



Members of Wiswell Parish Council are summoned to attend the Parish Council meeting on 3 January 2023, at Pendleton Village Hall - Commencing at 6:30pm.

## **Members of the public are welcome to attend.**

### **Agenda**

- 1. Apologies for absence.**
- 2. Approve the minutes of the meetings held on 1 November 2022 and 12 December 2022.**
- 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 (if any).**

#### **ITEMS for DECISION**

- 5. Finance Report.**  
Report of the Clerk (enclosed) to approve the:
  - Accounts to date.
  - Payments as set out in the report.
- 6. The Council's Complaints Procedure.**  
Report of the clerk (enclosed) to consider and approve a revised Procedure.
- 7. Governor Appointment – Whalley Educational Foundation.**  
Report of the clerk (enclosed) to consider and approve the Council's appointee to the Whalley Educational Foundation.
- 8. Co-option of a Parish Councillor**  
To consider the applications for election of a councillor(s) by co-option.

#### **ITEMS for INFORMATION**

- 9. Planning Report.**  
Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 10. Action Plan.**  
Report of the Clerk (enclosed) to consider the parishioners' views and set out an Action Plan.
- 11. Update on Actions from Previous Meetings.**  
Report of the Clerk (enclosed) updating members on actions from previous meetings.
- 12. Councillor Updates.**  
Updates from the Chair and members.
- 13. Working/Social Group Updates.**  
Updates from members, including proposals and date for a summer event.

**14. Defibrillator.**

Update from Cllr Houghton, including discussions on training and cleaning/checking rota.

**15. Newsletter.**

Update from Cllr Houghton, including discussion on dates for the Spring/Summer newsletter.

**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.**

**16. Burial Committee:**

Verbal update from Cllr Scholfield.

*Mike Hill.*

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

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## Agenda Item 2 (a)



### Parish Council - Ordinary Meeting

#### *Draft Minutes*

<b>Date:</b>	1 November 2022		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
<b>In attendance:</b>	Clerk to the Council: Mike Hill and parishioner: Maureen Robinson		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:15

#### Minute Reference 221101/

##### **1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

The meeting noted that on 31 October, Robert Thompson resigned from the Council. The Chair expressed his thanks to Robert for his many years of dedicated service to Wiswell Parish Council. The sentiments of the Chairman were echoed by all those present at the meeting.

##### **2. APPROVE THE MINUTES OF MEETING HELD ON 6 SEPTEMBER 2022.**

The above minutes were approved as a correct record of the meeting and signed by Councillor A. Scholfield who had chaired that meeting.

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

There were no declarations of interest.

##### **4. PUBLIC PARTICIPATION.**

The Chairman thanked parishioner Maureen Robinson for her valued work in the village. Both Maureen and the Chairman updated members on the work being carried out regarding Coronation Gardens.

Maureen also contributed to the discussion regarding Agenda Item 6 (Draft Budgets for 2023/24).

## 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:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due 2022	Min. Ref.
WIS6 1251	PM+M Direct Debit	Set up of payroll service and quarterly fee.	102.60	17.10	85.50	26/10	220907/7
8550	Clerk	Purchase of a lock for the defib cabinet.	169.20	28.20	141.00	13/10	220906/10
2306	HMRC	Clerk income tax 07/06/22 to 30/09/22.	290.60	0.00	290.60	22/10	Staff costs
	Clerk	Salary 07/06/22 to 30/09/22.	1,163.25	0.00	1,162.25	30/09	Staff costs
	Easyweb <sup>1</sup>	Increase size of email box to 50GB.	72.00	12.00	60.00	03/11	Admin. Expenses
	Clerk	Expenses 07/06/22 to 30/09/22.	139.08	0.00	139.08	02/22	Staff costs
	Cllr. Scholfield <sup>2</sup>	Purchase of A5 paper for leaflet distribution.	6.15	0.00	6.15	04/11	Admin. Expenses
	Parishioner <sup>2</sup>	Purchase of garden planters.	83.36	0.00	83.36	04/11	220906/6a
<b>Totals £:</b>			<b>2,026.24</b>	<b>57.30</b>	<b>1,967.94</b>		

<sup>1</sup>. To be added to Easyweb's monthly Direct Debits

<sup>2</sup> Payments agreed at this meeting.

## 6. DRAFT BUDGETS FOR 2023/24

The Clerk submitted a report updating members on the preparation for the 2023/24 budget and seeking their views on the level of expenditure and the services it intends to deliver in 2023/24. Members were reminded that Parish Councils have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved. After discussing the report in some detail.

