



**MEETING OF THE PARISH COUNCIL  
HELD AT PENDLETON VILLAGE HALL, MAIN STREET, PENDLETON, CLITHEROE BB7 1PT  
TUESDAY 6 JULY 2021  
COMMENCING 6.30PM**

*(A COVID 19 Risk Assessment dated 6 July 2021 had been carried out prior to the meeting by Ruth Cowperthwaite, Secretary of the Village Hall and presented to the Parish Clerk)*

**PRESENT:**

**Cllrs Mr Alan Scholfield (Chairperson), Mr Steve Houghton (Vice-Chairperson), Mr Robert Thompson and Mrs Susan Stanley**

**IN ATTENDANCE:**

**Ms Lynne Dawson (Parish Clerk)**

**060721/01 TO RECEIVE APOLOGIES FOR ABSENCE**

**COMMENT: apologies had been received from Cllr Mrs Maureen Robinson.**

**060721/02 TO RECEIVE DECLARATION(S) OF INTEREST**

**COMMENT: none.**

**060721/03 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL 25 MAY 2021**

**RESOLVED: subject to the word "instructed" contained in the resolution being amended to "asked" (Minute 250521/20 refers), the above Minutes were APPROVED and signed as a correct record.**

**060721/04 PUBLIC PARTICIPATION SESSION**

**COMMENT: there were no public present.**

**060721/05 TO DISCUSS FINANCE MATTERS**

**(a) To approve accounts 2021/22**

The above had been circulated to the members prior to the meeting, along with the up-to-date Bank Statement (the original being presented by the Parish Clerk at the meeting for comparison.)

**RESOLVED: (a) approved.**

**(b) To authorise payments 2021/22**

CHEQUE NO	DATE	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT*
100959	21/06/21	Parish & Town Training Lancashire	Fee Effective Meetings Workshop 15/07/21	060721/06(b)	50.00
100960	06/07/21	Lynne Dawson	Pt Salary and expenses May 2021	060721/06(b)	499.00
100961	06/07/21	Lynne Dawson	Pt Salary and expenses May 2021	060721/06(b)	204.35
100962	06/07/21	Lynne Dawson	Pt Salary and expenses June 2021	060721/06(b)	499.00
100963	06/07/21	Lynne Dawson	Pt Salary and expenses June 2021	060721/06(b)	47.33
100964	06/07/21	Cllr Robert Thompson	Reimbursement (Feazer Developments Ltd £20 (cash) £18.31 Toolstation for Boundary Stone) £6.32 Harrison's Welding (BT box)	060721/16 and 060721/26	44.63

*\*includes VAT where applicable*

**RESOLVED: (b) to approve payment of the aforementioned amounts. Reimbursement to the Parish Clerk in respect of Trend Security IT (which would automatically be renewed via her personal bank account on the 26 July 2021) in the sum of £49.95 was also authorised.**

**ACTION: following a brief discussion re concerns that almost 50% of the budget in respect of the Parish Clerk's salary has been spent, the "Staffing Committee" (Minute 060721/08 below refers), together with the Parish Clerk, would liaise with a view to ascertaining what further spend is required for work required for the rest of the financial year and report their findings to the Parish Council at their next meeting.**

**ACTION: the Chairperson noted that the Bank Statement (circulated at the meeting) was still addressed in the former name of the Parish Clerk – she would inform the bank of this discrepancy.**

- (c) **To receive an update on 2020/21 Audit process**  
The Parish Clerk reported the relevant documentation had been forwarded to the external Auditor and was awaiting their response
- (d) **To receive an update re Membership of the Society of Local Council Clerks**  
The Parish Clerk reported that she no longer wished reimbursement in respect of the above membership (2020/2021)
- (e) **To receive an update re CiLCA course/qualification for Parish Clerk**  
The Parish Clerk reported that further information had come to light re cost of the course and would therefore make further enquires and report back.

**COMMENT: (c)-(e) noted.**

**060721/06 TO REPORT ON MATTERS (IF ANY) IMPLEMENTED UNDER DELEGATED POWERS**

- (a) the Parish Clerk had received an email from a resident concerned about the dangerous vegetation/bushes on Whiteacre Lane which were blocking motorists/resident's line of sight. As the Chairperson was unavailable, she had telephoned the Vice-Chairperson noting that photographs would be taken and submitted to Lancashire County Council Highways.
- (b) Due to expediency, payment to Parish & Town Training Lancashire - Fee Effective Meetings Workshop 15/07/21 in the sum of £50 had been made (Cheque 100959 Minute 060721/05(b) above refers).

**RESOLVED:**

**(a) following discussion upon the manner in which the Parish Clerk had reported this matter direct to LCC Highways instead of utilising the "Report It" system (which was LCC's preferred option), the action taken by her, in consultation with the Vice-Chairperson re the dangerous vegetation/bushes on Whiteacre Lane, was agreed.**

**(b) the spend of £50 re the fee for the Effective Meetings Workshop was agreed.**

**060721/07 TO CONSIDER THE PROVISION OF REMOTE MEETINGS TO ALLOW WIDER PUBLIC ACCESS**

The Parish Clerk had suggested the Parish Council consider the above.

