



Meeting of the Parish Council - Draft Minutes

Date:	05/11/25		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair); D. Birtwhistle (Borough Councillor; M. Ramsbottom.		
In attendance :	Mike Hill (RFO); Tony and Annette Shaw (residents on Wiswell / Whalley border).		
Meeting Started	18.30	Meeting Closed	20.00

1. APOLOGIES FOR ABSENCE.

Cllr Scholfield apologies accepted.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 3rd September 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

Tony and Annette Shaw wished to raise two issues:

- Bench between Bennet's Close and Oakhill School is located dangerously close to the highway.
- Litter bin in Coronation Garden hidden behind lamppost might militate against it being used by members of the public

Action:

a) Cllr Birtwhistle to raise the issue with RVBC

b) Cllr Houghton to raise with gardeners but immediate response is that for aesthetic purposes the bin had been moved to a more discrete location

5. FINANCE REPORT

Papers were included in the agenda pack in advance of the meeting. The accounts were accepted as a true record of income and expenditure. The RFO informed Council of the significant back payments owed to the Lengthsman and that due to the removal of payment from LCC, going forward, the representative from Sabden was no longer able to co-ordinate the programme on behalf of PCs.

Approved: Councillor Birtwhistle; Seconded Councillor Ramsbottom

Action: Cllr Houghton to discuss future funding / co-ordination of lengthman's programme with Cllr Scholfield on his return from leave

6. BUDGET CONSIDERATIONS 26/27

Cash flow forecasts for 26/27, year on year analysis of expenditure and suggestions for setting of the precept for 26/27 were included in the agenda pack to be read in advance of the meeting. Cllrs were asked to note that the removal of PROW / bio diversity grant meant that funding additional to the precept was severely reduced to the tune of £800.

In view of the reduction in additional income and current rate of inflation (circa 4%) Council was advised that an increase of 5% would be appropriate.

Increase of 5% approved and agreed by Cllrs Houghton, Birtwhistle and Ramsbottom

Action: RFO to submit precept request .

7. PLANNING MATTERS

Thanks to Cllr Ramsbottom for co-ordinating recent response. Submitted by the Chair in capacity of acting clerk.

8. REMEMBRANCE SUNDAY 9TH NOVEMBER 2025

All arrangements in place including road monitors and acceptances from Barrow PC, Oakhill School, Barrow Primary School and the Mayor. Bugler and clergy representation confirmed.

Action: Cllr Houghton to coordinate arrangements. Cllr Ramsbottom to lay wreath on behalf of PC

9. PC INSURANCE RENEWAL

Due for renewal 25th November. Given the relatively short timescale between this meeting and renewal and the resignation of the clerk it was agreed that we should remain with the status quo (Clear Insurance)

Clear insurance renewal approved by cllrs present

Action: RFO to press ahead with renewal

10. POLICIES AND PROCEDURES

Cllrs asked to approve:

- a) Adjustments to the absence from work policy
- b) Adjustments to asset register
- c) Consider current complaints policy ... is it still fit for purpose?

Approved adjustments to a and b and agreed to re-adopt complaints policy as still fit for purpose: Cllr Birtwhistle; seconded Cllr Ramsbottom

11. EMPLOYMENT MATTERS

Applications for post of Clerk / RFO circulated in advance of the meeting.

Action: Cllrs Ramsbottom and Houghton to press ahead with interview and appointment on behalf of the PC. Anticipated start date 1st December 2025

12. ARRANGEMENTS FOR XMAS CAROLS 2025

Monday 22nd December provisionally earmarked as the date for the event.

Action: Cllr Houghton to check Alan Pursglove's availability for that date. Cllr Houghton and Scholfield to press ahead with plans for the purchase, delivery and placement of tree and lights

13. UPDATE ON RVBC FUNDING SUBMISSION

Stone Mason believes that work can be completed by end of January 2026.

14. UPDATE FROM LALC AREA COMMITTEE

Cllr Houghton has attended the LCC PC meeting and LALC AGM (1st Nov) on behalf of the PC. Useful inputs from Highways (Clean Streets site being updated but funding is woefully inadequate to address issues) and input from Police Commissioner (full report available on request). Update on devolution (nothing new to report that we don't already know... worrying lack of clarity). LALC AGM focussed on election of chair, vice chair and president).

15. COUNCILLOR REPORTS

Report from Cllr Scholfield circulated before the meeting. Many thanks to Cllr Scholfield for his dogged determination in pursuing issues on our behalf and for acting as the distributor of correspondence on our behalf in the absence of a Clerk.

16. DATE AND TIME OF NEXT MEETING

Wednesday 7th January 2026 or Wednesday 14th January 2026 (TBC).

Minutes by Cllr Houghton - Acting Clerk to the council