RESOLVED THAT COUNCIL:

1. Note the contents of the Budget Report and Appendix 1
2. Approve a budget for 2023/24 of £10,774.
3. At the appropriate time, authorise the Clerk to inform RVBC of the proposed budget.

## 7. THE COUNCIL'S GENERAL PRIVACY NOTICE.

The Clerk submitted a report asking members to consider and approve a revised General Privacy Notice.

Members were reminded that the Council holds personal data about employees, residents, suppliers, and other individuals for a variety of Council purposes. Members were also reminded that the Council is required to process all personal data lawfully, fairly and in a transparent manner. Appendix 1 to the report set out the Council's updated and revised General Privacy Notice which explained how the Council will comply with its obligations.

RESOLVED THAT COUNCIL:

Approve the Council's updated General Privacy Notice as set out in Appendix 1 to the Report.

## **8. WHALLEY EDUCATION FOUNDATION.**

The Clerk submitted a report asking members to consider a request by the Whalley Education Foundation to provide financial assistance. After discussing the request.

RESOLVED THAT COUNCIL:

Authorise the clerk to inform the Whalley Education Foundation that the Council would like to restate its commitment to help the Foundation in any way it could, but at the current time is unable to provide financial assistance.

## **9. PURCHASE OF AN ADDITIONAL FLAG.**

The Clerk submitted a report seeking approval for the purchase of an additional flag. The report noted that the Council had received a suggestion, that a flag denoting the county of Lancashire, could be flown at times when the Union Flag is not being flown.

The cost of such a flag with anti-fraying stitching is around £80 plus VAT. This includes the necessary finishing.

RESOLVED THAT COUNCIL:

1. Approve the purchase of an additional flag as set out in the report with the costs being met from the funds allocated to improving Coronation Gardens (£600).
2. Authorise the Chair to purchase the flag and the necessary finishings.

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

The Clerk submitted a report updating members on actions from previous meetings. The clerk informed members that:

- Payment to the Countryside Commission had now been made.
- Sabden Parish Council had been chased regarding a borough wide meeting to discuss the Parish Lengthsman scheme.

RESOLVED THAT COUNCIL:

1. Authorise the clerk to:
  - a. Inform BT that the phone box will not be used for installing the defibrillator.
  - b. Contact United Utilities, thanking them for letting the Council use their facilities and request they label the internal power socket, stating it should not be switched off.
  - c. Provide defibrillator and cabinet maintenance instructions to council members.
2. Request the chair:

To set up a maintenance regime for the defibrillator and cabinet.

## **11. PLANNING REPORT**

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that no actions were required on any of the latest planning applications or decisions.

RESOLVED THAT COUNCIL:

Note the report.

## **12. REMEMBRANCE SUNDAY.**

The Clerk submitted a report updating members of the arrangements for Remembrance Sunday. Members provided an update on the distribution of flyers to parishioners, provision of support on the day and the reading of lessons.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Authorise the purchase of A5 paper for the printing of Remembrance Day and other flyers.
3. Request councillor Pursglove to see if she can arrange for a bugler/trumpeter to attend the service.

## **13, 14 AND 15 - UPDATES FROM MEMBERS.**

Members provided updates on a range of activities since the previous meeting. The updates included preparations for a carol service, a quiz night, a lady's dinner, a garden party, and an open garden event, both of which would take place in 2023.

Regarding the recent survey, figures indicate that around 50% of the questionnaires had been returned and the Chair had started to evaluate the results which will be available for the next meeting.

Members were reminded that if they have any comments on highway issues, street works and TTRO's they should provide comments to the Clerk.

***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.***

## **16. BURIAL COMMITTEE.**

Councillor Scholfield updated members on matters relating to the Burial Committee.

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Tuesday 3 January 2023.

**Signed by Chair:**

**Date:**



## Draft Minutes Parish Council – Extra Ordinary Meeting

<b>Date:</b>	12 December 2022		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: S. Houghton (Chair) A. Scholfield and J. Pursglove.		
<b>In attendance:</b>	Clerk to the Council – Mike Hill		
<b>Meeting started:</b>	14:00	<b>Meeting closed:</b>	14:35

### Minute Reference 221212/

#### 1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

#### 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

#### 3. PUBLIC PARTICIPATION.

There was no public participation.

