



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 10 January 2024**, at Pendleton Village Hall, Commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 8 November 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. Grant Application.**
Verbal update (from the Chair) on the Council's recent application for funding from the Rural England Prosperity Fund.
- 7. 'State of the Village'.**
Members to provide suggestions for consideration.
- 8. Best Kept Village Competition.**
Report of the Clerk (enclosed) for members to consider entering the Lancashire Best Kept Village Competition.
- 9. Lengthsman Scheme.**
Members to discuss the continuing participation in the LCC Lengthsman Scheme.

ITEMS for INFORMATION

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

12. Councillor Reports.

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.

13. Employment matters not on the agenda.

Updates on any employment matters.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Future Meetings:

Wednesday 6 March 2024

Wednesday 8 May 2024

Parish Council Meeting – Minutes

Date:	8 November 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, County Cllr. G. Mirfin, Borough Cllr. D. Birtwhistle, and Parishioners Mr. and Mrs. Shaw.		
Meeting started:	18:30	Meeting closed:	20:35

Minute Reference 231108/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Pursglove and parishioner Maureen Robinson.

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

Subject to a change on minute 7 (Communication Channel for the Employment Tribunal), 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 Whalley residents Mr and Mrs Shaw. A discussion took place regarding a range of road safety matters, especially the problems associated with crossing the A671 from Wiswell Lane and Wiswell Shay. Members stated that they were aware of the issues raised and had been reporting them to the Highway Authority for many years and had more recently submitted a document (*emailed to Mr and Mrs Shaw post meeting*) to The Road Safety Working Group (*a Group constituted by the RVBC's Parish Council Liaison Meeting*) highlighting these issues.

Councillor Scholfield informed members of the recent voluntary work done by Mrs and Mrs Shaw to improve conditions including sign visibility and public access on Wiswell Lane below the A671 bypass to the boundary with Whalley. Members thanked Mr and Mrs Shaw sincerely for their diligent efforts and the Chair offered a vote of thanks for the work they had carried out to improve the safety of all road users in their locality.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the payments in the table below.
- Request the Clerk to prepare a Constitution/Terms of Reference for the Resident Community Group.

#	Payee	Description	Gross £	VAT £	Net £	Reference
1	HMRC	Income tax for three months	255.00		255.00	Staff Costs
2	Go Cardless (October)	Email and web hosting.	61.19	10.20	50.99	Admin. Expenses
3	Unity Bank	Service charge (three months)	18.00	0.00	18.00	Admin. Expenses
4	Clerk	Three months' salary	1,020.00	0.00	1,020	Staff Costs
5	PM+M	Payroll Services (three months).	33.30	5.55	27.75	Admin. Expenses
6	Cllr. Houghton	Bench paint	24.00	4.00	20.00	Amenity Maint.
7	Cllr. Houghton	Iron bench refurbishment	20.00	0.00	20.00	Amenity Maint.
8	Clerk	Three months expenses	161.00	0.00	161.00	Staff Costs
9	Go Cardless (September).	Email and web hosting	61.19	10.20	50.99	Admin. Expenses
10	LALC	Training Whistlestop Tour	70.00	0.00	70.00	Admin Expenses
Totals £:			1,723.68	29.95	1,693.73	

6. BUDGET CONSIDERATIONS.

The clerk submitted a report updating 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.

The report reminded members that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

The report also noted that 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 of Net Revenue Expenditure.

RESOLVED THAT COUNCIL:

- Note the contents of the Budget Report and Appendix 1.
- Approved a budget for 2024/25 of £9,166.
- Authorise the Clerk to inform RVBC of the precept request.
- Authorise the Clerk to investigate less expensive options for email and website hosting.

7. GRANT APPLICATION.

The clerk submitted a report updating members on the Council's proposed application for funding from the Rural England Prosperity Fund, which is being administered by Ribble Valley Borough Council.

Members were reminded that the Prosperity Fund covers the period April 2023 to March 2025 and 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.

The Report noted that to apply for a grant of more than £10,000 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 were attached as Appendix 1, 2 and 3 to the Report.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report and the Appendices.
- b. Request the clerk to apply to RVBC for the grant as set out in the Report and Appendix 1, 2 and 3.

8. UPDATE ON ACTIONS FOR 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:

- a. Noted the report.
- b. Agreed that whilst the Action Plan would continue to be monitored, it no longer needed to be presented at Council Meetings.

