



**MEETING OF THE PARISH COUNCIL
HELD AT PENDLETON VILLAGE HALL, MAIN STREET, PENDLETON, CLITHEROE BB7 1PT
TUESDAY 7 SEPTEMBER 2021
COMMENCING 6.30PM**

(A COVID 19 Risk Assessment dated 6 July 2021 had been carried out prior to the meeting by Ruth Cowperthwaite, Secretary of the Village Hall and presented to the Parish Clerk)

PRESENT:
Cllrs Mr Robert Thompson, Mrs Maureen Robinson and Mrs Susan Stanley

IN ATTENDANCE:
Ms Lynne Dawson (Parish Clerk)

070921/01 TO ELECT AN ACTING CHAIRPERSON FOR THE MEETING

RESOLVED: Cllr Robert Thompson was duly elected to as Acting Chairperson for the meeting.

070921/02 TO RECEIVE APOLOGIES FOR ABSENCE

COMMENT: Apologies had been received from Cllrs Alan Scholfield and Steve Houghton

070921/03 TO RECEIVE DECLARATION(S) OF INTEREST

COMMENT: none.

070921/04 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL 6 JULY 2021

RESOLVED: The above Minutes were approved as a correct record and signed by the Acting Chairperson

070921/05 PUBLIC PARTICIPATION SESSION

COMMENT: Notwithstanding a resident of Wiswell was present no questions were raised.

070921/06 TO DISCUSS FINANCE MATTERS

(a) To approve accounts 2021/22

The above had been circulated to the members prior to the meeting, along with the up-to-date Bank Statement (the original being presented by the Parish Clerk at the meeting for comparison.)

RESOLVED: approved.

(b) To authorise the following payments 2021/22

CHEQUE NO	DATE	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT*
100966	07/09/21	Anzo Tech Ltd - IT Support etc.	Invoice 743 IT support and licence renewal	Invoice 743 Minute Ref 070921/06(b)	383.75
100967	07/09/21	Lynne Dawson	Salary July/August 2021 and expenses	070921/06(b)	549.43

**includes VAT where applicable*

RESOLVED: to approve payment of the above amounts.

- (c) To receive an update on 2020/21 Audit process
- (d) To receive an update re CiLCA course/qualification for Parish Clerk
- (e) To receive details of any projects that will affect precept discussions in November 2021

COMMENT: (c) the Parish Clerk reported that she was still awaiting the report from the external auditors. (d) the Parish Clerk reported that Pendleton Parish Council had agreed to contribute £100 toward the above. However, Whalley Wiswell and Barrow JBC would be discussing this at their next meeting in November. (e) no details discussed.

070921/07 TO REPORT ON MATTERS (IF ANY) IMPLEMENTED UNDER DELEGATED POWERS

COMMENT: None.

At this juncture as a member of the public was present and Items 8 and 9 of the Agenda were of a confidential nature it was agreed by the members present the same would be moved to the end of the meeting and both items discussed as one.

070921/08 TO CONSIDER AND ACTION ANY CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

RESOLVED: None of the correspondence circulated to the members prior to the meeting required any further consideration or action.

070921/09 TO RECEIVE REPORTS FROM:

- (a) Whalley, Wiswell and Barrow JBC

COMMENT: (a) the Parish Clerk in her capacity as Registrar for the above Joint Burial Committee reported that due to ash die back 12-13 trees would be felled shortly. Further, the memorial safety inspection was to take place during September. The report was noted.

- (b) Lancashire Association of Local Councils

COMMENT: (b) no meeting had been held.

- (c) Parish Liaison Committee

COMMENT: (c) as the next meeting was to be held after this meeting the next report would be brought to the November meeting.

- (d) Whalley Education Foundation
(The Chairperson had circulated a report to the members prior to the meeting for information).

COMMENT: (d) the above was noted.

070921/10 TO RECEIVE AN UPDATE RE WEBSITE AND WEBSITE ACCESSIBILITY

- (a) The Parish Clerk reported she had been in touch with the Website provider which had been updated/tidied as far as possible but there was still a need to deal with Accessibility – meeting yet to be arranged with contractor.
- (b) The Vice-Chairperson in the previous Parish Council meeting had mentioned the possibility of uploading various materials to the website via another source.

COMMENT: (a) the Parish Clerk would chase the contractor and (b) the Parish Clerk reported that as the Parish Council owned the website, unfortunately a third party could not be given access to the same.

070921/11 TO DISCUSS POLICIES AND PROCEDURES

Notwithstanding Cllr Scholfield had suggested the above be deferred the Parish Clerk was mindful that (in particular) the disciplinary and grievance policies should be implemented as a matter of urgency as they were referred to in the draft NALC employment contract. She further noted that a contract of employment, once requested, should be provided within six weeks of request.

ACTION: the Parish Clerk would re-circulate the NALC templates re Grievance and Disciplinary procedures to the members for consideration at their next meeting in November.

070921/12 TO DISCUSS THE POSITION/ACTION RE ARCHIVES

RESOLVED: Deferred to the next meeting.

070921/13 TO RECEIVE AN UPDATE RE THE FREEMASONS/VICARAGE FOLD AND CONSIDER FURTHER ACTIONS (INCLUDING ADDITION TO THE DEFINITIVE MAP – VICARAGE FOLD, BY-WAY OPEN TO ALL TRAFFIC)

RESOLVED: to action the matters set out in the Chairperson's report circulated to the members prior to the meeting.