#### 4. DRAFT BUDGETS FOR 2023/24.

The Clerk submitted a report updating members on the preparations for the 2023-24 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2023-24.

Members were reminded that they discussed and agreed a budget for 2023-24 at their November 1 meeting. However, at the time members were not aware of the RVBC 2023-24 Tax Base, this has now been provided and is lower than anticipated.

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

#### RESOLVED THAT COUNCIL:

1. Note the contents of the Budget Report and Appendix 1.
2. Approve a budget for 2023-24 of £7,965.
3. Authorise the Clerk to inform RVBC of the proposed budget.

**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.**

**5. BURIAL COMMITTEE.**

The Clerk submitted a report informing members of a request by the Whalley, Wiswell and Barrow Joint Burial Committee for members to agree and adopt an updated Constitution attached as Appendix 1 to the report.

Members were reminded that at their September meeting they agreed in principle to the preparation of a new constitution for the Burial Committee.

RESOLVED THAT COUNCIL:

1. Agree to adopt the updated Constitution as set out in Appendix 1 to the report.
2. Authorise the Clerk to inform the Chair of Whalley Parish Council of the Council's decision.

**DATE OF THE NEXT MEETING**

The next Ordinary Council meeting is scheduled for Tuesday 3 January 2023.

**Signed by Chair:**

**Date:**



## Agenda Item 5

### **For Decision**



Meeting Date: 03/01/2023

Title: **Finance Report to 21/12/2022**

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	WIS61251	PM+M	Payroll services - quarterly fee	27.75	4.63	23.13	DD	220906/7
2	2306	HMRC	Income tax 01/10/22 to 30/12/22	225.00	0.00	225.00	22/01/23	Staff costs
3		Clerk	Salary 01/10/22 to 30/12/22	900.00	0.00	900.00	31/12/22	Staff costs
4		Clerk	Expenses 01/10/22 to 31/12/22	154.08	0.00	154.08	31/12/22	Staff costs
<b>Totals:</b>				<b>1,306.83</b>	<b>4.63</b>	<b>1,302.21</b>		

DD = Direct Debit

# Receipts for the period 1st April 2022 to 31st March 2023.

Bank		Income Streams						Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
13/06/2022	comd32676	RV in Bloom			60.00			60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
05/07/2022	#####100388	HMRC VTR		109.00				109.00
08/08/2022		Forbes (HMLR Refund)					40.00	40.00
10/10/2022	00009441	RVBC Concurrent Grant			144.00			144.00
10/11/2024		PM+M Solutions. Reimbursment - paid twice once by DD.					102.60	102.60
Total:			7,024.00	109.00	204.00	0.00	142.60	7,479.60

**Note:**

The Switch from Barclays Bank to Unity Trust Bank occurred 17/08/22 = £11,092.97

# Payments for the period 1st April 2022 to 31st March 2023

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	01/04/22	DD	Easy Websites					26.00					5.20	31.20
	03/05/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	20/05/22	100977	Burial Committee Levy for 2021/22									74.00		74.00
	01/06/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	09/06/22	100978	LALC Subscription									54.78		54.78
13/06/22		100979	Void											-
	21/06/22	DD	Easy Websites (Initial set up)					500.00					100.00	600.00
13/06/22	24/06/22	100980	Paul Marlow Jubilee									139.09	27.80	166.89
13/06/22	24/06/22	100981	Paul Marlow (Jubilee Band)									250.00		250.00
	01/07/22	DD	Easy Websites					27.00					5.40	32.40
17/07/22		100982	Void											-
20/07/22		100983	Void											-
20/07/22	03/08/22	100984	AER Accountants						200.00					200.00
	01/08/22	DD	Easy Websites					27.00					5.40	32.40
27/07/22	02/08/22	100985	Clerk printer consumables				79.99						16.00	95.99
20/07/22	01/08/22	100986	Clr Houghton (Jubilee)									54.06		54.06
	01/09/22	UTB DD	Easy Websites					27.00					5.40	32.40
	28/09/22	UTB	Clerk Three Month Salary	1,163.25										1,163.25
	28/09/22	UTB	Purchase of pads for defibrillator									56.45	11.29	67.74
	30/09/22	UTB	Unity Service charge				6.65							6.65
	03/10/22	UTB DD	Easy Websites					27.00					5.40	32.40
	13/10/22	UTB	Clerk for purchase of defib lock									141.00	28.20	169.20
	19/10/22	UTB	HMRC (Income Tax)		290.60									290.60
	24/10/22	UTB DD	PM+M Solutions (payroll services)				85.50						17.10	102.60
	28/10/22	UTB	Countryside Charity									36.00		36.00
	01/11/22	UTB DD	Easy Websites					35.99					7.20	43.19
	04/11/22	UTB	Clerk Expenses			139.08								139.08