9. PLANNING REPORT

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

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request Councillor Houghton to contact the agent of 23 Pendleton Road regarding the possible use of the premises as a village community centre.

10. 'BEST KEPT VILLAGE'.

Councillor Scholfield provided his observation on the 'state' of the village, especially the condition of some hedges, both agricultural and domestic also highway edges which had previously been maintained by residents. Councillor Scholfield considered whether the Parish Council should/could do anything about it.

RESOLVED THAT COUNCIL:

- a. Thanked Councillor Scholfield the observations.
- b. Agree that the matter be discussed as an Agenda Item at the next Council meeting and request members to attend that meeting with suggestions for consideration.

11. 2024 SUMMER SCHEDULE AND CHRISTMAS FESTIVITIES.

Councillor Houghton provided an update on events for the Summer of 2024 and the up-and-coming Christmas festivities.

Regarding the Summer of 2024, Councillor Houghton is liaising with parishioner Maureen Robinson on the event, noting that an exact date has yet to be finalised.

For Christmas festivities, 18 December has been set for Christmas Carol singing. Arrangements for mince pies, mulled wine, Christmas lights and carol singing are progressing. Noting that the Christmas tree has been purchased and is due to be installed the first week of December.

RESOLVED THAT COUNCIL:

- a. Thanked Councillor Houghton for the update.
- b. Agreed that the Councillor Houghton should contact the Freemasons as to whether carol singing could be moved there in the event of inclement weather.

12. WHALLEY EDUCATION FOUNDATION/OLD GRAMMAR SCHOOL COMMUNITY CENTRE

Councillor Scholfield provided an update on the facilities available at the Old Grammar School Community Centre.

13. COUNCILLOR REPORTS.

Councillors Houghton and Scholfield provided status/update reports.

RESOLVED THAT COUNCIL:

Note the reports.

The Clerk reminded members that all councillors can provide Update Reports to Clerk for inclusion in the Agenda Pack.

14. MEETING DATES:

2024: 3 January, 6 March and 8 May.

The next Parish Council meeting is scheduled for Wednesday 3 January 2024.

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

Signed.

Date.

Meeting Date: 10/01/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

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

Schedule of payments to be considered for approval.

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

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
10/11/2023	235618	LCC Bio-diversity Grant				300.00		300.00
13/12/2023	XXV126000100388	HMRC VTR		513.30				513.30
Total:			7,965.00	513.30	500.00	600.00	543.65	10,121.95

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

DD = Direct Debit

		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses					Total
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	VAT	
03/04/23	Easy Websites					50.99						10.20	61.19
11/04/23	HMRC Cumbernauld		225.00										225.00
24/04/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
02/05/23	Easy Websites					50.99						10.20	61.19
12/05/23	AER Accountants (Annual Audit)						200.00						200.00
12/05/23	Clerk three months expenses			154.80									154.80
12/05/23	Alan Pursglove (Coronation Activities - Band)									300.00			300.00
12/05/23	Cllr. Wrightson (plants 8 Dianthus)							26.61				5.32	31.93
22/05/23	LALC Annual Subscripton									50.74			50.74
26/05/23	Paul Marlow (Coronation activities)									107.63			107.63
01/06/23	Easy Websites					50.99						10.20	61.19
13/06/23	Cllr. Houghton (Coronation gratuities)									37.97			37.97
13/06/23	Cllr. Houghton (varnish- bench 1)								19.17			3.83	23.00
30/06/23	Clerk three months salary	900.00											900.00
30/06/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
03/07/23	Easy Websites					50.99						10.20	61.19
12/07/23	Clerk - three months expenses			129.80									129.80
12/07/23	Print consumables (ink cartridges)						54.13					10.82	64.95
12/07/23	Compensation for damaged loaned gazebo									170.00			170.00
14/07/23	HMRC Cumbernauld		225.00										225.00
24/07/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
25/07/23	Purchase of 'Tommy' silhouette									167.66		33.34	201.00
01/08/23	Easy Websites					50.99						10.20	61.19
04/08/23	Cllr. Houghton (varnish bench 2)								19.17			3.83	23.00
04/08/23	Parishoner S. Yeowart (plants)							13.32				2.66	15.98
11/08/23	Parishoner S. Walmsley (plants)							25.42				5.08	30.50

