

WISWELL PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL MEETING
HELD MONDAY 15 MAY 2017
AT BARROW PRIMARY SCHOOL COMMENCING 6.55PM

Present: Cllrs Mr Robert Thompson (Chairman), Mrs Maureen Robinson (Vice-Chairman), Mr Alan Scholfield, Mr Edmund Sandham, and Ms Susan Giles.

In Attendance: Ms Lynne Olesinski (Parish Clerk).

2017/05/59 To elect the Chairman for the next 12 months, who is required to sign the Declaration of Acceptance of Office

Cllr Mr Alan Scholfield was elected Chairman. Having signed the Declaration of Acceptance of Office, he then took the Chair.

2017/05/60 To elect the Vice-Chairman for the next 12 months

Cllr Mrs Maureen Robinson was elected Vice-Chairman.

2017/05/61 To receive apologies for absence

Apologies were received from County Cllr Mr Albert Atkinson who had been invited to attend.

2017/05/62 To receive declarations of interest

Cllr Ms Susan Giles declared an interest in 23 Pendleton Road, which was to be discussed later.

2017/05/63 To approve as a correct record the Minutes of the Meeting held on 6 March 2017

The Chairman went through the minutes noting the following:

(i) Cllr Mr Edmund Sandham had replaced the post on the triangle (on Cunliffe Lane - Minute 2017/042 refers).

(ii) The Vice-Chairman noted that the sweeper had attended on Old Back Lane. (Minute 2017/043(f)) refers).

(iii) The Chairman noted that he had not yet listed the signs within the village. (Minute 2017/043(i)) refers).

(iv) The Vice-Chairman noted that five cars were actually sat on the forecourt of Wiswell Garage, not four as previously stated, (Minute 2017/053(d)) refers).

Following the above, it was **RESOLVED** to accept and sign the minutes of the Parish Council meeting held on 6 March 2017 (previously circulated) as a true and correct record.

2017/05/64 To decide on the dates of Parish Council Meetings 2017/2018

It was **RESOLVED** future meetings would be held as follows:

- Monday 3 July 2017
- Monday 4 September 2017
- Monday 6 November 2017
- Monday 8 January 2018
- Monday 5 March 2018
- Monday 7 May 2018

Meetings to take place at Barrow Primary School, commencing 6.45pm.

The Chairman proffered his apologies re the meeting dated 4 September 2017, as he would be on holiday.

2017/05/65 To discuss financial matters

(i) To approve as a correct record the financial statements to 31 March 2017

It was **RESOLVED** the accounts for the year ended 31 March 2017 are approved and accepted. These show an income of £5789.81 and expenditure of £4184.12, leaving a balance in hand of £3326.16.

(ii) To approve and authorise the Chairman to sign the Annual Return to 31 March 2017

(a) It was **RESOLVED** the Chairman and Parish Clerk sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31 March 2017.

(b) Internal Audit - following the above, the Parish Clerk noted their internal auditor was retiring and therefore unable to carry out the audit. She went on to say, she had approached a number of Parish Clerks with a view to requesting their internal auditor to carry out the works, subject to the same cost of £50. **RESOLVED** - if this amount was any different, she would contact the Members to obtain their authority to expend further costs. However, if it was the same, she was authorised to appoint the person forthwith.

(c) Authorised Signatory - **RESOLVED** – the Parish Clerk to prepare and forward the necessary documents to the Chairman with a view to him becoming an authorised signatory to the Parish Council's Barclays Bank Account.

(iii) To approve the annual increase in the Parish Clerk's salary scale, in line with SLCC's guidelines

The Parish Clerk reported that there appeared to be an anomaly in connection with the hourly rate of £10.53 per hour (having been agreed at the Annual Meeting dated 12 May 2016). Upon checking the Spinal Column Point (referred to in the Minutes of the said meeting), and circulating the same at the meeting for the members to consider, the Parish Clerk noted that this should have been £10.63 per hour. **RESOLVED** (i) to contact the out-going Parish Clerk noting the discrepancy and request her to provide a figure (12.5.16 to 30.11.16) to the Parish Council, (ii) the current Parish Clerk to also provide a figure (from 9.11.16) in order the same could be ratified and paid at the next meeting.

