



Meeting of the Parish Council – Minutes

Date:	08/07/2026		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair), M. Ramsbottom & A Scholfield		
In attendance:	Nina Shaw (Clerk & RFO)		
Meeting Started	18.45	Meeting Closed	19.37

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.
Mr D Birtwhistle wasn't present

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 13th May 2026

The minutes were approved by: *S. Houghton (Chair)*

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

There were no declarations of interest

4. PUBLIC PARTICIPATION

There were 2 members of the public in attendance.
A resident raised a concern regarding a potential sewerage leak, resulting in discoloured brown water within the village. The landowner/owner-occupier has disputed that the issue is related to sewerage. It was agreed that Councillor Scholfield would continue to liaise with the resident who has arranged necessary building work.

5. FINANCE REPORT

The papers were circulated in the agenda pack ahead of the meeting.
The accounts were approved as an accurate record of income and expenditure.

6. UPDATE ON LENGTHSMAN SCHEME

The council noted that the previous multi-parish Lengthsman scheme ended on 31 March 2026, along with the withdrawal of Lancashire County Council's annual £500 grant for general and Public Rights of Way maintenance. The existing contractor, Alex West (Bowland Estate Services), has been retained under the new arrangements, with duties clarified and a formal contract awaiting the contractor's signature. The contractor has carried out work satisfactorily, with invoices submitted promptly, and expenditure will continue to be monitored closely against the approved budget.

7. POLICY REVIEW

A) Equal opportunities

B) Dignity at work

These were circulated in the agenda pack ahead of the meeting. They were agreed upon/signed & will be uploaded to the website.

8. INSURANCE POLICY CONSIDERATIONS. EXPIRES NOVEMBER 2026.

Prior to the meeting, all councillors were provided with a list of matters to be considered for inclusion in the new policy, together with a copy of the existing policy for reference. Following discussion, agreement was reached on the key areas to be covered within the revised policy.

Action: Clerk to explore alternative insurance companies

9. CONSIDERATION OF PLANNING MATTERS SINCE THE LAST MEETING.

Nothing to report

ITEMS FOR INFORMATION

10. POLICY REVIEW CYCLE.

The existing policy review schedule, together with proposed mandatory and non-mandatory review cycles, was circulated for consideration. Following discussion, a revised review schedule was agreed. It was further agreed that the Standing Orders and Financial Regulations would be reviewed at the next meeting.

11. DEFIBRILLATOR

This has been checked and The Circuit will be updated by the clerk

12. COUNCILLOR REPORTS

These reports were circulated to all councillors prior to the meeting, below is a summary.

Councillor Houghton reported that routine maintenance of the Coronation Garden had been completed, with additional planting and improvements to the garden and surrounding areas. Future plans include relocating a stone trough and obtaining specialist advice on tree pruning. Thanks were recorded to Edmund Sandham for maintaining the Whitacre Lane trough.

The village walk to Jeppe Knave's Grave was well attended, and an information file has been prepared for the village phone box. Positive feedback has been received on the War Memorial project, and options are being explored to produce a lower-cost version of the commemorative booklet. Residents also expressed appreciation for the Council's support on recent planning proposals along Pendleton Road. Councillor Houghton continues to represent LALC on the Bowland Forest Joint Advisory Committee.

Councillor Scholfield reported that routine litter picking had continued, with cleaning of the four fingerposts and hedge trimming at Back Lane/Cunliffe Lane still to be scheduled. No progress had been made on the Cunliffe Lane triangle due to other priorities.

Concerns were raised about the condition of several empty properties, building materials and waste at Vicarage Fold, and the lack of repairs following fire damage. Outstanding highway repairs on Cunliffe Lane remain unresolved despite repeated reports, and communication with Lancashire County Council has become more difficult following changes to its contact system.

United Utilities was criticised for the management of recent works at Vicarage Fold, including extended road closures, poor communication, delays in reinstating the road surface, and an unresolved tripping hazard. The Whalley, Wiswell and Barrow Cemetery Committee reported that the cemetery is being well managed, with major tree works completed, and the next meeting of the Whalley Educational Foundation is scheduled for 13 July 2026.

13. COUNCILLOR ADDRESSES WERE AUDITED FOR RVBC

Councillors Houghton, Ramsbottom and Scholfield confirmed their addresses and agreed that their main residential addresses should remain on the public register.

14. DISCUSS NOTICEBOARD – UPDATE COUNCILLOR INFORMATION.

Action: The Clerk will prepare a document for display on the village noticeboard outlining the contact details of the Chair, councillors and the Clerk.

15. REVIEW OF RVBC ASSETS/LAND IN WISWELL.

It was noted that informal discussions regarding ownership and maintenance responsibilities for benches within the parish had taken place with Ribble Valley Borough Council (RVBC) approximately 15 years ago, but no formal agreement was reached.

Action: The Clerk will liaise with RVBC to clarify and formalise future maintenance responsibilities for the parish benches.

16. WHALLEY BOUNDARY SIGNAGE ON WISWELL LANE

It was noted that Whalley Parish Council is proposing the installation of a decorative boundary sign on Wiswell Lane, with a suitable location identified on the Wiswell side of the boundary. Discussions with Lancashire County Council have taken place regarding the unregistered land, and no ownership claims have been identified.

The Council agreed in principle to the placement of the sign opposite the entrance to Woodlands and delegated Councillor Scholfield to continue liaising with Whalley Parish Council regarding installation and future maintenance arrangements.

17. KING'S BIRTHDAY HONOURS

A submission will not be put forward for this.

18. NEW COUNCILLORS

The Chair confirmed that he intends to resign in 12 months, as previously advised. Attempts to identify potential new councillors have been made but have not yet been successful. The Chair will review an information leaflet aimed at encouraging more residents to consider becoming parish councillors.

19. SUBMISSION TO RVBC – COMMUNITY PROJECTS – WAR MEMORIAL BOOK.

See summary under Item 12.

EXTRA ITEMS

The approved minutes of the WWBJBC meeting held in July 2026 were circulated to all councillors by email prior to the meeting. Receipt was acknowledged by all councillors, and the minutes have been filed accordingly. The date of the next meeting, 7 October 2026, was also noted.

20. CONSIDERATION OF ITEMS FOR INCLUSION ON FUTURE AGENDAS

Future councillors

21. CONFIRMATION OF ARRANGEMENTS FOR THE NEXT MEETINGS:

Meetings to start at 6.30pm

9th September 2026, 11th November 2026, 13th January 2027, 10th March 2027 & 12th May 2027

Nina Shaw

Clerk and Responsible Financial Officer to Wiswell Parish Council

DRAFT