council's Standing Orders are based on a model prepared by the National Association of Local Councils (NALC).
- ⇒ All Parish Councillors are expected to adhere to the April 2021 Code of Conduct, issued by RVBC, which is based on the Model Code of Conduct developed by the Local Government Association (LGA).
- ⇒ The Council will facilitate the holding of an Annual Parish Meeting between 1 March and 31 May each year to review the activities of the previous year and give an opportunity for residents to raise issues of concern. If in attendance, the Chair of the Parish Council will preside over the meeting.
- ⇒ The Parish Council aims to promote the social and environmental wellbeing of the Parish and to contribute to a sustainable and inclusive community.



4. Business Plan Objectives and Activities:

4.1 Parish benefits and community engagement:

- ⇒ To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations.
- ⇒ To represent the parish of Wiswell and to improve the facilities, infrastructure and overall amenity for all parishioners.

This will be achieved by being a professional and competent Parish Council, which is open and accountable and ensures sound fiscal management of Parish Council resources.

Action	Measure
Ensure continuous communication and engagement with residents and village groups.	<ul style="list-style-type: none"> Councillors to be involved with existing village groups. Look to hold advice surgeries and public meetings. Issue a twice-yearly Parish newsletter and other newsletters, as necessary. Introduce a Parish Facebook page. Ensure the Council's website and noticeboard are up to date.
Donations to parish organisations	Donations considered on request.
Ensure engagement with all age-groups within the village	Continue to engage with the 'Village Elders' and look to establish a similar group for young persons under 18.

4.2 Parish Council administration:

- ⇒ To ensure the ongoing administration of the Council and the facilitation of the Parish Council's activities.
- ⇒ Continue to seek and improve established channels of communication and find new ways of engaging and communicating with parishioners.

Action	Measure
Ensure functional Council meetings are in place and statutory obligations are met.	<ul style="list-style-type: none"> Hold six meetings per year including an Annual Meeting of the Parish Council. Ensure Council agendas are posted on the Council's website and noticeboard at least three working days before the meeting
Council transparency.	<ul style="list-style-type: none"> Public sessions are available at all meetings. Ensure meeting minutes are available on the Council's website in a timely manner.

Action	Measure
Ensure all actions from the Parish Council meeting are completed.	<ul style="list-style-type: none"> • 'Action Sheet' issued after each meeting. • Actions reviewed at each Council meeting.
Liaison with LCC and RVBC.	County and Borough Councillors to attend Council meetings, provide updates, and answer questions.
Liaison with Lancashire Constabulary.	<ul style="list-style-type: none"> • Ensure the Council has updates from the PCSO. • The Council to function as a conduit between the parishioners and the PCSO.

4.3 Parish Council development:

- ⇒ To provide all Councillors and the Parish Clerk with the knowledge to enable them to contribute to the advancement and improvement of the Council.
- ⇒ To ensure Councillors keep abreast of new opportunities and policies.
- ⇒ To improve Council activities by encouraging Councillors and the Parish Clerk to develop their skills through appropriate training.

Action	Measure
Ensure all Councillors, as a minimum, receive basic training.	<ul style="list-style-type: none"> • All new councillors attend Councillor training provided by Lancashire Association of Local Councils (LALC). • Ensure all Councillors receive an individual training record, which will be provided to Councillors each year. • All Councillors involved in planning matters attend a planning training course provided by LALC. • All Councillors attend the Code of Conduct Training provided by RVBC.
Maintain links with LALC to ensure the Council has the best advice.	<ul style="list-style-type: none"> • Ensure the Council continues to be a member of LALC. • At least one Council representative attends the annual Parish and Town Council Conference.
Ensure Councillors have the knowledge to enable them to contribute to the advancement and improvement of the Council	<ul style="list-style-type: none"> • Provide all Councillors with information to ensure compliance with statutory instruments and financial regulations. • Provide the opportunity for Councillors to request individual training requirements as necessary.

4.4 Financial planning and control:

- ⇒ To ensure the ongoing financial viability of the Council.
- ⇒ To ensure the Financial Budget is monitored on a regular basis and that any anomalies are highlighted to the Parish Council for action.
- ⇒ A financial report will be presented at each meeting of the Partish Council.

Action	Measure
Set and monitor annual budgets.	<ul style="list-style-type: none"> • Budget to be set annually to inform precept requirement for the following year. • Annual precept form to be submitted to RVBC by the deadline. • Actual to Budget monitoring reports to be presented to each Council meeting.
Ensure internal audit is procured by the Council	At its Annual Meeting of the Parish Council an internal auditor will be appointed for the following year.
Perform internal annual audit.	<ul style="list-style-type: none"> • The Internal Auditor will provide an annual audit report detailing actions to be completed by the next internal audit. • Ensure all matters arising from the internal audit are actioned in a prompt and appropriate manner.
Annual Governance and Accountability Return (AGAR).	Ensure AGAR is submitted in a timely manner and complies with all legal obligations and maintains transparency by making the documents publicly available.

4.5 Strategic planning/key projects:

The following activities/objectives are included in the Parish Council's Three-Year Plan:

- ⇒ Ensure continued communication with LCC, RVBC and other agencies and groups to discuss areas for improvement regarding public rights of way, parking, road signage and road markings, road safety in general, planning and planning enforcement, road verge and hedgerow maintenance, weed control, edge maintenance of carriageways and cleaning of traffic signs.
- ⇒ Work with RVBC on the provision of public and dog waste bins.
- ⇒ Continue a rolling program of bench maintenance and confirmation of bench ownership with RVBC.
- ⇒ Improvement of communication and engagement with parishioners, by introducing social media streams such as Facebook and increasing the opportunities for villagers to meet up and consider the introduction of a 'Welcome Pack' for new residents.
- ⇒ Continue to address the concerns of noise, smell, lighting and out of hours operation, by residents living near the Freemasons public house.
- ⇒ Continue to address the need for CCTV in and around the village.

Three-Year Business Plan

- ⇒ Continue with a programme of village improvements including a complete revamp of the area around Coronation Gardens, including the seating area, phone box and notice board.
- ⇒ Continue to assess the viability of converting old/unused buildings into a community centre/village hall.
- ⇒ Ensure that the Council's Action Plan is updated on a regular basis and includes feedback from parishioners.
- ⇒ Ensure that the Council's funds are spent on projects that have been identified as providing, improving, replacing, or maintaining infrastructure that supports the development of the Parish and parishioners.

