



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday** 5 July 2023, at Pendleton Village Hall, Commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 9 May 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. Community Ownership Fund.**
Report of the Clerk (enclosed) updating members on the Community Ownership Fund and other funding opportunities.
- 7. Asset Policy and Register.**
Report of the Clerk (enclosed) updating members on the Council's Asset Policy and Register.
- 8. Remembrance Commemorations.**
Report of the Clerk (enclosed) requesting approval for the purchase of a soldier silhouette.

ITEMS for INFORMATION

- 9. Update on Actions from Previous Meetings and the Action Plan.**
Report of the Clerk (enclosed) updating members on actions from previous meetings, on ongoing matters and the Council's Action Plan.
- 10. CCTV – Update.**
For members to consider the next steps in the possibly procurement of CCTV equipment.

11. Planning Report.

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

12. Councillor Reports and Updates.

Reports from Councillors (enclosed).

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

13. Employment Matters.

Updates on any employment matters.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Parish Council Meeting – Draft Minutes

Date:	9 May 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, Parishioner Maureen Robinson.		
Meeting started:	19:15	Meeting closed:	20:25

Minute Reference 230509/Ordinary/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 7 MARCH 2023.

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

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

Maureen Robinson passed on additional comments received from parishioners regarding the Council organising social events attractive to senior parishioners and was updated on her previous observations regarding the road sweeping on Back Lane.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

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

#	Payee	Description	Gross £	VAT £	Net £	Reference
1	Clerk	Expenses 01/01/23 to 31/03/23	154.80	0.00	154.80	Contract
2	McGann and Son	Painting and repairing village phone box	250.00	0.00	250.00	Sundry Exp.
3	AER Accountants	Internal Audit Fees	200.00	0.00	200.00	Admin. Exp
4	LALC	Annual Membership Fees	50.74	0.00	50.74	Sundry Exp.
5	Cllr. Wrightson	Plants for war memorial	31.92	0.00	31.92	Grd. Maint.
Totals £:			687.46	0.00	687.46	

6. LANPAC.

The Clerk submitted a report for members to consider becoming an associate member of the Lancashire Partnership Against Crime (LANPAC).

LANPAC is a collaboration between Lancashire Constabulary, Lancashire Businesses and Public Services, LANPAC's aim is to reduce levels of crime and disorder across the county.

RESOLVED THAT COUNCIL:

Defer any decision until they considered the benefits of membership in more detail.

7. BULB PLANING.

Members discussed the planting of additional spring bulbs to enhance those already in situ.

RESOLVED THAT COUNCIL:

1. Approve expenditure of up to £250 for the purchase and planting of bulbs.
2. Request Councillor Wrightson to examine the planter at the War Memorial with a view to replacing/repairing it and report back to the Council with her considerations.

8. ANNUAL INTERNAL AUDIT.

The Clerk submitted a report informing members of the results of the 2022/23 Annual Internal Audit. The report noted that the Annual Audit forms part of the Annual Governance and Accountability Return (AGAR) and that the objective of the audit was to examine the system of controls to ensure that the Parish Council has an adequate level of assurance for its activities.

The audit was carried out by Alan Rogers FCA on 27/01/23 and 24/04/23 and covered:

- Payroll.
- Creditors and debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control.

The Audit Report noted that all the Council's key controls had been examined and were found to be working satisfactorily.

RESOLVED THAT COUNCIL:

Received the Audit Report.

9. PARISHONER RESPONSES TO THE 2023/24 PARISH PRECEP.

Members discussed the comments they had received regarding the Council's precept, which had been increased from the previous year.

RESOLVED THAT COUNCIL:

Agree to improve communications with parishioners, to enable the Council achieve a greater understanding of residents' views and concerns and for parishioners to more fully understand the activities the Parish Council undertake.

10. PLANNING REPORT.

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that representation regarding APP/T2350/C/23/3318459, planning appeal, against enforcement notice for land on NW side of Pendleton Road Wiswell was due by 15 May.

Post meeting note: The Clerk submitted the Council's response to the Planning Inspectorate via the Appeals Casework Portal.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Request the Clerk to submit weekly decisions to members.

11. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The clerk submitted a report updating members on actions from previous meetings and on ongoing actions as set out in the Action Plan (Appendix 1 to the Report).

RESOLVED THAT COUNCIL:

1. Noted the report.
2. Agree to consider Appendix 1 in more detail and provide suggested updates to Councillor Houghton.

12. MEMBER UPDATES.

Both Councillors Houghton and Scholfield provided written update reports.