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	04/11/22	UTB	PM+M Solutions (payroll services)				85.50						17.10	102.60
	07/11/22	UTB	Sue Walmsley (parishoner) plant containers							83.36				83.36
	07/11/22	UTB	Cllr Scholfield purchase A5 paper				6.15							6.15
	15/11/22	UTB	BHIB Ltd. Insurance						381.54					381.54
	18/11/22	UTB	Lancashire Flag									76.95	15.00	91.95
	25/11/22	UTB	RBL Poppy Appeal									25.00		25.00
	01/12/22	UTB DD	Easy Websites					44.99					9.00	53.99
	05/12/22	UTB	Yeowart (parishoner) plants							33.10				33.10
														-
			TOTALS	1,163.25	290.60	139.08	263.79	766.98	581.54	116.46	0.00	907.33	285.89	4,514.92

4,514.92

## Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total <b>receipts</b> to date:	7,480	
Less total <b>payments</b> to date:	-4,515	
<b>Balance:</b>	8,479	
	£	
Unity Trust Bank Account Balance at 21 December 2022:	£8,479	

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

# Comparisons as at 21/12/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
<b>INCOME</b>	£	£	£
RVBC Precept:	6,886	6,886	7,024
RVBC Concurrent Grant:	144	150	144
RVBC in Bloom Grant:	0	60	60
RVBC Grants (Finger Posts):	0	0	0
RVBC Jubilee Grant:	500	0	0
Contribution IT Equipment:	105	0	0
Pendle Partnership Grant:	470	470	0
HMRC VAT Refunds:	314	250	109
Barclays Compensation:	50	0	0
Sundry and Other Income:	0	0	143
	<b>8,469</b>	<b>7,816</b>	<b>7,480</b>
<b>EXPENDITURE</b>			
<b>Staff Costs:</b>	£	£	£
Clerk's salary:	2,353	4,500	1,163
Home use, expenses and mileage:	228	295	139
HMRC:	0	0	291
	<b>2,581</b>	<b>4,795</b>	<b>1,593</b>
<b>Administration Expenses:</b>	£	£	£
Consumables (Ink and Paper etc):	0	120	86
Website design and hosting:	108	140	767
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	80	80	178
Other website expenses:	0	240	0
IT set-aside:	0	290	0
Insurances:	218	220	382
Audit:	55	55	200
Room hire:	60	60	0
Training books etc:	50	100	0
	<b>571</b>	<b>1,505</b>	<b>1,612</b>
<b>Amenity Expenses:</b>	£	£	£
Parish lengthsman scheme:	500	500	0
Coronation Gardens ground maintenance:	121	400	116
Registration of Coronation Gardens:	0	0	0
Refurbishment Molly's Well:	470	0	0
Finger Posts	47	0	0
Welcome Trough:	35	0	0
	<b>1,173</b>	<b>900</b>	<b>116</b>
<b>Sundry Expenses:</b>	£	£	£
Burial Committee precept:	0	75	74
LALC subscription:	0	55	55
CPRE subscription:	36	40	36
Best kept village:	20	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	20	25	25
Noticeboard:	0	0	0
Refurbish Telephone box:	210	200	0
Contingency:	0	500	0
Sundry expenditure:	0	100	718
	<b>286</b>	<b>1,365</b>	<b>907</b>
<b>VAT on Expenses to be Reclaimed:</b>	45	150	286
	£	£	£
<b>Total Expenditure:</b>	<b>2,075</b>	<b>3,770</b>	<b>4,514.92</b>
<b>SUMMARY:</b>	£	£	£
Income:	8,469	7,816	7,480
Expenditure:	(2,075)	(3,770)	(4,515)
	<b>6,394</b>	<b>4,046</b>	<b>2,965</b>
<b>BALANCE:</b>	£	£	£
Balance brought forward at 1 April:	2,083	5,514	5,514
Add surplus / less deficit from year:	3,431	4,046	2,965
Balance carried forward:	<b>5,514</b>	<b>9,560</b>	<b>8,479</b>

# Agenda Item 6

## For Decision



<b>Meeting Date:</b>	<b>3 January 2023</b>
<b>Title:</b>	<b>Complaints Procedure</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### **1 Purpose of the report.**

For members to approve a revised and updated Complaints Procedure as set out in Appendix 1 to the report.

