



Members of Wiswell Parish Council are summoned to attend the Parish Council meeting on 6 September 2022, 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 meeting held on 5 July 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. Improving the Amenity.**
Report of the clerk (enclosed) to approve expenditure for the improvement of Coronation Gardens and approve a budget for the Parishioner Consultation Working Group.
- 7. Use of Payroll Services.**
Report of the Clerk (enclosed) to approve the engagement of a payroll services company.

ITEMS for INFORMATION

- 8. Parishioner Consultation.**
Report of the Clerk (enclosed) on the progress being made by the Working Group.
- 9. Planning Report.**
Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 10. Defibrillator.**
Report of the Clerk (enclosed) updating members on the actions being taken to bring the Council's defibrillator into use.
- 11. Councillor Updates (Not on the Agenda).**
HMLR and Coronation Gardens. Update from the Chair

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.

ITEM FOR DECISION

12. Burial Committee:

Update and Draft Proposal for Consideration

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

Email: clerk@wiswellpc.org.uk

Phone: 07375 801 052

web: www.wiswellpc.org.uk

Agenda Item 2



Draft Minutes **Parish Council - Ordinary Meeting**

Date:	5 July 2022		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S Houghton (Chair), A Scholfield, R Thompson and J Pursglove		
In attendance:	Committee Clerk and Maureen Robinson (parishioner).		
Meeting started:	18:30	Meeting closed:	19:45

Minute Reference 220705/

1. CHAIRMAN'S INTRODUCTION.

Councillor Houghton welcomed everyone to his first meeting as Chairman, thanked Councillor Scholfield for standing in as Parish Clerk and offered a vote of thanks for his many years as Committee Chairman.

2. CHAIR AND VICE-CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORMS.

Councillors S Houghton and A Scholfield signed the Declarations of Acceptance of Office Forms.

3. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

4. APPROVE THE MINUTES OF THE AGM HELD ON 10 MAY 2022.

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

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

There were no declarations of interest.

6. PUBLIC PARTICIPATION.

The Chairman thanked parishioner Maureen Robinson for her valued work in the village, especially her work at Coronation Gardens. Maureen noted that other parishioners have now taken an active role in looking after the village amenities.

7. FINANCE REPORT.

The Clerk submitted a report to seek approval for the payments shown in the table below.

RESOLVED THAT COMMITTEE:

- a. Approve the accounts to date.

It was noted that on the Payments Tab, the Burial Committee Levy should state the payment was for 2021/2022.

- b. Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due	Min. Ref.
	Cllr. Houghton	Teak oil: Bench in Coronation Gardens	11.04	0.00	11.04	06/07/22	
	Cllr. Houghton	Thank you to Oakhill School: Use of van	6.00	1.00	5.00	06/07/22	Jub Fund
	Cllr. Houghton	Thank you to Oakhill School: Loan of trestle tables	10.00	0.00	10.00	06/07/22	Jub Fund
	Cllr. Houghton	Thank you gift: Use of private garden	28.00	4.67	23.33	06/07/22	Jub Fund
	Paul Marlow (parishioner)	Jubilee celebration: Purchase of party items	166.89	27.80	139.09	06/07/22	Jub Fund
	Paul Marlow (parishioner)	Jubilee celebration: Fee for band	250.00	0.00	250.00	06/07/22	Jub Fund
1075	AER Accountants	Internal Audit Fees	200.00	0.00	200.00	17/07/22	May 10 8a
	Clerk	HP printer original ink cartridges	95.99	16.00	79.99	06/07/22	
Totals £:			767.92	49.47	718.45		

8. ASSET REGISTER.

The Clerk submitted a report seeking approval and adoption of the Asset Register and Policy.

Members were reminded that all local councils must maintain an asset register to ensure that fixed assets are appropriately safeguarded and that the register must be confirmed by the Council at the end of each financial year.

RESOLVED THAT COMMITTEE:

- a. Adopt the Asset Policy.
b. Approve the Asset Register with the addition of the Wiswell Shay Boundary Stone.