Action	Measure
Ensure continuing engagement with RVBC and LCC	Councillor attendance at meetings arranged by RVBC and LCC and are reported at Parish Council meetings.
Ensure the Parish Council continues to respond to all planning applications as a statutory consultee.	<ul style="list-style-type: none"> • The Council to nominate a Councillor who has responsibility to deal with the coordination of comments on planning applications. • The Parish Clerk, Chair and Vice Chair will continue to consult with RVBC on planning matters and planning enforcement.
Ensure succession planning for the Chair, Vice Chair and Parish Clerk	<ul style="list-style-type: none"> • Encourage 'newer' councillors to seek nomination as Vice Chair and ensure they lead meetings throughout the year. • Look to appoint a person to shadow the Parish Clerk.
Review Action Plan	Standard Agenda Item at each Council meeting.
Review this Business Plan	To be reviewed every six months.

4.6 Committees and Groups:

Members of the Council will continue to represent the Parish at the:

- Parish Council Liaison Meeting (PCLM), including any Working Groups that have been constituted by the PCLM such as the Road Safety Working Group.
- Whalley Educational Foundation.
- Whalley, Wiswell and Barrow Joint Burial Committee.

Action	Measure
Ensure continued membership of the groups.	Membership of the groups to be reviewed at the Annual Meeting of the Parish Council.

5. Business Plan review

As some of the areas covered in the Business Plan are ongoing and will cover more than one financial year, the Parish Council will review the Business Plan on a 6-month basis in March and September each year, thereby ensuring that it is updated regularly and that any further actions identified during the period are included or, where appropriate, are signed off as having been completed.



The areas of activity will relate to the budget which is set in December of each year and finalised the following January. This budget will also include projected spend for regular items of expenditure.

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GENERAL	
1.	<p>Name of Organisation.</p> <p>Wiswell Parish Council</p>
2.	<p>Charity number (If applicable).</p> <p>Not applicable (N/A)</p>
3.	<p>Contact name.</p> <p>Mike Hill</p>
4.	<p>Contact address.</p> <p>14, Longridge Road, Chipping, Preston, Lancashire, PR32Q</p>
5.	<p>Daytime telephone number.</p> <p>07375 801052</p>
6.	<p>E-mail address.</p> <p>clerk@wiswellpc.org.uk</p>
7.	<p>Please state the aims and objectives of your organisation.</p> <p>The Aims and Objectives of Wiswell Parish Council are:</p> <ul style="list-style-type: none"> To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations. To represent the parish of Wiswell and to maintain and improve the facilities, infrastructure and overall amenity for all parishioners. <p>This will be achieved by being a professional and competent Parish Council, which is open and accountable and ensures sound fiscal management of Parish Council resources.</p>
8.	<p>Please give a brief description and history of your organisation.</p> <p>Wiswell Parish Council is the first tier of local government and as such is the closest to the community, with a key role to play in promoting the parish by representing its interests to other agencies such as Ribble Valley Borough Council (RVBC), Lancashire County Council (LCC), Lancashire Police, Lancashire Fire and Rescue, Bowland AONB and utility companies. It raises money (known as the parish precept) to cover costs and expenditure.</p> <p>The Council takes its statutory role of being consulted on most planning applications with diligence and with consideration for all its residents. In addition, and as an active and professional body, the Council monitors approved applications and reports perceived planning issues to RVBC.</p> <p>The Council also monitors and reports on amenity and highway issues and works to influence decision makers at Borough and County level and strives to improve the quality of parish life by providing a range of services to meet local need. These range from the maintenance of the village defibrillator, village benches, verges and public rights of way and the upkeep of Coronation Garden.</p>

	<p>In addition, the Council carries out activities and provides services that are not necessarily its responsibility, for example it has provided an additional grit bin. The provision of grit bins is the responsibility of LCC, however, by listening to the needs of its residents it became apparent that an additional bin, over and above what LCC were willing to provide was required.</p> <p>The Council also organises social events including Christmas carol singing, lunches, quiz nights, as well as Remembrance Sunday commemorations.</p> <p>History and Location:</p> <p>Wiswell is a small village located in the Ribble Valley district of Lancashire and adjoins the other Ribble Valley parishes of Pendleton, Sabden, Whalley and Barrow. Higher areas of the parish, east of the village, are part of the Forest of Bowland an area of outstanding natural beauty.</p> <p>It was once a township in the ancient parish of Whalley and became a civil parish in 1866. The original parish of Wiswell included the adjacent village of Barrow and, following a community governance review, it was divided in 2015 to form two separate parishes, Wiswell and Barrow.</p>
9.	<p>How does the work of your organisation benefit the residents of Ribble Valley?</p> <p>In summary: All parish councils play a crucial role in improving local governance, enhancing community involvement, and ensuring that the specific needs of their communities are met.</p> <p>More specifically:</p> <p>Local Decision Making: Parish councils represent the concerns of residents and provide services to meet local needs. They enable people to have a significant involvement over a small area. This devolved democracy allows the community to make decisions directly.</p> <p>Financial Autonomy: Parish councils have the power to raise money through council tax. This financial autonomy can be used for the betterment of local community projects.</p> <p>Local Knowledge and Tailored Activity: Parish councils bring a close knowledge of the needs of their communities, with the ability to tailor activity accordingly.</p> <p>Community Mobilisation: Parish councils have an ability to mobilise their communities, coordinating and harnessing individuals and groups to address local priorities. This is particularly relevant to Wiswell.</p> <p>Communication Channel: Wiswell Parish council provide a line of communication to RVBC and LCC to ensure the concerns of the local people are heard.</p>
10.	<p>Size of organisation.</p> <p>There are five Parish Councillors and one employee, the Parish Clerk and Responsible Financial Officer.</p>
11.	<p>Justification for application.</p> <p>The Council's submission is designed to develop and restore the parish's three principal amenities and in the process:</p> <ul style="list-style-type: none"> a. Improve the welfare and well-being of the local community. b. Develop opportunities to enhance the tourist experience for visitors to the village. This will include working in partnership with the Freemasons public house to improve the experience of visitors to their residential accommodation so supporting the local economy. c. Develop the Council's commitment to supporting a bio-diverse and eco-friendly environment.

