WISWELL PARISH COUNCIL

www.wiswellpc.org.uk

Members of Wiswell Parish Council are summoned to attend a meeting of the Parish Council on 11 March 2026 at Pendleton Village Hall commencing at 6.30pm.

Members of the public are welcome to attend.

Agenda

1. **To receive apologies for absence.**
2. **To approve minutes of the Council meeting held on 14th January 2026.**
3. **Declarations of disclosable pecuniary and other registrable and no registrable interests.**
4. **Public participation.**

ITEMS for DECISION/DISCUSSION:

5. **Finance Report.**

   Report of the Clerk (Appendix 1) to approve the:
   - Accounts to date.
   - Schedule of payments as set out in the report.
   - Reconciliation of receipts and payments as shown in the report.
   - Update on setting up of savings account and how it will operate
6. **Update on lengthsman scheme. Approve/confirm list of duties for 2025/26**
7. **Policy review (Appendix 2) reference minutes of the January meeting regarding compliance assertion 10 (AGAR 25/26) in respect of.**

   A) Data protection

   B) IT data protection

   These can be added together as one policy as per advice from LALC

   In addition, consideration of existing vexatious complaints policy approved in July 2024. Is it still fit for purpose? See other policies RVBCs
8. **Implementation of policies with specific reference to vexatious complaints.**
9. **Asset register to look at and update (Appendix 3)**
10. **Insurance policy updates.**
11. **Update on maintenance of the grass triangle outside Chalker House on Cunliffe Lane.**
12. **Consideration of entry for Best Kept Village competition.**
13. **Advice re Remembrance Events and Parades 2026 – see bookmarks on laptop for form**

ITEMS for INFORMATION:

14. **Updates on funding submissions to RVBC**
15. **Consideration of planning matters since the last meeting, including:**
    - **Confirmation of arrangements for responding to planning submissions.**
    - **Ribble valley local plan (Email 24th Feb)**
16. **Recent communication regarding options for Local Authority re-organisation**
17. **Councillor reports (Appendix 4)**
18. **Keep Britain tidy week**
19. **Consideration of items for inclusion on future agendas**
20. **Emails**
21. **Confirmation of arrangements for meetings on the 13th May 2026**

Nina Shaw

Clerk and Responsible Financial Officer to Wiswell Parish Council.

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Date:	14 January 2026		
Place:	Pendleton Village Hall, Pendleton		
Present:	Councillors: S. Houghton (Chair), A. Scholfield, M. Ramsbottom		
In attendance:	Clerk to the Council (Dr A Haines)		
Meeting started:	18:30	**Meeting closed:**	20:00

APOLOGIES FOR ABSENCE.

Accepted: Cllr David Birtwistle (attending a Ribble Valley Personnel Committee Meeting).

APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 4 NOVEMBER 2025.

Approved, with suggested adjustments made (Proposed: Cllr Scholfield, seconded: Cllr Ramsbottom).

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

None.

PUBLIC PARTICIPATION.

None.

5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date, the Reconciliation of Receipts and Payments and the Schedule of Payments (Appendix I). Cllr Houghton has received a bill for £200 for plaque engraving. Unable to claim back from REPF grant (invoice unavailable when previous monies claimed). Cllr Houghton has asked for a discount from the engravers due to lateness of proceedings.

RESOLVED THAT COUNCIL:

a. Approve the accounts to date.
b. Approve the Reconciliation of Receipts and Payments, Schedule of Payments for Nov-Dec 2025, and receipts for period 1st April-31st - Dec 2025.

Pay engraver's invoice from Wiswell PC account.

6. UNITY SAVINGS ACCOUNT

The clerk submitted a report advising members to advise of the benefits of opening a UNITY Savings Account.

RESOLVED THAT COUNCIL:

Open a savings account with UNITY bank (Approved: Cllr Scholfield, Seconded Cllr Ramsbottom).

7. **ARRANGEMENTS FOR MAY 2026 MEETING (APM/AMPC/PCM)**

Wiswell PC have concerns regarding councillor recruitment. Cllr Houghton invited comments and suggestions from the council and strategies were discussed for recruiting new councillors going forward.

Cllr Houghton invited comments or suggestions.

RESOLVED THAT COUNCIL:

Approach newer residents in person, and reapproach potential residents who might be prepared, possibly using social media announcement.

8. **WEBSITE UPDATE AND AMENDMENTS**

The clerk submitted a report outlining a review of the current website with areas to be addressed, including the duplication of planning pages and the future of the history page.

RESOLVED THAT COUNCIL:

a. Cllr Ramsbottom to assess planning page duplication and inform clerk of decision.
b. Cllr Houghton to contact Easyweb regarding making the history page an information page with images. Red Rose Archives have already given permission to use 4 photographs from archives on the history page.

9. **FUTURE OF THE LCC LENGTHSMAN SCHEME AND FINANCING OF ANY FUTURE WORKS OF LCC ASSETS WITHIN THE PARISH.**

Cllr Scholfield submitted a report (see January agenda pack) providing a background to the Lengthsman scheme in order to come to an agreement on its future continuation.

Cllr Scholfield urged members that the parish council needs to make a decision on whether to continue the Lengthsman scheme, and how to do so. It is important to keep Wiswell neat and tidy, but with no input from LCC the parish precept will now have to support the full cost of the Lengthsman. For 35 years, the parish clerk from Sabden has administered the scheme. Things have changed a lot in this time. Do we want to be independent, or stay with administration? Currently, we don't receive any end of year statement or copies of invoices. If we continue with Lengthsman working directly for us the parish could administer things independently. The current Lengthsman is fully insured and carries out risk and health assessments. The Lengthsman has offered to do more in coronation gardens to keep things tidy, such as spraying the flags.

RESOLVED THAT COUNCIL:

a. Stay with current scheme if conditions are acceptable (addressing issues raised above), but if not carry on independently.
b. Grant Cllr Scholfield flexibility to negotiate with current administration on behalf of the parish council (Proposed Cllr Houghton, seconded Cllr Ramsbottom).
c. Add Coronation Garden maintenance duties to Lengthsman to do list.