RESOLVED THAT COUNCIL:

Note the reports.

13. EMPLOYMENT MATTERS.

Councillor Scholfield updated members on the recent Case Management Hearing.

14. DATE OF THE NEXT MEETING.

Note that at the 9 May AGM, members agreed to change the day of the week to Wednesday and approved the following meeting dates:

2023: 5 July, 6 September, 8 November.

2024: 3 January, 6 March and 8 May.

The next Ordinary Council meeting is scheduled for Wednesday 5 July 2023.

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

Signed.

Date.

For Decision

Meeting Date: 05/07/2023

Title: **Finance Report to 02/07/2023**

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	Minute Ref.
1		Alan Pursglove	Coronation Activities (Band)	300.00	0.00	300.00	Paid	Staff Costs
2		Paul Marlow	Coronation Activities	107.63	0.00	107.63	Paid	Sundry Expenses
3	1291607598	Clerk	Print consumables (ink cartridges)	64.95	10.82	54.13	06/07/23	General Costs
4		Clerk	Expenses (3 months)	129.80	0.00	129.80	06/07/23	Contract
5		Clerk	Salary (3 months to 30 June 2023)	900.00	0.00	900.00	Paid	Contract
6		HMRC Cumbernauld	Income tax (3 months)	225.00	0.00	225.00	22/07/23	Contract
7		Resident	Contribution to the cost of replacing damaged loaned gazebo	175.00	0.00	175.00	06/07/23	Sundry Expenses
Totals:				1,902.38	10.82	1,891.56		

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

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

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

DD = Direct Debit

		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				Total
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	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)							27.93			3.99	31.92
22/05/23	LALC Annual Subscripton									50.74		50.74
26/05/23	Paul Marlow (Coronation activities)									107.63		107.63
01/06/23	Easy Websites					50.99					10.20	61.19
13/06/23	Cllr. Houghton (Coronation gratuities)									37.97		37.97
13/06/23	Cllr. Houghton (Varnish)								19.17		3.83	23.00
30/06/23	Clerk three months salary	900.00										900.00
30/06/23	Unity Bank Service Charge				18.00							18.00
	TOTALS	900.00	225.00	154.80	45.75	152.97	200.00	27.93	19.17	496.34	43.97	2,265.93

Check: 2,265.93

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	6,007	
Add total receipts to date:	8,765	
Less total payments to date:	2,266	
Balance:	12,506.23	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account Balance at 02 July 2023:	£12,506.23	

Comparisons as at 02/07/23

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	ACCOUNTS TO DATE 2023/24
INCOME	£	£	£
RVBC Precept:	7,024	7,965	7,965
RVBC Concurrent Grant:	144	0	0
RVBC in Bloom Grant:	60	50	0
Other RVBC Grants:	0	0	500
RVBC Coronation Grant:	0	500	0
Other Grants:	0	0	0
HMRC VAT Refunds:	109	318	0
Sundry and Other Income:	243	0	300
	7,579.60	8,833	8,765
EXPENDITURE			
Staff Costs:	£	£	£
Clerk's salary:	2,963	3,600	900
Home use, expenses and mileage:	293	604	155
HMRC:	516	900	225
	3,772.01	5,104	1,280
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	86	100	0
Website hosting and emails:	902	735	153
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	46
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	0
Insurances:	382	400	0
Audit:	200	200	200
Room hire:	0	60	0
Training books etc:	0	0	0
	1,851	1,940	399
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	0	500	0
Coronation Gardens ground maintenance:	230	250	0
Other expenditure:	0	250	47
	230	1,000	47
Sundry Expenses:	£	£	£
Burial Committee precept:	74	0	0
LALC subscription:	55	51	51
CPRE subscription:	36	40	0
Best kept village:	0	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	25	25	0
Noticeboard:	0	50	0
Refurbish Telephone box:	0	200	0
Contingency:	0	500	0
Sundry expenditure:	725	100	446
	915	1,336	496
VAT on Expenses to be Reclaimed:	318	300	44
	£	£	£
Total Expenditure:	7,087	4,276	2,265.93
SUMMARY:	£	£	£
Income:	7,580	8,833	8,765
Expenditure:	(7,087)	(4,276)	(2,266)
	493.07	4,557	6,499
BALANCE:	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	4,557	6,499
Balance carried forward:	6,007	10,071	12,506.23