### **2 Introduction:**

Members are reminded that:

- Complaints should be handled in full Council or by nominated Councillors who are authorised to deal with complaints but are not involved with the case.
- If the complaint is handled by full Council, then two nominated Councillors should not take part in the proceedings. They will then be available to handle any appeal, if required.
- The Clerk should normally represent the Council through the proceedings, but a nominated Councillor may act instead.

### **3 Members are recommended:**

To approve the Council's updated Complaints Procedure as set out in Appendix 1 to this report.





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# For Information

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## Complaints Procedure

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Adopted: 03/01/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230103/6

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

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# Complaints Procedure

## 1. Introduction

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken, or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

**Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a committee tasked with investigating the matter.**

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaint's procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

**Please note that other bodies have responsibility for certain types of complaints:**

The table below sets out the type of 'other complaints' and who to contact.

Type of other complaint	Who to contact
Individual member's conduct alleged to breach the Code of Conduct adopted by the Council.	Ribble Valley Borough Council's (RVBC) Monitoring Officer should be contacted.
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16). Financial irregularities are handled by the Council's own auditor or the Audit Commission.
Alleged criminal activity.	The Police

## The Procedure:

### 2. Before a properly convened meeting.

- 2.1 Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD.
- 2.2 If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at 12 Old Back Lane, Wiswell, Lancashire, BB7 9BS.
- 2.3 The Clerk to the Council or Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
- 2.4 Please note that any complaint will be treated as confidential, and that the Council is obliged to always comply with its duties under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 2.5 The complainant will be invited to attend the meeting at which the complaint will be considered and be offered the opportunity to be accompanied by a representative, if required.

# Complaints Procedure

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- 2.6 Seven working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
- 2.7 The Council will provide the complainant with copies of documents it wishes to rely on at the meeting, allowing time for the complainant to read the material before the meeting.

## **3. At the meeting.**

- 3.1 The Council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst considering any duties to safeguard personal data as under (2.4) above.
- 3.2 The Chairman will introduce everyone at the meeting and explain the procedure to be followed.
- 3.3 The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by the Clerk and members of the Council.
- 3.4 The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by the complainant and then members.
- 3.5 The complainant will be offered the opportunity to summarise their position.
- 3.6 The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
- 3.7 The Clerk and complainant will both be asked to leave the room whilst members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- 3.8 The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

## **4. After the meeting.**

- 4.1 Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
- 4.2 The result of the proceedings will be reported at the next Council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

## **5. Appeals.**

Should the complainant not agree with the decision they are entitled to appeal the decision within fourteen days of receipt of the result of the proceedings. The Councillors nominated to handle the appeal should, within twenty-one days of receiving the appeal, examine the way in which the Council dealt with the complaint. If procedures were correctly handled by the Council, then the appellant should be notified that the appeal has not been successful. If the complaint was not handled correctly, it must be referred again for consideration. The appellant should be notified of the result of the appeals process within fourteen days.

# Agenda Item 7

## For Decision



<b>Meeting Date:</b>	<b>3 January 2023</b>
<b>Title:</b>	<b>Governor Appointment - Whalley Education Foundation</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### **1 Purpose of the report.**

For members to consider and approve the Council's appointee to the Whalley Education Foundation.

### **2 Introduction:**

Members are reminded that the term of office of the Council's current appointee to the Whalley Educational Foundation, Alan Scholfield, will end on the 22 January 2023. The Council now need to consider and agree who the next appointee will be.

Members should note that the term of office is 3 years, and the appointee does not have to be a member of the Council.

### **3 Background information:**

There are currently 5 co-opted and 7 appointed Governors (Trustees) to the Whalley Education Foundation:

- Terry Hill – Chairman (Co-opted)
- Jo Ann Murphy – Treasurer (Co-opted)
- Martin Fewster – Secretary (Co-opted)
- Lesley Lohou (Co-opted)
- Vacancy (Co-opted)
- Amanda Parker (Duchy of Lancaster)
- Ged Mirfin (Lancashire County Council)
- Mark Hindle (Ribble Valley Borough Council)
- June Brown and Caroline Allen (Whalley Parish Council)
- John Strong (Barrow Parish Council)
- Alan Scholfield (Wiswell Parish Council)

### **4 Members are recommended:**

To consider and agree the Council's appointee to the Whalley Education Foundation.