9. RISK REGISTER.

The Clerk submitted a report seeking approval and adoption of the Risk Register and Policy.

Members were reminded that the Parish Council is responsible for the management of risk in accordance with the policy and register and that an annual risk review must be carried out. It was noted that most of the Parish Council's identified risks are covered by the insurance the Council has taken out.

RESOLVED THAT COMMITTEE:

Approve the adoption of the Risk Register and Policy.

10. PARISHONER CONSULTATION.

The Clerk submitted a report seeking approval for the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process. The report noted that feedback from any consultations could form the basis of a 'Parish Plan'.

Members were reminded that parish councils have two main roles: community representation and local administration. For both purposes it is desirable that parish council decisions reflect the views of parishioners.

RESOLVED THAT COMMITTEE:

- a. Agree to consult with parishioners and setup a working group as outlined in the report.
- b. Nominate Councillors: S Houghton, A Scholfield and J Pursglove as members of the Working Group.
- c. Authorise the Clerk to set up the first meeting of the Working Group.

11. INTERNET BANKING.

Members were reminded that at their meeting on 10 May they agreed to investigate alternative banks including Unity Bank with an aim to switch to Internet banking.

Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector. Founded in 1984 its head office is located in Birmingham. It is now used by Barrow Parish Council.

Benefits include:

- Being able to assign an internet banking administrator.
- The ability to setup different levels of access with different payment levels.
- The ability to monitor all daily account activity and make future-dated payments.

There is an annual fee of £36 paid quarterly.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.

12. PLANNING REPORT.

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

RESOLVED THAT COMMITTEE:

- Note the report.
- Authorise the Clerk to include applications approved since the last meeting in future reports.

13. LOCAL PLAN.

Members were reminded that RVBC were consulting on a new Local Plan for the Ribble Valley and that the initial views of Parish Councils had been sought.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to submit the Council's response as set out in the report.

14. LENGTHSMAN SCHEME.

The Clerk submitted a report updating members on the Lengthsman scheme and the Council's latest financial position.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to contact Angela Whitwell at Sabden Parish Council with a view to holding a Parish Council wide meeting to discuss various aspects of the Scheme.

15. LCC PARISH AND TOWN COUNCIL CHARTER 2022 – 2024.

The Clerk submitted a report informing members of the Parish and Town Council Charter issued by Lancashire County Council (LCC) which sets out the relationship between LCC and Parish Councils.

RESOLVED THAT COMMITTEE:

Agree to ratify the Charter.

16. JUBILEE CELEBRATIONS.

The Chairman expressed his thanks for all those who contributed to a really great day.

17. APPOINTED REPRESENTATIVES.

Members were reminded of the appointed representatives as set out in the report.

18. COUNCILLOR REPORTS.

- Coronation Gardens: Councillor Scholfield noted that a response had been received from HM Land Registry (HMLR) regarding the application for possession of Coronation Gardens. HMLR have rejected the Parish Council's application as they do not consider the Council has enough of an exclusive claim to the land. It was also noted that a further application, at no cost to the Council, and based on additional information is being considered.
- Village 'Phone Box': Members discussed how best to make use of this village amenity.
- Unused defibrillator: Members were reminded that in late 2016 they took possession of a defibrillator and that that it was still in storage.

RESOLVED THAT COMMITTEE:

Authorised the Clerk to prepare a report for the next Committee Meeting on how to bring the unused defibrillator into use.

19. ANNUAL AUDIT REPORT.

The Clerk presented the Internal Audit Report which forms part of the Annual Governance and Accountability Return (AGAR).

Members were reminded that the objective of the audit is to examine the system of internal controls to ensure that the Parish Council obtain an adequate level of assurance for its activities.

The audit covers the following areas of activity:

- Payroll
- Creditors and Debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control

It was noted that all the key controls contained within the internal audit report were examined and these were found to be working satisfactorily.

20. DATE OF THE NEXT MEETING

The next meeting is scheduled for Tuesday 6 September 2022.

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 items.

21. BURIAL COMMITTEE.

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

22. EMPLOYEMENT MATTERS.

Councillor Scholfield updated members on matters relating to salaried staff.