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

			2023-2024												
INCOME		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	7,965.00												7,965.00
2	RV in Bloom	RVBC Grant				50.00									50.00
3	HMRC VAT Return	VAT Repay					360.00								360.00
4	Concurrent Funding	RVBC Grant													0.00
5	RVBC Coronation Grant	RVBC Grant	500.00												500.00
6	Other funding	LCC		300.00											300.00
	Totals:		8,465.00	300.00	0.00	50.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,175.00

			2023-2024												
EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin. Exp.	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	61.19	734.28
21	LALC Subscription	Sundry Exp.			50.74										50.74
22	Coronation Celebrations	Sundry Exp.			445.60										445.60
23	AER Accountant	Admin. Exp.		200.00											200.00
24	Office Consumables	Admin. Exp.				65.00									65.00
25	Clerk Salary	Staff Costs			900.00			900.00			900.00			900.00	3,600.00
26	Defibrillator	Sundry Exp.													0.00
27	Unity Bank: Service Fee	Admin. Exp.			18.00			18.00			18.00			18.00	72.00
28	HMRC Income Tax	Staff Costs	225.00			225.00			225.00			225.00			900.00
29	PM+M Payroll services	Admin. Exp.	33.30			33.30			33.30			33.30			133.20
30	Countryside Charity	Sundry Exp.							36.00						36.00
31	Clerk Expenses	Staff Costs		154.80		130.00				150.00			150.00		584.80
32	Coronation Garden etc.	Amenity Exp.			31.92										31.92
33	Insurance	Admin. Exp.								400.00					400.00
34	Remembrance Sunday	Sundry Exp.								25.00					25.00
35	ICO GDPR Charge	Admin. Exp.											40.00		40.00
36	Phone Box/NB/Grit Bin	Sundry Exp.				250.00			220.00						470.00
37	Room Hire	Admin. Exp.												30.00	30.00
38	Lengthsman	Grnd Maint					500.00								500.00
39	Subscriptions	Sundry Exp.							36.00						36.00
40	Christmas Expenses	Sundry Exp.								150.00					150.00
	Totals:		319.49	415.99	1,507.45	764.49	561.19	979.19	611.49	786.19	979.19	319.49	251.19	1,009.19	8,504.54

SUMMARY	£
Forcasted Income	9,175
Forcasted Expenditure	8,505
Balance	670

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

Date:	05/07/2023
Title:	Community Ownership Fund and Other Grants
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the availability of grants that can be used to bring disused buildings into use as an asset to the village.

2. Introduction:

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

At the time the clerk did not consider the parish had any such assets, but the email generated interest in the disused garage, and the clerk noted that funds may be available from other sources that may allow the garage to be brought into use. The clerk also noted that there would be maintenance and running costs associated with owning such an asset.

3. Members are recommended:

To request the clerk to investigate what grants would be available if members were minded in bringing the disused garage into use as an asset to the village.

Agenda Item 7

For Decision



Meeting Date:	5 July 2023
Title:	Asset Policy and Register
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Recommendation.

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



For Information

Asset Policy and Register 2023/2024

Adopted: 05/07/2022

Chairman: Cllr. S. Houghton

Minute Ref.: 230705/07

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

1. Background

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

2. Purpose of the Asset Register

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Pools all the information available about each asset from across the Council and makes it available to every part of the Council.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.
The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.
- Forms a record of assets held for insurance purposes.
The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register

3.1 Assets Included

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.
- Assets held on trust (e.g., monies held on behalf of the Chairman's charity, if applicable).

3.2 Assets not Included

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Wiswell Parish Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Parish Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- A replacement value is inserted for insurance purposes.
- The **Purchase Cost** figure will be inserted into Box 9 of the AGAR Annual Return and represents the total value of the Council's fixed assets.

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
1	Two flags and Flagpole	753.48	Coronation Gardens	02/07/18	6 (flag) 20 (pole)	1,400	The flagpole was lowered on 31 March 2021 for inspection by Councillors Scholfield and Thompson. The flag mechanism and the foundation bolts, nuts and caps were found to be in good condition and the pole was raised after cleaning. A Lancashire flag and fixings was purchased in November 2022 (£91.95).
2	Coronation Garden	1.00	Coronation Gardens	In use since 1953 but never acquired	10/15	600	The fence and paving (£417.75) were upgraded on 16/09/13 and the fence again on 14/07/14. In 2022/23 the gardens were replanted and some of the older shrubs removed/cut back.
3	Noticeboard	300.00	Pendleton Road. Opposite Coronation Gardens	2	10	1,250	The NB was: <ul style="list-style-type: none"> - Erected in 2002 (Silver Jubilee) as confirmed on the brass nameplate. It was made by a village resident. - Refurbished in 2020 with a new metal backboard and the introduction of magnetic pins.
4	Christmas tree lights	710.00	Cllr Scholfield holds the lights.	17/09/12	10-15 for white lights	1,000	New lights were purchased in late 2021. The flashing lights may only last one more season.
5	Benches (6)	1,080.00	Throughout the village	Unknown	10	3,000	There are nine benches in the village, RVBC have records but are not accurate. Pepper Hill is private bench. One is unknown (Wiswell Eaves), the Parish has adopted those in Coronation Garden. Others are a mixed responsibility for maintenance.
6	Planters	83.36	Pendleton Road and throughout the village	See comments	5	300	Residents have provided/adopted four planters on Pendleton Road the Parish Council maintain three of them. Additional planters were purchased in November 2022 (£83.36)

