



**MEETING OF THE PARISH COUNCIL
MONDAY 14 MAY 2018 COMMENCING 18.55PM
AT BARROW PRIMARY SCHOOL**

Present: Cllrs Alan Scholfield, (Chairman), Mrs Maureen Robinson, Mrs Susan Stanley and Mr Steve Houghton.

In Attendance: Lynne Olesinski (Parish Clerk).

2018/05/026 To appoint the Chair for 2018/19

RESOLVED Cllr Alan Scholfield was elected Chairman.

2018/05/027 To appoint the Vice-Chair for 2018/19

Cllr Mrs Maureen Robinson was elected Vice-Chair.

2018/05/028 To receive apologies for absence

Apologies had been received from Cllrs Mr Robert Thompson and County Councillor Mr Albert Atkinson.

2018/05/029 To receive declarations of interest

The Clerk noted her interest in Item 28 (Website) of the Agenda.

2018/05/030 To approve as a correct record the Minutes dated Monday 5 March 2018

RESOLVED – to accept and sign the minutes of the above meeting.

2018/05/031 To decide on the dates of Parish meetings in 2018/19

RESOLVED – the following dates were accepted:

| | |
|--------|--|
| Monday | 2 July 2018 |
| Monday | 3 September 2018 |
| Monday | 5 November 2018 |
| Monday | 7 January 2019 |
| Monday | 4 March 2019 |
| Monday | 13 May 2019 (AGM followed by ordinary meeting) |

2018/05/032 To discuss finance matters:

(i) To approve as a correct record the financial statements to 31 March 2018

RESOLVED – the financial statements (previously circulated for consideration to the Parish Councillors along with the up to date Barclays Bank Statement) were **APPROVED** as a correct record.

At this juncture, it was **AGREED** to discuss Item 9 (To review the Financial Regulations, Risk Assessment, Asset Register and Standing Orders) of the Agenda, as this affected item (ii) below.

(a) The updated Asset Register (circulated to the Councillors prior to the meeting), was discussed at length. **RESOLVED** – to agree the amount of £6037.00 in respect of assets

listed. The Parish Clerk would forward these details onto the Insurers for consideration (see also Minute 2018/05/033).

(b) Financial Regulations, Risk Assessment and Standing Orders – **RESOLVED** – the Clerk would review these documents and bring any amendments to the next meeting for discussion.

(ii) To approve and authorise the Chairman and Responsible Financial Officer to sign the Annual Governance and Accountability Return 2017/18 Part 2 to 31 March 2018

(a) the Internal Auditor’s Report dated 7 May 2018, together with the Annual Accountability Return 2017/18 Part 2, (Page 4 having been signed by the Internal Auditor on the 4 May 2018), and circulated prior to the meeting for consideration was received and noted;

(b) the Annual Governance and Accountability Return 2017/18 Part 2, (Section 1 – Annual Governance Statement 2017/18) was **APPROVED**; following which, the Annual Governance and Accountability Return 2017/18 Part 2, (Section 2 - Accounting Statements 2017/18) was **APPROVED**. Thereafter, it was **RESOLVED** the Chairman and RFO sign both sections;

(c) **RESOLVED** – the RFO and Chairman authorised to sign the Certificate of Exemption contained in Part 2 of the Annual Governance and Accountability Return 2017 Part 2.

(iii) To approve the Clerk’s salary scale in line with SLCC’s guidelines

RESOLVED – Salary Scale SCP19 (£10.107 per hour) was **APPROVED** (as from 1 April 2018)

(iv) To authorise the following payments 2018/19

| CHEQUE NO | PAYEE | DETAILS | INVOICE NO/MINUTE REF | AMOUNT |
|-----------|---------------------------------|--|---|---------|
| 100863 | LBKV | Entry Fee for Best Kept Village Competition 2018 | Minute 2018/03/017(a) refers | £15.00 |
| 100864 | AdamBCreative | Deposit re creation of Website | Details e-mailed 25 April 2018 to Councillors | £336.00 |
| 100865 | LALC | Subscription Fees 2018/19 | 1911 | £69.08 |
| 100866 | CPRE | Membership Fees 2018/19 | N/A | £36.00 |
| 100867 | Les Pickering | Internal Audit Fee 2017/18 | Minute 2018/03/006(d) and 2018/05/032(iv) refer | £55.00 |
| 100868 | Lynne Olesinski | Clerk’s March/April Salary | | £437.35 |
| 100869 | AdamBCreative | Final payment re creation of Website | 001228 | £240.00 |
| 100870 | Whalley, Wiswell and Barrow JBC | Levy re Cemetery | | £74.00 |
| 100871 | Came and Co | Insurance 2018/19 | | £218.00 |
| 100872 | Land Registry | Office Copy Entries | 4 x Office Copy entries and plans | £111.80 |

RESOLVED – the above cheques were authorised to be paid.

Cheque(s) 100864 and 100867, (included in the list above, which had been paid prior to the meeting) were retrospectively authorised.

2018/05/033 To decide on the renewal of the Parish Council's Insurance Policy for 2018/19

Following consideration of the quote received from Came and Co, (which had been circulated to the Councillors prior to the meeting) where an additional charge of £50 had been applied in respect of administration fees (the Clerk was requested to write to Came and Co regarding concerns about this), it was **RESOLVED** to accept the quote in the sum of £218.00.