10. **MAINTENANCE OF THE GRASS TRIANGLE OUTSIDE CHALKER HOUSE ON CUNLIFFE LANE.**

Cllr Scholfield submitted a report advising members of proposed enhancements to current maintenance arrangements of the grass triangle an area in the village used by walkers with a memorial tree, bench and commemorative plaque, highlighting the need to tidy triangle and replace treated softwood posts with hardwood posts at projected cost of £300-400.

RESOLVED THAT COUNCIL:

Approve a budget of 400 pounds to tidy up the grass triangle (Proposed Cllr Houghton, seconded Cllr Ramsbottom).

11. INSURANCE

The clerk submitted a report informing members of insurance premiums at neighbouring parishes.

RESOLVED THAT COUNCIL:
Look at Zurich policy in more detail (clerk to forward details to Cllr Houghton).

12. WHALLEY EDUCATIONAL FOUNDATION GOVERNOR APPOINTMENT

Cllr Alan Scholfield submitted a report informing members of the closure of his term of appointment as the representative of Wiswell Parish Council with Whalley Educational Foundation (WEF). Cllr Scholfield happy to continue as a representative if Wiswell Parish Council were to nominate him; however, WEF need to be advised of this recommendation by 22nd January.

RESOLVED THAT COUNCIL:

Nominate Cllr Scholfield to continue to represent Wiswell Parish Council with Whalley Educational Foundation (Proposed: Cllr Houghton, seconded: Cllr Ramsbottom). Clerk to write to Martin Fewster secretary of WEF informing of decision.

13. POLICY REVIEW, INCLUDING ASSERTION 10 (25/26 AGAR) – ALL COUNCILS MUST BE COMPLIANT The clerk submitted a report informing members of the requirements of Assertion 10 in the 25/26 AGAR RESOLVED THAT COUNCIL:

a. Draft a Data Protection Policy from NALC template.
b. Draft an IT policy from supplied template.

14. UPDATE ON FUNDING SUBMISSIONS TO RVBC

Cllr Stephen Houghton gave a verbal update. Cllr Houghton has received an invoice for work on war memorial for £5000. Contractor assures work will be done by the end of January. Invoice to be paid upon completion of work.

Work on the war memorial booklet finished, within next 2 weeks there will be a draft of the booklet ready, at a cost of approx. £1500, including 10 copies of the booklet.

RESOLVED THAT COUNCIL:

a. Provide copies to 2 local schools, archivist at Clitheroe Library, WEF.
b. Ask contractor if LCC need notifying when cobble work is carried out in case there is any obstruction to the highway.

15. REPORT FROM COUNCILLOR SCHOLFIELD

Full report attached in appendix II.

In brief:

a. Cemetery committee – there have been issues with items left on graves and people using cemetery for recreational dog walking.
b. Old Grammar school at last recovered to pre-covid conditions. Open day to become an annual event.

REPORT FROM COUNCILLOR HOUGHTON

Full report attached in appendix III.

In brief:

a. Thanks to Cllr Ramsbottom for laying wreath at Remembrance Day.
b. Christmas events – Dove Sykes nursery have previously given a good deal on Christmas trees; however, the nursery now up for sale so WPC may have to find another provider. Previously paid £300 for 20 ft tree, a very good deal. Similar quotes: £600 elsewhere. Need to find somewhere for next year.
c. Deposited £263 from the collection at the carol event personally to donate to charities. In future years charity of choice should be planned in advance.

RESOLVED THAT COUNCIL:

Donate carol collection to Nightsafe (Proposed Cllr Ramsbottom, seconded, Cllr Scholfield, Cllr Houghton to action payment from his personal account).

16. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last Council meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:
https://www.ribblevalley.gov.uk/weekly_lists

One application received (Braeside Old Back Lane, Wiswell) and responded to:

"The response is based on: A review of the relevant documentation on Ribble Valleys planning portal. A site visit viewed from the road and from the public footpath to the rear. Consultation with members of Wiswell Parish Council.

The Council are pleased that the proposed extension is small in scale being single storey only representing a small infill to the rear elevation and not a demolish and rebuild project. The main works are a complete refresh of the external elevations together with improved access and landscaping works.

The contractors should be required to submit a Construction Management Plan including the usual restricted hours of work. Access to the site is difficult and The Council wish to offer the following:- Braeside is the middle one of three on a narrow private drive which leads off a narrow single track road (Old Back Lane) with high hedges and walls. Material delivery and removal must be undertaken using small vehicles as far as possible. Larger vehicles can only approach from the A671 easterly bypass. Large vehicles mustn't attempt access from Whiteacre Lane (Barrow) direction".

Cllr Scholfield would like to see a more robust procedure for monitoring planning matters in place.

RESOLVED THAT COUNCIL: Note the report.

17. CRIME FIGURES. None available.

18. CONSIDERATIONS FOR ITEMS FOR INCLUSION ON FUTURE AGENDAS None.

19. BOROUGH COUNCILLORS' REPORT Not provided.

20. FUTURE MEETINGS 2026: 11 MARCH 2026, 13 MAY (INCLUSIVE OF ANNUAL MEETING/ANNUAL PARISH MEETING) 2026.

RESOLVED THAT COUNCIL: Agree that the next meetings will take place on 11 March 2026 and 7 May 2026.

Dr Anna Haines ***Clerk and Responsible Financial Officer to Wiswell Parish Council.***

Agenda Item 5
For Decision

Wiswell Parish Council

Meeting Date:	11/03/2026
Title:	**Finance Report**
Submitted by:	Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

1. Approve the Report and specfically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1		Sabden Parish Council	Lengthsman Scheme 2024-25	279.50	0.00	279.50	Due	Amenity
2		Sabden Parish Council	Lengthsman Scheme 2025-26	900.00	0.00	900.00	Due	Amenity
3		Cllr. Houghton	Defib supplies	95.94	0.00	95.94	Paid	Amenity
4		Cllr. Houghton	Purple wreath	27.50	0.00	27.50	Paid	Sundry
5		RBL	Wreath	25.00	0.00	25.00	Due	Sundry
6		C & R Walne Engravers Ltd	Commemorative Plaque	161.28	26.88	134.4	Paid	Ground Maintenance
			Totals:	**1,489.22**	**26.88**	**1,462.34**		

Note: Approval is not usually sought for Direct Debit payments, or for people or organisations where the Parish Council has a contractual relationship.

Receipts for the period 1st April 2025 to 31st March 2026.

