



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 Garden. 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).

Member 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: