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Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 24 July 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 May 2024 and the Annual Meeting of the Parish Council also held on 8 May 2024.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
- 4. Public participation. To receive questions and comments on any agenda item.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECISION/DISCUSSION

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

  - Accounts to date.
  - Schedule of Payments as set out in the report.
  - Reconciliation of Receipts and Payments as shown in the report.
- 6. Vexation Complaints Policy.**

Report of the Clerk (enclosed) for members to adopt the Council's Vexation Complaints Policy.
- 7. Nomination of a Parish Councillor to the WWBJBC Committee.**

For members to appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee. Members should note that there is a new Cemetery Policy (see website).

### ITEMS for INFORMATION

- 8. REPF – Project Update.**

Report of the Clerk (enclosed) to update members on the grant application and the progress being made on delivering the project.

**9. Update on Actions from Previous Meetings.**

Report of the Clerk (enclosed) updating members on actions arising from the last meeting and outstanding actions from previous meetings.

**10. Planning Report.**

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

**11. 'State of the Village'.**

Update from Councillor Scholfield.

**12. Parish Councillor - Vacancy**

Report of the Clerk (enclosed) to update members on the process of filling a casual vacancy for a Parish Councillor and request members to consider a timeframe.

**13. Giant Redwood Tree Scheme and Small Woodland Area.**

General discussion on the two schemes.

**14. Councillor Reports.**

Reports from Councillors (enclosed).

**PART 2: ITEM for DISCUSSION/DECISION.**

**EXCLUSION of the PRESS and PUBLIC.**

**The Council is asked to RESOLVE that:**

The public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

**15. Clerk and RFO Duties Going Forward.**

Update on the possible appointment of a new parish clerk.

**16. Dealing with complaints.**

For members to discuss matters relating to a past compliant.

*Michael Hill*

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



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## Annual Meeting of the Parish Council – Draft Minutes

<b>Date:</b>	8 May 2024		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: Houghton, Scholfield, Clemson and Wrightson.		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle and L. Street.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	19:10

### Minute Reference 240508/AMPC/

1. **TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.**  
Cllr. Houghton was elected Chair for the next 12 months.
2. **TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.**  
Cllr. Scholfield was elected Vice Chair for the next 12 months.
3. **FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.**  
The Chair signed the Declaration.
4. **APOLOGIES FO9R ABSENCE.**  
Apologies for absence were received from Cllr. Pursglove.
5. **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**  
There were no declarations of interest.
6. **APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 9 MAY 2023.**  
The minutes were approved and signed by Cllr. Houghton who chaired the 9 May 2023 meeting.
7. **PUBLIC PARTICIPATION.**  
There was no public participation.
8. **EXTERNAL AUDIT MATTERS:**
  - 8.1. **APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.**  
The Financial Statements to 31 March 2024 were approved.
  - 8.2. **TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024.**  
The Chair signed the Certificate of Exemption.
  - 8.3. **TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.**  
The Chair signed Section 1.
  - 8.4. **TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.**  
The Chair signed Section 2.

## **9. APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES:**

### **9.1. TO APPOINT AN AUDITOR FOR 2025/2026 AND 2026/2027.**

Members agreed to re-appoint Alan Rogers FCA if available, if not available to appoint Diane Harvey.

### **9.2. TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.**

Members agreed to continue to rotate attendance through the Clerk and councillors.

### **9.3. TO APPOINT A REPRESENTATIVE TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE.**

The Chair will ask Cllr. Pursglove if she is willing to continue to be Wiswell's representative.

### **9.4. MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.**

Members agreed that Cllr. Scholfield would continue to liaise and monitor all aspects of the Scheme.

### **9.5. ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.**

Members agreed that Cllr. Scholfield would continue to liaise with LCC Highways.

### **9.6. ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.**

Members agreed that Cllr. Houghton would monitor, and Cllr. Scholfield would report defects etc.

### **9.7. COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.**

Members agreed that Cllrs. Houghton, Clemson and Wrightson would carry out the liaison activities.

### **9.8. REMEMBRANCE SUNDAY.**

Members agreed that the arrangements for the event would be carried out by the Clerk and liaison with volunteers and 'on-the-day' activities would be carried out by Cllrs. Houghton and Scholfield.

### **9.9. DEFIBRILLATOR ROUTINE CHECKS.**

Members agreed that Cllr. Houghton would carry out the routine checks and the Clerk would keep the 'Circuit' updated.

### **9.10. TENDING CORONATIONS GARDEN**

Members agreed that Cllr. Houghton would ask parishioners Sue Walmsley and Sarah Yeowart if they would continue to tend the garden.

### **9.11. CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.**

Members agreed that this task would be carried out by Cllrs. Houghton and Scholfield.

### **9.12. OTHER ACTIVITIES:**

- Cllr. Houghton agreed to continue to be the 'Flag Master'.
- The Clerk and Cllr. Scholfield agreed to continue to update the Notice Board.
- Cllr. Wrightson agreed to be the Council's representative on the Road Safety Working Group.

Members were reminded that the Parish Council's representative to the Whalley Educational Foundation is Cllr. Scholfield and that nominations are for a three year-term.

## **10. APPROVE MEETING DATES FOR 2024 AND 2025.**

The following dates were approved:

**2024:** 3 July, 4 September, 6 November. **2025:** 8 January, 5 March and 7 May.

All meetings would start at 18:30 and continue to be held at Pendleton Village Hall, Pendleton.

**Signed.**

**Date.**

## Meeting of the Parish Council – Draft Minutes

<b>Date:</b>	8 May 2024		
<b>Place:</b>	Pendleton Village Hall, Pendleton.		
<b>Present:</b>	Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson and O.M. Wrightson		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, and L. Street. In addition, PCSOs Ailsa Gill and Frazer Pearce and Police Constable Nick Fielding.		
<b>Meeting started:</b>	19:15	<b>Meeting closed:</b>	21:35

### Minute Reference 240508/PCM

#### 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Pursglove.

#### 2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 6 MARCH 2024 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 25 MARCH 2024.

The minutes of the two meetings were approved as correct records 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 PCSOs Ailsa Gill and Frazer Pearce and Police Constable Nick Fielding and thanked them for taking the time to attend the meeting.

Ailsa updated members on the latest crime statistics and discussed road traffic incidents concerning animals.

