



Meeting of the Parish Council - Draft Minutes

Date:	03/09/25		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair); A. Scholfield (Vice Chair); D. Birtwhistle (Borough Councillor; M.Ramsbottom.		
In attendance :	Greera Stevenson (Clerk)		
Meeting Started	18.30	Meeting Closed	20.00

1. APOLOGIES FOR ABSENCE.

Mike Hill RFO apologies accepted. The Clerk apologised for her late arrival.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 16TH July 2025.

The minutes of the meeting were approved as a correct record.

Approved: Councillor Ramsbottom. Seconded: Councillor Birtwhistle

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

There were no declarations of interest

4. PUBLIC PARTICIPATION

There was no public participation at the meeting

5. FINANCE REPORT

Papers were included in the agenda pack in advance of the meeting. Councillor S.

Houghton is in negotiation with easy web and their partners regarding uploading data from old to new computer and the installation of appropriate software. There will be an additional cost which will be approved at the next meeting.

Approved: Councillor Scholfield; Seconded Councillor Ramsbottom

6. PLANNING MATTERS

Observation that things appear to have been relatively quiet on the response to planning applications.

Action: Clerk to liaise with Councillors Scholfield and Ramsbottom to keep rolling record of planning responses and approvals agreed by RVBC

7. REMEMBRANCE SUNDAY 9TH NOVEMBER 2025

Request for wreath to be laid in memory of animals killed during conflict.

Approved; Councillor Ramsbottom Seconded; Councillor Birtwhistle

Actions: Clerk to issue invites and requests to external groups. Councillor Houghton to liaise with councillor Scholfield regarding publicity for the event.

Councillor Houghton to arrange for flag, PC wreaths, road monitors and bugler

Post script: We have received positive responses from Oakhill and Barrow Schools, The mayor and mayoress, Barrow PC. A rep. from Whalley St. Mary and All Saints will lead the service. A bugler is confirmed and R. Salaman will read the names of those commemorated.

8. CHRISTMAS FESTIVE LIGHTS

RVBC has offered to fund 50% of the cost of new lights. Council will consider this offer for Xmas 2026 if it is still available.

9. INSURANCE RENEWAL

Due for renewal 25th November. To be discussed and confirmed at next meeting.

10. POLICIES AND PROCEDURES

a) Complaints procedure referenced by Clerk at the July meeting to be reviewed at November's meeting. We have a policy in place (approved 2024).

Absence from work policy "lifted" from NALC guidelines approved by full council subject to agreement on the number of months sick pay should be paid for an extended illness(to be considered at November's meeting).

Action: Chair to tweak absence from work policy and present for final approval at next meeting.

b) Standing orders - approved by full council.

Asset Policy and register- policy approved but register of assets to be updated following purchase of items via REPF grant.

Risk Policy and register approved

Actions: Chair to update asset register with support from Councillor

Scholfield.

11. CUNLIFFE LANE TRIANGLE

Some of the wooden poles bordering the triangle are damaged. Subject to finances council will need to consider replacing.

Action: Councillor Scholfield to prepare a

12. UPDATE ON RVBC FUNDING SUBMISSION

Councillor Houghton has provided RVBC with some additional information at their request re: refurbishment of war memorial.

Post script: Contact from Nicola Hopkins RVBC... we have been successful and subject to completion of additional paper work **have been awarded £7K.**

Action: Councillor Houghton to make contact with heritage stone mason to update his estimate before completing additional paper work

13. UPDATE FROM LALC AREA COMMITTEE

Next Area meeting 24th September. Councillor Houghton to attend LCC meeting / LALC AGM Preston on the 1st Nov.

14. COUNCILLOR REPORTS

Councillor Scholfield reminded the PC about the open days at Whalley Old GS (13th and 14th September). All welcome to attend to view refurbished rooms and learn more about the range of activities taking place at the GS. Ongoing liaison with Lengthsman. Continuing liaison with LCC but having to chase responses

15. CONSIDERATION OF ITEMS NOT ON THE AGENDA

None

16. DATE AND TIME OF NEXT MEETING

Wednesday 5th November.