Signed by Chair:

Date:

Agenda Item 5

For Decision



Meeting Date: 06/09/2022

Title: **Finance Report to 17/08/2022**

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		Countryside Charity	Renewal of Membershp	36.00		36.00	15/09/22	
Totals:				36.00	0.00	36.00		

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
Total:			7,024.00	109.00	60.00	0.00	40.00	7,233.00

#

Summary of Receipts and Payments

		£	
Balance brought forward at 1st April 2022:			5,514
Add total receipts to date:			7,233
Less total payments to date:			-1,654.12
Balance:			11,093
		£	
Barclays Bank Account Balance at 17 August 2022:			11,093

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

Cheques issued but not banked:

Ref.	£

	£
	0
	11,093

Comparisons as at 17/08/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME	£	£	£
RVBC Precept:	6,886	6,886	7,024
RVBC Concurrent Grant:	144	150	0
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
IT Payment refund:	28	0	0
Barclays Compensation:	50	0	0
Sundry and Other Income:	0	0	40
	8,497	7,816	7,233
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	2,353	4,500	0
Home use and Expenses:	228	250	0
Mileage:	18	45	0
Consumables (Ink and Paper etc):	0	120	80
Website design and hosting:	108	140	632
Computer Maintenance and Support:	0	0	0
Microsoft 365 Licence subscription:	0	200	0
SSL Certificate:	80	80	0
Website accessibility:	0	0	0
Other website expenses:	0	240	0
IT set-aside:	0	290	0
Insurances:	218	220	0
Audit:	55	55	200
Room hire:	60	60	0
Training books etc:	50	100	0
	3,170	6,300	912
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	500	500	0
Coronation Gardens ground maintenance:	121	400	0
Registration of Coronation Gardens:	0	0	0
Refurbishment Molly's Well:	470	0	0
Finger Posts	47	0	0
Welcome Trough:	35	0	0
	1,173	900	0
Sundry Expenses:	£	£	£
Burial Committee precept:	0	75	74
LALC subscription:	0	55	55
CPRE subscription:	36	40	0
Best kept village:	20	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	20	25	0
Noticeboard:	0	0	0
Refurbish Telephone box:	210	200	0
Contingency:	0	500	0
Sundry expenditure:	0	100	443
	286	1,365	572
VAT on Expenses to be Reclaimed:	£	£	£
	45	150	170
Total Expenditure:	£	£	£
	4,674	8,565	1,654
SUMMARY:	£	£	£
Income:	8,497	7,816	7,233
Expenditure:	(4,674)	(8,565)	(1,654)
	3,823	(749)	5,579
BALANCE:	£	£	£
Balance brought forward at 1 April:	2,083	5,514	5,514
Add surplus / less deficit from year:	3,431	(749)	5,579
Balance carried forward:	5,514	4,765	11,093

Agenda Item 6

For Decision



Meeting Date:	6 September 2022
Title:	Improving the Amenity
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to approve the allocation of funds for the:

- a. Improvement of Coronation Gardens
- b. Parishioner Consultation Working Group.

2 Coronation Gardens:

Members will be aware that Coronation Gardens is a prominent feature of the village and is enjoyed by both parishioners and visitors alike. Members will also be aware that it is kept tidy by a small group of enthusiastic village volunteers.

Recently it has been pointed out, that what was once an easy to maintain carefully planned garden area is becoming overgrown with spreading perennials, encroaching weeds, and overhanging shrubs, and as such is becoming increasingly difficult to keep attractive and needs a major overall.

Members are reminded that last year they agreed a budget of £400 for maintenance of Coronation Gardens. Members are also reminded that this year LCC are offering a new biodiversity grant of £300 which can be used to undertake projects with a biodiversity theme and includes improvements to communal gardens.

3 Members are recommended:

- a. To allocate a budget of £600 towards the improvement of Coronation Gardens.
- b. To authorise the Clerk to apply to LCC for the bio-diversity grant (£300), which would be used as part of the £600 budget.
- c. To meet all costs up to £600, if for any reason the bio-diversity grant is not forthcoming from LCC.