#### 5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the Reconciliation of Receipts and Payments as set out in the Report and in Table b below.
- Approve the Schedule of Payments as set out in the Report and in Table a below:

**Table a.**

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1		Pendleton Village Hall	Council meetings. 14 sessions at £15.	210.00	0.00	210.00	Paid	Admin. Expenses
2	INV-11081	HR Partner	Legal resource	223.20	37.20	186.00	Paid	Admin. Expenses
3	INV-11083	HR Partner	Legal resource	590.40	98.40	492.00	Paid	Admin. Expenses
4	..4302412	HMRC Cumbernauld	Three months income tax	247.60	0.00	247.60	Paid	Staff Costs
5	WPC 01-2024	Clerk	Three months expenses	218.50	0.00	218.50	Paid	Staff Costs
6		Unity Trust Bank	Three months service charge	18.00	0.00	18.00	Paid	Admin. Expenses
7		L. Dawson	Settlement payment	3,500.00	0.00	3,500.00	Paid	Sundry Expenses
8	DD	Easy Websites	Provision of email and website services	60.95	10.16	50.79	Paid	Admin. Expenses
9	2425123	LALC	Annual subscription	55.01	0.00	55.01	Paid	Sundry Expenses
10	P5RR2HH	PM&M	Three months service charge	33.00	5.55	27.75	DD	Admin. Expenses
<b>Totals:</b>				<b>5,156.66</b>	<b>151.31</b>	<b>5,005.65</b>		

**Table b.**

Reconciliation of Receipts and Payments	
	£
Balance brought forward at 1st April 20243:	6,009
Add total receipts to date:	9,166
Less total payments to date:	4,265.12
<b>Balance:</b>	<b>10,909.71</b>
	£
Unity Trust Bank Account - Balance at 29/04/24:	<b>10,909.71</b>

*If these two figures are different an explanation is required.*

## 6. THREE YEAR BUSINESS PLAN 2023/26 - REVIEW.

The Clerk submitted a report asking members to review and update the plan as required.

Members were reminded that they last approved the Business Plan at the Parish Council Meeting on 8 November 2023 and agreed to review it every six months.

RESOLVED THAT COUNCIL:

- Regarding Section 4.1 of the Plan: Agree where possible to make use of existing WhatsApp groups to disseminate important information.
- Agree to review the Plan in December 2024.

## **7. WISWELL OPEN GARDEN EVENT, SUMMER SOCIAL AND OTHER EVENTS.**

Councillor Houghton updated members on the Open Garden Event which takes place on the 29 June.

Councillor Houghton informed members that defibrillator training that had been arranged for 16 and 30 May and recommended that the Parish provide a donation to the North West Ambulance Service who were providing the training.

RESOLVED THAT COUNCIL:

1. Thank Councillor Houghton for arranging the training.
2. Agree to provide a small donation to the North West Ambulance Service.

## **8. AUTHORISATION OF A LEGAL DEED.**

The Clerk submitted a report seeking authorisation of a Legal Deed regarding the Rural England Prosperity Fund.

The Report noted that RVBC had requested that a Grant Agreement between themselves and the Parish Council, relating to the £13,536 allocated to the Council from the Rural England Prosperity Fund was required to be signed by the Parish Council.

Members were reminded that that the Council's Standing Orders Section 23a state that 'A legal deed shall not be executed on behalf of the Parish Council unless authorised by a resolution'.

RESOLVED THAT COUNCIL:

1. Agree that the Grant Agreement attached as Appendix 1 to the Report can be executed by the Parish Council.
2. Confirm, as set out in the Council's Standing Orders, that any two parish councillors can sign on behalf of the Council any deed required by law.
3. Nominate councillors Houghton and Scholfield as signatures to the Grant Agreement with Councillor Wrightson as a reserve signee.

## **9. LENGTHSMAN DUTIES.**

Councillor Scholfield submitted a report for members to consider and comment on the duties undertaken by the Parish Lengthsman. Councillor Scholfield noted that the new Lengthsman had made a good start in carrying out his tasks.

RESOLVED THAT COUNCIL:

1. Note the Report.
2. Thank Councillor Scholfield for his work in coordinating the activities of the Lengthsman Scheme.

## **10. REPF GRANT APPLICATION**

Councillor Houghton updated members on the Council's grant award from the Rural England Prosperity Fund (REPF).

Councillor Houghton reminded members that they had been awarded £13,536 for improving Coronation Garden and that work on the project would start in late May early June.

A brief discussion took place regarding the type of fencing to be erected at the rear of the garden and Councillor Houghton reminded members that several parishioners had been involved in discussions on how the garden could be improved, and these had formed part of the application submitted to RVBC.

It was noted that the application for funds for improving the War Memorial had not been successful.

RESOLVED THAT COUNCIL:

1. Thank Councillor Houghton for the update.
2. Request the Clerk to look for grants that could be used to improve the War Memorial and the area around it.

#### **11. UPDATE ON ACTIONS FORM PREVIOUS MEETINGS.**

The Clerk submitted a report updating members on actions arising from recent meetings and outstanding actions from previous meetings.

RESOLVED THAT COUNCIL:

Regarding the meeting held on 10/01/2024:

1. Agree that Item 7 - Keep the Village Tidy leaflet, is no longer required.
2. Item 10: Install 'Considerate Parking' signs. Request Councillor Wrightson to look for appropriate signs, and find suitable locations where they can be placed.

#### **12. PLANNING REPORT**

The Clerk submitted a report informing members of the recent planning applications, planning decisions and the status of previously approved applications.

RESOLVED THAT COUNCIL:

Note the report.

#### **13. ROAD SAFETY WORKING GROUP.**

Councillor Wrightson presented a report updating members on actions from the last meeting of the Road Safety Working Group which took place on 31 January 2024.

RESOLVED THAT COUNCIL:

Note the report.

#### **14. 'STATE OF THE VILLAGE'.**

Councillor Scholfield provided topics for consideration regarding the village and updated members on the work carried out by the new Lengthsman (also see Item 9 above).

RESOLVED THAT COUNCIL:

Note the topics raised by Councillor Scholfield and consider solutions at the next and future meetings.

#### **15. COUNCILLOR REPORTS.**

Councillor Scholfield provide a status/update report.

RESOLVED THAT COUNCIL:

Note the report.

#### **16. GIANT REDWOOD TREE SCHEME**

The Clerk updated members on the offer from RVBC (as part of their 50-Year anniversary celebrations) to provide a Giant Redwood Tree to all parishes within the Ribble Valley.

RESOLVED THAT COUNCIL:

1. Accept the offer and authorised the Clerk to inform RVBC.
2. Agree for members to consult with landowners and confirm to the Clerk a preferred location.

**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.**

#### **17. EMPLOYMENT MATTERS NOT ON THE AGENDA.**

Councillors Houghton and Scholfield updated members on the resolution of recent employment matters.

#### **PARISH COUNCIL MEETING DATES:**

**2024:** 3 July, 4 September, 6 November. **2025:** 8 January, 5 March and 7 May.

Signed by Chair.

Date.

A signed copy is on file.