# Agenda Item 9

## For Information



<b>Meeting Date:</b>	<b>3 January 2022</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 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](https://www.ribblevalley.gov.uk/weekly_lists)

- 16 December: There were no applications.
- 9 December: There were no applications.
- 18 November. There were no applications.
- 11 November: See below.

<b>3/2022/1011</b>	Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 31/10/2022	<b>Development Address:</b> Killymoon 1 Bennetts Close off Wiswell Lane Whalley BB7 9AF	Change of use from dwelling to short-term let holiday accommodation for a temporary period of 5 years.	373977 436978
<b>Officer:</b>	Stephen Kilmartin 01200 425111		

- 4 November. See below.

<b>3/2022/0992</b>	Non-Material amendment	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 01/11/2022	<b>Development Address:</b> 4B Ashgreen House Wiswell Lane Whalley Clitheroe BB7 9AF	Non Material Amendment of 3/2021/0991. Proposed increase in size of the study, still within the overall footprint of the site. Remove skylight in the lounge and replace with obscure window.	373636 436729
<b>Officer:</b>	Kathryn Hughes 01200 425111		

- 28 October: There were no applications.

### 3. Weekly decisions relating to Wiswell.

- 16 December: No decisions.
- 9 December: No decisions.
- 2 December: No decisions.
- 25 November: No decisions.
- 18 November: See below.

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

- 11 November: No decisions.
- 4 November: No decisions.
- 28 October: No decisions.

### 4. Members are recommended:

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

# Agenda Item 10

## For Information



<b>Meeting Date:</b>	<b>3 January 2023</b>
<b>Title:</b>	<b>Action Plan</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### **1 Purpose of the report.**

For members to consider the parishioners views from the recent survey and agree a Plan of Action based on the feedback received. Note that the Survey results are attached as Appendix 1 to the Report.

### **2 Introduction:**

Members are reminded that at their meeting on 5 July 2022 they agreed to setup a working group that would consider how best to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and that any feedback from parishioners could form the basis of a 'Parish Action Plan'.

### **3 Draft Action Plan:**

The draft Action Plan (Table 1) should be viewed as a starting point for possible areas of activity over the short and medium term. The Council can develop the Plan and members can agree to add, amend, and set out a matrix of importance. The Action Plan would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities will come into play during 2023. Note that the proposals should be designed to improve the parish for the benefit of all residents.

### **4 Members are recommended:**

To note the contents of the Report and comment on the draft Action Plan as set out in Table 1.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable			Action		
Areas of Improvement	Specific Comments from Survey	Possible Actions	P	Who	When
Traffic issue (31)	Exit to A671 dangerous for cars and pedestrians crossing the road.	Contact LCC Highways	1	Clerk	Jan./23
	20mph speed limit in the village.	Contact LCC Highways	1	Clerk	
	Cyclists too fast through the village.	-			
	Traffic mirror required at the top of Whiteacre Lane.	Contact LCC Highways	1	Clerk	Jan./23
	More grit boxes required	Identify where required and contact LCC Highways	1	AS	Jan./23
	Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc)	-			
	Wiswell Lane traffic calming measures required.	Contact LCC Highways	3	SH	Mar./23
Parking (22)	Double yellow lines at end of Moor Lane and around Coronation Garden required to allow access to single carriage highway.	Contact LCC Highways	3	Clerk	Mar./23
	Parking at Freemasons required.	Council to consult with landlord/owner.	3	SH	Mar./23
Public and dog bins (18)	More public and dog waste bins required.	Contact RVBC	2	Clerk	Feb./23
Road surface/markings (12)	Wiswell Lane road resurfacing required.	Contact LCC Highways	2	AS	Feb./23
Activities for children (6)	No specific comments	Council to consider what land can be made available for installing play equipment etc.	3	AS/SH/JP	Mar./23
Street lighting (5)	To retain village character, avoid LED lighting.	Council to monitor			
PROW and Open Spaces (5)	Pavement from junction to Oakhill required.	Council to investigate what action can be taken.	2	AS	Feb./23
	Lack of footpaths alongside Wiswell Lane.	Council to investigate what action can be taken.	2	AS	Feb./23
	Remove obstruction to Vicarage Fold.	Council to investigate what action can be taken.	2	SH	Feb./23



Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable			Action		
Areas of Improvement	Specific Comments from Survey	Possible Actions	P	Who	When
Boundary stones/finger posts (1)	No specific comments.	-			
Garden areas and flower beds (1)	Better maintenance of hedgerows.	Council to identify where this is required.	3	SH	Mar./23
Signage and notice boards (1)	Signage Whalley and Barrow don't match.	Council to identify what the problem is.	4	AS	
Seating/benches/pic nic areas (0)	No specific comments.	-			
Planning Matters	Control the expansion of the Freemasons public house.	Council to monitor planning applications.	N		
	Unable to get planning permission.	Council to identify what the problem is.	3	AS	Mar./23
	Development opposite Robin Hill (complaint to MP and Planning enforcement).	Council to monitor planning enforcement matters.	2	AS	Feb./23
	Retain the character of the village, block undesirable development.	Council to monitor planning applications.	N	JP	
Social/ Parish Matters	Opportunities for villagers to meet up.	Being addresses by the Social Group	1	JP & SH	Jan./23
	Buy old garage and convert into village amenity.	See if the village has a benefactor	N		
	Welcome pack for new residents.	One for the Social Group to action	3	JP	Mar./23
	Condolence cards from village.	One for the Social Group to action	3	JP	Mar./23
	Re-instatement of library in phone box.	Being addressed by the Council	3	SH	Mar./23
	Noise for some residents living near the Freemasons public house.	Council to contact RVBC to see if they can provide noise monitoring equipment.	4	SH	Mar./23

## Parishioner Survey - Summary of Responses

There were 74 returns

There is not a numerical alignment between the number of responders and responses as:

- A small number of responders did not answer all the questions.
- Regarding Q4, some responders failed to tick all the boxes.
- One responder (new to Wiswell) was not able to make comments on certain questions.

### Q 1: Overall how would you rate village life? (1 - 10 with 10 being fantastic and 1 not good)

1	2	3	4	5	6	7	8	9	10
		1	1	3	3	3	19	20	23

### Q 2: How long have you lived in the village?

Less than 1 year	1-5 years	5-10 years	10 + years
6	8	12	46

### Q 3: How frequently do you contact a Parish Councillor?

Often	Seldom	Never	Don't know who councillors are.
5	29	33	5

### Q 4: How satisfied are you with....?

	Not satisfied	Somewhat satisfied	Satisfied	Very satisfied
Amount of litter	2	11	31	29
Levels of crime	1	3	30	30
Anti-social behaviour	0	4	30	37
Traffic issues	23	22	17	11
Public safety	3	9	33	27
Leisure / play	12	15	22	11
Village upkeep	0	2	32	38
Noise levels	3	6	32	30
New Developments	14	14	27	16

**Q 5: Which of the following would you like the Parish Council to improve/action?**

Area for action/improvement	Resp #	Area for action/improvement	Resp #
PROW / open spaces	2	Road surface / markings	12
Garden area / flower beds	1	Village signage / notice boards	1
Boundary stones / finger posts	1	Seating / benching / picnic areas	0
Activities for children	6	Street lighting	5
Public / dog bins	18	Traffic issues	25
Parking	21	Other (speeding cyclists)	2

**General comments and suggestions:**

- Wiswell Lane road resurfacing / traffic calming measures needed.
- Pavement from junction to Oakhill required.
- Lack of footpaths alongside road (Wiswell Lane).
- Double yellow lines at end of Moor Lane and around Coronation Garden to allow access to single carriage highway.
- Control the expansion of the Freemasons public house.
- Remove obstruction to Vicarage Fold.
- More opportunities for villagers to meet up for example coffee mornings.
- Dream of buying old garage and converting into village amenity.
- Retaining the character of the village... support to block undesirable development.
- Dog waste bins (more of).
- Parking- Freemasons (mentioned by number of residents).
- Exit to A671 dangerous (mentioned by several residents both in terms of cars and pedestrians crossing the road).
- Avoid LED lighting (too bright to retain village character).
- 20mph speed limit... traffic too fast (mentioned by several residents).
- Cyclists too fast through the village (mentioned by several residents).
- Why do we pay more than Barrow and Pendleton in terms of precept when they have more facilities?
- Traffic mirror at the top of Whiteacre Lane.
- Unable to get planning permission.
- Development opposite Robin Hill (complaint to MP and Planning enforcement).
- Welcome pack for new residents.
- Condolence cards from village.
- Re-instatement of library in phone box.
- More grit boxes.
- Better maintenance of hedgerows.
- Signage Whalley and Barrow don't match.

## Summary:

- Traffic issues (parking, speeding etc).