Remittance			Income Streams							
Date	**Reference**	**Details**	**RVBC Precept**	**VAT Repay**	**RVBC Grants**	**LCC Grants**	**REPF**	**Sundry**	**Refunds**	**Totals**
07/04/25	accy055780	Precept 2025/26	9,750.00							9,750.00
15/04/25	100388	HMRC VTR (01/12/23 to 31/03/25)		941.97						941.97
06/05/25	00009441	VE Day Grant			500.00					500.00
29/09/25	9441	Concurrent Grant			125.00					125.00
26/01/26		Refund from Plexio Computers							300.58	300.58
		Total:	**9,750.00**	**941.97**	**625.00**	**0.00**	**0.00**	**0.00**	**300.58**	**11,617.55**

REPF = Rural England Prosperity Fund

Payments for the period 1st April 2025 to 31st March 2026

DD = Direct Debit

		Staff Costs			Administration Expenses						Amenity Expenses						
Dates	**Details**	**Salary**	**HMRC**	**Home Use & Expenses**	**General Admin.**	**Website/ emails**	**Room hire**	**General Costs**	**IT & Hardware**	**Insurance**	**Ground Maint.**	**Amenity Maint.**	**Sundry Expenses**	**Resident Fund**	**REPF**	**VAT**	**Total**
01/04/25	Easy Websites (DD)					44.19										8.84	**53.03**
15/04/25	HMRC Cumbernald 1 month tax		48.00														**48.00**
29/04/25	LALC - annual subscription							55.94									**55.94**
30/04/25	Clerk - Salary	268.67															**268.67**
30/04/25	RFO - Salary	214.50															**214.50**
30/04/25	Unity Bank service charge							6.00									**6.00**
01/05/25	Easy Websites (DD)					44.19										8.84	**53.03**
09/05/25	VE Day Weekend (Cllr. Houghton)												41.00				**41.00**
09/05/25	Resident - Plants for War Memorial										13.98						**13.98**
13/05/25	HMRC Cumbernald 1 month tax		43.40														**43.40**
22/05/25	P+M Payroll Services - Charge							33.30									**33.30**
31/05/25	Unity Bank service charge							6.00									**6.00**
02/06/25	Easy Websites (DD)					44.19										8.84	**53.03**
02/06/25	The Parish Notice Board Company Inv 11931														1,112.50	222.50	**1,335.00**
02/06/25	RFO - Salary	171.50															**171.50**
02/06/25	Cllr. Houghton - Timber for village repairs											45.83				9.17	**55.00**
02/06/25	Clerk - Salary	267.87															**267.87**
02/06/25	Accountant - David Swift				125.00												**125.00**
11/06/25	HMRC Cumbernald 1 month tax		43.80														**43.80**
30/06/26	Unity Bank service charge							6.00									**6.00**
01/07/25	Easy Websites (DD)					47.49										9.50	**56.99**
01/07/25	Use It Computers - New Laptop								675.00							135.00	**810.00**
01/07/25	Clerk - Salary	267.87															**267.87**
01/07/25	RFO - Salary	128.90															**128.90**
14/07/25	HMRC Cumbernald 1 month tax		86.40														**86.40**
31/07/25	RFO - Salary	128.90															**128.90**
31/07/25	Clerk - Salary	267.87															**267.87**
31/07/25	Unity Bank service charge							6.00									**6.00**
01/08/25	Easy Websites (DD)					47.49										9.50	**56.99**
13/08/25	HMRC Cumbernald 1 month tax		86.40														**86.40**

		Staff Costs			Administration Expenses						Amenity Expenses						
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	Room hire	General Costs	IT & Hardware	Insurance	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	REPF	VAT	Total
19/08/25	HR Partner				72.00												**72.00**
22/08/25	PMM+M Payroll Services				33.30												**33.30**
29/08/25	Clerk - Salary	268.07															**268.07**
29/08/25	RFO - Salary	128.90															**128.90**
31/08/25	Unity Bank service charge							6.00									**6.00**
01/09/25	Easy Websites (DD)					47.49										9.50	**56.99**
30/09/25	Unity Bank service charge							6.00									**6.00**
01/10/25	Easy Websites (DD)					47.49										9.50	**56.99**
01/10/25	Clerk - Expenses Final			141.60													**141.60**
01/10/25	AGAR PKF Littejohn				252.00												**252.00**
01/10/25	Cllr. Houghton - Defib											95.94					**95.94**
01/10/25	Clerk Final Salary Additional	511.47															**511.47**
01/10/25	Purple Wreath												27.50				**27.50**
01/10/25	RFO - Salary -Sept	128.90															**128.90**
15/10/25	HMRC Cumbernald 1 month tax		86.40														**86.40**
31/10/25	Unity Bank service charge							6.00									**6.00**
03/11/25	Easy Websites (DD)					37.40										7.48	**44.88**
14/11/25	IT system				300.58												**300.58**
14/11/25	RFO-Salary-Oct	128.90															**128.90**
14/11/25	Lengthsman Scheme										1,179.50						**1,179.50**
18/11/25	Clear Insurance									779.75							**779.75**
24/11/25	PMM+M Payroll Services				33.30												**33.30**
28/11/25	RFO-Salary-Nov	128.90															**128.90**
30/11/25	Unity Bank service charge							6.00									**6.00**
01/12/25	Easy Websites (DD)					37.40										7.48	**44.88**
10/12/25	RS Houghton reimbursed for Christmas Tree												170.00	200.00			**370.00**
12/12/25	RS Houghton reimbursed for defib battery VAT															41.00	**41.00**
12/12/25	RS Houghton reimbursed for defibrillator battery											205.00					**205.00**
22/12/25	Clerk-salary-Dec	351.60															**351.60**
22/12/25	Clerk printing and milaeage expenses			17.01													**17.01**
31/12/25	Unity Bank service charge							6.00									**6.00**
02/01/26	Easy Websites (DD)					37.40										7.48	**44.88**