(iv) To authorise payments for 2017/2018

It was **RESOLVED** to authorise the following payments:

| | | |
|----------------------|--|---------|
| 001 Cheque 100839 | Lynne Olesinski (Mar/Apr 2017 Salary (hours worked) £493.16, to include mileage £12.96, use of home £18.00 | £524.12 |
| 002 Cheque 100840 | Came and Co Insurance | £168.00 |
| 003 Cheque 100841 | CPRE Membership 2017/2018 | £36.00 |
| 004 Cheque 100842 | Sabden PC – Lengthsman Scheme | £500.00 |
| 005 Cheque 100843 | Maureen Robinson – plants for troughs | £30.00 |

2017/05/66 To decide on the renewal of the Parish Council's insurance policy for 2017/2018

It was **RESOLVED** to enact a policy with Ecclesiastical, (circulated to the members prior to the meeting), arranged by brokers Came and Co at an annual premium of £168.00. The Parish Council have used Came and Co for a number of years and have been very happy with the service and advice received.

2017/05/67 To review the Financial Regulations and Risk Assessment documents (annual review)

It was **RESOLVED** to approve the above documents (adopted May 2013) for the forthcoming year without amendment. The statement of capital assets was confirmed.

2017/05/68 To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee, appoint representatives to attend in 2017/2018 and discuss the committee's audit arrangements for 2017/2018 and 2018/2019

(i) The Parish Clerk (in her capacity as Registrar to the Joint Burial Committee) reported that the issues raised by BDO (Minutes 2016/107 and 2017/010 refer), had not yet been clarified. **RESOLVED** – to carry on with existing arrangements re the audit of the Joint Burial Committee (Minute 2016/046 refers), until such time as the issues have been resolved, and/or clarified by BDO.

(ii) The Parish Clerk (again in her capacity as Registrar) also reported that beams were being installed on the Roman Catholic side of the Cemetery. She was merely awaiting authorisation from the Diocese re the Church of England side (expiring 28 May 2017 re requirements under the Faculty) before works could be authorised. She further reported the Memorial Safety Inspection would be taking place again in August 2017. The reports (i) and (ii) were duly noted.

(iv) **RESOLVED** the Vice-Chairman and Mr Edmund Sandham were appointed as representatives for the forthcoming year. At this juncture, a suggestion was made that Cllr Ms Susan Giles (or any other Councillor) may wish to attend future meetings of the said Joint Burial Committee as an observer.

2017/05/69 To receive a report from the Parish Council's Liaison Committee and appoint representatives to attend meetings in 2017/2018

No one had attended the last meeting held on 30 March 2017 accordingly there was nothing to report. It was **RESOLVED** Members would continue to attend the Parish Council's Liaison Committee on a rotating basis and agreed the following allocation:

| | |
|-------------------|-------------------------|
| 15 June 2017 | Cllr Ms Susan Giles |
| 14 September 2017 | Vice-Chairman |
| 9 November 2017 | Chairman |
| 25 January 2018 | Cllr Mr Robert Thompson |
| 22 March 2018 | Chairman |

2017/05/70 To receive an update on Wiswell Shay Cross

Cllr Mr Edmund Sandham had attended upon the landowner as requested but had been informed that he (the landowner) would not grant permission for anyone to enter onto his land re weeds from the field, or Shay Cross itself (although he stated he was monitoring the Cross). With regard to litter, the landowner would attend to this himself. The report was duly noted.

2017/05/71 To receive an update re Designation Application: War Memorial on east wall of Old School House, Wiswell (Historic England)

The Parish Clerk reported that she had e-mailed Historic England as requested (Minute 2017/034 refers) and then went on to read out the response she had received from Crispin Edwards (Historic England) dated 14 March 2017. The report was noted.