		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses					
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	VAT	Total
11/08/23	Parishoner S. Yeowart (plants)							19.00					19.00
17/08/23	Parishoner S. Yeowart (bulbs)							117.68					117.68
17/08/23	Cllr. Houghton (sandpaper)								7.94				7.94
01/09/23	Easy Websites					50.99						10.20	61.19
28/09/23	Iron bench - refurbishment (Dawsons)								19.00				19.00
28/09/23	Iron bench - paint								20.00			4.00	24.00
29/09/23	Clerk three months salary	1,020.00											1,020.00
30/09/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/10/23	Easy Websites					50.99						10.20	61.19
12/10/23	HMRC Cumbernauld	255.00											255.00
23/10/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
01/11/23	Easy Websites					50.99						10.20	61.19
14/11/23	LALC - Training						70.00						70.00
14/11/23	Cllr. Houghton (phone box) D Bryne and Co.								7.99				7.99
14/11/23	Clerk - three months expenses			161.00									161.00
14/11/23	Grit Bin (Screwfix)									179.30		35.70	215.00
14/11/23	Cllr. Wrightson (plants Bents)							24.92				4.98	29.90
14/11/23	SL Yeowart (plants Homebase)							6.67				1.33	8.00
15/11/23	Clear Insurance						516.84						516.84
01/12/23	Easy Websites					46.99						9.40	56.39
04/12/23	Cllr. Houghton Christmas tree									350.00			350.00
04/12/23	Alan Pursglove (Phone box repair Motorsavers)								5.83			1.16	6.99
29/12/23	Clerk - three months salary	990.10											990.10
31/12/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/01/24	Easy Websites					50.79						10.16	60.95
	TOTALS	3,165.10	450.00	445.60	137.25	505.70	840.97	233.62	99.10	1,363.30	0.00	229.86	7,470.50

Check: 7,470.50

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	6,007	
Add total receipts to date:	10,122	
Less total payments to date:	7,471	
Balance:	8,659	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 02/01/24:	8,659	

Comparisons as at 02/01/24

	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	513
Sundry and Other Income:	243	0	600
Residents Fund	0	0	544
	7,435.60	8,833	10,122
EXPENDITURE			
Staff Costs:	£	£	£
Clerk's salary:	2,963	3,600	3,165
Home use, expenses and mileage:	293	604	446
HMRC:	516	900	450
	3,772.01	5,104	4,061
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	86	100	54
Website hosting and emails:	902	735	506
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	137
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	0
Insurances:	382	400	517
Audit:	200	200	200
Room hire:	0	60	0
Training books etc:	0	0	70
	1,851	1,940	1,484
Amenity Expenses:	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	500	0
Grnd. Maint. Coronation Garden:	230	250	234
Amenity Maint. Noticeboard and Benches:	0	200	85
Amenity Maint. Phonebox:	0	50	14
Other expenditure:	0	250	0
	230	1,250	333
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	350
Remembrance Sunday:	25	25	168
Contingency:	0	500	0
Other Sundry expenditure:	725	100	795
	915	1,086	1,363
RESIDENTS FUND:	£	£	£
Expenditure:	0	0	0
VAT on Expenses to be Reclaimed:	318	300	229.86
Total Expenditure:	£ 7,087	£ 9,680	£ 7,471
SUMMARY:	£	£	£
Income:	7,436	8,833	10,122
Expenditure:	(7,087)	(9,680)	-7,471
	349.07	(847)	2,651
BALANCE:	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	(847)	2,651
Balance carried forward:	6,007	4,667	8,659