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
7	Boundary trough with Wiswell sign	218.45	Whiteacre Lane	09/01/17	10	300	Built by Jean and Edmund Sandham. The sign and the trough form a single boundary stone structure
8	Red traditional telephone kiosk	1.00	Coronation Gardens	Unknown	>50	5,000	The Agreement for the sale and purchase of the telephone kiosk from BT to Wiswell PC is dated 18 June 2010. The actual completion was in October 2010 after BT decommissioned and removed their equipment. The original kiosk dates to the 1930's and it was moved within the village from a location near the Old School. It is planned to be refurbished in July 2023 for use as a 'library'. Over the years £731.67 has been spent on repairs and refurbishment.
9	HP Office Jet Pro 8710 Printer	53.32	Clerk	08/06/17	4/5	80	
10	Samsung Monitor	123.26	Clerk	13/09/17	4/5	150	
11	HP 260 4GB Computer and keyboard	459.00	Clerk	13/09/17	4/5	500	Keys on keyboard showing signs of fading.
12	Land at Whalley, Wiswell and Barrow Cemetery	1.00	Clitheroe Road Whalley	Circa 1954	N/A	0	The Parish Council is one of three proportional owners along with Whalley and Barrow Parish Councils.
13	Tree guard and plaque	257.38	Top of the field owned by Helen Thornber off Pendleton Road opposite Chapel Fold.	06/07/15	>50	325	RVBC provided commemorative centenary oak trees for villages in the Ribble Valley. The Wiswell tree is visible from the village and is also very close to the public footpath between Moor Lane and Moorside Lane.
14	Boundary Stone	246.00	Wiswell Shay	10/06/21	>20	300	The sign was constructed by Robert Thompson and Edmund Sandham, the metal work provided by C3 Engineering.

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
15	Defibrillator, cabinet with lock.	236.94	Bottom of Moor Lane, attached to the UU pumping station	See comments	Pad 2 years	1,500	The defib and cabinet were provided without cost, the lock cost £192 (October 2022) and new pad £ 67.74 (September 2022).
Totals:		4,524	Totals:			15,705	

Note:

A stock-take of the Council's assets will take place each year.

Date:	05/07/2023
Title:	Remembrance Commemorations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the purchase of a soldier silhouette which would form part of the Council's Remembrance Commemorations.

2. Introduction:

Members will recall that there has been discussion for some time regarding the purchase of a soldier silhouette for display in the village, during the Remembrance Commemorations. Now that the Council have a location for the silhouette (field overlooking the village) the only decision to be made is the type of silhouette to purchase.

In this regard, the clerk recently emailed members the types of silhouettes that were available from the RBLI and members appeared to favour a male 'Tommy' as shown. The cost would be £175.



3. Members are recommended:

- To approve the purchase of the soldier silhouette as set out in the report.
- Authorise the clerk to make the necessary arrangements for the purchase and installation.
- Request the clerk to see if grants are available towards the purchase.

Meeting:	5 July 2023
Title:	Updates on actions from previous meetings, ongoing matters and the Council's Action Plan.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