		Staff Costs			Administration Expenses						Amenity Expenses						
Dates	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	Room hire	General Costs	IT & Hardware	Insurance	Ground Maint.	Amenity Maint.	Sundry Expenses	Resident Fund	REPF	VAT	Total
09/01/26	Village Hall room hire						105.00										**105.00**
09/01.26	PMM+M Payroll Services				54.75											10.95	**65.70**
15/01/26	HMRC Cumbernald 1 month tax		91.16														**91.16**
23/01/26	clerk expenses January			43.08													**43.08**
23.01.26	HMRC Cumbernald 1 month tax		87.80														**87.80**
23/01/26	clerk salary Jan	351.60															**351.60**
23/01/26	plexio computers				250.48											50.10	**300.58**
23/01/26	BP to Alan Scholfield for paper				6.00												**6.00**
31/01/26	Unity Bank service charge							6.00									**6.00**
02/02/26	Easy Websites (DD)					37.40										7.48	**44.88**
19/02/26	C & R Warne Commemorative plaques INV - C/N										134.40					26.88	**161.28**
27/02/26	Clerk Salary Feb - Anna	67.70															**67.70**
27/02/26	Clerk Salary Feb - Nina	227.32															**227.32**
27/02/26	HMRC Month 2 tax		73.40														**73.40**
28/02/26	Service charge				6.00												**6.00**
02/03/26	Easy Websites (DD)					37.40										7.48	**44.88**
	TOTALS:	**4,009.44**	**646.76**	**201.69**	**1,133.41**	**509.53**	**105.00**	**149.24**	**675.00**	**779.75**	**1,327.88**	**346.77**	**238.50**	**200.00**	**1,112.50**	**597.52**	**12,032.99**
																Check:	12,032.99

VAT RETURN CLAIM

Date	Inv No	VAT Reg no	Company Name	Amount of VAT	
01-Jan		924309924	Easy web sites	£	94.44
25-Mar	11931	673409620	The Parish Notice Board Company Inv 11931	£	222.50
18-Mar	42283 & C/N 43290	175474537	C & R Warne Engravers	£	26.88
15-May	6118395		Waterloo Timber	£	9.17
01-Jul	45614	929834479	Use IT	£	135.00
23-Oct	29566	974519972	Plexio UK	£	50.10
23-Nov			defib battery	£	41.00
27-Dec	WIS61251	865037809	PM & M	£	10.95
				£	590.04

Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2025:	**3,700.42**
Add total **receipts** to date:	11,617.55
Less total **payments** to date:	12,032.99
Balance:	**3,284.98**
	£
Unity Trust Bank Account - Balance at :02/03/2026	**3,284.98**

If these two figures are different an explanation is required.

Comparisons as at 06/03/2026

	FINAL ACCOUNTS 2024/25	AGREED BUDGET 2025/26	ACCOUNTS TO DATE 2025/26
INCOME	£	£	£
RVBC Precept:	9,166.00	9,750	9,750
RVBC Concurrent Grant:	113.00	0	125
RVBC in Bloom Grant:	80.00	50	0
REPF and other RVBC Grants:	12,775.34	0	500
RVBC Coronation Grant:	0.00	0	0
LCC Grants: Bio Diversity	300.00	500	0
LCC Grants: PROW	500.00	300	0
HMRC VAT Refunds:	0.00	325	942
Sundry and Other Income:	0.00	100	301
Residents Fund	265.00	0	0
	23,199.34	**11,025**	**11,617.55**
EXPENDITURE			
Staff Costs:	£	£	£
Clerk and RFO salary:	3,740	3,800	4,009.44
Home use, expenses and mileage:	611	500	201.69
HMRC:	1,776	1,800	646.76
	6,127.58	**6,100**	**4,857.89**
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	0.00	280	0.00
Website hosting and emails:	565.48	810	509.53
Microsoft subscriptions	0.00	70	0.00
Subscriptions, Payroll and Bank Service Charges:	182.40	185	149.24
Other website expenses:	0.00	0	0.00
GDPR, IT and Hardware:	0.00	40	675.00
Insurances:	621.18	225	779.75
HR, Audit and legal fees	592.80	200	1,133.41
Room hire:	160.00	160	105.00
Training, books etc:	0.00	120	0.00
	2,121.86	**2,090**	**3,351.93**
Amenity Expenses:	£	£	£
Grnd Maint. Parish lengthsman scheme:	950.00	750	1,180
Grnd. Maint. Coronation Garden, War Mem.:	42.94	100	148
Amenity Maint. Noticeboard and Benches:	0.00	50	46
Amenity Maint. Phonebox, Defib, Grit bin:	16.74	100	301
Best kept village and other expenditure:	0.00	150	0
	1,009.68	**1,150**	**1,675**
Sundry Expenses:	£	£	£
Settlement	3500.00	0	0
LALC subscription:	55.01	60	0
Christmas tree:	350.00	350	170
Remembrance Sunday:	25.00	25	
Contingency:	0.00	100	0
Other Sundry expenditure:	100.00	100	69
	4,030.01	**635**	**238.50**
IDENTIFIED EXPENDITURE	£	£	£
Residents Fund:	0	0	200
REPF:	11,495	0	1,113
VAT on Expenses to be Reclaimed:	724	0	597.5
	£	£	£
Total Expenditure:	25,507.75	9,975	12,032.99
SUMMARY:	£	£	£
Income:	23,199	11,025	11,617.55
Expenditure:	(25,508)	(9,975)	(12,032.99)
	(2,308.41)	1,050	-415.44

BALANCE:	£		£
Balance brought forward at 1 April:	6,008.83	Balance carried forward:	3,700
Add surplus / less deficit from year:	(2,308.41)	Balance this period:	-415
Balance carried forward to April 2025	3,700.42	**Balance to date:**	**3,284.98**

Cash flow forecast for the period 1st April 2025 to 31st March 2026

	INCOME	Actual							Forecast					
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	9,750.00												**9,750**
2	RV in Bloom													**0**
3	HMRC VAT Return	941.97												**942**
4	Concurrent Funding						125.00							**125**
5	Other Grants		500.00											**500**
6	Residents Fund													**0**
7	REPF (against expenditure)													**0**
8	Refunds										300.58			**301**
	Totals:	**10,691.97**	**500.00**	0.00	0.00	0.00	125.00	0.00	0.00	0.00	300.58	0.00	0.00	**11,618**