	<p>d. Raise awareness of the rich historical heritage of the village amongst members of the community and visitors to the area.</p> <p>These targets are referenced in Question 13.</p>
12.	<p>Please tell us how you think the proposed investment or project will positively impact the rural economy in Ribble Valley and/or contribute to Net Zero. We are looking for information on reductions in carbon footprint, energy efficiency savings, visitor numbers etc. (please note the attached spreadsheets to indicate which outcomes and outputs you expect your scheme to deliver).</p> <p>For positive impacts on the Ribble Valley's rural economy see response to Question 13.</p> <p>Reducing carbon footprint:</p> <p>The proposed investment will help reduce the parishes carbon footprint by:</p> <ul style="list-style-type: none"> ⇒ Restocking Coronation Garden using layering techniques and a wide mix of indigenous trees, shrubs, perennials and ground cover to encourage a miniature "carbon sink". Educative literature will be displayed on the noticeboard to explain the rationale for the planting process. ⇒ The development of a small community allotment tended by children under adult supervision will be part of the Council's educative process in relation to the carbon footprint and the need to reduce mileage in terms of distance between food production and the kitchen. ⇒ There are currently no public vehicle electrical charging points in the village. The Council's proposals include exploring the feasibility of providing such a facility as part of the plan to relocate the electricity supply in Coronation Garden. <p>Energy Efficiencies:</p> <p>The Council are aware that residential visitors to the Freemasons are inclined to drive out to neighbouring locations for walks etc. The Council hope that the village heritage trail and offer of guided walks will encourage more use of the village as a starting point for walks so reducing car usage.</p>
REQUESTED GRANT	
13.	<p>Purpose for which the grant is requested.</p> <p>Wiswell is a small Parish Council comprising approximately 140 households with a current precept circa £8,000 per year (2023/24). It has a limited number of community amenities and just a single commercial property within its boundaries (the Freemasons public house).</p> <p>In addition to funding capital projects, the council is looking to:</p> <ul style="list-style-type: none"> ⇒ Develop a village heritage trail, drawing on several historical photographs and archive sources it has. ⇒ To promote and lead guided walks from the village highlighting points of historic interest along the way such as Wiswell quarry, Molly's well, Clerk Hill estate, Wymondhouses, lead mines, Coffin Stone and Jepp Knaves grave. <p>Meeting targets b and d as shown in Question 11.</p> <p>Coronation Garden:</p> <p>The Council does not have a village hall and the principle amenity and focal point for community activity and visitors to the village is Coronation Garden, established in 1957 but now in need of structural repair and refurbishment.</p> <p>The Council seeks funds to:</p>

- ⇒ Refurbish and repaint a heritage telephone box, to house a lending library containing both adult and children's literature.
- ⇒ Repave and rebuild the wall surrounding the garden making use of materials locally and in keeping with the village heritage.
- ⇒ Replace the rotting wooden trellis at the rear of the garden to support climbing plants.
- ⇒ Purchase plinths to commemorate the planting of trees to celebrate the Platinum Jubilee of Queen Elizabeth II and the Coronation of King Charles III.
- ⇒ Relocate the electricity supply (used for amongst other things, powering Christmas tree lights) to a position within the garden which might support the installation of a public charging point for electrical vehicles and heritage lighting in the garden area.
- ⇒ Build trellis planters on the wall of the clean water pumping station adjacent to the garden (permission already obtained from United Utilities in anticipation of a successful funding submission)
- ⇒ Develop a small community "allotment" to be tended by children in the village under adult supervision.
- ⇒ Re-stock plants in the garden with a view to creating a more bio-diverse and eco-friendly environment.

Meeting targets a - d as shown in Question 11.

Parish Council Noticeboard:

Adjacent to Coronation Garden is the Council's noticeboard. Whilst developing other communication channels, Facebook and WhatsApp for example, the noticeboard is still a primary source of information for tourists and visitors.

As the Council has expanded its range of activities it has become evident that a larger noticeboard is required. This would enable the Council to house a permanent display of the village heritage trail as well as promoting other events and activities. The Council would also like to signpost visitors to the Council's website to access historic photographs, and archive material of historic interest.

Meeting targets b - d as shown in Question 11.

Refurbishment of the Parish War Memorial:

The Parish War Memorial was unveiled in 1925 and its centenary is approaching.

The Council are seeking funding to:

- ⇒ Re-paint the names and design features on the memorial.
- ⇒ Clean the stonework and repair the cobbled area at the front of the memorial.

The memorial will form an integral part of the village heritage walk; 14 parishioners were killed in the Great War (representing 7% of the population at the time).

Meeting targets b - d as shown in Question 11.

Heritage trail / guided walks:

The Council are seeking funds to:

- ⇒ Develop a village heritage trail, to be promoted on the Council's website, noticeboard and printed leaflets available in the Freemasons.
- ⇒ In consultation with the proprietors of the Freemasons, offer guided walks around the village. Including a limited number of extended guided walks (approx. 5 miles) which would include areas of local historic interest.

Meeting targets b - d as shown in Question 11.

14.	Is this a new application or have you been supported previously?
	This is a new application.
15.	If previously supported, please give details.
	Not previously supported.
16.	Please describe who will benefit from this grant.
	The immediate beneficiaries will be the residents of Wiswell. However, as one aim of the funding is to improve the amenity and introduce a village heritage trail, it is anticipated that a much wider population would benefit from the grant.
17.	How many people will the grant benefit?
	The population of Wiswell is 517 (2021 census). It is anticipated that the funding will generate an additional 100 people per month visiting the village or taking part in the guided walks.
18.	Please give an indication of the number of Ribble Valley residents that will specifically be supported.
	The number of Ribble Valley residents who will be specifically supported is around 1,100 this is made of the 517 residents of Wiswell and a proportion (10%) of the neighbouring parishes of Pendleton (pop. 341), Barrow (pop. 1,390) and Whalley (pop. 4,052)
FINANCIAL INFORMATION (Please note if the amount you require is greater than £10,000, we will require a 3-year financial plan.)	
19.	Please specify the estimated level of grant you need – please note precise figures with appropriate quotations or invoices will be required at the time of application.
	£30,000
20.	Total investment required: What is the total cost of your project? Please give details of any additional match funding required to complete the project. Match funding is your own capital or funds from another source available to deliver the total investment required. Proof that any additional funding is secured will be necessary at application stage. Match funding is not a requirement of REPF but schemes that have secured match funding will be scored favourably.
	The Council will contribute £1,000 from its own funds.
21.	Please briefly give details of precisely how any capital grant award will be invested. Please note the grant can only be used for capital expenditure and revenue items such as salaries or stock are excluded.
	<p>Also see response to Question 13.</p> <p>Coronation Gardens:</p> <ul style="list-style-type: none"> ⇒ Refurbish and repaint a heritage telephone box. ⇒ Repave and rebuild the walls surrounding the garden. ⇒ Replace the rotting wooden trellis at the rear of the garden. ⇒ Purchase plinths to commemorate the planting of trees to celebrate the Platinum Jubilee and the Coronation of King Charles III ⇒ Relocate the existing electricity supply to a more convenient and suitable location. ⇒ Build trellis planters on the wall of the clean water pumping station. ⇒ Develop a small community allotment. ⇒ Re-stocking plants in the garden. <p>Noticeboard:</p> <ul style="list-style-type: none"> ⇒ Replace the existing noticeboard with a larger one.