070921/14 TO RECEIVE AN UPDATE RE HIGHWAY MATTERS AND FAULT REPORTS (INCLUDING UPDATE RE FAULT REPORT W610250 HERITAGE HEDGE REPORT – CURRENT STATUS (RECEIVED))

The Chairperson had reported on a number of issues under this item which had been circulated to the members prior to the meeting.

COMMENT: the report was noted. Further the Parish Clerk reported that since registering the above report W610250 the current status still remained as received. Cllr Robinson also noted no action had been taken by LCC on the same.

070921/15 TO RECEIVE A REPORT ON PLANNING APPLICATIONS AND PLANNING MATTERS

- (a) The Parish Clerk had circulated the up-to-date planning schedule prior to the meeting.
- (b) Ribble Valley had also circulated a letter re Ribble Valley Local Plan Review.

COMMENT: (a) the planning schedule was noted and (b) it was agreed the Parish Clerk would inform Ribble Valley Borough Council their details were to remain on file.

070921/16 TO RECEIVE AN UPDATE RE GREENACRE, WHITEACRE LANE

COMMENT: as no response had been received from the Contractors, the Parish Clerk would chase.

070921/17 TO RECEIVE AN UPDATE RE REFURBISHMENT OF THE TELEPHONE BOX AND INSTALLATION OF A DEFIBRILLATOR

The Chairperson had circulated a report re the above to the members prior to the meeting.

COMMENT: the report was noted.

070921/18 TO DISCUSS FINGERPOSTS CLOSURE (LCC)

ACTION: the Parish Clerk to forward the draft letter to LCC contained in the Chairperson's report forwarded to the members prior to the meeting.

070921/19 TO RECEIVE AN UPDATE RE FLOODING WITHIN THE VILLAGE (INCLUDING EMAIL FROM A RESIDENT – DRAINS)

The Chairperson had circulated a report to the members prior to the meeting and following consideration of the same it was:

RESOLVED: the acting Chairperson to contact the resident concerned and then take photographs for onward transmission by the Parish Clerk to Lancashire County Council.

070921/20 TO RECEIVE AN UPDATE RE WORKS IN THE VILLAGE

The Chairperson had circulated a report to the members prior to the meeting for consideration.

COMMENT: the report was noted.

070921/21 TO RECEIVE AN UPDATE RE PUBLIC RIGHTS OF WAY (PROW)

The Chairperson had circulated a report to the members prior to the meeting for consideration.

COMMENT: the report was noted.

070921/22 TO RECEIVE AN UPDATE RE PENDLE HILL LANDSCAPE PARTNERSHIP GRANT – MOLLY'S WELL

The Vice-Chairperson had circulated a report to the members prior to the meeting.

COMMENT: the report was noted and it was acknowledged by the members present that the Vice-Chairperson had done a good job in securing funding. Further, the Parish Clerk would contact the residents mentioned therein to thank them for their sterling work. The acting Chairperson also noted that he would be donating surplus stone.

070921/23 TO RECEIVE AN UPDATE RE LENGTHSMAN

COMMENT: The Parish Clerk reported that she had requested worksheets from the Parish Clerk for Sabden and was awaiting the same.

070921/24 TO RECEIVE AN UPDATE RE REGISTRATION OF CORONATION GARDENS

COMMENT: the Parish Clerk reported the same was still with the Land Registry. It was agreed the item would be removed from future agendas until such time as registration had been completed.

070921/25 TO DISCUSS AND ACTION CHRISTMAS ARRANGEMENTS

The acting Chairperson informed the members of a proposal put forward by residents.

RESOLVED: the Parish Clerk, who had concerns re the safety aspect of the said proposal, would make enquires of the Parish Council's insurers.

070921/26 TO RECEIVE AN UPDATE RE LANCASHIRE BEST KEPT VILLAGE COMPETITION 2021

Cllr Robinson gave a brief report re the above. Brief discussions took place as to whether or not the Parish Council would enter next year's competition.

COMMENT: the report was noted. In connection with the 2022 competition the same would be reviewed early next year.

070921/27 TO DISCUSS/ACTION ARRANGEMENTS RE REMEMBRANCE SUNDAY 14 NOVEMBER 2021

RESOLVED: the Parish Clerk would make the usual arrangements.

070921/28 TO CONSIDER THE PRODUCTION AND DISTRIBUTION OF THE PARISH NEWSLETTER (AUTUMN/WINTER)

ACTION: the Vice-Chairperson to consider items and content.

070921/29 TO RAISE ITEMS FOR THE NEXT SCHEDULED PARISH COUNCIL MEETING

COMMENT: none raised.

070921/30 DATE OF NEXT MEETING – 2 NOVEMBER 2021

COMMENT: the above date was agreed.

(At this juncture, the resident left the meeting and the press and public were excluded from the meeting in order to discuss Items 8 and 9 of the Agenda).

070921/31 TO REPORT ON MEETING RE PARISH CLERK BUDGET and TO RECEIVE AN UPDATE RE PARISH CLERK’S CONTRACT

COMMENT: the Vice-Chairperson and Cllr Mrs Susan Stanley had met with the Registrar whereupon it had become clear that further discussions needed to take place. The Parish Clerk would re-circulate the NALC draft contract to the members for further consideration.

Following the above, the Acting Chairperson thanked everyone for their attendance and closed the meeting at 7.32pm.

SIGNED.....

DATED.....

DRAFT