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

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

		Actual Expenditure to Date 2023/24									Forecast Spend			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	56.39	60.95	60.95	60.95	729
21	LALC Subs. & Training	Sundry Exp.		50.74					70.00					121
22	Coronation Celebration	Sundry Exp.		407.63	37.97									446
23	AER Accountant	Admin. Exp.		200.00										200
24	Office Consumables	Admin. Exp.				64.95								65
25	Clerk Salary	Staff Costs			900.00		1,020.00			990.10			990.10	3,900
26	Defibrillator	Sundry Exp.												0
27	Unity Bank: Service Fee	Admin. Exp.			18.00		18.00			18.00			18.00	72
28	HMRC Income Tax	Staff Costs	225.00			225.00		255.00			247.40			952
29	PM+M Payroll services	Admin. Exp.	33.30			33.30		33.30			33.30			133
30	Countryside Charity	Sundry Exp.												0
31	Clerk Expenses	Staff Costs		154.80		129.80			161.00				150.00	596
32	Coronation Garden etc.	Amenity Exp.		31.92	23.00	214.10	43.00	37.90						350
33	Insurance	Admin. Exp.							516.84					517
34	Remembrance Sunday	Sundry Exp.				201.00					25.00			226
35	ICO GDPR Charge	Admin. Exp.										40.00		40
36	Phone Box/NB/Grit Bin	Sundry Exp.							222.99	6.99				230
37	Room Hire	Admin. Exp.												0
38	Lengthsman	Grnd Maint									750.00			750
39	Subscriptions	Sundry Exp.												0
40	Christmas Expenses	Sundry Exp.								350.00				350
41	Compensation: Gazebo	Sundry Exp.				170.00								170
Totals:		319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,069.92	1,421.48	1,116.65	100.95	1,219.05	9,846.19

Forecasts			
2023/2024	£		End of Year (March) 2024
Forecast Income	10,122		£
Forecast Expenditure	9,846		Balance at 02/01/24
Forecast Balance 2023/24	276		Forecast Income - Jan. onwards
			Forecast Spend - Jan. onwards
			Forecast Balance EOY 2023/24
			Forecast balance less Res. Fund

For reference:

Balance EoY March 2023 = £6,007

2023-2024 - Unity Trust Bank Statements													
DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,951.16	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57		
Income	0.00	8,465.00	300.00	0.00	0.00	0.00	543.65	0.00	300.00	513.30			
Expenditure	944.00	319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,069.92	1,421.48			
Closing/Interim Balance	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57			
Unity Bank Statements	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57			
Statement Date:	29/04/23	26/05/23	02/07/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23				

Residents Fund - Summary

£

Total Fund 543.65

Gross Expenditure April 2023 to 31 March 2024: 0

Balance at 02/01/24: **543.65**

Residents Fund (ring-fenced donation).

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

- a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.

- b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.

Agenda Item 6 - Appendix 1

Rural England Prosperity Fund (REPF) – Breakdown of Work.

The table below sets out the Areas of Development (AoD) mentioned in the Council's Expression of Interest submission and following further discussions.

Note: RVBC requires three quotes to be submitted for all work undertaken/items purchased.

AoD	Activity	Notes
Coronation Garden	Refurbish and repaint the heritage telephone box to incorporate village library facility. To include new shelving etc.	Quotes for work to include items needed for refurbishment. <i>(General 1)</i>
	<ul style="list-style-type: none"> Repave and rebuild the walls surrounding the garden. Re-site plinth commemorating Coronation of Queen Elizabeth II. 	Quotes for work to include items needed for rebuilding the walls and for re-pavement. <i>(Builder 1)</i>
	<ul style="list-style-type: none"> Install heritage lighting. Incorporate a signature item, e.g. clock/fountain/sundial/sculpture. 	<ul style="list-style-type: none"> Decide on lighting and signature items, get prices from Internet. Quotes for installing lighting <i>(Electrician 1)</i> Quotes for installing signature item. <i>(General 2)</i>
	Replace the rotting wooden trellis at the rear of the garden.	Quotes for work to include all materials. <i>(General 3)</i>
	Install plinths to commemorate the Platinum Jubilee and Coronation of King Charles III.	<ul style="list-style-type: none"> Decide on plinths and get prices from Internet. Quotes for installation. <i>(General 4)</i>
	Relocate the existing electricity supply to a more convenient location.	Quotes for installation <i>(Electrician 2)</i> .
	Build trellis planters on the wall of the pumping station.	Quotes for work to include all materials. <i>(General 5)</i>
	Develop a small community allotment (could be part of trellis planters).	Quotes for work to include all materials. <i>(General 6)</i>
	Re-stock plants in the garden.	Quotes for work to include all materials. <i>(General 7)</i>
Village Centre	Install EV charging point.	<ul style="list-style-type: none"> Decide on EV Charging Point and get prices from Internet. Quotes for installation <i>(Electrician 3)</i>.
	Replace existing noticeboard with a new larger one or add additional noticeboard.	<ul style="list-style-type: none"> Decide on noticeboard and get prices from Internet. Quotes for installation <i>(General 8)</i>.
War Memorial	Install Wiswell history/background Information Board.	<ul style="list-style-type: none"> Decide on noticeboard and get prices from Internet. Quotes for installation <i>(General 9)</i>.
	Clean stonework and repair cobbled area at the front of the memorial.	Quotes for work to include all materials. <i>(Builder 2)</i>
	Re-paint the names and design features on the memorial.	Quotes for work to include all materials. <i>(Builder 3)</i>

Rural England Prosperity Fund (REPF) – Breakdown of Work.