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

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

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

Min.	Action	Who	Update
230307/4	Public Participation: Consider holding social events that are attractive to senior parishioners.	Cllr. Houghton	Afternoon Tea arranged.
	Draft letter to RVBC regarding road sweeping at Back Lane.	Cllr. Birtwhistle	Waiting response from RVBC
230307/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230307/6	Co-option of a Parish Councillor: Submit Declarations for new councillors to RVBC.	Clerk	Complete
	Ask Oi Mei to sign Declarations and provide photograph for website.	Cllr. Houghton	Complete
	Set up new councillor email addresses and Unity Bank authorisations.	Clerk	Emails done. Unity forms for signing 05/07/23 meeting.
230307/7/8/9	Revised Policies and Regulations: Upload revised Policies and Regulations to Website. Check wording on para 4.1 Finance Regulations.	Clerk	Complete
230307/11	Action Plan: Identify responsibilities 'Who column' and update Action Plan.	Cllr. Houghton	See also 230103/10
	Include minor changes from Cllr. Scholfield (post meeting)	Clerk	Complete
230307/12	Grit Bin: Provide Clerk with details of the bin size to be purchased.	Cllr. Scholfield	Complete
	Order grit bin up to the value of £300	Clerk	Order in October
230307/14	Newsletter: Update Newsletter with 'quiz' details and photo of Oi Mei and order a 150-print run from RVBC.	Clerk	Complete
Other	Website: Arrange for a 'Local History' tab to be added to the website.	Clerk	Complete

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

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

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

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

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

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

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

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

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

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

9. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

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

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

10. Members are recommended:

To note the report and the ongoing actions.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Traffic issues (31)	Exit to A671 dangerous for cars and pedestrians crossing the road.	Resident keeping record of accidents recorded on private security cameras.	Invite representative from LCC Highways to a technical meeting involving the Clerk, Chair and Vice-Chair to address traffic issues raised in the survey, including the issue on Old Back Lane.	1			
	20 mph speed limit in the village.	Enquiry made to LCC Highways they have historically focused on urban areas		1			
	Cyclists going too fast through the village	Contacted a Clitheroe cycling group but got no response.		2			
	Traffic mirror required at the top of Whiteacre Lane.	In the past LCC have resisted requests for mirrors (other than those placed on private property).	Identify and make contact with cycling groups or organisations whose members pass through Wiswell with a view to encourage slower speeds through the village.	1			
	Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc).	PC submitted a request for vehicle length limitation sign (ref: 407710). LCC rejected a request for extra signage sent in by a resident.					
	More grit boxes required.	LCC refused to fund grit box at end of Moor Lane	PC will provide a grit box at Moor Lane which will be filled and refilled by LCC.	2			
	Wiswell Lane traffic calming measures required.		Assumes comment means speed bumps and or 20 mph speed limit.	3			

Action Plan for 05/07/2023 meeting.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Parking (22)	Double yellow lines at end of Moor Lane and around Coronation Garden required to allow access to single carriage highway.	In the past PC have been concerned about the use of double yellow lines as this only moves the problem to other areas of the village		3			
	Parking at Freemasons required.	No land is available and LCC had previously stated that there should be no further expansion of the business Despite the PC's best efforts and the recommendations of LCC, RVBC appears to be unable to control the expansion of the business.	Discuss with FM management.	3			
Public and dog bins 18)	More public and dog waste bins required.	Raised at the last RVBC Parish Council Liaison Meeting. When we know RVBC intentions we can prepare an action.	RVBC have stated that they will not install any new bins.	2			
Road surface / markings (12)	Wiswell Lane road resurfacing required. <i>The location needs clarification. Wiswell Lane above the A671 is Wiswell Shay; Wiswell Lane below the A671 is Wiswell Lane.</i>	New road markings recently added. PC monitors the condition of Wiswell Lane within Wiswell. The markings may relate to the A671 .	PC to continue to have highway issues as an item on all agendas. LCC have not replied to the last communication, and PC will chase.	2		AS	
Activities for Children (6)	No specific comments	There is no land available facilities are available in Barrow and Whalley	Consider the possibility of establishing a play	3			

Action Plan for 05/07/2023 meeting.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			area. PC to consult residents.				
Street lighting (5)	To retain village character, avoid LED lighting	LCC's policy is to convert to LED lighting. Heritage lampposts (Pendleton Road) have retained "soft" bulbs.	Continue policy of "soft" bulbs for heritage lampposts to retain character. The fifth column on Old Back Lane was changed last year, if this lamp is not soft white PC will discuss with LCC	3			
PROW / Open spaces (5)	Pavement from junction to Oakhill required.		Hedge trimming required. Canvass RVBC to explore viability of footpath, safe pedestrian access to and from Whalley.	2			
	Lack of footpaths alongside Wiswell Lane.	Wiswell is classed as a rural village with conservation regulations - footpaths not a possibility on highway	Ref. work on pedestrian route from Chatburn towards Downham / Rimmington. Check with LCC/RVBC.	2			
	Remove obstruction to Vicarage Fold.	Attempts made to seek clarification from RVBC / LCC have so far met with limited success. The PC approved an application for a BOAT (Byway Open to All Traffic)	Owner of Vicarage House is continuing with this, PC to stay in contact. PC to Chase BOAT and to secure definitive ruling from LCC / RVBC	2			

Action Plan for 05/07/2023 meeting.