	EXPENDITURE	Stream	Actual							Forecast					
			April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin.	53.03	53.03	53.03	56.99	56.99	56.99	56.99	44.88	44.88	44.88	44.88	44.88	**611**
21	LALC Subs. & Training	Sundry	55.94												**56**
22	HR, Account, Legal Fees	Admin.			125.00		72.00		252.00						**449**
23	Office and IT	Admin.				810.00				300.58		306.58			**1,417**
24	Clerk Salary	Staff Costs	268.67		267.87	535.74	267.87	0.00	511.47		351.60	351.60	295.02	340.00	**3,190**
25	RFO Salary	Staff Costs	214.50		171.50	257.80	128.90	0.00	128.90	257.80				0.00	**1,159**
26	Defribrilator	Sundry							95.94		246.00				**342**
27	Unity Bank: Service Fee	Admin.	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	**72**
28	HMRC Income Tax	Staff Costs	48.00	43.40	43.80	86.40	86.40	0.00	86.40			178.96	73.40	85.00	**732**
29	PM+M Payroll services	Admin.		33.30			33.30			33.30		65.70			**166**
30	Clerk Expenses	Staff Costs							141.60		17.01	43.08		0.00	**202**
31	Coronation Garden etc.	Amenity		13.98	55.00								161.28		**230**
32	Insurance	Admin.								779.75					**780**
33	Remembrance	Sundry		41.00					27.50						**69**
34	ICO GDPR Charge	Sundry													**0**
35	Phone Box/NB/Grit Bin	Sundry													**0**
36	Room Hire	Admin.										105.00			**105**
37	Lengthsman	Grnd Maint								1,179.50					**1,180**
38	Other Subs & Expenses	Sundry													**0**
39	Christmas Expenses	Sundry									370.00				**370**
40	REPF	REPF			1,335.00										**1,335**

Totals:	**646.14**	**190.71**	**2,057.20**	1,752.93	651.46	62.99	1,306.80	2,601.81	1,035.49	1,101.80	580.58	475.88	**12,463.79**

Forecasts

2025/2026	£
Forecast Income	11,618
Forecast Expenditure	12,464
Forecast Balance 2025/26	**-846**

End of Year 2026	£
Balance at 02/11/25	**8,338.96**
Forecast Income - Nov. onwards	601.16
Forecast Spend - Nov. onwards	5,795.56
Forecast Balance EoY 2025/26	**3,144.56**
Forecast balance less Res. Fund	2,735.91

For reference:

Balance EoY 2024/25 = £3,700

2025-2026 - Unity Trust Bank Statements

DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	3,700.42	13,746.25	14,055.54	11,998.34	10,245.41	9,593.75	9,655.76	8,348.96	5,747.15	4,711.66	3,910.44	3,329.86
Income	10,691.97	500.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	300.58	0.00	0.00
Expenditure	646.14	190.71	2,057.20	1,752.93	651.46	62.99	1,306.80	2,601.81	1,035.49	1,101.80	580.58	475.88
Closing/Interim Balance	13,746.25	14,055.54	11,998.34	10,245.41	9,593.95	9,655.76	8,348.96	5,747.15	4,711.66	3,910.44	3,329.86	2,853.98
Unity Bank Statements	**13,746.25**	**14,055.54**	**11,998.34**	**10,245.41**	**9,593.75**	**9,655.76**	**8,348.96**	**5,747.15**	**4,711.66**	**3,910.44**	**3,329.86**	
Statement Date:	30/04/25	31/05/25	30/06/25	31/07/25	31/08/25	30/09/25	31/10/25	30/11/25	31/12/25	31/01/26	28/02/26	31/03/26

Residents Fund - Summary

	£	
Total amount of fund transferred:	543.65	
The above and initial donation was made on 27/09/23		
Gross Expenditure April 2023 to 31 March 2024:	0.00	
Gross Expenditure April 2024 to 31 March 2025:	200.00	Xmas tree donation
Donations April 2024 to 31 March 2025:	265.00	
The above donation was made on 03/07/2024		
Gross Expenditure April 2025 to 31 March 2026:	**200.00**	Xmas tree donation
Balance at 03/03/26:	**408.65**	

Residents Fund (ring-fenced donation).
At the 6 September 2023 Council Meeting:

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

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

WISWELL PARISH COUNCIL

LENGTHSMAN'S DUTIES IN WISWELL

A Regular or Seasonal Grass Cutting

1. Wiswell Shay, around the boundary sign and stone.
2. Wiswell Shay, raised area around the bench.
3. Pendleton Road, wide verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
4. Moor Lane, both sides, verge from Rose Cottage entrance up to and including the well and from the pump house to opposite the garages.
5. Cunliffe Lane at the entrance to Chalker House - grass triangle with bench.
6. Whiteacre Lane / Old Back Lane junction traffic island.
7. Whiteacre Lane, verge and around benches from the A59 bridge up till the verge ends.
8. Around road signs except at the A671 / Wiswell Shay junction.

B Other strimming - verges and road edges, as required.

1. Old Back Lane, both sides from the triangle.
2. Pendleton Road, metal bench near Wiswell Eaves, keep concrete base area clear.
3. Whiteacre Lane, left hand side towards the A59 bridge where there is a curb.

C Weed-spraying

1. Around the village as necessary at the Lengthsman's discretion.

D Cutting back overhanging tree branches, as required.

1. Pendleton Road, over the verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
2. Moor Lane, right hand side over the verge from the pump house.
3. Whitacre Lane over the verge up from the A59 bridge, particularly around the two benches.
4. Around **all** road signs from Wiswell side of A671 junction to Whiteacre Lane A59 Bridge to Pendleton Road, Wiswell Eaves.
5. The two finger post signs not on grass. (Back Lane / Cunliffe Lane, Old Back Lane / Pendleton Road).

E Public Rights of Way (LCC PROW Team) - Strimming and cutting back overhanging branches

1. FP3 Cunliffe Lane, alongside Chalker House and the right hand bank of the road from the pumping station to opposite the entrance to Chalker House.
2. FP 15 Moorside Lane, left before Wiswell Brook Farm (may be done by the landowner)
3. FP 6 on the Barrow side of the A59 Roundabout (leads to Whalley), up to the stile.
4. FP 6 on the western side of the A59 roundabout down and along the fence to the stile at the Whalley boundary. NOTE the footpath does not go across the roundabout as shown on official maps, 50 years after the roundabout was built!
5. FP 5 through Arnside House, Back Lane, to the field.
6. FP 5 close to the A59, path with fences on LCC Highway land.