2017/05/72 To consider application re Defibrillator

As requested, the Parish Clerk had contacted Vicky Wilson (Barrow Parish Clerk), re progress with their Defibrillator(s). From the response she had received, the Parish Clerk went on to note that it had been suggested we contact Gordon Fishwick.

2017/05/73 To consider state of Rural Services Report

The report, having been circulated previously, was duly noted.

2017/05/74 To receive an update re the Boundary Commission's consultation on the proposed constituency boundary changes

Cllr Mr Robert Thompson reported that due to a General Election being called, this matter would probably not proceed. The report was duly noted.

2017/05/75 To consider the recent grant application to RVBC under the Parish Grant Scheme for new highway signage and the renovation of fingerposts

Cllr Mr Robert Thompson reported he had checked the position with RVBC who in turn had stated we had to submit invoices to them whereupon they would discharge them under the grant scheme. Accordingly, the Registrar was instructed to forward the invoices to RVBC as a matter of urgency.

The Chairman went on to discuss the fingerposts, whereupon he noted the expert's report suggested the one located at the bottom of Pendleton Road, be re-located to the centre of the triangle, as it was vulnerable to being knocked by vehicles.

Cllr Mr Edmund Sandham expressed concerns about this as he had already painted the post and felt that it had been a waste of time and money if it were to be re-located.

Following a lengthy discussion, in which assurances were given to Cllr Mr Edmund Sandham by the Members re his point, he agreed to paint the post located at the corner of Cunliffe Lane and Back Lane.

The Members thanked Cllr Sandham for his continued hard work.

2017/05/76 To receive a report on planning applications relating to Wiswell, including an update on the on-going works at Wiswell Manor and

- (i) Planning Schedule – the same, having been previously circulated was duly noted.
- (ii) 23 Pendleton Road – grave concerns were expressed by members regarding the conflicting information they had received from Stephen Barker (Enforcement Officer – Ribble Valley BC), who noted that the development fell within “permitted development” and therefore did not require planning permission, and Jackie Copley (Planning Manager CPRE), who was of the opinion that planning permission was indeed required. As there was obviously a clear conflict, it was **RESOLVED**, the Parish Clerk would forward a letter for the attention of Marshal Scott (CEO RVBC) and Diane Rice (Head of Legal Services RBVC) with a view to them instructing a Senior Enforcement Officer, in conjunction with Jackie Copley of the CPRE to re-examine the matter.
- (iii) Planning Workshop – Cllr Ms Susan Giles reported the same had proved very useful. Items such as a quiz, overview of planning and neighbourhood plans had taken place. The report was duly noted.
- (iv) Wiswell Manor – the e-mail received from the Site Manager dated 30 March 2017, having been circulated prior to the meeting was duly noted.

2017/05/77 To receive the Ribble Valley Borough Council Planning Policy Consultation Housing and Economic Development DPD re 19 (Development Plan)

The consultation documents, having been brought to the meeting by the Parish Clerk, was handed to the Chairman for review.

2017/05/78 To consider Draft School Place Provision Strategy 2017/18 to 2019/20

The above, having been circulated to the members prior to the meeting, was duly noted.

2017/05/79 To consider European Agricultural Fund for Rural Development (Growth Programme Grant)

The above, having been circulated to the members prior to the meeting, was duly noted.

2017/05/80 To discuss the lengthsman’s services (plus contribution) and consider any revisions to the schedule of work carried out under the scheme

The Parish Clerk reminded the members that a sum of £500 had been provisionally agreed for 2017/18 (Minute 2016/106 refers). The Parish Clerk then circulated the Schedule of Duties to the members present. **RESOLVED** (i) to pay the sum of £500 to Sabden PC and, (ii) a copy of the Schedule of Duties to be emailed to the Chairman to update.

The Chairman also mentioned he required the purchase of a Scale Map 250 or 1250. Cllr Mr Robert Thompson would purchase this on behalf of the Council.