Although we didn't specify geographical location, local knowledge shows that Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc) but many in the central area concerned with parking.

- Noise is an issue for some residents living near the Freemasons public house.
- Councilors are in the main known to residents.
- Overall strong satisfaction levels with village life.
- More opportunities to meet- aligns well with our work on the social calendar
- More dog bins and public bins are required.

# Agenda Item 11

## For Information



<b>Meeting:</b>	<b>3 January 2023</b>
<b>Title:</b>	<b>Actions from previous meetings and ongoing matters.</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 and on ongoing matters

### 2. Update on Actions from 01/11/22 meeting:

Minute	Action	Update
221101/5	<b>Finance Report:</b> Initiate the payments as set out in the report.	Complete.
221101/6	<b>Draft Budgets for 2023/24:</b> At the appropriate time inform RVBC of the proposed financial requirements.	Complete. Precept submitted.
221101/8	<b>Whalley Education Foundation - Request for Financial Assistance:</b> Inform the Foundation of the Council's decision.	Complete.
221101/9	<b>Purchase on an additional Flag:</b> Purchase a Lancashire flag and finishings.	Complete.
221101/10	<b>Other Actions:</b>	
	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'.	Noted.
	Provide defib, cabinet and lock maintenance instructions to members.	Complete
	Set up a maintenance regime for the defib, cabinet and lock.	Noted by Chair

### 3. Update on Actions from 06/09/22 meeting:

Minute	Action	Update
220906/2	<b>Minutes:</b> For future meetings provide an update on approved actions from previous meetings.	Complete.
220906/5	<b>Finance Report:</b> Make payments as set out in the report.	Complete.
220906/6	<b>Improving the Amenity:</b> Apply to LCC for the bio-diversity grant.	Complete with email confirmation received on 13/09/22.
220906/7	<b>Use of Payroll Services:</b> Make the necessary arrangements with PM+M Solutions.	Complete and being used.
220906/8	<b>Parishioner Consultation:</b> Issue hard copy questionnaire to the Working Group and to Council's website.	Complete and survey responses published.
220906/10	<b>Defibrillator:</b> 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	<b>Councillor Reports:</b> 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.

### 4. Update on Actions from 05/07/22 meeting:

Minute	Action	Update
220705/7	<b>Finance Report:</b> On the Payments Tab, the Burial Committee Levy should state the payment was for 2021/2022.	Complete.
220705/7	<b>Finance Report:</b> Make payments as set out in the report.	Complete.
220705/8	<b>Asset Register:</b> Add the Wiswell Shay Boundary Stone to the register	Complete.
220705/10	<b>Parishioner Consultation:</b> Set up the first meeting of the Working Group.	Complete.
220705/11	<b>Internet Banking:</b> Start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.	Complete and up and running.
220705/12	<b>Planning Report:</b> Include applications approved since the last meeting in future reports.	Complete.
220705/13	<b>Local Plan:</b> Submit the Council's response as set out in the report.	Complete.
220705/14	<b>Lengthsman Scheme:</b>	Clerk chased Angela again. Still no date.

Minute	Action	Update
	Contact Angela Whitwell at Sabden Parish Council with a view to holding a Borough wide meeting to discuss various aspects of the Scheme.	
220705/18	<b>Members Report:</b> 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	<b>Members Report:</b> Consider how best to make use of the village phone box.	Complete: Decided to reinstate a 'library' facility.
220705/18	<b>Members Report:</b> 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.

## 5. Ongoing Matters for Discussion and Consideration:

Item	Update/Action
Appointment of two new councillors.	Urgent action by Councillors required.
<b>Freemasons Public House:</b> <ul style="list-style-type: none"> <li>General monitoring of their business activities and the impact on the village, particularly compliance with RVBC requirements.</li> <li>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.</li> <li>No 8 Old Back Lane is in the process of being sold to an unidentified buyer with connections to the Freemasons.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor activities relating to the pub.</li> <li>Clerk to contact RVBC regarding change of use application.</li> </ul>
<b>Vicarage Fold:</b> 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.
Provision of grit bin at the bottom of Moor Lane.	LCC refused to provide one as it does not meet their criteria.

Item	Update/Action
Paving flags and a new bin on Moor Lane. Financial contribution may be available from a Moor Lane resident.	Clerk to contact RVBC.
Police liaison. New PCSO is Ailsa Gill.	Clerk to invite Ailsa to a Council meeting

## 6. Members are recommended:

To note the report and the ongoing actions.