Agenda Item 7

Decision



Meeting Date:	6 September 2022
Title:	Use of Payroll Services
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To seek approval for the use of PM+M Solutions as a payroll services provider.

2 Background.

Members are reminded that it is considered good practice to segregate the PAYE function from the Clerk (see Risk Register Item 13 - *Possible Actions to Further Mitigate Potential Risks*).

PM+M solutions provide such services to both Barrow and Sabden Parish Councils. The charges for provision of the service are £147 (plus VAT) per annum, with a one-off set up charge of £27.75 plus VAT. The charges are paid quarterly.

Note the above charges are for quarterly salary payments, charges for monthly salary payments are more. Note that the Clerk is amenable to receive quarterly salary payments.

3 Members are recommended:

- a. To approve the engagement of PM+M Solutions as set out in the report.
- b. To authorise the Clerk to make the necessary arrangements with PM+M Solutions.

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Agenda Item 8

For Information/Decision



Meeting Date:	6 September 2022
Title:	Parishioner Consultation Working Group
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

- a. To update members on the progress made by the Parishioner Consultation Working Group
- b. For members to approve a budget of £100 to cover any expenses incurred by the Group
- c. For members to approve the draft Survey Questionnaire as shown in Appendix 1.

2 Background.

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 Update

Several meetings of the Working Group have taken place and at the initial meeting (20/07/22) Cllr. Pursglove was appointed the Group's Chair.

At a meeting held on 3 August where several parishioners were in attendance, the Group were reminded that success of the Group is to achieve a prioritised list of activities and actions that parishioners have contributed to, and which can be actioned by the Council and parishioner volunteers.

The Group were also reminded that their immediate task was to consider the best way to elicit parishioners' views and it was agreed that to do this several streams of activities would take be undertaken:

- a. Social stream. This would look to organise events and social gatherings and would be led by Michael Cavanagh (parishioner). It was envisaged that such events could include a Village Fete, social evenings such as quiz nights, 'open garden' afternoons, and bespoke events leading up to Christmas.
- b. Communication stream. This stream would look at other ways to elicit parishioner's views including use of the draft Survey Questionnaire (see Appendix 1). This stream would be led by Sarah Clemson (parishioner) with assistance from Oi Mei (parishioner).

It was envisaged that once approved, the Survey Questionnaire could be issued on the Council's website other social media and in hard copy form for door-drop issue and for face-to-face parishioner consultations.

To maximise the door-drop opportunity, it was considered that a Neighbourhood Watch Newsletter could be issued at the same time, amongst other matters the Newsletter would seek consent from the resident for the Council to contact them by email.

4 Members are recommended:

- a. To note the contents of the report.
- b. To allocate a budget of £100 towards expenses incurred by the Working Group for printing the Survey Questionnaire and the Neighbourhood Watch Newsletter.
- c. To approve the Survey Questionnaire as set out in Appendix 1.

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Appendix 1

Parishioner Survey

The Parish Council is keen to establish the views of a cross-section of residents to enable it to prioritise its activities going forward.

Name

First Name

Last Name

E-mail *

example@example.co.uk

1) Overall how would you rate life in the village.

☐

1

☐

2

☐

3

☐

4

☐

5

☐

6

☐

7

☐

8

☐

9

☐

10

Not good

Fantastic

2) How long have you lived in Wiswell?

☐

Less than 1 year

☐

1-5 years

☐

5-10 years

☐

10+ years

3) How frequently do you contact a Parish Councillor?

☐

Often

☐

Seldom

☐

Never

☐

I do not know who the Councillors are

4) How satisfied are you with:

	Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied
Litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Levels of crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure/play facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village up keep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5) Which of the following would you like the Parish Council to improve/action *

- | | |
|---|--|
| <input type="checkbox"/> Public open spaces and rights of way | <input type="checkbox"/> Road surface and road markings |
| <input type="checkbox"/> Garden areas/flower beds | <input type="checkbox"/> Village signage and notice boards |
| <input type="checkbox"/> Boundary stones/finger posts | <input type="checkbox"/> Seating/benches picnic areas |
| <input type="checkbox"/> Activities for children | <input type="checkbox"/> Street lighting |
| <input type="checkbox"/> Public/dog bins | <input type="checkbox"/> Traffic issues |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Other |

Please leave any other comments or suggestions on how the Parish Council can improve the village.