2017/05/81 To receive an update re Electoral Review of Ribble Valley (Warding Arrangements) – Draft Recommendations

Cllr Mr Robert Thompson reported it had been recommended Ribble Valley would consist of a two member ward due to the fact Worston would be lost but would include Lamb Row, a portion of Whalley where the new houses exist (as per RVBC working group recommendations). The report was duly noted.

2017/05/82 To discuss various issues regarding highways (to include inter alia, highway cleanliness, renewal of white lines, works, potholes and drains)

Renewal of White Lines at the A671 / Wiswell Lane junction – as requested, the Parish Clerk had contacted LCC (Minute 2017/043(b) refers). To date, no response had been received. **RESOLVED** – the Parish Clerk email LCC requiring an update, also noting that it has been some 12 months since this issue was raised.

2017/05/83 To discuss a complaint re Japanese Knotweed

An e-mail referring to the above had been circulated to the members prior to the meeting. Whilst the e-mail in itself did not request any action on behalf of the Parish Council, it was agreed they would note the same and assist if required.

2017/05/84 To discuss refuse collection arrangements

RESOLVED – the Parish Clerk to apply for one calendar sticker and place in the Noticeboard.

2017/05/85 To decide on works required for 2017 Lancashire Best Kept Village Competition

The Vice-Chairman reported the main work required for the competition was for residents to keep the roadside next to their properties clean, tidy and free from weeds. Following a brief discussion, it was **RESOLVED** (i) the Parish Clerk contact the Lengthsman with a view to him applying weedkiller to the whole village, (ii) the Parish Clerk and members meet at the Vice-Chairman's house on 23 May 2017 to discuss the competition requirements further, (iii) to pay the Vice-Chairman the sum of £30 in respect of plants for troughs and (iv) members to encourage volunteers.

Cllr Ms Susan Giles enquired as to whether or not the stakes had been located (Minute 2017/041 refers). The Parish Clerk (in her capacity as Registrar) informed the Members, the same had 'disappeared' off site.

2017/05/86 To receive an update re work required to the street cabinet by BT Openreach

The Chairman was pleased to report he had at last found a competent person to report problems and had forwarded an e-mail regarding the appearance of the cabinets at Pendleton Road/Old Back Lane junction. The report was duly noted.

2017/05/87 To receive an update on setting up the Parish Council Website

The Parish Clerk noted she had been in touch with Adam Bullen, who in turn was in the process of designing the Website.

2017/05/88 To discuss the production and distribution of a Parish Council Newsletter

The Registrar had circulated the Newsletter Barrow Council had produced prior to the meeting for their consideration. **RESOLVED** to defer this item to the next meeting for discussion.

2017/05/89 To discuss any other business

(a) Request for erection of mirror – the Vice-Chairman had received a request from a resident as to whether a mirror could be purchased and erected outside Taskers Croft (Pendleton Road) and Cunliffe Lane due to problems concerning on-coming vehicles. **RESOLVED** – the Chairman would approach Lancashire County Council direct and report back to the next meeting.

(b) Wiswell Shay and Walls – **RESOLVED** – request the Enforcement Officer for an update as to when these works would be carried out.

(c) Overhanging Trees – Cllr Mr Edmund Sandham enquired as to whether or not we could do something about the trees (entwined with ivy) on Moor Lane could be cut down as they were affecting the growth of grass on the verge. **RESOLVED** – members would inspect the area affected and bring their findings to the next meeting.

(d) Tree cuttings rear of Filter House – following a brief discussion, it was **RESOLVED** the Parish Clerk contact the Lengthsman with a view to him clearing the area and applying weedkiller.

(e) Registration of Coronation Gardens – the Vice-Chairman enquired of the Chairman as to progress, whereupon he responded the matter was in hand.

(f) Invitation to Police to attend Meetings – Cllr Miss Susan Giles noted that Barrow Parish Council invited the Police to their meetings and suggested they be invited to attend Wiswell's future meetings. **RESOLVED**, the Parish Clerk would contact the Barrow Parish Clerk to confirm the current point of contact.

The Chairman thanked everyone for attending and the meeting was closed at 8.58pm.

SIGNED (CHAIRMAN)..... DATED.....