	Refurbishment of the Parish War Memorial: ⇒ Clean the stonework and repair the cobbled area at the front of the memorial. ⇒ Re-paint the names and design features on the memorial. Develop a village heritage trail. ⇒ Improve existing footpaths, styles and finger posts.	
22.	2. REPF is subject to State subsidy regulation. Please tell us if your organisation has received any other grant funding or subsidy, including COVID-19 Grants in the last 5 years. Please supply details of any other applications for grant aid that have been made to any other organisations or other Ribble Valley Borough Council grant schemes. Wiswell Parish Council has never received any COVID grants. <i>(Note: the Parish Council has never received any significant grant funding or subsidies other than Concurrent Grants and grants for Ribble Valley in Bloom.)</i> In the last 3 years the Council has received: From RVBC: <ul style="list-style-type: none"> £500 for Jubilee Celebrations in 2023/24. £500 for Coronation Celebrations in 2022/23. £60 Ribble Valley in Bloom grant in 2022/23 and £200 in 2020/21. Concurrent Grants: £144 in 2022/23, £69 in 2020/21, £147 in 2019/20 and £173 in 2018/19. Fingerpost refurbishment grant of £750 in 2021/22. From LCC: £300 bio-diversity grant for 2022/23. The Council has applied for this grant for 2023/24.	
23.	Name of auditors AER Accountants Limited	
24.	Address of auditors Laycock Farm, Northcote Road Langho, Lancashire, BB6 8BG	
25.	Please give us any information you feel is important Nothing more to add.	
SUPPORTING INFORMATION		
26.	Do you have a copy of your latest audited accounts?	YES
27.	Please provide a reason for not uploading your latest audited accounts.	N/A
28.	Do you have your organisations most recent bank statement?	YES
29.	Please provide a reason for not uploading your most recent bank statement	N/A
30.	Do you have a 3-year financial plan?	YES
31.	Please provide a reason for not uploading a 3yr plan	N/A
32.	Do you have a valid constitution or memorandum?	YES
33.	Please provide a reason for not uploading a constitution or memorandum?	N/A

Outputs and Outcomes

Outputs	
1.	Number of businesses supported.
	There is only one business within the boundary of the Parish Council - The Freemason's public house and residential accommodation. The Council have a letter of endorsement from the Freemason's in support of our grant application.
2.	Number of farm businesses supported (Number of businesses)
	None.
3.	Number of farm diversification projects supported (Number of projects)
	None.
4.	Number of micro businesses supported (Number of businesses)
	None.
5.	No. of organisations receiving grant.
	One. Wiswell Parish Council.
6.	Number of facilities, supported, created or installed.
	Nine. Coronation Garden; phone box library facility; wall planters; allotment facility; war memorial; extended noticeboard; EV charging point; heritage trail; residential accommodation and Freemasons public house
7.	Number of EV charging points.
	One charge point. Currently there are no public charging points in the village.
8.	Number of visitors / locals using charging points.
	The number of visitors/locals using charging points is not known. However, circa 20 houses within the village have neither access to a driveway or garage to permit EV charging.
9.	Number of community energy projects funded (Number of projects)
	None
10.	Amount of rehabilitated land (M2)
	None
11.	Number of rehabilitated premises (Number of premises)
	None
12.	Amount of land made wheelchair accessible/step-free (M2)
	Coronation Garden includes the village phone box library facility, allotment and planters (approx. 80 sq. meters). In addition, the war memorial and noticeboard being both wall mounted are wheelchair accessible.
13.	Amount of public realm created or improved
	See above 80 sq. meters, when improved, as well as the surface area of the War Memorial and noticeboard.

14.	Amount of green / blue space created / improved.
	80 sq. meters when improved.
15.	Tourism / culture/ heritage assets created or improved.
	Nine. Coronation Garden; phone box library facility; wall planters; allotment; War Memorial; extended noticeboard; EV charging point; heritage trail; residential accommodation and Freemasons public house.
16.	Number of potential entrepreneurs.
	Two. Freemasons, it is also the Council's intention to use a local printer to produce publicity for the heritage trail. In addition, the Council hope to liaise with RVBC's and Lancashire Tourist Boards to promote guided walks and heritage trails.
17.	Number of events participatory programme
	The number is dependent upon demand (village heritage trail and guided walks)
18.	Total length of new or improved cycle ways or foot paths (KM)
	Improvement to footpath crossing boggy ground (20 meters in total).
19.	Number of new or improved cycle ways or footpaths (Number of cycle ways or footpaths)
	Two. Improved signage to one footpath. See above to improvements to footpath and boggy ground.
20.	Number of people reached.
	The population of Wiswell is 517 (2021 census). It is anticipated that a completed project would generate an additional 100 visitors per month to the village or taking part in the guided walks. The number of Ribble Valley residents who will be reached is around 1,100 this is made of the 517 residents of Wiswell and a proportion (10%) of the neighbouring parishes of Pendleton (pop. 341), Barrow (pop. 1,390) and Whalley (pop. 4,052).
21.	Number of projects successfully completed?
	Insufficient funding in recent years has prevented the Council from undertaking major expenditure. It has however installed a village defibrillator and implemented a rolling programme of amenity improvements including bench restorations, bulb planting and road signage cleaning.