7. If requested, replacement of signs, way markers and any other minor, specific works.

Progress with Changes to the LCC Lengthsman Scheme

A framework was agreed at the January 2026 Parish Council meeting either to continue with the group scheme managed by Sabden Parish Clerk or to continue with the existing Legnthsman on a direct basis if that was not possible.

The outcome of discussions with other parishes (which Wiswell PC could not attend at short notice) is that the majority of parishes wish to work separately, particularly with the withdrawal of financial support from LCC.

The group scheme will formally close on 31 March 2026 and all financial matters will be hopefully reconciled at that date.

No information is available yet about any direct financial support or other support from LCC in the future. We have worked closely with them in the past on the replacement of footpath signs where footpaths leave metalled roads and we use the Lengthsman to keep small lengths of footpaths clear in the parish.

It has already been agreed to continue with the use of a Lengthsman in the village and only a slight change to the duties list (attached) is required.

Recommended:

1To note the closure on 31 March 2026 of the group Lengthsman scheme managed by Sabden Parish Clerk for the last 35 years.

2To send a letter of hanks to Angela Whitwell, Sabden Parish Clerk.

3The list of duties to be extended to include Coronation Garden - the paved area and roadside to be kept clear and weed-free.

4Councillor Scholfield to continue to liaise with the Lengthsman and LCC PROW Team.

5Councillor Scholfield to investigate appropriate contractual arrangements for the new operating regime.

Appendix 2
Item 7

Wiswell Parish Council IT, Data Protection & GDPR Policy

Introduction

Wiswell Parish Council recognises the importance of secure and effective Information Technology (IT). This IT Policy provides a clear and simple guide that outlines how technology is used, how data is protected, and how council business is conducted securely online.

Scope

This policy applies to all councillors, employees, contractors, and volunteers who use IT systems to carry out the council business of Wiswell Parish Council, whether on council-owned or personal devices.

The IT policy covers all IT resources used by the Parish Council, including, Computers, laptops, tablets, smartphones, networks, software and data.

Acceptable use of IT Resources

Wiswell Parish Council has a duty to ensure effective and secure use of technology. IT resources and email accounts are to be used for official Council related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy.

The Council require all official communications to use a council owned email address (e.g. clerk@Wiswell-pc.gov.uk). The Clerk and all Councillors at Wiswell Parish Council have a permanent council email address (.gov).

Members of the Parish Council using a Council laptop must not install additional software without permission.

All login details and passwords are to be kept secure.

Data Protection and GDPR

All users must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This includes:

- Keeping personal data secure and confidential.
- Not disclosing information without proper authorisation.
- Using encryption and secure storage where required.

IT Equipment and Licenses

Wiswell Parish Council provide the Clerk with a laptop for exclusive use of Parish Council business.

The Office 365 licence (Microsoft Outlook, Word, Excel etc) is licensed to (and paid for) by Wiswell Parish Council.

Website Management

Wiswell Parish Council website is managed by Easy Webs Sites Ltd. The website is compliant with WCAG 2.2AA standards.

The website must include all required documents. The clerk is responsible for publishing the Agenda, Minutes, AGAR Documents and all relevant Council information.

To comply with the guidelines from National Association of Local Councils (NALC), Wiswell Parish Council have the website hosted under a .gov.uk.

Email Management

All Councillors are provided with a Parish Council .gov.uk for exclusive use of Parish Council business.

The emails are provided and supported by Easy Web Sites Ltd who provide the following support services.

1. Creating emails
2. Changing passwords (if a Councillor was no longer in post)
3. Deleting the email box if a Councillor is no longer in the post through resignation or death

Should a Councillor no longer be in the position then the email box and all its content may at the discretion of the Council be immediately deleted.

Wiswell Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Reporting security Incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (Easy Websites) for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator (Easy websites) immediately.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

RVBC Complaints policy, including Vexatious

POLICY FOR MANAGING

UNREASONABLE ACTIONS BY COMPLAINANTS

2024-2027

CONTENTS

For any queries about this policy, please contact the plan owner.

Department	Chief Executive's Department		
Owner	Mair Hill Head of Legal and Democratic Services	Mair.hill@ribblevalley.gov.uk	01200 425111
Committee	Policy & Finance Committee		

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

VERSION CONTROL AND REVIEW DATE

Version	Date	Reason for Publication	Approved by Committee / Date	Review Date
V1.0	TBC			

This policy will be reviewed, as a minimum, on an annual basis. However, consideration should be given to reviewing the policy should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

Equality implications

	Action	Yes / No
An Equality Impact Assessment (EIA) has been completed		Yes
EIA Hyperlink		

SUPPORTING DOCUMENTS OR LEGISLATION RELATING TO THIS POLICY

Please include any supporting documents / legislation
1. Local Government Act 1972
2. LGSCO Complaint Handling Code February 2024

1. Aims of the Policy

1.1 Ribble Valley Borough Council ("Council") is committed to dealing with all complaints fairly and impartially and to providing a high quality of service to complainants.

1.2 This policy sets out the Council's management of the small number of complainants who are deemed to be acting in an unreasonably persistent manner. The Council will treat such complainants consistently, honestly and proportionately whilst ensuring that other service users, officers and the Council as a whole suffer no detriment. This policy applies to all areas of the Council.

2. Definition

2.1 The Local Government Ombudsman (LGSCO) defines unreasonable actions as those which, because of the frequency or nature of contact with the Council, hinder the Council's delivery of services or consideration of complaints.

2.2 Some unreasonable actions emerge over time as complainants become more persistent in pursuit of their complaint. It is recognised that many complainants act in a legitimate but persistent manner to pursue their complaint and it is important to recognise the difference between "persistent" and "unreasonably persistent" actions.

3 Examples of Unreasonable Actions

3.1 The following are examples are what may be deemed unreasonable actions:

- Being abusive, threatening or acting in a manner intended to intimidate staff. This includes any use of racist, sexist, homophobic or other discriminatory language.
- Putting, or threatening to put information on social media or websites which includes personal information of an organisation's employees without their consent and/or making defamatory statements about employees online.
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, or detailed correspondence every few days or more often, and expecting immediate responses.
- Submitting repeat contacts or complaints with minor additions/variations which the complainant insists make these 'new' complaints.
- Refusing to specify the grounds of a complaint, despite offers of help.