AoD	Activity	Notes
Heritage trail	Improve: <ul style="list-style-type: none"> Existing footpaths, styles, gates and fingerposts for Guided Walk Trail Footpath over boggy ground near Cold Cotes Farm. Footpath over boggy ground near Wymondhouses. 	Quotes for work to include all materials. <i>(General 10)</i>
	Install new: <ul style="list-style-type: none"> Styles, gates and Information Boards (where required). Fingerpost on Wiswell Moor. 	<ul style="list-style-type: none"> Decide on new Information Board and finger posts and get prices from Internet. Quotes for installation to include all materials. <i>(General 11)</i>
	Engage company to promote and market the heritage trail.	Quotes from <i>Marketing Agency 1.</i>
	Design and print village heritage trail leaflet.	Quotes from <i>Marketing Agency 2.</i>
	Design and print guided walk trail from village centre, (approx. 5 miles circular) incorporating areas of historic interest e.g. Molly's Well, Quarry, Wiswell Moor and Wymondhouses,	Quotes from <i>Marketing Agency 3.</i>

Quotes required by activity type:

General: Gardening, installation, and Lengthsman type activities. Three individuals/companies to provide quotes for **11** activities.

Builder: Paving, brickwork, and stonemasonry. Three individuals/companies to provide quotes for **3** activities.

Electrician: General electrical work. Three individuals/companies to provide quotes for **3** activities.

Marketing: Scheme promotion, leaflet design and printing. Three individuals/companies to provide quotes for **3** activities.

Meeting Date:	10 January 2024
Title:	Lancashire Best Kept Village Competition - 2024
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider entering the Lancashire Best Kept Village Competition - 2024.

Additional information is available on the Lancashire Best Kept Village website.

2. Background:

Members should note that:

- At their meeting on 7 March 2023, they decided not to enter the Lancashire Best Kept Village Competition – 2023, but would review entering the 2024 competition in due course.
- The Council last entered the competition in 2021 when they were highly commended in the Public House Category, the War Memorial Category and the Public Gardens Category and were runners up in the Best Hamlet Category.

3. Introduction:

To enter the competition an entry fee is paid (the last fee was £25), and an application form is completed.

The entry form needs to:

- Include, a map of the village indicating the boundary of the village, locations of notice boards and benches etc. and details of the features the parish consider as outstanding.
- Provide details of the features the parish does not have (e.g., a village hall) and those the Parish feels are outstanding.

Judging takes place in early summer and if the first round is successful, a second round will take place, if this is successful a final round of judging will take place in late summer. The results and awards will take place in early October.

4. Members are recommended:

To consider entering the Lancashire Best Kept Village Competition - 2024.

Meeting:	10 January 2024
Title:	Updates on Actions from Previous Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings.

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

2. Update on Actions from 08/11/2023 Council Meeting:

Minute 231108/	Action	Who	Update
5	Finance Report: b. Initiate the payments as set out in the report.	Clerk	Complete
	c. Prepare a Constitution/Terms of Reference for the Wiswell Resident Community Group	Clerk	Complete
6	Budget Considerations: c. Inform RVBC of the precept request.	Clerk	Complete
	d. Investigate less expensive options for email and website hosting. <i>Easy Websites have agreed to reduce their charges by £6.36 per month from January.</i>	Clerk	Complete
7	Grant Application: Apply to RVBC for the grant as set out in the Report and appendices.	Clerk	Complete
9	Planning: Contact the agent of 23 Pendleton Road regarding the possible use of the premises as a village community centre.	Cllr. Houghton	No longer an action
10	Best Kept Village: b. Add as an agenda item for the next Council meeting.	Clerk	Complete
	b. Attend the next meeting with suggestions for consideration.	All	This meeting
11	2024 Summer Schedule and Christmas Festivities: Contact the Freemasons as to whether carol singing could be moved there in the event of inclement weather on 18 December. <i>Freemasons agreed.</i>	Cllr. Houghton	Complete