Outcomes

Given the nature of the Council's programme of work it is currently difficult to quantify all the indicators, but a completed project would align with the following outcomes:

2, 7, 9	2. Jobs safeguarded as a result of support (Number of full time equivalent (FTE))
	7. Number of enterprises experiencing growth (Number of enterprises)
	9. Number of enterprises increasing their turnover (Number of Enterprises)
	The Council would enhance the visitor experience for those making use of the residents' facility at the Freemasons (ref: increase attractiveness of Coronation Garden used as a photo opportunity for many visitors, heritage trail and guided walks). This would help to secure the sustainability and growth of our one commercial outlet (Freemasons).

10	Increased users of facilities or amenities (Number of users)
	The Development of Coronation Garden to include a library facility will increase the number users
11, 12, 14, 15, 16	11. Improved perception of facility or infrastructure project (Number of users)
	12. Improved perception of facilities/amenities (Number of people)
	14. Increased footfall (Number of people)
	15. Increased visitor numbers (Number of people)
	16. Increased use of cycleways or footpaths (Number of cyclists or pedestrians)
	Refurbishment of the village focal point (Coronation Garden) will improve local and visitor perceptions of our village as a community. Other elements of the project will add value to outcomes 14, 15 and 16 (guided walks and heritage trail for example).
20, 21	20. Number of community-led programmes as a result of support. (Number of Programmes)
	21. Number of volunteering opportunities created as a result of support. (Number of volunteering roles created)
	Guided walks and the heritage trail will be led by a team of approximately six local volunteers so contributing to outcome indicators.

Agenda Item 8

For Information

Meeting:	8 November 2023
Title:	Updates on actions from previous meetings and ongoing matters.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Update on Actions from 06/09/2023 Parish Council Meeting:

Minute 230906/	Action	Who	Update
4	Public Participation:		
	a. Contact local groups regarding fire safety checks.	Cllr. Wrightson	
	b. Explore grants for Luncheon Clubs	Clerk	Complete
	c. Ask the Wiswell Social Committee to consider funding subsistence expenditure incurred by the 'Elders Club'.	Cllr. Houghton	
	d. Update list of participants to the Open Garden event and write thanking them for their participation.	Cllr. Houghton	
	e. Circulate information (when available) regarding the protruding concrete slab and the Heritage Hedge on Back Lane.	Cllr. Scholfield	
5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
6	Banking Options for the Wiswell Resident Fund: Consult with members of the Wiswell Social Committee regarding signing off expenditure.	Cllr. Houghton	
	Make the changes to the Council's Finance Report.	Clerk	Complete
11	Action Plan:		
	a. Progress the refurbishment of the phone box with an option for alternative person to carry out the work.	Cllr. Houghton	Complete
	b. Consider dealing with the coordination of comments on planning applications.	Cllr. Pursglove	
	c. Arrange a training course on planning related matters.	Clerk	Noted
	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	
12	Planning: For future reports highlight those applications that have been approved/refused.	Clerk	Complete

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

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

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

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

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

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

230307/12	Grit Bin: Provide Clerk with details of the bin size to be purchased.	Cllr. Scholfield	Complete
	Order grit bin up to the value of £300 when flags laid	Clerk	Order in October
230307/14	Newsletter: Update Newsletter with 'quiz' details and photo of Oi Mei and order a 150-print run from RVBC.	Clerk	Complete
Other	Website: Arrange for a 'Local History' tab to be added to the website.	Clerk	Complete

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

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

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

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

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

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

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

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

		provide any guidance or additional information.
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10. Update on Actions from 05/07/2022 Parish Council Meeting:

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

11. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

Item	Update/ Action
Freemasons Public House: <ul style="list-style-type: none"> General monitoring of their business activities and the impact on the village, particularly compliance with RVBC requirements. Rubbish at the rear of 2 Old Back Lane (removal is contracted to RVBC and there should be a change of use application), an update from Stephen Barker (RVBC) required. 	Continue to monitor activities relating to the pub.

Item	Update/ Action
<ul style="list-style-type: none"> No 8 Old Back Lane is in the process of being sold to an unidentified buyer with connections to the Freemasons. It is understood that the rear of No 6 is in a poor state due to the failure to maintain basic hygiene standards with the resident's dog. 	
Vicarage Fold: Acceptance by LCC that it is a public highway. The resident of Vicarage House has actioned and made an application. Note: The Council submitted an application for a BOAT (Byway open to all traffic).	Council to monitor and support.
Additional lights for the Christmas decorations. Possible donation from Moor Lane resident.	Cllr. Scholfield to action.
David Holmes Construction: To restore the grass bank and improve the grass triangle, access to Greenacre, Whiteacre Lane (Cunliffe Lane), following damage caused during their building work.	Cllr. Scholfield to action.
Replacement of grit bin at bottom of Whiteacre Lane: Formal request made to LCC.	Replaced but not like for like, Cllr. Scholfield to action.

