



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

260801/

1. APOLOGIES FOR ABSENCE.

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

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

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

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

None.

4. 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:

- Approve the accounts to date.
- 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 M Houston 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.

Appendix I: Finance Report November-December 2025.

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Schedule of Payments to be considered for approval

Date	Payment	NET £	VAT £	GROSS £	Due Date	AREA OF SPEND
14/11/25	IT system	300.58		300.58	Due	Admin
14/11/25	Lengthsman Scheme 25/26 (plus deficit 24/25)	1,179.50		1,179.50	Due	Amenity
18/11/25	Clear Insurance	779.75		779.75	Due	Admin
10/12/25	RS Houghton reimbursed for Christmas Tree	370.00		370.00	Due	Sundry
12/12/25	RS Houghton reimbursed for defib battery VAT	-	41.00	41.00	Due	Amenity
12/12/25	RS Houghton reimbursed for defibrillator battery	205.00		205.00	Due	Amenity
TOTAL		2,834.83	41.00	2,875.83		

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		Details	Income Streams						Totals
Date	Reference		RVBC Precept	VAT Repay	RVBC Grants	LCC Grants	REPF	Sundry	
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
Total:			9,750.00	941.97	625.00	0.00	0.00	0.00	11,316.97

REPF = Rural England Prosperity Fund

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

DD = Direct Debit

Dates	Details	Staff Costs			Administration Expenses		Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total	
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
01/04/25	Easy Websites (DD)					44.19							8.84	53.03
15/04/25	HMRC Cumbernauld 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 Cumbernauld 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	Notice Board Company										1,335.00			1,335.00
02/06/25	RFO - Salary	171.50												171.50
02/06/25	Cllr. Houghton - Timber for village repairs								55.00					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 Cumbernauld 1 month tax	43.80												43.80
30/06/25	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 Cumbernauld 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 Cumbernauld 1 month tax	86.40												86.40
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 Littlejohn				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 Cumbernauld 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 Systems			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	351.60							205.00					205.00
22/12/25	Clerk-salary-Dec				17.01									351.60
22/12/25	Clerk printing and mileage expenses													17.01
31/12/25	Unity Bank service charge						6.00							6.00
TOTALS:		3,362.82	394.40	158.61	816.18	397.33	1,597.99	1,193.48	355.94	238.50	200.00	1,335.00	255.48	10,305.73

Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2025:	3,700.42
Add total receipts to date:	11,316.97
Less total payments to date:	10,305.73
Balance:	4,711.66
Unity Trust Bank Account - Balance at 31/12/25:	4,711.66

If these two figures are different an explanation is

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

		Actual							Forecast						
INCOME		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									150.00			1,092	
4	Concurrent Funding						125.00							125	
5	Other Grants		500.00											500	
6	Residents Fund													0	
7	REPF (against expenditure)													0	
Totals:		10,691.97	500.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	150.00	0.00	0.00	11,467	
		Actual							Forecast						
EXPENDITURE		Stream	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	56.99	56.99	56.99	648
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					1,111
24	Clerk Salary	Staff Costs	268.67		267.87	535.74	267.87	0.00	511.47		351.60	340.00	340.00	340.00	3,223
25	RFO Salary	Staff Costs	214.50		171.50	257.80	128.90	0.00	128.90	257.80		0.00	0.00	0.00	1,159
26	Defibrillator	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			85.00	85.00	85.00	649
29	PM+M Payroll services	Admin.		33.30			33.30			33.30			33.30		133
30	Clerk Expenses	Staff Costs							141.60		17.01	0.00	60.00	0.00	219
31	Coronation Garden etc.	Amenity		13.98	55.00										69
32	Insurance	Admin.								779.75					780
33	Remembrance	Sundry		41.00					27.50						69
34	ICO GDPR Charge	Sundry										52.00			52
35	Phone Box/NB/Grit Bin	Sundry													0
36	Room Hire	Admin.									160.00				160
37	Lengthsman	Grnd Maint							1,179.50						1,180
38	Other Subs & Expenses	Sundry									370.00				0
39	Christmas Expenses	Sundry													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	647.99	633.29	487.99	12,074.80	