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

Minute 230906/	Action	Who	Update
4	Public Participation: a. Contact local groups regarding fire safety checks.	Cllr. Wrightson	-
	b. Circulate information (when available) regarding the protruding concrete slab and the Heritage Hedge on Back Lane. <i>The slab is cover to an Openreach access chamber and has been reported. The Heritage Hedge has received some attention from neighbours. LCC did not consider it needed attention.</i>	Cllr. Scholfield	Complete
11	Action Plan: a. Progress the refurbishment of the phone box with an option for alternative person to carry out the work. <i>The inside of the phone box has been painted. When the outside is painted the replacement hinges can be installed (Cllr. Scholfield has these) and if possible, the aluminium shelf can be incorporated.</i>	Cllr. Houghton	Part complete and ongoing
	b. Consider dealing with the coordination of comments on planning applications. <i>Coordination currently being undertaken by Cllr. Houghton.</i>	Cllr. Pursglove	Ongoing
	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	Ongoing

4. Outstanding Actions and Updates from 05/07/2023 Council Meeting:

Min.	Action	Who	Update
230705/4	Continue to liaise with LCC regarding encroaching vegetation and with RVBC regarding road sweeping.	Cllr. Scholfield	Ongoing
230705/6	Community Ownership Fund: Investigate grants for bringing disused village assets into use.	Clerk	Ongoing
	Investigate available grants for purchase of the silhouette. (c)	Clerk	Ongoing

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

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

6. Outstanding Actions and Updates from 03/01/2023 Council Meeting:

Minute	Action	Who	Update
230103/9	Planning Matters: Pursue planning application 3/2022/1022 Moran's Farm with the RVBC Planning Enforcement Team. <i>The planning application has now been approved.</i>	Cllr. Birtwhistle	No longer an action

7. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

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

8. Actions from meetings shown below are complete.

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

9. Members are recommended:

To note the report and the ongoing actions.

Meeting Date:	10 January 2024
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

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

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

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

10 November 2023:

3/2023/0863	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 30/10/2023	Development Address: 29 Pendleton Road Wiswell BB7 9DD	Proposed demolition of existing porch and creation of a new central porch, window and roof light to front elevation. All existing windows to be replaced with new timber framed double glazed units. Existing flat roof to be replaced with a new parapet roof.	374686 437531
Officer:	Lucy Walker 01200 425111	New door and bi folding doors at the rear and stone surround to existing bay. External landscaping to rear and side garden. Resubmission of planning permission 3/2023/0370	

1 December 2023:

3/2023/0947	Application in principle	Development Description:	Grid Reference
DATE VALID: 24/11/2023	Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	Permission in principle application for one new dwelling.	375224 438207
Officer:	Ben Taylor 01200 425111		

8 December 2023:

3/2023/0900	Alter or Extend a Listed Building	Development Description:	Grid Reference
DATE VALID: 01/12/2023	Development Address: Vicarage Barn Cottage Old Back Lane Wiswell BB7 9BS	Listed Building Consent for replacement of roof lights, replacement and alteration to internal partition walls, replacement of staircase, replacement of windows, replacement of front door, replacement of bathroom and kitchen fittings, formation of new ground floor WC in entrance hall.	374494 437382
Officer:	Ben Taylor 01200 425111		

5 January 2024:

3/2023/1026	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 20/12/2023	Development Address: 23 Pendleton Road Wiswell BB7 9DD	Proposed demolition of garage and construction of two-storey extension to side and rear and single storey extension to rear.. Alterations to existing window and door openings and creation of new parking area.	374637 437491
Officer:	Emily Pickup 01200 425111		

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

17 November 2023.

3/2023/0746	Wiswell	Grid Reference
	Certificate of Lawfulness - Existing	374819 437692
Decision Date: 15/11/2023	Development Address: Land at Pendleton Road Wiswell BB7 9BZ	Development Description: Certificate of Lawfulness for existing use of agricultural building as a dwellinghouse.
Officer: Decision Type:	Ben Taylor REFUSED	

1 December 2023.

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

8 December 2023.

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

22 December 2023.

3/2023/0947	Wiswell	Grid Reference
	Application in principle	375224 438207
Decision Date: 21/12/2023	Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	Development Description: Permission in principle application for one new dwelling.
Officer: Decision Type:	Ben Taylor REFUSED	

4. Status of recently approved applications.

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

22 December 2023:

3/2023/0947	Wiswell	Grid Reference
Decision Date: 21/12/2023	Application in principle Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	375224 438207
Officer: Decision Type:	Ben Taylor REFUSED	Development Description: Permission in principle application for one new dwelling.