12. Members are recommended:

To note the report and the ongoing actions.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Traffic issues The majority of issues identified are the responsibility of LCC. The PC has no power to implement the suggestions made by residents other than by harrying LCC and link elected members to take action (31)	Exit to A671 dangerous for cars and pedestrians crossing the road.	Resident keeping video evidence of accidents	Residents survey sent to G. Mirfin (GM) alongside request for meeting with highways rep. (June). Receipt acknowledged by GM but no progress against promised actions PC can only influence LCC policy. Highways items to be brought together and a meeting requested with Head of highways.*	1	June 23 August 23. And on going 07/09/23	AS/SH/MH AS to draft letter requesting meeting with LCC	
	20 mph speed limit in the village.	Enquiry made to LCC Highways they have historically focused on urban areas.	20mph working group established. OW represents PC. LCC to engage with group to consider recommendations. Excellent report compiled by Oi Mei and Mike with additional support from Alan S	1	June 23 and on - going.	Working group comprising OW + another	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Cyclists going too fast through the village	Contacted a Clitheroe cycling group but got no response.	MH to prepare list of groups. MH/AS to draft letter	2	Sept 23	AS/MH	
	*Traffic mirror required at the top of Whiteacre Lane.	In the past LCC have resisted requests for mirrors (other than those placed on private property).	Ask LCC whether policy has changed (*ref. LCC meeting)	1	07/09/23	AS to draft letter	
	Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc).	PC submitted a request for vehicle length limitation sign (ref: 407710 Nov 22). LCC rejected a request for extra signage sent in by a resident. Rated amber as no response from highways.	Contact made with LCC (June 23). They do not recognise the need for additional signage. They will not take further action. We believe that LCC do not understand the actual situation (*ref LCC meeting)		Nov/Dec 22 June 23 07/09/23	SH / residents AS to draft letter	
	More grit boxes required.	LCC refused to fund grit box at end of Moor Lane	PC will provide a grit box at Moor Lane which will be filled and refilled by LCC. PC to prepare ground for location of grit box	2	Autumn 23	MH to advise LCC when purchase in place SH	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Parking (22)	Double yellow lines at end of Moor Lane and around Coronation Garden required to allow access to single carriage highway.	In the past PC have been concerned about the use of double yellow lines as this only moves the problem to other areas of the village	No further action (ref: comments and actions up to Dec. 22)	3			
	Parking at Freemasons required.	No land is available and LCC had previously stated that there should be no further expansion of the business Despite the PC's best efforts and the recommendations of LCC, RVBC appears to be unable to control the expansion of the business.	Discuss with FM management. Seems like an intractable problem unless farmland is bought and converted into parking... there would be a lot of resistance to this amongst many residents.	3		SH	
Public and dog bins 18)	More public and dog waste bins required.	Raised at the last RVBC Parish Council Liaison Meeting. When we know RVBC intentions we can prepare an action.	RVBC have stated (A. Dent) that they will not install or empty any new bins. If PC installs bins the PC will have to arrange for disposal. PC to encourage "take it home" message and monitor situation/ views of residents.	2	June 23	RVBC contacted by SH	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			Signs in place on Old Back Lane				
Road surface / markings (12)	Wiswell Lane road resurfacing required. <i>The location needs clarification. Wiswell Lane above the A671 is Wiswell Shay; Wiswell Lane below the A671 is Wiswell Lane.</i>	New road markings recently added. PC monitors the condition of Wiswell Lane within Wiswell. The markings may relate to the A671 .	PC to continue to have highway issues as an item on all agendas. (*ref LCC meeting).	2	07/09/23	AS to draft letter	
Activities for Children (6)	No specific comments	There is no land available facilities are available in Barrow and Whalley	Whilst 6 residents highlighted there is a view that overall demand is limited.	3		All	
Street lighting (5)	To retain village character, avoid LED lighting .	LCC's policy is to convert to LED lighting. Heritage lampposts (Pendleton Road) have retained "soft" bulbs.	Continue policy of "soft" bulbs for heritage lampposts to retain character. The fifth column on Old Back Lane was changed last year, if this lamp is not soft white PC will discuss with LCC	3	On going	AS	
PROW / Open spaces (5)	Pavement from junction to Oakhill required.		Hedge trimming required. Canvass LCC to explore viability of footpath, safe pedestrian	2	07/09/23	AS to draft letter	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			access to and from Whalley. (*ref LCC meeting)				
	Lack of footpaths alongside Wiswell Lane.	Wiswell is classed as a rural village with conservation regulations - footpaths not a possibility on highway	No further action	2			
	Remove obstruction to Vicarage Fold.	Attempts made to seek clarification from RVBC / LCC have so far met with limited success. The PC approved an application for a BOAT (Byway Open to All Traffic) but did not submit it due to the amount of similar work being done by the owner of Vicarage House.	Owner of Vicarage House is continuing with this, PC to stay in contact. PC has supported the application for the definitive map change.	2		LCC prompted by AS /MH in support of local residents.	
Boundary stones / finger posts / signage and notice boards. (2)	Whalley and Barrow signs don't match. New Wiswell sign (Whalley) not in keeping with village character (view of several residents).	Finger posts were restored using the original destinations and painted in Different styles to reflect the different standards which were applied over the years. The 'new' boundary stones, demonstrate that the village	No further action	4		SH/AS	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
		continues to evolve, particularly outside the Conservation Area.					
Garden areas and flower beds (1)	Better maintenance of hedgerows.	Split into residential properties, farmers' hedges and LCC verges. These are monitored and, if appropriate, reported. Most domestic hedges are kept at a reasonable height. Farmers' boundary hedges are more variable.	The PC report cases of vegetation encroaching on the highway to LCC/RVBC and will continue to do so. Parishioners should raise issues about loss of light. PC to encourage trimming.	3		All	
Seating/benches/picnic areas (0)	No specific comments		PC to continue with rolling program of bench maintenance and confirmation of ownership with RVBC. Five benches restored	N	June - August 2023 and ongoing	SH	
Planning matters. Priority Action: Nominate member of PC to take responsibility	Control the expansion of the Freemasons public house.	PC have monitored and formally responded to planning developments in support of issues raised by residents	Continue to monitor and respond to all developments. Continue to develop positive relationship with management to address concerns raised by	N	On going	*RVBC All	

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
for co-ordinating response to planning issues.			residents. Continue to monitor outstanding enforcement issues				
	Unable to get planning permission		Offer support / advice (if appropriate) to residents. Encourage residents to enlist the services of an experienced planning agent	3		All	
	Development opposite Robin Hill (complaint to MP and Planning enforcement).	PC support and liaise with planning enforcement on behalf of residents.	Continued support. Invite member of RVBC's Planning Enforcement Team to village to discuss issues. Note sent by planning enforcement to return land to original permissions ... owner is appealing and has tidied up site	2	January 2023 – and on goig	*RVBC MH/ SH/AS	
	Retain the character of the village, block undesirable development.	Regular review of all village planning matters – weekly list circulated by Clerk	Continue to review all planning applications. Provide support for individual residents as	N	On going	All	

Action Plan for 08/11/2023

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

Action Plan for 08/11/2023

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Welcome pack for new residents.	RVBC contacted by SH. All information now on web site - no use of physical welcome packs.	PC to consider viability, what should we include. What to signpost in terms of RVBC web site. Consider visit by PC.member 1-2 weeks after arrival. SH has met with residents in prospect house and provided them with copies of historic photos	3		All	
	Condolence cards from village.		PC consider that this is a very personal matter but on rare occasions when a 'corporate' message would be appropriate e.g., a longstanding PC member. No further action	3			
	Re-instatement of library in phone box	Successful lending library has operated in the past.	Spring / summer-complete renovations and reinstate library. Look at other uses as library not suitable outside April – October	3	Estimate for work and go ahead given on 2 nd April 2023	SH	