## Agenda Item 5

### For Decision



Meeting Date: 24/07/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

#### **Purpose of the report:**

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

#### **Recommendations:**

1. Approve the Report and specifically the:
2. Schedule of Payments.

## Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1		NW Ambulance Service	Donation	100.00	0.00	100.00	Paid	Sundry Expenses
2	Amazon	Cllr. Hougjhton	Defib. Medical kit	16.74	0.00	16.74	Paid	Amenity Expenses
3	Stonehill	Cllr. Wrightson	Plants for War Memorial	17.94	0.00	17.94	Paid	Amenity Expenses
4	1122	Alan Rogers	Internal Auditor	200.00	0.00	200.00	Paid	Admin. Expenses
5		Sabden Parish Council	2024/25 Lengthsman Scheme	500.00	0.00	500.00	Paid	Amenity Expenses
6		Sabden Parish Council	2023/24 Lengthsman Scheme	450.00	0.00	450.00	Paid	Amenity Expenses
7	11152	HR Partner	Legal resource	149.76	24.96	124.80	Paid	Sundry Expenses
8		Clerk	Three month salary	990.10	0.00	990.10	Paid	Staff Costs
9	WPC-02-2024	Clerk	Three month expenses	241.97	0.00	241.97	25/07/24	Staff Costs
	P5RR2hh	PM+M	Payroll Services	33.33	5.55	27.75	DD	Admin. Expenses
		S. Walmsley Newlands	Plants	25.00	0.00	25.00	Late	Amenity Expenses
10	2503	HMRC Cumbernauld	Three month tax	247.40	0.00	247.40	Paid	Staff Costs
<b>Totals:</b>				<b>2,972.24</b>	<b>30.51</b>	<b>2,941.70</b>		

# Receipts for the period 1st April 2024 to 31st March 2025.

Remittance			Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
02/04/2023	accy054257	Precept 2024/25	9,166.00					9,166.00
19/06/2024	410767	Bio Diversity and PROW Grant				800.00		800.00
03/07/2024		Donation from Open Gardens Event to Residents Fund					265.00	265.00
Total:			9,166.00	0.00	0.00	800.00	265.00	10,231.00

## Payments for the period 1st April 2024 to 31st March 2025

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
02/04/24	Clerk - Three months expenses			218.50										218.50
02/04/24	Settlement to L. Dawson									3,500.00				3,500.00
03/04/24	Easy Websites (DD)					50.79							10.16	60.95
09/04/25	LALC Subscription									55.01				55.01
15/04/23	HMRC Cumbernald - three months tax		247.60											247.60
15/04/24	HR Partner						124.80						24.96	149.76
25/04/24	PM+M Payroll Services				27.75								5.55	33.30
01/05/24	Easy Websites (DD)					50.79							10.16	60.95
03/05/24	Contribution to Lenghtsman Scheme 24/25								500.00					500.00
03/05/24	Contribution to Lenghtsman Scheme 23/24								450.00					450.00
03/06/24	Easy Websites (DD)					50.79							10.16	60.95
03/06/24	AER Accountants (AGAR Audit)				200.00									200.00
03/06/24	Stonehill (Cllr. Wrightson) plants for WM								17.94					17.94
04/06/24	Cllr. Houghton defib kit								16.74					16.74
04/06/24	North West Ambulance (donation)									100.00				100.00
28/06/24	Clerk - Three months salary	990.10												990.10
30/06/24	Unity Bank Service Charge (3 months)				18.00									18.00
01/07/24	Easy Websites (DD)					50.79							10.16	60.95
15/07/24	HMRC Cumbernauld		247.40											247.40
	<b>TOTALS</b>	<b>990.10</b>	<b>495.00</b>	<b>218.50</b>	<b>245.75</b>	<b>203.16</b>	<b>124.80</b>	<b>0.00</b>	<b>984.68</b>	<b>3,655.01</b>	<b>0.00</b>	<b>0.00</b>	<b>71.15</b>	<b>6,988.15</b>

Check:

6,988.15

## Reconciliation of Receipts and Payments

	£	
Balance brought forward at 1st April 20243:	6,009	
Add total <b>receipts</b> to date:	10,231	
Less total <b>payments</b> to date:	6,988.15	
<b>Balance:</b>	9,251.68	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 20/07/24:	9,251.68	

# Comparisons as at 20/07/24

	FINAL ACCOUNTS 2023/24	AGREED BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
<b>INCOME</b>	£	£	£
RVBC Precept:	7,965.00	9,166	9,166
RVBC Concurrent Grant:	0.00	0	0
RVBC in Bloom Grant:	0.00	0	0
Other RVBC Grants including REPF:	0.00	0	0
RVBC Coronation Grant:	500.00	0	0
Other Grants:	600.00	300	800
HMRC VAT Refunds:	513.30	325	0
Sundry and Other Income:	0.00	0	265
Residents Fund	543.65	0	0
	<b>10,121.95</b>	<b>9,791</b>	<b>10,231</b>
<b>EXPENDITURE</b>			
<b>Staff Costs:</b>	£	£	£
Clerk's salary:	4,155	4,080	990
Home use, expenses and mileage:	565	640	219
HMRC:	697	1,020	495
	<b>5,417.40</b>	<b>5,740</b>	<b>1,704</b>
<b>Administration Expenses:</b>	£	£	£
Consumables (Ink and Paper etc):	54	50	0
Website hosting and emails:	607	810	203
Microsoft 365 Licence subscription:	0	80	0
Payroll and Bank Service Charges:	183	200	46
Other website expenses:	0	0	0
GDPR and IT:	40	40	0
Insurances:	517	405	0
Audit and legal fees	1,014	200	325
Room hire:	210	0	0
Training, books etc:	70	0	0
	<b>2,694.85</b>	<b>1,785</b>	<b>574</b>
<b>Amenity Expenses:</b>	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	750	950
Grnd. Maint. Coronation Garden, War Mem.:	234	100	18
Amenity Maint. Noticeboard and Benches:	85	0	0
Amenity Maint. Phonebox, Defib, Grit bin:	14	0	17
Best kept village and other expenditure:	0	150	0
	<b>332.72</b>	<b>1,000</b>	<b>985</b>
<b>Sundry Expenses:</b>	£	£	£
Settlement	0	0	3,500
LALC subscription:	51	52	55
Christmas tree:	350	350	0
Remembrance Sunday:	168	25	0
Contingency:	0	200	0
Other Sundry expenditure:	851	200	100
	<b>1,419.59</b>	<b>827</b>	<b>3,655</b>
<b>IDENTIFIED EXPENDITURE</b>	£	£	£
Residents Fund:	0	0	0
REPF:	0	0	0
<b>VAT on Expenses to be Reclaimed:</b>	256	300	71.2
<b>Total Expenditure:</b>	<b>£ 10,120.28</b>	<b>£ 9,652</b>	<b>£ 6,988.15</b>
<b>SUMMARY:</b>	£	£	£
Income:	10,122	9,791	10,231
Expenditure:	(10,120)	(9,652)	(6,988)
	<b>1.67</b>	<b>139</b>	<b>3,243</b>
<b>BALANCE:</b>	£		£
Balance brought forward at 1 April:	6,007		6,009
Add surplus / less deficit from year:	2		3,243
<b>Balance carried forward to April 2024:</b>	<b>6,009</b>		<b>Balance to date: 9,251.68</b>