Status:

8 December 2023:

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

Status:

1 December 2023:

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

Status:

15 September 2023:

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.

Status:

4 August 2023:

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

Status:

14 July 2023:

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

Status:

5. Members are recommended:

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

Meeting Date:	10 January 2024
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor S. Houghton.

Appendix 2 - Councillor A. Scholfield

3. Members are recommended:

To consider the reports.

Remembrance Sunday.

There was an excellent turnout from Wiswell and Barrow communities. The Ribble Valley Mayor and MP were both in attendance as were students from Oakhill School.

A thank you card has been sent to Jane Buttery (Principal) and to the students of Oakhill School and a note of thanks to Rob and Bobbie for their support at the event.

Grit bin.

Thanks goes to Edmund Sandham for his help in installing the new grit bin and to Ben and Ali (Eastwood House) for taking responsibility for gritting the Old Back Lane area during the recent cold spell. In addition, and for the first time in living memory, LCC Highways gritted Moor Lane.

Carol Singing.

Another well-attended event and thanks go to Sarah and Jenny for their help with refreshments etc. A card of thanks has been sent to the management of the Freemasons for their participation in post carols refreshments and both Denise (for leading the singing) and Alan (for his musical accompaniment) have been formally thanked.

£304 was raised in collections and shared between Nightsafe and to RVBC food bank.

Works done in the village.

Holidays and weather have meant that little has been done other than litter picking, and work associated with the Christmas Tree. Residents seem content with the lights on the tree and do not want to go glitzy!

Hedge cutting.

The tractor and flail work were delayed after theft of control equipment but hedges around the village have been cut, particularly on Whiteacre Lane, Old Back Lane, Wiswell Shay and Pendleton Road. Not every landowner takes advantage of this good service.

Reports to Lancashire County Council (LCC).

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

The pothole on Back Lane did not initially meet LCC Highways' intervention standards but was repaired after a second and fuller report was made.

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

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

Tree Preservation Order - Clerk Wood Close.

I attended the RVBC Planning Committee on 7 December when one item concerned the making permanent of a temporary Tree Preservation Order (TPO) issued without any consultation with the two property owners concerned. Three councillors spoke against the officer's recommendation which was then rejected unanimously. One councillor suggested that it was time we should allow property owners more freedom to deal with 'problem' trees which were not good examples and had caused structural problems. (This applies particularly to the large oak tree at No 7 which can now be removed).

Whalley, Wiswell and Barrow Joint Burial Committee.

The Whalley Parish Clerk has taken on the bulk of the administration, supported by the Committee Chair. All historical records have been recovered from storage and are under examination prior to selective archiving and possible digitisation. I will withdraw from this committee soon.

Whalley Educational Foundation.

Following successful grant applications, work has commenced on creating the new meeting room on the first floor. Usage figures continue to improve but have not yet recovered to 2019 levels. The next governors' meeting has been deferred till February.

Liaison with Lengthsman.

The Lengthsman did return and completed various tidying operations around the village.

Code of Conduct Training.

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

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

I attended the Lancashire County Annual Conference for Parish Councils on 4 November. This was well organised and held in the hospitality suite at County Hall.

Several presentations were given and there were opportunities for questions and discussion. Copies of the presentations were issued to those attending after the meeting:

- LCC Highways - Defects, responsibility and repair techniques and Surface Treatment Categories. We do not seem to see much evidence of enhanced repair techniques in the Ribble Valley e.g. they keep throwing tarmac into the holes on Whiteacre Lane at the end of the tunnel of trees when it really needs rebuilding for about 6 or 7 metres. The sealing technique after surface dressing was used on Pendleton Road in August 2022.
- Electric Vehicle Infrastructure - perhaps we need to register interest for a charging point in the village? LCC hope to have £10m to spend.

- Public Rights of Way (PROW) - general description of duties and networks. The PROW team rely heavily on parish councils and other volunteers to support them. It was confirmed that, in general, stiles should be replaced with gates rather than be repaired. Where there is a historical or heritage aspect, e.g. stone stiles, they can be retrained but supplemented by a gate nearby.
- Planning and preparation for flooding our nearest high risk for this is Whalley of course.