- Refusing to cooperate with the complaint's investigation process. For example, failing to provide information requested that is important for the investigation.

- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.

- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.

- Frequently changing the basis of the complaint as the investigation proceeds.

- Raising many detailed but unimportant questions, and insisting they are all answered.

- Providing false information and/ or submitting falsified documents from themselves or others.

- Adopting a 'scatter gun' approach: pursuing parallel complaints or contact about the same issue with various organisations.

3.2 This list is not exhaustive, nor does it mean that where one of the above applies to a complainant they will automatically be considered as acting in a persistently unreasonable manner. Each case will be considered on its own merits.

4. Considerations Prior to Taking Action Under the Policy

4.1 Consideration of the following points will also be necessary to assess whether action should be taken under the policy:

- Is the complaint being investigated properly and in accordance with the Council's complaints procedure?

- Have communications with the complainant to date been adequate?

- Is the complainant now providing any significant new information that might affect the Council's view on the complaint?

- Whether the complainant has any special needs. Not all disabilities are visible. Has the complainant been asked whether changes need to be made to how the Council delivers a service.

- Are there any underlying explanations for the unreasonable actions. This could be due to unmet communication or support needs. Regard must be given to the duty to make reasonable adjustments under the Equality Act 2010.

- Is more than one department involved/being contacted. Would it be appropriate to set up a strategy meeting first to agree a cross-service approach and to designate a key officer to co-ordinate the Council's response.

- Has the complainant received any previous informal warnings about their actions.

- Has the complainant exhausted the Council's complaints procedure? If so, the Council has the option to end all communication with the complainant on the issue and refer him/her to the Ombudsman.

5. Formal Warning

5.1 Upon taking into account the above factors, if a complainant is deemed to be acting in an unreasonable manner, consideration will be given to issuing the complainant with a formal warning. The decision as to whether such a warning will be given lies with the relevant Head of department and is based on the evidence presented.

5.2 A Head of Department should reach their own conclusion on whether a formal warning is necessary or whether other actions may resolve the cause of any unreasonable actions. This may include:

- Exploring whether the individual requires any reasonable adjustments under the Equality Act 2010.
- Offering to meet or speak with the individual to understand any concerns that may be causing them to act in an unreasonable way.
- Offering mediation if the individual requires ongoing services from the organisation.

5.3 Any formal warning should be given in writing, where appropriate, and should explain:

- The actions that the Council considers unreasonable;
- Examples of actions considered unreasonable;
- A time period within which future actions will be monitored and when / how / by whom any restrictions on contact or other actions will be reviewed;
- Consequences of failing to address their actions;
- A check on whether the individual requires any reasonable adjustments under the Equality Act 2010; and
- Details of the organisation's complaints process if the person is unhappy with their warning.

5.4 A copy of the Council's policy on managing unreasonable actions by complainants will be enclosed with the warning.

6. Decision to Restrict Contact

6.1 If after a warning has been given, the complainant continues to act unreasonably, then the decision may be taken to restrict their contact with the Council. Also, if the case is deemed to be serious, it may be appropriate to restrict a complainant's access with the Council without warnings being given first.

6.2 The Council may decide to take the following action:

- Placing limits on the number and duration of contacts with staff per week or month.
- Offering a restricted time slot for necessary calls.
- Limiting the complainant to one medium of contact (telephone, letter, email etc).
- Requiring the complainant to communicate only with one named member of staff.
- Requiring any personal contacts to take place in the presence of a witness and in a suitable location.
- Refusing to register and process further complaints about the same matter.

6.3 The decision as to what action should be taken will be made by the Corporate Management Team and must be proportionate to the nature and frequency of the complainant's actions.

6.4 The Complaints Officer or relevant departmental Director/Chief Executive will then write to the complainant, where appropriate (and with regard to any reasonable adjustments), outlining:

- Why the decision has been made
- Examples of actions considered unreasonable
- What it means for his/her contacts with the Council
- How long any restrictions will last
- A time period within which future actions will be monitored; and when / how / by whom any restrictions on contact or other actions will be reviewed.
- Consequences of failing to address their actions
- Confirmation that the Council has considered the individual's rights under human rights and equality legislation.
- Details of the Council's complaints process or details of the Ombudsman if the complaint process has been exhausted.

6.5 A copy of the Council's policy on managing unreasonable actions by complainants will be enclosed with the letter.

7. Review

7.1 When a complainant's access is restricted, a date within 12 months will be provided for when this decision is to be reviewed. The Complaints Officer will undertake the review and provide a report to CMT for them to make a decision as to whether any restrictions should continue. The Complaints Officer will then write to the complainant advising him/her of the outcome. If restrictions are to remain in place, then there will be a further review every 12 months.

8. Record Keeping

8.1 The Complaints Officer will keep a record of all complainants who have been treated as acting unreasonably and this will include details of why restrictions were imposed, what action was taken and for what period of time.

9. Referral to the Ombudsman

9.1 In some cases, relations between the Council and complainants may break down to the point where there is little prospect of achieving a satisfactory outcome. In such circumstances, it may be not be in anybody's interests to follow all the stages of the Council's complaints procedure. As such, and in exceptional circumstances, the Local Government and Social Care Ombudsman may be prepared to consider complaints before the Council's complaints procedure has been exhausted.

9.2 A complainant who has been classed as behaving unreasonably by the Council can make a complaint to the Ombudsman about the way in which he/she has been treated.

10. Links with Other Policies

- RVBC's Complaints Policy
- RVBC's policy in respect of dealing with violent or aggressive behaviour to staff
- RVBC's reasonable adjustments policy

For Information

Vexatious Complaints Policy.

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

Adapted from SLCC Model Document

Adopted: 24/07/2024

Chair: Cllr. S. Houghton

Minute Ref.: 240724/06

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

1. Introduction.

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

1.1 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.2 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.3 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of recourses in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.4 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.5 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

Habitual or Vexatious Complainants

2.1 For this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:

(1) unreasonable complaints and/or unrealistic outcomes; and/or

(2) reasonable complaints in an unreasonable manner.