## Cash flow forecast for the period 1st April 2024 to 31st March 2025

		Actual			Forecast Expenditure 2024/25									
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	9,166.00												9,166
2	RV in Bloom													0
3	HMRC VAT Return								500.00					500
4	Concurrent Funding													0
5	Other Grants			800.00										800
6	Residents Fund				265.00									265
7	REPF (against expenditure)													0
	Totals:	9,166.00	0.00	800.00	265.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	10,731

		Actual			Forecast Income 2024/25									
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin.	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	731
21	LALC Subs. & Training	Sundry	55.01											55
22	Accountant, Legal Fees	Admin.	149.76		200.00									350
23	Office Consumables	Admin.												0
24	Clerk Salary	Staff Costs			990.10			990.10		990.00			990.10	3,960
25	Defibrillator	Sundry			16.74					990.10				1,007
26	Unity Bank: Service Fee	Admin.			18.00			18.00		18.00			18.00	72
27	HMRC Income Tax	Staff Costs	247.60			247.40		248.00			248.00			991
28	PM+M Payroll services	Admin.	33.30			33.30		33.30			33.30			133
29	Clerk Expenses	Staff Costs	218.50			241.97		180.00			180.00			820
30	Coronation Garden etc.	Amenity			17.94	25.00								43
31	Insurance	Admin.							525.00					525
32	Remembrance Sunday	Sundry								25.00				25
33	ICO GDPR Charge	Sundry										40.00		40
34	Phone Box/NB/Grit Bin	Sundry												0
35	Room Hire	Admin.					15.00		15.00	15.00		15.00		60
36	Lengthsman	Grnd Maint		950.00				150.00						1,100
37	Other Subs & Expenses	Sundry			100.00									100
38	Christmas Expenses	Sundry								350.00	60.00			410
40	Settlement	Sundry	3,500.00											3,500
41	REPF	REPF												0
	Totals:	4,265.12	1,010.95	1,403.73	608.62	75.95	1,069.05	687.25	585.95	2,449.05	582.25	115.95	1,069.05	13,922.92

Forecasts				
2024/2025	£		End of Year (March) 2025	£
Forecast Income	10,731		Balance at 20/07/24	9,251.68
Forecast Expenditure	13,923		Forecast Income - July onwards	765.00
Forecast Balance 2024/25	-3,192		Forecast Spend - July onwards	7,243.12
			Forecast Balance EOY 2024/25	2,773.56
			Forecast balance less Res. Fund	1,964.91

For reference:

Balance EoY March 2024 = £6,009

2024-2025 - Unity Trust Bank Statements													
DETAILS	2023/24	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,007.16	6,008.83	10,909.71	9,898.76	9,239.03								
Income	10,121.95	9,166.00	0.00	800.00									
Expenditure	10,120.28	4,265.12	1,010.95	1,403.73									
Closing/Interim Balance	6,008.83	10,909.71	9,898.76	9,295.03									
Unity Bank Statements	6,008.83	10,909.71	9,898.76	9,295.03									
Statement Date:	30/04/24	31/05/24	30/06/24										



# Residents Fund - Summary

	£
Total amount of fund transferred:	543.65
Gross Expenditure April 2023 to 31 March 2024:	0.00
Gross Expenditure April 2024 to 31 March 2025:	0.00
Donations April 2024 to 31 March 2025:	265.00
Balance at 20/07/24:	<u>808.65</u>

## Residents Fund (ring-fenced donation).

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

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

# Agenda Item 6

## For Decision



Meeting Date:	24 July 2024
Title:	Vexation Complaints Policy
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

To request members to consider for adoption a draft Vexation and Complaints Policy shown in Appendix 1 to the Report.

### 2. Introduction:

The policy attached as Appendix 1 is intended to identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious, and suggests ways of responding to such situations.

The Policy is adapted from the SLCC (Society of Local Council Clerks) Model Document.

### 3. Members are recommended:

To consider the Policy and after any changes adopt it as a Council Policy.



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# For Information

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## Vexatious Complaints Policy.

*A policy for dealing with abusive, persistent or vexatious complaints and complainants.*

***Adapted from SLCC Model Document***

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Adopted: 24/07/2024

Chair: Cllr. S. Houghton

Minute Ref.: 240724/06

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

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## **1. Introduction.**

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious. The following clauses form the Council's Policy for ways of responding to these situations.

- 1.1 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.2 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.3 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.4 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.5 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

## **2. Habitual or Vexatious Complainants**

- 2.1 For this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:
  - (1) unreasonable complaints and/or unrealistic outcomes; and/or
  - (2) reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

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- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Councillors for Wiswell Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

### **3. Definitions**

- 3.1 Wiswell Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

#### **An unreasonably persistent and/or vexatious complainant may:**

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
- Refuse to specify the grounds of a complaint despite offers of assistance
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence
- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints

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- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)
  - Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
  - Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
  - Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
  - Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
  - Deny statements he or she made at an earlier stage in the complaint process
  - Are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
  - Adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
  - Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
  - Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
  - Persistently approach the Council through different routes or other persons about the same issue
  - Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
  - Refuse to accept documented evidence as factual
  - Complain about or challenge an issue based on an historic and/or an irreversible decision or incident
  - Combine some or all of these features. This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

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## 4. Imposing Restrictions

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted Complaints Procedure.
- 4.2 In the first instance the Clerk will consult with the Chair and the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chair and the Council and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
  - Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
  - Banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
  - Requiring contact to take place with one named member of staff only
  - Restricting telephone calls to specified days and/or times and/or duration
  - Requiring any personal contact to take place in the presence of an appropriate witness
  - Letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).
- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
  - Why the decision has been taken
  - What action has been taken
  - The duration of that action.
- 4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.
- 4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair and the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

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- 4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

## **5. New complaints from complainants who are treated as abusive, vexatious or Persistent**

- 5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair and Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.
- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

## **6. Review**

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chair and Council after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.
- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

## **7. Record Keeping**

- 7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
- The name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
  - When the restrictions came into force and ends
  - What the restrictions are
  - When the person and Council were advised.
- 7.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

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Meeting Date:	24 July 2024
Title:	REPF - Update
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

To update members on the grant application and the timetable for delivering the various aspects of the project.

### 2. Background:

Members will be aware that the Parish Council applied for a grant from the Rural England Prosperity Fund (REPF). The application included 4 individual projects see Appendix 1:

- Coronation Garden.
- Village Centre.
- War memorial.
- Heritage trail.

The RVBC approved the Coronation Garden project, which secured grant funding of £13,536.

### 3. Update:

After the grant had been awarded, it became apparent that two elements of the Coronation Garden project could not be delivered:

- Relocating the existing electrical supply. *Following further investigation, it became evident that there were logistical and technical issues with this aspect of the project, and it no longer provided value for money.*
- Installing an EV charging point. *For various reasons such an installation would have proven to be problematic.*

From the quotes received (see Appendix 1), the value of these two aspects of the project = £3,875.