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

Action Plan for 05/07/2023 meeting.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			confirmation of ownership with RVBC.				
Planning matters.	Control the expansion of the Freemasons public house.	PC have monitored and formally responded to planning developments in support of issues raised by residents	Continue to monitor and respond to all developments. Continue to develop positive relationship with management to address concerns raised by residents.	N			
	Unable to get planning permission		Offer support / advice (if appropriate) to residents. Encourage residents to enlist the services of an experienced planning agent	3			
	Development opposite Robin Hill (complaint to MP and Planning enforcement).	PC support and liaise with planning enforcement on behalf of residents.	Continued support. Invite member of RVBC's Planning Enforcement Team to village to discuss issues.	2	January 2023	MH/ SH	
	Retain the character of the village, block undesirable development.	Regular review of all village planning matters – weekly list circulated by Clerk	Continue to review all planning applications. Provide support for individual residents as within the constraints of PC powers to influence.	N			

Action Plan for 05/07/2023 meeting.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			PC to clarify with RVBC what Conservation Areas mean in 2023. Their documents have not been updated for some time.				
Social / Parish Matters	Opportunities for villagers to meet up.	Successful platinum jubilee and carol singing event in 2022.	"Social" group established to plan events for 2023 - Quiz night summer Coronation social	1			
	Buy old garage and convert into village amenity.	Viability of village hall discussed over the years. Cost and upkeep have proved prohibitive.	PC to explore further drawing on experiences of other PCs	N			
	Welcome pack for new residents.	RVBC contacted by SH. All information now on web site - no use of physical welcome packs.	PC to consider viability, what should we include. What to signpost in terms of RVBC web site.	3			
	Condolence cards from village.		PC consider that this is a very personal matter but on rare occasions when a 'corporate' message would be appropriate e.g., a longstanding PC member.	3			

Action Plan for 05/07/2023 meeting.

Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
	Re-instatement of library in phone box	Successful lending library has operated in the past.	Spring / summer-complete renovations and reinstate library. Look at other uses as library not suitable outside April – October as books get damp.	3	June 2023	SH	
	Noise, smell, lighting and out of hours operation, have all been raised by residents living near the Freemasons public house.	PC have acted in accordance with issues raised by residents.	Continue to develop a positive relationship with management to resolve issues, where this fails liaise with appropriate RVBC's Environmental Health and Licensing Departments and other agencies as appropriate.	4	On going		

Meeting Date:	5 July 2023
Title:	CCTV - Next Steps
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the next steps in the procurement and installation of CCTV equipment.

2. Introduction:

Members are reminded that on 9 March 2023 the Clerk, Councillor Houghton and Jon Harris from ITUS Security Systems (ITUS) carried out a site assessment regarding the possible locations of CCTV equipment in the Parish. Following the assessment, ITUS provided the Council with a quotation for the cost of equipment and installation (see Appendix 1 attached).

3. Potential Locations and Costs:

The following locations were considered the most appropriate as they cover all traffic entering and leaving the village. Each location has confirmed they would not object to CCTV equipment being installed on their properties and to the Council using existing Internet and power connections.

- a. Front of a private garage at the bottom of Wiswell Shay. Cost = £600
- b. At the entrance to the 'Sagar' development on Pendleton Road. Cost = £600
- c. At the entrance to the David Holmes construction on Whiteacre Lane. Cost = £600.

Annual maintenance and servicing charges = £225.

Members are reminded that the Council can claim 25% of the net capital costs (£2,025) and the annual maintenance charges from RVBC, via the Concurrent Grant Scheme, total net capital costs to the Council would then be £1,519.

4. Role of RVBC:

At a meeting at RVBC Offices in early December 2022 (which the Clerk attended) it was noted that RVBC are applying for CCTV grants. When/if funds become available, each parish council wishing to apply for a contribution towards the costs of installing CCTV equipment would be required to provide a statement to RVBC setting out why they feel CCTV is necessary in their area and the associated costs.

RVBC envisaged that the project to provide grants to parish councils would be run over 3-5 years to allow all parish councils to come on board. It was also envisaged that the earliest funds could be available would be the summer of 2023 and that grants to parish councils were unlikely to be significant and may be 'means tested' in that 'richer' parish councils (via precept) would get less than 'poorer' councils.