**COMMENT: following a brief discussion, it was RESOLVED not to pursue the above at the current time but would monitor.**

**060721/08 TO DISCUSS THE IMPLEMENTATION OF A STAFF COMMITTEE**

**ACTION: regarding Minute 250521/16 (25 May 2021) – Contract of Employment (Parish Clerk), Disciplinary and Grievance Procedures, a brief discussion ensued on whether a Staff Committee or Working Group should be implemented to deal with the same, accordingly the Parish Clerk would make further enquires via LALC. Once advice had been received, the Parish Clerk would liaise with the Vice-Chairperson and Cllr Giles to arrange a date and time to meet via Zoom to discuss the said Contract of Employment, subject to advice given.**

**060721/09 TO DISCUSS THE IMPLEMENTATION OF WORKING GROUPS**

**COMMENT: this was discussed at length, but no action would be taken at the current time as the status quo was considered adequate.**

**060721/10 TO CONSIDER AND ACTION ANY CORRESPONDENCE RECEIVED SINCE THE LAST MEETING**

The Queen's Platinum Jubilee Beacons  
Levelling Up  
The Queen's Award for Voluntary Service – Webinar, Thursday 15 July 2021  
Climate Change Crisis Powers Up Public Buildings – You're invited to PSE365!  
Boundary Commission Review of Parliamentary Constituencies  
Land Ownership Survey  
Ash Dieback disease information  
Summer 2021 Parish and Town Council Newsletter

**COMMENT: the above correspondence had been circulated to the members prior to the meeting and following a brief discussion, no action was considered necessary.**

**060721/11 TO RECEIVE REPORTS FROM:**

- (a) Whalley, Wiswell and Barrow JBC and discuss audit arrangements for 2021/22  
*(The Vice-Chairperson in his capacity as Vice-Chairperson of the above Committee had circulated a report to the members prior to the meeting).*

**COMMENT: (a) the members thanked the Vice-Chairperson for his report which was noted. Following a brief discussion re the audit, it was RESOLVED and agreed that external auditors should be appointed by the JBC.**

- (b) Lancashire Association of Local Councils

**COMMENT: (b) no meeting had been held.**

- (c) Parish Liaison Committee  
*(Cllr Robinson who had attended a recent meeting of the Parish Liaison Committee had circulated a report to the members prior to the meeting).*

**COMMENT: (c) the members thanked Cllr Robinson for her report which was noted.**

- (d) Whalley Education Foundation  
*(The Chairperson noted that no meeting had taken place but gave a brief report on a planning application relevant to the above).*

**COMMENT: (d) the above was noted.**

**060721/12 TO RECEIVE AN UPDATE RE WEBSITE AND WEBSITE ACCESSIBILITY**

- (a) The Parish Clerk reported she had been in touch with the Website provider which had been updated/tidied as far as possible but there was still a need to deal with Accessibility – meeting yet to be arranged with contractor.  
(b) The Vice-Chairperson mentioned the possibility of uploading various materials to the website via another source.

**COMMENT: (a) noted and (b) the Parish Clerk would contact the website provider in this regard.**

**060721/13 TO RECEIVE AN UPDATE RE STANDING ORDERS AND FINANCIAL REGULATIONS**

The Parish Clerk had e-mailed up to date Standing Orders and Financial regulations on 14 June 2021. However, as the resolution in May (Minute 250521/20 refers), stood for six months, these documents will have to be adopted at the PC meeting in January 2022.

**COMMENT: noted.**

**060721/14 TO RECEIVE AN UPDATE RE THE FREEMASONS/VICARAGE FOLD**

The response received by from Ribble Valley Borough Council re the above was discussed at length.

**ACTION: as the issues contained in the initial letter had not been responded to satisfactorily, the Parish Clerk would write to the CEO of Ribble Valley Borough Council seeking further clarification.**

**060721/15 TO RECEIVE AN UPDATE RE HIGHWAY MATTERS AND FAULT REPORTS**

- (a) The Chairperson noted that despite the painting of white lines being reported the same had not yet been attended to.
- (b) The pile of "spoil" – the Chairperson would re-send the relevant email to the Parish Clerk.
- (c) Top of Whiteacre Lane – 20metres of poor surface.
- (d) The Vice-Chairperson reported that a resident had complained about hedge cutting whilst "birds" nested in such hedges and perhaps a risk assessment and/or care should be taken in this regard to protect such wildlife.

**COMMENT: (a) – (d) noted.**

**060721/16 TO RECEIVE A REPORT ON PLANNING APPLICATIONS AND PLANNING MATTERS**

- (a) The Chairperson noted that Planning Application 3/2021/0577 referred to on the Planning Schedule related to Barrow.
- (b) 3/2021/0659 - Freemasons Arms Vicarage Fold Wiswell BB7 9DF (expiry date 22 July 2021)
- (c) Wiswell Shay – Cllr Thompson reported the Ribble Valley Enforcement Officer was going to take action.