The Parish Council asked RVBC whether it would be possible to use the £3,875 to further enhance the Coronation Garden project, namely:

- a. By refurbishing the red heritage BT phone box to house a small village lending library.
- b. To purchase and install a new/additional Parish Council noticeboard.

With hindsight, these two items should have been included in the Council's original project submission for Coronation Garden, instead of being part of the Village Centre project.

RVBC have recently informed the Parish Council that they can spend the £3,875 on the two items listed above.

#### 4. Delivery Timetable.

The table below shows the project deliverables and the expected date of completion.

Deliverables	Completion
Repoint garden wall and replace cracked paving stones.	End of August early September 2024.
Install new trellis on the wall of the water pumping station.	
Convert heritage phone box to 'village library'	
Install bird path and stone planting trough.	End of September 2024.
Install new noticeboard.	End of October 2024
Install new trellis at the rear of Coronation Garden.	Start in October and end November 2024.
Community allotment planted up.	
Commemorative plinths installed.	
Install heritage lighting.	End of December 2024.
Coronation Garden planed up and overalled	Start in October and complete February 2025.

#### 5. Members are recommended:

To note the Report and Appendix 1 of the Report.

# Wiswell Parish Council

## Rural England Prosperity Fund

### Full Application

*Mike Hill.*

*Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.*

✉ [clerk@wiswellpc.org.uk](mailto:clerk@wiswellpc.org.uk)

☎ 07375 801 052

web: [www.wiswellpc.org.uk](http://www.wiswellpc.org.uk)





## Rural England Prosperity Fund – Breakdown of Work and Quotes.

The table below sets out the Areas of Development (AoD) mentioned in the Council's Expression of Interest submission, and the quotes received. Where possible the Parish Council has tried to obtain three quotes for each area of work. All quotes are rounded up to the nearest £.

	Activity	Preferred Quote		Quotes
		Details	£	
Coronation Gardens	Rebuild/repoint the walls surrounding the garden, replace flat stones with coping stones. Repave and replace cracked paving stones.	<b>AP Landscaping Ltd.</b> <i>Materials:</i> <ul style="list-style-type: none"> <li>Coping stones £80 - £100 per meter = £2,500 including delivery.</li> <li>Building sand, cement and, replacement stones = £135</li> </ul> <i>Labour:</i> = £750.	3,385	Two quotes: £3,450 ( <i>Whalley Handyman</i> ) and £3,385.
	Re-site plinth commemorating Coronation of QEII.	<b>AP Landscaping Ltd.</b> <i>Labour:</i> = £40.	20	One quote £20.
	Heritage lighting and installation.	<b>MH Electrics. (Labour)</b> <i>Materials:</i> Heritage Lighting = £1,700. <i>Labour:</i> = £300.	2,000	Three online quotes for light: £1,300 - £1,700. One quote for labour: £300.
	Bird bath.	<b>Haddonstone.</b> Georgian style bird bath including delivery.	449	Two quotes: £200 ( <i>RSPB</i> ) and £449.
	Install bird bath.	<b>AP Landscaping Ltd.</b> <i>Labour:</i> = £60.	20	One quote.
	Reclaimed stone troughs.	<b>Lords Antiques and Salvage.</b> £1,200 inc. delivery.	1,200	Two quotes: £720 ( <i>Rutland Garden Classics</i> ) and £1,200.



## Rural England Prosperity Fund – Breakdown of Work and Quotes.

	Activity	Preferred Quote		Quotes
		Details	£	
	Replace the wooden trellis at the rear of the garden including fixings and timber support.	<b>AP Landscaping Ltd.</b> <i>Materials: = £458</i> <i>Labour: = £300</i>	759	Two quotes: £759 and £780 (Whalley Handyman).
	Install plinths to commemorate the Platinum Jubilee and Coronation of King Charles III.	<b>Earth Anchors.</b> <i>Materials: = Metal tree plaque £250 x 2</i>	500	Three quotes: £50 (Engraved Gift Workshop), £106 (Brunel Engraving) and £500.
	Relocate the existing electricity supply to a more convenient location.	<b>MH Electrics.</b> <i>Materials: and Labour = £2,000</i>	2,000	One quote.
	Build trellis planters on the wall of the pumping station and construct a small community allotment using wooden sleepers.	<b>AP Landscaping Ltd.</b> <i>Materials: = £368</i> <i>Labour: = £300</i>	668	Two quotes: £668 and £700 (Whalley Handyman).
	Re-stock Garden, prune and clean up, install edging stones to separate soil from paving stones.	<b>AP Landscaping Ltd.</b> <i>Materials: Plants, soil and edging = £500</i> <i>Labour: = £160</i>	660	Two quotes: £660 and £720 (Whalley Handyman).
	EV charging point.	<b>MH Electrics.</b> <i>Materials and Labour = £1,875</i>	1,875	One quote.
	<b>Coronation Gardens £:</b>		<b>13,536</b>	



## Rural England Prosperity Fund – Breakdown of Work and Quotes.

	Activity	Preferred Quote		Quotes
		Details	£	
Village Centre	Replace existing noticeboard and install new larger one.	<b>AP Landscaping Ltd. (Labour)</b> <i>Materials:</i> Noticeboard = £2,700 <i>Labour:</i> = £60	2,760	Three online quotes for noticeboard: £1,500 - £2,700. Two quotes for labour: £60 and £195 ( <i>Whalley Handyman</i> ).
	Refurbish and repaint the heritage telephone box to incorporate village library facility. Includes new shelving etc.	<b>AP Landscaping Ltd.</b> <i>Materials:</i> = £165.87 <i>Labour:</i> = £300	466	Two quotes: £466 and £480 ( <i>Whalley Handyman</i> ).
	Village Centre £:		<b>3,226</b>	
War Memorial	Repoint cobbled area at the front of the memorial and general clean up.	<b>AP Landscaping Ltd.</b> <i>Labour:</i> = £338	338	One quote.
	Carefully rub lettered panel to remove friable material, gently re-cut existing inscription and repaint letters, refresh gold leaf gilding to designs.	<b>Ken Howe Natural Stone Supplies.</b> <i>Materials and Labour</i> £3,280 Ken Howe offers traditional repairs.	3,280	Two quotes: £3,280 and £1,980 ( <i>Memories Memorial</i> ).
	War Memorial £:		<b>3,618</b>	



## Rural England Prosperity Fund – Breakdown of Work and Quotes.

	Activity	Preferred Quote		Quotes
		Details	£	
Heritage Trail	Design and print village heritage trail leaflet.	<b>Empine.</b> <i>Artwork: = £240</i> <i>Print: = £85 for 250 leaflets</i> <i>Labour: = £40 per hour</i>	315	Three quotes: £274 ( <i>Solo Press</i> ), £283 ( <i>Hello Print</i> ) and £315.
	Design and print guided walk trail leaflets from village centre, incorporating areas of historic interest e.g. Molly's Well, Quarry, Wiswell Moor and Wymondhouses.	<b>Empine.</b> <i>Artwork: = £240</i> <i>Print: = £43 for 250 leaflets</i> <i>Labour: = £40 per hour</i>	315	Three quotes: £274 ( <i>Solo Press</i> ), £283 ( <i>Hello Print</i> ) and £315.
	Repair footpath and wooden bridge over boggy ground near Wymondhouses.	<b>AP Landscaping Ltd.</b> <i>Materials: = £344</i> <i>Labour: = £300</i>	644	One quote: £644
	Supply and install Information Boards.	<b>Formo.</b> <i>Artwork: = estimated @ £240</i> <i>Sign including installation: = £1,068</i>	1,308	Two quotes: £1,248 ( <i>Empine</i> ) and £1,308.
	Heritage Trail £:		2,582	
	Total Costs £:		22,962	



# Agenda Item 9

## For Information



<b>Meeting:</b>	<b>24 July 2024</b>
<b>Title:</b>	<b>Updates on Actions from Previous Meetings</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To update members on actions from previous meetings.