5. Members are recommended:

To consider the Council's next steps in any procurement process.

Appendix 1



QUOTE

Wiswell Parish Council
14 Longridge Road
Chipping
Preston
Lancashire
PR3 2QD

Date
13 Mar 2023

Expiry
12 Apr 2023

Quote Number
3395

Reference
CCTV

Roberts and Harris Ltd
ITUS Security Systems
Unit G, Vicarage
Business
Park
Skipton Road
Barnoldswick
BB18 5EG

VAT Number: 232943020

Description	Quantity	Unit Price	VAT	Amount GBP
Supply and install a HD CCTV System on garage near bypass, to include; 1 x 4ch 1TB DVR (To allow 2 weeks of continuous recording). 2 x 5MP Turret Cameras in White. All brackets, cable, power supply and accessories. Remote viewing to mobile devices. 12 months warranty. Inclusive of labour.	1.00	600.00	20%	600.00
Supply and install a HD CCTV System on David Homes, to include; 1 x 4ch 1TB DVR (To allow 2 weeks of continuous recording). 2 x 5MP Turret Cameras in White. All brackets, cable, power supply and accessories. Remote viewing to mobile devices. 12 months warranty. Inclusive of labour.	1.00	600.00	20%	600.00
Supply and install a HD CCTV System on Sagar site, to Include: 1 x 4ch 1TB DVR (To allow 2 weeks of continuous recording). 2 x 5MP Turret Cameras in White. All brackets, cable, power supply and accessories. Remote viewing to mobile devices. 12 months warranty. Inclusive of labour.	1.00	600.00	20%	600.00
12 months servicing and maintenance on all 3 systems	1.00	225.00	20%	225.00

Subtotal 2,025.00

TOTAL VAT 20% 405.00

TOTAL: 2,430.00

50% of invoice value to be paid prior to work commencing.
Balance due by due date of invoice.

Account name: Roberts and Harris Ltd
Account number: 23641118

Meeting Date:	5 July 2023
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Weekly applications relating 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

- 5 May: There were no applications.
- 12 May: There were no applications.
- 19 May: There were no applications.
- 26 May: There were no applications.
- 2 June: There were no applications.
- 9 June: See below:

3/2023/0370	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 19/05/2023	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.	

- 16 June: There were no applications.
- 23 June: There were no applications.
- 30 June: There were no applications.

3. Weekly decisions relating to Wiswell.

- 28 April: There were no applications.
- 5 May: There were no applications.
- 12 May: There were no applications.
- 19 May: There were no applications.
- 26 May: There were no applications.

- 2 June: See below:

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

- 9 June: There were no applications.
- 16 June: There were no applications.
- 23 June: There were no applications.

4. Members are recommended:

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

Meeting Date:	5 July 2023
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor S. Houghton.

Appendix 2 - Councillor A. Scholfield Appendix 3 - Councillor O. M. Wrightson

3. Members are recommended:

To consider the report.

Incorporating contributions from Councilors' Wrightson and Clemson

On Tuesday 30 May we held a village walk (reference request from residents re: potential for a guided walk). 19 people gathered at Coronation Garden and completed a walk taking in points of interest including the quarry, Wiswell Moor, Nick of Pendle and Wymondhouses. Walkers were joined by other residents at the Freemasons for some liquid refreshment.

A small "Wiswell elders" afternoon tea is planned for either 18 or 25 July (two dates to accommodate the possibility of adverse weather conditions). The event is designed to test demand / format and Oi Mei and Michael Wrightson have kindly agreed to host. Sarah Clemson has designed an invitation which will be hand delivered to about a dozen people (the maximum that can be comfortably accommodated).

The Druce Barlow memorial bench has been refurbished and repaired. Thanks once again to Edmund Sandham for his support and advice. Plans are in place to refurbish the bench near Wiswell Cross this summer. Bench maintenance and repair is time consuming and the use of volunteers in this way is the most cost-effective approach.

We are in the early stages of planning for our summer 2024 social. At this stage it is our intention to combine it with a village open gardens event. By the end of October 2023, we hope to have identified those residents who would be prepared to open their gardens to residents, family and friends. Maureen Robinson, Sue Walmsley and Sarah Yeowart have agreed to support members of the PC in the planning and delivery of the event. Oi Mei and Sarah are retaining open links with Whalley colleagues re: the potential for some of our residents to participate in the national garden scheme and other projects that our Whalley colleagues are engaged in. We have yet to identify a venue for the summer social / open garden finale.