Type here...

Submit

Agenda Item 9



For Information

Meeting Date:	6 September 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Weekly applications relating to Wiswell:

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

- 19 August: There were no applications.
- 12 August: There was one application (discharge of conditions).

3/2022/0744	Discharge of Conditions	Development Description:	Grid Reference
DATE VALID: 04/08/2022	Development Address: 1 The Old Coach House Wiswell Lane Whalley BB7 9AF	Discharge of Condition 3 (Materials) of planning application 3/2021/1070.	373810 436960
Officer:	Sarah Heppell 01200 425111		

- 5 August: There was one application (tree works).

3/2022/0734	Application for tree works in a conser	Development Description:	Grid Reference
DATE VALID: 03/08/2022	Development Address: Wiswell Garage Cunliffe Lane Wiswell BB7 9BT	Tree works - T1 (Sycamore) - To be felled.	374670 437544
Officer:	David Hewitt 01200 425111		

- 29 July: There were no applications.
- 22 July: There were no applications.
- 15 July: There was one application.

3/2022/0522	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 14/07/2022	Development Address: Woodlands Wiswell Lane Whalley BB7 9AF	Proposed roof lift and first floor extension above existing garage to create office/recreation space.	373812 437037
Officer:	Sarah Heppell 01200 425111		

- 8 July: There were no applications.
- 1 July: There were no applications.
- 24 June: There were no applications.

3. Weekly decisions relating to Wiswell since the last meeting.

- 12 August: No decisions.
- 5 August: No decisions.
- 29 July: No decisions
- 22 July: See below.

3/2022/0560	Wiswell	Grid Reference
Decision Date: 21/07/2022	Application for tree works Development Address: Bonnie House Moor Lane Wiswell BB7 9DG	374644 437256
Officer: Decision Type:	Alex Shutt APPROVED WITH CONDITIONS	Development Description: Tree works to T84 - Proposed crown lift, removal of ivy and thinning of tree.

- 15 July: No decisions.
- 8 July: No decisions.
- 1 July: See below.

3/2022/0078	Grid Reference
Decision Date: 29/06/2022	374857 437519
Officer: Decision Type:	Applications for full consent Development Address: Moorside Moorside Lane Wiswell BB7 9DB Ben Taylor APPROVED WITH CONDITIONS
	Development Description: Demolition of existing uPVC conservatory and modern front porch. Construction of replacement single storey rear extension to include extension of existing balcony and replacement two storey porch with internal re-ordering. Construction of new detached double garage with home office in the roof space.

- 24 June: No decisions.

4. Members are recommended:

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

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Agenda Item 10

For Information



Meeting Date:	6 September 2022
Title:	Unused Defibrillator
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the actions being undertaken to install an unused defibrillator in the village.

2. Background:

Members are reminded that in late 2016 they took possession of a defibrillator and that it is still in storage.

3. Update.

On 4 August Councillors Houghton and Scholfield along with the Clerk met with Gordon Fishlock (a skilled first responder and experienced in the use of defibrillators).

On examining the defibrillator and cabinet, Gordon stated that they were in excellent condition and with new pads and a battery for the defibrillator and a lock for the cabinet there is no reason it cannot be installed in a suitable location.

When considering locations, members are reminded that a power supply is required to keep the unit heated, and both the phone box and the United Utilities service unit (located next to Coronation Gardens) would appear to be suitable locations.

Councillor Houghton has been in touch with United Utilities and is waiting for a response. The Clerk has made enquiries about using the phone box and is also waiting responses.

4. Members are recommended.

To note the contents of the report and authorise the Clerk to report back to members at the next meeting.

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