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

### 2. Update on Actions from 08/05/2024 Council Meeting:

Minute 240524/	Action	Who	Update
4	1. Make use of existing WhatsApp groups to disseminate important information	All	On going.
	2. Review Three Year Business Plan in December 2024	Clerk	On going.

### 3. Update on Actions from 25/03/2024 Extraordinary Council Meeting:

Minute 240325/	Action	Who	Update
4	c. Request HR Partner to inform the claimant of the Council's decisions.	Clerk	Complete
	d. Continue to engage with the Council's insurers.	Cllr Houghton and Scholfield	Complete
	e. Conduct a 'Lessons Learned' review.	Clerk	On going.

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

Minute 240110/	Action	Who	Update
7	<b>'State of the Village':</b> Issue a 'Keep the Village Tidy' leaflet in March/April 2024.	Cllr. Clemson	No longer required
8	<b>Best Kept Village Competition:</b> Consider entering the 2025 competition in January 2025.	Members	Noted
10	<b>Update from Previous Meetings:</b> a. Consider purchasing and installing 'Considerate Parking' signs.	Cllr. Wrightson	?



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

Minute 230906/	Action	Who	Update
11	c. Arrange a training course on planning related matters. <i>Currently no training courses available from LALC.</i>	Clerk	Ongoing
	d. Draft a letter for the Clerk to send to LCC Highways regarding several issues that impact the village and seeking a meeting with someone from Highways Team.	Cllr. Scholfield and Clerk	?

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

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

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

Min.	Action	Who	Update
230509/9	<b>Parishioner Responses to Parish Precept:</b> <i>Set out specific ways to improve communications</i> with parishioners, so they fully understand the activities the Parish Council undertake.	Members	On going. See also 240524/4.2

## 8. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

Item	Action
<b>Freemasons Public House:</b> Condition and business use of 2, Old Back Lane and associated waste handling.	Continue to monitor business activities which affect the village
<b>Vicarage Fold - Acceptance by LCC that it is a public highway:</b> The resident of Vicarage House is still pursuing the matter.	Continue to monitor and support.
<b>David Holmes Construction - Chalker House, Whiteacre Lane:</b> 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.

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

- 05/07/2022 - Council Meeting.
- 06/09/2022 - Council Meeting.
- 01/11/2022 - Council Meeting.
- 12/12/2022 - Extraordinary Council Meeting.
- 03/01/2023 - Council Meeting.
- 07/03/2023 - Council Meeting.
- 08/11/2023 - Council Meeting.
- 22/01/2024 - Extraordinary Council Meeting.
- 09/02/2024 - Extraordinary Council Meeting.
- 06/03/2024 – Council Meeting.

**10. Members are recommended:**

To note the report, the ongoing actions and actions not yet completed.

# Agenda Item 10

## For Information



Meeting Date:	24 July 2024
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

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

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

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

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

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

10 May 2024:

<b>3/2024/0267</b>	Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 02/05/2024	<b>Development Address:</b> Fair View Pendleton Road Wiswell BB7 9BU	Proposed two-storey side extension, new pitched roof over existing side extension, single-storey rear extension and alterations to veranda, new front porch and new peak roof at front.	374593 437433
<b>Officer:</b>	Emily Pickup 01200 425111		

### 3. Applications approved by RVBC since the last Council Meeting.

24 May 2024:

<b>3/2024/0234</b>	<b>Wiswell</b> Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b>
<b>Decision Date:</b> 22/05/2024	<b>Development Address:</b> 23 Pendleton Road Wiswell BB7 9DD	Proposed demolition of garage and outbuilding. Construction of two-storey extension to side and single storey extension to rear. Creation of new window on side elevation and creation of new parking area.	374637 437491
<b>Officer:</b>	Emily Pickup		
<b>Decision Type:</b>	APPROVED WITH CONDITIONS		

7 June 2024:

<b>3/2024/0184</b>	<b>Wiswell</b> Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b>
<b>Decision Date:</b> 06/06/2024	<b>Development Address:</b> Hillside Moor Lane Wiswell BB7 9DG	Replacement dwelling and relocation of vehicle access. Resubmission of 3/2023/0223.	374647 437205
<b>Officer:</b>	Ben Taylor		
<b>Decision Type:</b>	APPROVED WITH CONDITIONS		

#### 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.

**7 June 2024:**

<b>3/2024/0184</b>	<b>Wiswell</b>	<b>Grid Reference</b>
	Applications for full consent	374647 437205
<b>Decision Date:</b> 06/06/2024	<b>Development Address:</b> Hillside Moor Lane Wiswell BB7 9DG	<b>Development Description:</b> Replacement dwelling and relocation of vehicle access. Resubmission of 3/2023/0223.
<b>Officer:</b> <b>Decision Type:</b>	Ben Taylor APPROVED WITH CONDITIONS	

**Status:**

**24 May 2024:**

<b>3/2024/0234</b>	<b>Wiswell</b>	<b>Grid Reference</b>
	Applications for full consent	374637 437491
<b>Decision Date:</b> 22/05/2024	<b>Development Address:</b> 23 Pendleton Road Wiswell BB7 9DD	<b>Development Description:</b> Proposed demolition of garage and outbuilding. Construction of two-storey extension to side and single storey extension to rear. Creation of new window on side elevation and creation of new parking area.
<b>Officer:</b> <b>Decision Type:</b>	Emily Pickup APPROVED WITH CONDITIONS	

**Status:**

**26 January 2024:**

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

**Status:** Not yet commenced.

**8 December 2023:**

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

**Status:** Not yet commenced.

**1 December 2023:**

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

**Status:** Three out of the four lodges are complete. Finishing work in progress.

## 15 September 2023:

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

**Status:** Not yet commenced.

## 4 August 2023:

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

**Status:** Demolition and clearance work started without submission of Pre-Commencement conditions. Enforcement action taken by RVBC.