Thanks also to Sarah Yeowart and Sue Walmsley for their continued work in maintaining Coronation Garden and village planters. They have been informed about the additional monies allocated for bulbs and in consultation with Maureen and others are considering the best planting options.

We have not yet reinstated the village library in the telephone box. Work commitments have delayed the internal painting of the phone box and we now need to consider whether we should press ahead with plans for the lending facility regardless of whether the painting has been completed.

Thanks to Helen Thornber (approach made by Oi Mei) who, if funding permits, has kindly agreed that we may use her land adjacent to the war memorial for a "Tommy Silhouette".

Thanks to so many residents for their kind words and encouragement in terms of nurturing our community culture and spirit. If called on we know that we can count on the support of a significant number of residents to help us with our work.

Litter picking has continued, usually every two weeks when at home. Some clothing was noticed on Cunliffe Lane and reported to RVBC for collection.

A large tree branch which fell on Whiteacre Lane in the tunnel of trees was reported to LCC Highways who wanted to make 'further investigations' before removing it! Further contact with them led to an excellent response from the Asset Management tree specialist and an inspection of both Whiteacre Lane and Moor Lane was made at our request. A meeting on site is being arranged for early July.

The Lengthsman has settled in well and the larger areas of grass on Whiteacre Lane are looking much better. The numerous minor items from the list around signs and benches will be picked up at the next visit. No weed killing has been done. One verbal complaint was received about premature verge trimming on Cunliffe Lane.

Reports and follow-up with LCC Highways have included potholes, white lines at the A671 junction and a blocked gulley on Pendleton Road. LCC had missed the curb side grass cutting on the A671 and visibility to the right at the Wiswell Lane junction was dangerously poor. The grass was cut within days of a reminder report being submitted. The new Love Clean Streets App is not working as well as the old Report It system and we still have the nonsensical situation that 'completed' still relates to administration and not physical work.

Whalley Educational Foundation - no meeting held since the last PC meeting.

Joint Burial Committee - the first meeting of the reconstituted committee was held on 20 June. I attended for continuity and handover. Arrangements are in hand to transfer banking authority to new members. The Registrar has returned to work.

Village Tidiness - I observed that less hedges etc. were trimmed in June than in previous years and this has had an effect on the overall appearance of the village. What to do?

Introduction and Background

- My first attendance (14 June 2023) with this relatively new working group which was founded by 10 Parish Councils that included Wiswell.
- To start, Cllr Andrew Yates was elected Chair, and Terms of Reference agreed.
- The first task identified for the group is to slow down speeding in rural villages in Ribble Valley and bring down speeds to 20mph. Speeding was one of the main items of concern highlighted in the Wiswell questionnaire.
- Presentation by Cllr Yates showed that good signage can reduce speeding, using buffer zones. Low cost gateways are a good way to mark an entrance especially from a 60mph road. Leaving a 30mph buffer zone also good, but key is to position the transition point from a higher speed to 20mph at a point where the driver recognizes the start of a village. Good examples in Scotland where the maximum speeds were reduced by 7mph.
- Not about Police reinforcement. Other methods to slow down traffic eg. speed bumps, speed cameras were discussed but put aside due to high costs, being ineffective or spoiling the rural feel of the villages.

Going forward:

A task and finish group focusing on the implementation of Buffer zones in member villages.

Will need costings by individual villages completing a scoping exercise, then asking LCC to commission their Contractors to provide an accurate cost.

Timescales – The aim is to complete the scoping exercises before the end of 2023 and for accurate costings before calculation of the precept 2024. (See table below)

Activity	Aim to Complete
Encourage more Parishes to join the group	June/July 2023
Design and develop the survey	July/Aug 2023
Identify blockers and complete a communications strategy	July/Aug 2023
Individual villages complete the survey which involves identifying which roads we want buffer zones on	end September 2023
Consultation with key stakeholders within LCC	End October 2023
Full contractor survey and costs completed by	End January 2024

Opportunities – the cost of an application is the same whether one village applies, or a joint application is made.

Criticisms – the priority is not buffer zones down to 20mph for all RV villages. Eg, Read & Simonstone – Not realistic to reduce the A671 Whalley Road to 20mph, but no other objectives being sought for these villages, therefore they are reluctant to get involved. Personally I feel that we should have 2 working groups under the 1 umbrella so don't have splinter groups.

Considerations – whether Wiswell wants to continue as an active member and tackle the first issue of the speed of traffic as identified.