Action Plan for 08/11/2023

Table 1.					Actions		
Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable							
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			as books get damp. Interior repainted				
	Noise, smell, lighting and out of hours operation, have all been raised by residents living near the Freemasons public house.	PC have acted in accordance with issues raised by residents.	Continue to develop a positive relationship with management to resolve issues, where this fails liaise with appropriate RVBC's Environmental Health and Licensing Departments and other agencies as appropriate. SH has visited Freemasons to complain about noise of cooling fans no noticeable effect	4	On going	*RVBC SH to liaise with residents local to FM	

*Footnote: Ref letter to LCC to include:

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

Agenda Item 9

For Information



Meeting Date:	8 November 2023
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

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

2. Weekly registered applications relating to Wiswell:

- 1 September: There were no applications.
- 8 September: There were no applications.
- 15 September: There were no applications.
- 22 September: There were no applications.
- 29 September: There were no applications.
- 6 October: See below:

3/2023/0746	Certificate of Lawfulness - Existing	Development Description:	Grid Reference
DATE VALID: 20/09/2023	Development Address: Land at Pendleton Road Wiswell BB7 9BZ	Certificate of Lawfulness for existing use of agricultural building as a dwellinghouse.	374819 437692
Officer:	Ben Taylor 01200 425111		

- 13 October: There were no applications.
- 20 October: See below:

3/2023/0791	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 04/10/2023	Development Address: 27 Pendleton Road Wiswell BB7 9DD	Proposed demolition of existing porch and detached garage and construction of replacement garage with single-storey link building to rear.	374666 437513
Officer:	Emily Pickup 01200 425111		

- 27 October:

3. Weekly planning decisions relating to Wiswell:

- 1 September: See below:

3/2023/0512	Wiswell	Grid Reference
Decision Date: 31/08/2023	Variation of Condition Development Address: 23 Pendleton Road Wiswell BB7 9DD	374637 437491
Officer: Decision Type:	Emily Pickup REFUSED	Development Description: Demolition of existing single storey extension to rear and existing garage. Erection of new two storey extension to side and single storey extension to rear. Proposed new driveway and entrance gate (pursuant to variation of condition 2 (materials) from planning permission 3/2017/0889 to change the external wall finish from natural stone to white render.)

- 8 September: There were no decisions.
- 15 September: See below:

3/2023/0566	Wiswell	Grid Reference
Decision Date: 13/09/2023	Applications for full consent Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	375224 438207
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	Development Description: Proposed new vehicular access. Resubmission of application 3/2023/0038.

- 22 September: There were no decisions.
- 29 September: There were no decisions.
- 6 October: See below:

3/2023/0622	Wiswell	Grid Reference
Decision Date: 02/10/2023	Applications for full consent Development Address: 1 Brambles Close Barrow BB7 9BF	373668 438425
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS	Development Description: Proposed rear conservatory with balcony above.

- 13 October: See below:

3/2023/0590	Wiswell	Grid Reference
Decision Date: 11/10/2023	Applications for full consent Development Address: Wiswell Manor Pendleton Road Wiswell BB7 9BZ	375118 438101
Officer: Decision Type:	Ben Taylor REFUSED	Development Description: Proposed free-standing solar panel array to the back of the existing earthworks bund with associated solar battery backup storage building.

- 20 October: There were no decisions:
- 27 October:

4. Approved/Refused Applications in the Past 12 Months.

- 18 November 2022: See below.

3/2022/0917	Wiswell	Grid Reference
Decision Date: 18/11/2022	Applications for full consent Development Address: 2 Northacre Drive Barrow BB7 9XT	373964 438020
Officer: Decision Type:	Ben Taylor REFUSED	Development Description: Proposed single-storey extension to the rear of the property.

- 21 April: See below:

3/2023/0225	Pendleton	Grid Reference
Decision Date: 21/04/2023	Non-Material amendment Development Address: Lynwood Pendleton Road Wiswell BB7 9BZ	375319 438372
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS	Development Description: Non material amendment to application 3/2022/0247 involving the change of the garage external surface from coursed stonework to a white lime plaster finish.

- 14 April: See below:

3/2023/0038	Wiswell	Grid Reference
Decision Date: 14/04/2023	Applications for full consent Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	375224 438207
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	Development Description: Proposed new vehicular access.

- 7 April: No decisions.

- 31 March: See below (2):

3/2023/0032	Wiswell	Grid Reference
Decision Date: 29/03/2023	Applications for full consent Development Address: Fair View Pendleton Road Wiswell BB7 9BU	374593 437433
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	Development Description: Proposed two-storey side extensions and new porous finish to existing driveway.

3/2022/1175	Wiswell	Grid Reference
Decision Date: 30/03/2023	Applications for full consent Development Address: 6 Leys Close Wiswell BB7 9DA	37484 43756
Officer: Decision Type:	Mark Waleczek APPROVED WITH CONDITIONS	Development Description: Proposed porch to front of house.

- 24 March: No decisions.

- 17 March: See below:

3/2023/0134	Wiswell	Grid Reference
Decision Date: 17/03/2023	Application for tree works in a conser Development Address: Eastwood House Old Back Lane Wiswell BB7 9BS	374450 437317
Officer: Decision Type:	Alex Shutt APPROVED WITH CONDITIONS	Development Description: Fell two juniper trees marked Tree 1 and Tree 2. Fell two dead trees marked Tree 3 and Tree 4. H1 - Reduce Leylandii hedgerow by 2m to avoid further damage to the garage

- 3 March: See below:

3/2022/1022	Wiswell	Grid Reference
Decision Date: 27/02/2023	Variation of Condition Development Address: Land At Morans Farm Pendleton Road Wiswell BB7 9BZ	375296 438345
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS	Development Description: Variation of condition 2 (Plans) from planning permission 3/2020/0981 to allow alterations to the design of units 3 and 4.

- 2 June: See below:

3/2023/0289	Wiswell	Grid Reference
	Applications for full consent	374593 437433
Decision Date: 01/06/2023	Development Address: Fair View Pendleton Road Wiswell BB7 9BU	Development Description: Proposed detached garage and driveway.
Officer: Decision Type:	Ben Taylor REFUSED	

- 4 August: See below.

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

5. Members are recommended:

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

Agenda Item 13

For Information

Meeting Date:	8 November 2023
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor S. Houghton.