## 14 July 2023:

<b>3/2023/0370</b>	<b>Wiswell</b>	<b>Grid Reference</b>
	Applications for full consent	374686 437531
<b>Decision Date:</b> 13/07/2023	<b>Development Address:</b> 29 Pendleton Road Wiswell BB7 9DD	<b>Development Description:</b> 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.
<b>Officer:</b> <b>Decision Type:</b>	Lucy Walker APPROVED WITH CONDITIONS	New door and bi folding doors at the rear and stone surround to existing bay. External landscaping to rear and side garden.

**Status:** Not yet commenced.

## 5. Members are recommended:

- To note the contents of the report.
- Set out any actions relating to the planning matters mentioned.

<b>Meeting Date:</b>	<b>24 July 2024</b>
<b>Title:</b>	<b>Parish Councillor - Vacancy</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To update members on the process of filling a casual vacancy for a Parish Councillor and request members to consider a timeframe.

### 2. Background:

Members are reminded that due to the resignation of Cllr. Judith Pursglove a vacancy has arisen for a parish councillor.

Appendix 1 to this report sets out notes and guidelines regarding the filling of a casual vacancy.

Appendix 2 to this report sets out the procedure for filling a casual vacancy.

### 3. Members are recommended:

- a. Note the report and appendices to the report.
- b. Consider when/if the process for filling the vacancy should begin.

## Notes and guidelines regarding the filling of a casual vacancy.

### General:

- Wiswell Parish Council (WPC) is not obliged to fill any vacancy.
- Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- It is not desirable that electors in a particular ward be left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or the achieve meeting quorums without difficulty.
- Councillors elected by co-option are full members of WPC.

### Eligibility of Candidates:

WPC can consider any person to fill a vacancy if they:

- Are a British, Commonwealth, Irish, or European Union citizen.
- At least 18 years old.
- Are an elector in the parish.
- Have resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish.
- Have their principal place of work in the parish.
- Have lived within three miles (direct) of the parish.

### There are certain disqualifications for election, of which the main are (see 5.80 of the Local Government Act 1972):

- Holding a paid office under the local authority.
- Bankruptcy.
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election.
- Being disqualified under any enactment relating to corrupt or illegal practices.

Also note that candidates found to be offering inducements of any kind will be disqualified.

### Good Practice:

#### ***Although there is no Statutory Requirement to do so, WPC could:***

Use a Person Specification to consider the acceptability of each candidate see Appendix 1.

#### ***Although there is no Statutory Requirement to do so, WPC could request candidates to:***

- Submit information about themselves, by way of completing a short application form. (Appendix 2)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix 3).

All such documents would be treated by the Clerk and all Councillors as Strictly Private and Confidential.

#### ***Although there is no Statutory Requirement to do so, WPC could request candidates to:***

Attend and speak about their application at the 'co-option' Council meeting. In such an event candidates would be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Council's Code of Conduct, Standing Orders and Financial Regulations.

### **The 'co-option' Council meeting:**

At the 'co-option' Council meeting:

- Candidates would be given five minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of WPC.
- The process would be carried out by adjourning the meeting to allow the candidate to speak.
- Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.
- As soon as all candidates have finished giving their submissions, the Council would proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix 1 and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.
- The vote would be recorded to show whether each Councillor present and voting, gave their vote for or against the candidate.
- After the votes had been concluded, the Chairman would declare the successful candidate(s) duly elected and after signing their declaration of acceptance of office, could take their place immediately.
- The Clerk would notify RVBC's Electoral Services of the new Councillor appointment(s).
- The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form would be handed to the Clerk for forwarding to the RVBC's Monitoring Officer.
- If insufficient candidates come forward for co-option, the process would continue, whereby the vacancies are again advertised.

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## Appendix 1 - CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward thinking.</li> </ul>	Can bring a new skill, expertise, or key local knowledge to the Council.
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively.</li> <li>• A good team player.</li> <li>• Ability to pick up and run with a variety of initiatives and tasks.</li> <li>• Interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other Council members and to maintain good working relationships with the parish Clerk.</li> <li>• Ability and willingness to work with the Council's partners (e.g. working groups, other parish Councils, RVBC, LCC and other local community groups and charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member of a local authority or other public body.</li> <li>• Experience of working with voluntary and or local community interest groups.</li> <li>• Basic knowledge of legal and financial issues relating to town and parish Councils or local authorities.</li> </ul>
<b>Circumstances</b>	Ability and willingness to attend meetings of the Council, RVBC and LCC and meetings of other local authorities and local bodies at any time and events in the evening and at weekends.	

## Appendix 2 - APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Parish Councillor. Please provide a little information about yourself.

<b>Full Name and Title:</b>		
<b>Home Address:</b>		
<b>Home phone:</b>		
<b>Mobile phone:</b>		
<b>Email:</b>		
<b>Please provide the Council with some background information about yourself.</b>		
<b>Please provide the Council with your reasons for wanting to become a Parish Councillor.</b>		
<b>Your application requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area.</b>		
	<b>Proposer</b>	<b>Secunder</b>
<b>Name:</b>		
<b>Address:</b>		
<b>Signature:</b>		

*In line with the Council's General Privacy Notice, the information provided on this application will remain Private and Confidential.*

## Appendix 3 - CO-OPTION - ELIGIBILITY FORM

<b>Anyone can be elected as a Parish Councillor* if they are:</b>	
1. A British, Commonwealth, Irish, or European Union citizen. 2. At least 18 years old. 3. Either on the list of electors for the parish, or during the whole of the previous 12 months have occupied land in the parish as an owner or tenant or have a principal place of work in the parish, or have resided in, or within three miles, of the parish.	
<b>Please tick all the boxes which apply to yourself:</b>	
I am a British, Commonwealth, Irish, or European Union citizen.	<input type="checkbox"/>
Preceding the date of my co-option, I am at least 18 years of age.	<input type="checkbox"/>
I am on the list of electors for the parish.	<input type="checkbox"/>
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish.	<input type="checkbox"/>
My principal or only place of work during those twelve months has been in the parish.	<input type="checkbox"/>
I have during the whole of twelve months resided in the parish or within 3 miles of it.	<input type="checkbox"/>
<b>*Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:</b>	
1. Hold any paid employment or office in the local authority that they seek election to or	
2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or	
3. Have within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or	
4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.	
<b>The disqualification for bankruptcy ceases in the following circumstances:</b>	
I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that the debts have been fully discharged;	
II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;	
III. If the person is discharged without such a certificate.	
In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III, it ceases on the expiry of five years from the date of discharge.	
<b>DECLARATION</b>	
I hereby confirm that I am eligible for the vacancy of Wiswell Parish Councillor, and the information given on this form is true and accurate record.	
<b>Signature:</b>	
<b>Date:</b>	

*In line with the Council's General Privacy Notice, the information provided to the Council will remain Private and Confidential.*

### Vacancies arising on the Parish Council due to a Resignation

(This is known as a Casual Vacancy)

#### Procedure:

- The parish clerk is responsible for publishing a Notice of Vacancy as soon as practicable and ensuring that it is displayed for the requisite time (i.e. a 14-working day period, which excludes Saturdays, Sundays and bank/Public Holidays).
- The Notice of Vacancy (see below) is used for this purpose. The Notice of Vacancy is displayed on the parish notice board, website and in any other convenient place in the parish. The Parish Clerk would make a note of the date that the notice is first displayed (as this date is relevant for elections/appointments).
- The Parish Clerk would write to or email Ribble Valley Borough Council (Legal Department) and provide them with: (i) details of the vacancy (which councillor, which ward, and why); (ii) a copy of the notice; and (iii) the date from which it is displayed (this date will be particularly important if an election is required).
- **If on or before the date, 14 working days from the date that the notice is displayed, Ribble Valley Borough Council Legal receives a notice, signed by 10 electors** from Wiswell stating that they wish there to be an election, there must be an election. A precedent notice is shown below. Further information on what will happen if a notice/no such notice is received, is set out below.