Residents Fund - Summary

	£
Total amount of fund transferred:	543.65
<i>The above and initial donation was made on 27/09/23</i>	
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
<i>The above donation was made on 03/07/2024</i>	
Gross Expenditure April 2025 to 31 March 2026:	200.00
	Xmas tree donation
Balance at 09/01/26:	408.65

Appendix II: Councillor Scholfield's report

1. Works done in the village

The last litter picking was done by Tony and Annette Shaw from Whalley. Thank you! Removed some loose branches again on Whiteacre Lane (tunnel of trees). This is always necessary after high winds.

Hedges in the village were trimmed by landowners in November and December but some on the hedges towards Pendleton are long overdue.

Still need to pick up village sign cleaning and also sign cleaning (Back Lane / Cunliffe Lane junction).

2. LCC HIGHWAYS

A member of the public reported a pothole at the top of Cunliffe Lane which was repaired very quickly. Conditions on the rest of Cunliffe Lane, Whiteacre Lane and Vicarage Fold are being monitored.

Other items still being monitored include Cunliffe Lane dyke, Clerkwood Close gulley, Back Lane flooding, A59 roundabout footpath A59 and A671 trees and A59 central reservation flooding.

LCC Heritage Hedge, Back Lane

A neighbour has cleared this hedge and the situation is much improved

3. WHALLEY, WISWELL AND BARROW CEMETERY COMMITTEE

Routine work continues to maintain and improve the state of the cemetery. Recent challenges have been materials placed close to graves and an increase in dog litter, with even a suggestion that dog walkers are using the cemetery.

4. WHALLEY EDUCATIONAL FOUNDATION

Subject to final confirmation, use of rooms has returned to pre-COVID levels and the 2025 income should be the highest ever.

Alan Scholfield
5 January 2026

Appendix III: Councillors' report Wiswell PC 14th January 2026

Steve Houghton

Remembrance Sunday

9th November Remembrance Sunday was well attended with representatives from our two local schools (Oakhill, Barrow) and Barrow PC. Also, in attendance RVBC Mayor and Mayoress. The Wiswell wreath was placed on the war memorial by councillor Ramsbottom. Note of thanks sent to the Heads of both schools and a bottle of wine to our bugler Chris Gibson. Thanks to residents Paul Marlow and Robin Graham for traffic control and to Edmund Sandham for securing the wreaths in place. Names read by Rob Salaman and lesson Bobby Eddleston

REPF funding update

Research on biographies for all those commemorated on the war memorial now complete and circulated to councillors. Liaison with printers and publishers now complete and costings will fall well within our budget for this segment of work (2k). Formal thanks to Clitheroe Civic Society (archive digital editions of Clitheroe Advertiser and Times), family of George Hardman (research into Whalley and Wiswell memorials), John Knowles (research into those commemorated with specific reference to census material and formal army records) and Jean Lord of Whalley (pointing councillors in the direction of appropriate sources of information).

Contact made with Ken Howe (approved heritage stone mason ... RVBC planning department) before Xmas - undertaking that work will be completed before the end of February 2026 and to include repairs to cobbled area in front of memorial and to planter (budget £5K).

Xmas events

Tree purchased from Dove Sykes Nursery (£370 including delivery). Note to Council.... The nursery is up for sale and may not be an Xmas tree outlet for us next December. To buy a tree of this size on the "open market" will be significantly more expensive. Views sought from council as to how to source value for money local providers.

Thanks to Bruce Mircell for cherry picker to assist with putting tree in place.

22nd December Xmas carols well attended with nearly £260 raised for charity. Councilors are asked to consider which charities it would be most appropriate to donate to. Thanks to Jenny Scholfield for mulled wine