Appendix 2 - Councillor A. Scholfield

3. Members are recommended:

To consider the reports.

Update:

1. With thanks to Edmund Sandham for the repair and refurbishment of a total of five benches over the summer season (four wooden, one metal Pendleton Road, added since the September report).
2. Another successful quiz night (over 50 attendees). With particular thanks to Sue and Paul Marlow and Mike Cavanagh for liaison with Freemasons, Sarah C and Oi Mei re: publicity for the event. Potential for another evening in March discussed.
3. Phone box interior now re-painted and the external door repaired. A massive thank you to Alan Pursglove for all his work. Alan has kindly offered to re-paint the exterior in Spring /Summer. We can now re-launch the library at any time.
4. Thanks to Helen Thornber for allowing the Tommy silhouette to be sited in her field.
5. Meeting with Bobby and Catherine Eddleston. They have offered to host the next Elders event, we tentatively spoke about February / March 2024 as a possible date.
6. Open garden event: The list currently stands at:
 - Gregg and Rose Earnshaw.
 - Maureen and Malcolm Robinson.
 - Alistair and Sue Walmsley.
 - Geof Carter.
 - Bobby and Catherine Eddleston.
 - Sue and Alistair Walmsley.
 - Val and Andy Stanworth.
 - Nigel and Gloria Bentley.
 - Jean and Edmund Sandham.
 - Judith and Francis Laycock not sure / declined.

Considerations:

- Need to fix a date for the event.
 - Should we make an open request for other residents to participate?
7. Sarah Yeowart is happy to join the community funding group. It now has three members (Mike Cav, Paul M). Need to explore the potential to raise additional funds.
 8. Christmas tree to be delivered on Friday 1 December with a hoped for “put up date” of the 2 December, so giving maximum value for money over the festive season. The price including delivery is the same as last year (£350). Mike Cavanagh in consultation with Sarah has designed a notice circulated via WhatsApp for Carol singing (18 December) followed by “open” pie and peas event in the Freemasons.

Considerations:

- Support from PC colleagues for provision of mince pie and mulled wine.
 - Support for leading carol singing (Becki was excellent last year).
 - Suggestions for appropriate charity to donate to.
 - Risk management -shall I ask the Freemasons if we can debunk there in the event of horrendous weather?
 - Judith. Will Alan provide the soundtrack?
 - Alan S. Would you please check the lights etc.? Do you also have enough copies of the carol sheet?
9. Thanks to all volunteers for their support for our community bulb planting. Particular thanks to Sue and Sarah for organising the event so well. Please note that Emma is now part of the Garden Team.

Works done in the village:

- Litter picking, more needs to be done. If any members require a litter picker, these and rubbish bags are readily available from RVBC.
- Trimmed bushes around the signs at Pendleton Road and Old Back Lane junction. This is on the Lengthsman's list, but he has not yet picked it up.
- Removed some loose branches on Whiteacre Lane (tunnel of trees).
- Trimmed the side hedges on footpaths onto the A59 and around the Bramley Meade roundabout. The Lengthsman will return to trim the ground as required.
- It is hoped that the hedge-cutter will return during November for the road-side hedges which are the responsibility of the respective landowners.
- Need to pick up other sign clearing and cleaning and the triangle and the entrance to Chalker House which the owner agreed to reinstate after completion of house construction.

LCC Report - heritage hedge, Back Lane:

- Raised at the last meeting in that RVBC had been unable to use the road-sweeper. This was reported to LCC Highways who responded with 'intervention standard not met'.

LCC Report - drain overflowing, right of entrance to Clerkwood Close, Cunliffe Lane.

- Had been reported several times to LCC Highways and was cleared but it seems there is a link to the next item which had not been appreciated.

LCC Report - dyke needs clearing, left of entrance to Clerkwood Close on Cunliffe Lane. No category in 'Love Clean Streets':

- LCC accept responsibility for the dyke from Clerkwood Close which is parallel to the entrance to Chalker House and the footpath towards Barrow. Again, reported to them with a response - significant works required under capital works at a date not yet confirmed.

Protruding utility chamber with concrete cover, Pendleton Road, between Orcagrad Cottage and Wiswell Old Hall Farm entrance:

- Raised at the last meeting, reported to Openreach.

Pothole on Back Lane:

- This does not meet LCC Highways' intervention standards and will be monitored.

Attendance at Whalley, Wiswell and Barrow Joint Burial Committee:

- Now operating as a committee of Whalley Parish Council with agreed representation from Barrow and Wiswell PC's.
- Administrative procedures continue to be rationed and improved under the Whalley Parish Clerk. I will withdraw from this committee soon.

Attendance at Whalley Educational Foundation:

- Documents were distributed after the meeting. Bookings have improved but are still below 2019 levels, mainly due to the changes to LCC Adult Training and their withdrawal.
- All being well, significant funds have been secured for further internal improvements, a new room and the rebuilding of the unsatisfactory extension in the car park.

Barrow A59 Footpath:

- The RVBC Councillors asked me for informal comments about proposals for a speed limit reduction, removal of the second lane east on the A59 and a traffic light-controlled crossing at the McDonald's roundabout. This is based on a planning condition for the original 2015 Lodge Development and the owner may incur costs of £500k.
- Wiswell PC was not consulted by LCC on the portal although we were consulted on the original development proposal. The boundary between Wiswell and Barrow runs along the edge of the development. There is also a PROW at this location and the development has since changed with the pub and restaurant no longer being developed.

Wiswell Footpath at A59 Bramley Meade roundabout:

- While driving, I noticed utility works were taking place at the location with a lane closure and the area had been left disturbed. An inspection by foot confirmed that the path had been left in a dangerous condition and it was reported to LCC who agreed to take action to ensure that the path would be reinstated correctly.
- Legally the footpath still goes across the roundabout. The diversion created when the A59 Bypass was built was never legalised.

Liaison with Lengthsman:

- The Lengthsman has agreed to return to carry out more work before winter.

Code of Conduct Training

- I attended the training at RVBC which was well organised and useful. I had hoped that the slides and various links would be issued electronically but this has not happened yet.

LCC Annual Meeting with Parish and Town Councils, 4 November.

- Agenda has been distributed; verbal report will be given at this meeting.

LALC AGM, 4 November.

- Verbal report will be given at this meeting.