#### If RVBC receive a valid notice requesting an election, then:

- RVBC will contact the Parish Clerk to advise that they will work out an election timetable and will send the Parish Clerk a further notice inviting nominations. The polling day for the election must be within 60 working days of the publication of the notice of vacancy, as decided by the Returning Officer.
- If only one nomination is received (or, in the case of multiple vacancies, if **only sufficient nominations to fill the vacancies** are received), the person nominated will be elected unopposed. (The Parish Clerk should then ensure that the requisite steps are taken in respect of this appointment.)
- If more than one nomination is received (or, in the case of multiple vacancies, if **more nominations are received than there are vacancies**), there will be an election. RVBC will liaise with the Parish Clerk in these circumstances.
- If there is a by-election for a parish council and there are not enough candidates to fill the vacancies, any validly elected candidates are declared elected and there must be a new election to fill the remaining vacancies. The polling date for the new election should be within 35 working days of the date on which the poll would have been held if the first election were contested.

**If no notice is received, then:**

- As soon as practicable after the end of the 14-working day period, the Parish Council must fill the vacancy by co-option (they may wish to check with RVBC first, to ensure that no notice requesting an election has been received).
- This means that the parish council must, at its next meeting, consider the co-option of a person to the council. There are no set procedures for how a person will be co-opted and the process for this is a matter for the remaining members of the parish council. If they do not fill the vacant seat at the next meeting, it should remain a matter of business until the seat has been filled through their chosen co-option process.
- The Parish Clerk should then ensure that the requisite steps are taken in respect of the appointment(s).



## **WISWELL PARISH COUNCIL – NOTICE of VACANCY**

### **LOCAL GOVERNMENT ACT 1972 (SEC. 87(2))**

**NOTICE IS HEREBY GIVEN** that a casual vacancy is deemed to have occurred in the office of Councillor for the Parish of Wiswell following the resignation on xx/x/xxxx of Councillor Judith Pursglove.

Rule 5 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, provides that on a casual vacancy occurring in the office of councillor of a parish, an election to fill the vacancy shall be held if within fourteen days (computed as stated below) after public notice of the vacancy has been given in accordance with Section 87(2) of the Local Government Act 1972, notice in writing of a request for such an election has been given to the proper officer of the council of the borough within which the parish is situate by TEN electors for the electoral area in which the vacancy has occurred.

The Proper Officer is the **Returning Officer, Ribble Valley Borough Council**, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Dated this ## day of Month 2024

Mike Hill

Clerk to the Council

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In computing any period of time for the purposes of this notice a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday or day appointed for public thanksgiving or mourning, shall be disregarded.

# Ribble Valley Borough Council



## Request for Election

We are ten local government electors for the parish/town of \_\_\_\_\_.  
We request that an election is held to fill the casual vacancy in the office of parish/town  
councillor (..... ward) caused by the resignation/death of  
\_\_\_\_\_ as published in the notice dated  
\_\_\_\_\_.

Dated: \_\_\_\_\_

Signature		Address on Register of Electors	Electoral Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

# Agenda Item 14

## For Information



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Meeting Date:	24 July 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 A. Scholfield.

Please note that Councillor Houghton will provide a verbal update.

### 3. Members are recommended:

To consider the reports.



**1. Liaison with RVBC:**

Concerning damage to the road surface at the bottom of Vicarage Fold when the Polling Station was removed.

**2. Liaison with Palisters for hedge-trimming on Old Back Lane, opposite Oakworth House.**

Note that a neighbour paid for the hedge to be trimmed during the recent work in the village.

**3. Dead tree near Willow Spring, Pendleton Road**

Liaised with LCC tree team concerning the removal of a dead tree in the verge.

**4. Works done in the village:**

- Litter picking, it was particularly bad on Wiswell Lane beyond the A671 but both parties who regularly clear this stretch had been on holiday.
- Some galleys cleared of silt and leaves after the heavy rains.

**5. Reports to LCC Highways:**

- For the dyke on Cunliffe Lane near the pumping station, LCC have promised to do work but nothing has happened. LCC have a very extensive back log of similar work and we will continue to monitor this. This goes back to 2023.
- A resident of Back Lane asked for support concerning the lack of action by LCC following further flooding. This goes back 25 years, and a formal letter is being prepared for the Clerk to send. This has been held up by dealing with other reports.
- Following the poor response to the conditions on Whiteacre Lane at the Barrow end of the tunnel of trees but, the conditions at the Cunliffe Lane end by the field gate on the bend were reported but did not meet the intervention standards.
- LCC Highways were asked to remove the temporary gritting route signs, as they have done in previous years. They refused saying that they wanted to keep them in place all year. I do not believe that this is appropriate in the conservation area but members views would-be appreciated. The notices appear to have turned round mysteriously.

**6. 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. There has been no response, no apparent action, after six months and this will be escalated.

**7. Whalley, Wiswell and Barrow Joint Burial Committee:**

Meeting was held on 10 July. The policy for managing the cemetery was reconfirmed after updating. There has been another complaint on social media following a recent clean-up day by members of the committee. The challenge is to maintain the appearance of the cemetery to a high standard while respecting, as far as possible, the wishes of families to add personal mementos and other items.

**8. Whalley Educational Foundation:**

The next meeting will be on 22 July.

**9. Liaison with Lengthsman:**

The new Lengthsman has settled in well. He was recently shown most of the PROW works and a few items that he had not found. He is very responsive and has done satisfactory work.

**10. Redevelopment of bungalow on Moor Lane:**

I met with the new owners who are very keen to maintain good relations with the residents and the parish council. Demolition is complete and groundworks are in progress. Piling has commenced.

**11. Code of Conduct Training:**

I have still not yet had any response to my request for copies of the training slides. (From late 2023)

**12. Lack of response from LCC to e-mails:**

I need to find other ways to elicit a response concerning Public Realm Policy and bus stops on Wiswell Lane as LCC just do not respond to general enquiries. A formal complaint may be appropriate. (From early 2024).