2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Councillors for Wiswell Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

Definitions

3.1 Wiswell Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the compliant.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

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

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

Imposing Restrictions

4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted Complaints Procedure.

4.2 In the first instance the Clerk will consult with the Chair and the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chair and the Council and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- Banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days and/or times and/or duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- Why the decision has been taken
- What action has been taken
- The duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair and the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

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

New complaints from complainants who are treated as abusive, vexatious or Persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair and Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

Review

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chair and Council after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

Record Keeping

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- When the restrictions came into force and ends
- What the restrictions are
- When the person and Council were advised.

7.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Wiswell Parish Council

WPC Agenda 11th March 2026cAGENDA PACK.pdf

For Information

Asset Policy and Register 2025/2026

Adopted: XX

Chairman: Cllr. S. Houghton

Minute Ref.:

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

a. Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.

b. A replacement value is inserted for insurance purposes.

c. 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	Flag	61.48	Coronation Garden	02/07/18	6	70	A date on the plaque indicates that the garden has been in place since June 1953. The Parish Council has always taken care of the garden, either directly or through an appointed person. The is identified as a piece of land within a boundary on the Ordnance Survey maps. Formal registration of the land is in progress.
2	Fencing	518	Coronation Garden	01/03/25	7	518	Figure including labour secured through REPF funding
3	Paving	215.75	Coronation Garden	16/09/13 (upgrade)	10/15	350	
4	Paving	202.00	Coronation Garden	14/07/14 (upgrade)	10/15	250	
5	Trough 1	381.67	Coronation garden	01/03/25	20	381.67	Secured through REPF funding
6	Trough 2	148.33	Coronation Garden	01/03/25	20	148.33	Secured though REPF funding
7	Trough 3	165.00	Coronation Garden	01/03/25	20	165.00	Secured through REPF funding
8	Trough 4	291.67	Coronation Garden	01/03/25	20	291.67	Secured though REPF funding
9.	Heritage lampost	1035.86	Coronation garden	01/03/25	20	1600.00	Secured through REPF funding
10.	Ladder Trellis & raised bed	375.00	Coronation garden.	01/03/25	10	400.00	Secured through REPF funding
11	Bird bath	258.33	Coronation garden	01/03/25	20	300.00	Secured through REPF funding

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
12	Refurb wall	1500.00	Coronation garden	01/03/25	20	1500.00	Repair /Refurbishment of wall surrounding garden including purchase of coping stones.
13	Trough 5	480.00	Old Back Lane	01/03/25	20	500.00	Secured through REPF funding
14	Flagpole	600.00	Coronation Gardens	02/07/18	20	800	The current price of the flagpole is around £430, plus base cover and foundation installation = £600. The flagpole was lowered on 31 March 2021 for inspection by Councilors 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.
15	Noticeboard	1630	Pendleton Road. Opposite Coronation Gardens	01/03/25	15	1630	The NB was erected in 2002 (Silver Jubilee) as confirmed on the brass nameplate. It was made by a village resident so came cheap.
16	Christmas tree lights	710.00	Cllr Scholfield holds most of the lights. Cllr Thompson has some lights fitted to laths.	17/09/12	10-15 for white lights	1,000	The flashing lights have not lasted well and will only last one more season.
17	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.
18	Planters	1.00	Pendleton Road and throughout the village		5	200	Residents have provided/adopted four planters on Pendleton Road the Parish Council maintain three of them.
19	Plaque	218.45	Whiteacre Lane Fixed to the boundary stone and trough	09/01/17	10	300	Built by Jean and Edmund Sandham. The sign and the trough form a single boundary stone structure
20	Red traditional	731.67	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

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
	telephone kiosk						and removed their equipment. The original kiosk dates back to the 1930's and it was moved within the village from a location near the Old School
21	HP Office Jet Pro 8710 Printer	53.32	Clerk	08/06/17	4/5	80	
22	Samsung Monitor	123.26	Clerk	13/09/17	4/5	150	
23	Samsung laptop	675.00	Clerk	01/07/25	4/5	700.00	Keys on keyboard showing signs of fading.
24	Land at Whalley, Wiswell and Barrow Cemetery	1.00	Clitheroe Road Whalley	Circa 1954	N/A	0	The Parish Council is third owner of the cemetery with Whalley and Barrow Parish Councils.
25	Tree Guard and plaque	257.38	Top of the field owned by James 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.
26	Wooden posts	20.40	Cunliffe Lane	11/01/16	Unknown	30	Replacement wooden posts
	Totals:	**£11,734**			**Totals:**	**£19,690**	

Notes:

- A 'stock-take' of the assets took place on XX/XX/XX

Appendix 3

Councillor Scholfield's Report March 2026

Works done in the village
Litter picking.
Some trimming of hedges required towards Pendleton still.
Need to clean the four finger posts - any offer of help please?
No progress yet on the Cunliffe Lane triangle due to other priorities, particularly those associated with County Court claims.

Lengthsman Scheme

Liaised with the Sabden Parish Clerk about changes to the LCC sponsored scheme which will end on 31 March 2026 after the withdrawal of financial support from LCC in 2025/26. See agenda item.

Best Kept Village

We would not want to enter the competition in 2026 with current conditions but there is a keep Britain Tidy event from 13 to 29 March which I had hoped we would be able to support.

LCC Highways

New reports done for the failed repair at the bottom of Vicarage Fold on Pendleton Road and the silting of gulleys in the central reservation on the A59 By-pass between the two roundabouts.

LCC have continued with 'vegetation management' on the A671 and A59. This is long overdue. Liaised with RVBC concerning litter picking after the works and they are endeavouring to coordinate with LCC on lane closures. LCC do not include rubbish recovery in their contractor's scope of work.

Whalley, Wiswell and Barrow Cemetery Committee

Councillors Scholfield and Haughton attended the clean-up day on 25 February. This is a sensitive but necessary operation, particularly after Christmas when families place additional items in memory but then do not remove them. The Cemetery policy is straightforward and strict; the Registrar committee members work hard to endeavour to maintain standards.

Whalley Educational Foundation

I was not able to attend the meeting on 2 February as the original date of the meeting was changed quite late. Work has been completed on the east side facing Clitheroe Road which restores the facade to its original, we believe. Can you spot the difference? A proposal for stone cleaning and repointing is being considered for the three sides not affected by the recent extension on the west side.