**ACTION: (a) this would be removed from the Planning Schedule.**

**RESOLVED: (b) the Chairperson and Cllr Thompson would look at this application in details and then feed their comments to the Parish Clerk for onward transmission to Ribble Valley Planning Dept.**

**(c) Cllr Thompson to request information via Ribble Valley on what action had been taken.**

**060721/17 TO RECEIVE AN UPDATE RE GREENACRE, WHITEACRE LANE**

The Chairperson reported he had forwarded a draft letter to the Parish Clerk.

**COMMENT: noted.**

**060721/18 TO RECEIVE AN UPDATE RE REFURBISHMENT OF THE TELEPHONE BOX AND INSTALLATION OF A DEFIBRILLATOR**

Cllr Thompson gave a brief report on the status of the refurbishment and noted that all the glass has been replaced. He also sought reimbursement in respect of Harrisons Welding & Engineering Supplies Invoice 9465 in the sum of £6.32.

**COMMENT: the report was noted and reimbursement in the sum of £6.32 was agreed.**

**060721/19 TO RECEIVE AN UPDATE RE FLOODING WITHIN THE VILLAGE**

A lengthy discussion took place re the above, particularly the problem re gullies along Pendleton Road.

**ACTION: the Parish Council would continue to monitor.**

**060721/20 TO RECEIVE AN UPDATE RE SWEEPING/GRITTING OF BACK LANE**

**ACTION: as this matter had been dealt with satisfactorily, the same would be removed from the agenda.**

**060721/21 TO RECEIVE AN UPDATE RE RVBC WASTE COLLECTION – CARDBOARD AND PAPER**

**ACTION: remove from the agenda.**

**060721/22 TO RECEIVE AN UPDATE RE WORKS IN THE VILLAGE**

The Vice-Chairperson reported the benches in Coronation Garden had been treated by himself and a local resident.

**COMMENT: the report was noted.**

**060721/23 TO RECEIVE AN UPDATE RE PUBLIC RIGHTS OF WAY (PROW)**

The Vice-Chairperson reported on concerns re potential danger and inaccessibility of Footpath 15. Fault reported to Lancs PROW and allotted ref: 135752.

**COMMENT: the report was noted.**

**060721/24 TO RECEIVE AN UPDATE RE OPEN SPACES SOCIETY'S GRANT – GREEN CAMPAIGN**

**ACTION: as there were no open spaces within Wiswell, this item to be removed from the agenda.**

**060721/25 TO RECEIVE AN UPDATE RE PENDLE HILL LANDSCAPE PARTNERSHIP – MOLLY'S WELL**

- (a) Cllr Thompson reported that as quotations were proving difficult to obtain there may not be time to make an application.
- (b) Cllr Giles queried upon whose land Molly's Well stood and whether access could be gained.

**ACTION: (a) the Parish Clerk would make enquiries of Jayne Ashe to see if another "window" was available.  
(b) Cllr Thompson noted there should not be a problem with gaining access from the relevant landowner(s).**

**060721/26 TO RECEIVE AN UPDATE RE THE BOUNDARY STONE WISWELL SHAY**

Cllr Thompson reported the above was now complete and in situ. Reimbursement in the sum of £20 (Feazer Developments Ltd (drilling of gateway stone) and £18.31 (Toolstation re materials for gateway stone were sought).

**COMMENT: the report was noted. Reimbursement in the sum of £38.31 was agreed.**

**060721/27 TO RECEIVE AN UPDATE RE LENGTHSMAN**

The Chairperson had already emailed a response prior to the meeting re the above. The Parish Clerk had also requested a balance from the Parish Clerk to Sabden PC but the same had not been provided in time for the meeting.

**COMMENT: noted.**

**060721/28 TO RECEIVE AN UPDATE RE REGISTRATION OF CORONATION GARDENS**

**COMMENT: The matter was still with the Land Registry.**

**060721/29 TO RECEIVE AN UPDATE RE LANCASHIRE BEST KEPT VILLAGE COMPETITION 2021 (INCLUDING THE HERITAGE HEDGE)**

Cllr Robinson had emailed a report prior to the meeting and the Parish Clerk noted she had reported the matter of the Heritage Hedge to LCC Highways.

**COMMENT: Cllr Robinson was thanked for the report and the action taken re the heritage hedge was noted.**

**060721/30 TO RECEIVE AN UPDATE RE THE PRODUCTION AND DISTRIBUTION OF THE PARISH NEWSLETTER**

**COMMENT: the Vice-Chairperson was thanked for his production of a superb Newsletter which had been distributed throughout the village.**

060721/31 TO DISCUSS ANY ISSUES ARISING UNDER THE PUBLIC SPACE PROTECTION ORDER (PSPO)

**ACTION:** remove this item from the agenda.

060721/32 TO RAISE ITEMS FOR THE NEXT SCHEDULED PARISH COUNCIL MEETING (NO DISCUSSION)

**ACTION:** the following items would be placed on the agenda (Tuesday 7 September 2021) for discussion:

- (a) Archives
- (b) Finger Posts (Closure LCC)
- (c) Addition to definitive map – Vicarage Fold, By-Way Open to all traffic
- (d) Policies and Procedures

The Chairperson thanked everyone for attending and closed the meeting at 20.44pm.

SIGNED.....

DATED.....