2018/05/034 To receive a report from Whalley, Wiswell and Barrow Joint Burial Committee, appoint representatives to attend in 2018/19 and discuss the committee's audit arrangements for 2018/19 and 2019/20

(i) In her capacity as Registrar of the above Committee, the Parish Clerk reported that the annual Tidy-Up Day had taken place and no complaints/issues had been received or raised. However, the Vice-Chair reported her concerns about night-lights being placed on plots and some plots were in a sorry state. The Registrar also noted she would be contacting the grave digger and owners in due course to resolve the problems.

(ii) **RESOLVED** – The Vice-Chair and Cllr Stephen Houghton were appointed representatives.

(iii) **RESOLVED** – the audit arrangements would be that an outside Auditor would be appointed.

2018/05/035 To consider an application from CAB re financial support

RESOLVED – application denied.

2018/05/036 To receive a report from the Parish Liaison Committee and appoint representatives to attend meetings 2018/19

(i) A report (circulated prior to the meeting) by Cllr Mrs Susan Stanley was noted.

(ii) The following Councillors were appointed to attend:

| | |
|-------------------|---------------------------------------|
| 21 June 2018 | Chairman |
| 27 September 2018 | Vice-Chair and Cllr Mrs Susan Stanley |
| 22 November 2018 | Cllr Mr Stephen Houghton |
| 31 January 2019 | Vice-Chair and Cllr Mrs Susan Stanley |
| 4 April 2019 | Chairman |

2018/05/037 To discuss various issues regarding highways and progress with faults reported to LCC

The Chairman reported on the success regarding the painting of white lines A671, albeit it had taken over six months to complete despite informing LCC of this dangerous junction. The Clerk further reported that no response had been forthcoming regarding the request for an officer from LCC to attend at the next PLC meeting.

The Vice-Chair also noted that despite residents reporting problems to LCC with flooding in Back Lane (since November 2017), there had been no action. The Chair agreed to draft a request to LCC requesting confirmation of intended action.

The Chairman stated that he would carry out a "walkabout" to list all faults throughout the village before 6 June and comment on any matters that still required attention.

2018/05/038 To receive an update re installation of a Defibrillator

The Chairman reported the Defibrillator was to be installed in the telephone box. Unfortunately, free paint may not be available. **RESOLVED** - the Parish Clerk was instructed to contact Barrow Parish Clerk to ascertain the location of their three Defibrillators and report back.

2018/05/039 To receive a report re Works in the Village

The Chairman reported that works carried out by the Lengthsman had progressed well. However, he requested if Councillors and/or residents carried out any works themselves, would they in future make a diary note. The report was noted.

2018/05/040 To discuss a report re Consultation on Community Transport in Lancashire

No views.

2018/05/041 To consider consultation on proposed changes to disabled person's NoWard Scheme

No views.

2018/05/042 To consider the recent grant application to RVBC under the Parish Grant Scheme for new highway signage and the renovation of fingerposts

The Parish Clerk reported that following the last meeting, she had contacted RVBC with a view to ascertaining the current position regarding the grant. Despite reminders, information had not been forthcoming. **RESOLVED** – the Parish Clerk to continue chasing the relevant officer.

2018/05/043 To discuss consultation on Street Lighting Maintenance

RESOLVED – the Chairman would draft a note in this regard and forward to the Parish Clerk for onward transmission.

2018/05/044 To receive a report on planning applications relating to Wiswell

The Planning Schedule (circulated prior to the meeting), was considered as follows:

3/2017/1188 – Wiswell Brook Farm, Moorside Lane, Wiswell, BB7 9DB, noted as recommended for refusal by Ribble Valley BC.

2018/05/045 To receive a report re General Data Protection Regulation (GDPR)

Though no response had been received from LALC in regard as to whether other Parish Councils had formed a "collective body" to discuss, Cllr Mrs Susan Stanley noted that the Parish Clerk should make enquiries of the Website designer regarding Privacy and Cookie Policies. **RESOLVED** – the Parish Clerk to action immediately.

2018/05/046 To discuss Pendle Hill Landscape Partnership

The Chairman noted that volunteers would probably be requested at the next PLC.

2018/05/047 To discuss Ethical Standards Consultation and "Trading Standards Rogue Traders"

(a) Ethical Standards – **RESOLVED** – the Parish Clerk to review this document and bring her findings to the next meeting for discussion.

(b) Rogue Traders – the information was noted.

2018/05/048 To receive an update from Cllr Mr Stephen Houghton re complaint FP8

The complaint had been formally registered via LCC system and had been passed to the Environmental Projects Team for consideration.

2018/05/049 To discuss the Lengthsman's services (plus contribution), and consider any revisions to the schedule of work carried out under the scheme

The Chairman and Vice-Chair reported that the Lengthsman had been working to the new list. The Parish Clerk also noted she had requested information from Angela Whitwell as to whether there was any surplus but to date no information had been forthcoming. **RESOLVED** – Councillors to monitor items detailed in the new list and the Vice-Chair to continue to liaise directly with the Lengthsman.

2018/05/050 To receive an update re registration of Coronation Gardens

RESOLVED – the Parish Clerk to obtain Office Copy Entries as detailed in the Search of the Index Map at a cost of £111.80.

2018/05/051 To decide on works required for Lancashire Best Kept Village competition 2018

The Vice-Chair reported upon the meeting she had recently attended whereupon insight into what was required had been gained. There was to be a Tidy-Up Day on 2 June. It would also be of benefit if a new Union Jack flag could be purchased. Further, it was **RESOLVED** the Parish Clerk contact RVBC with a view to them sweeping Back Lane prior to 9 June and the condition of all the Parish flags to be reviewed.

2018/05/052 To receive an update on the Parish Council Website

As noted in the Chairman's report, the website had now gone live and the final sum had been paid to AdamBCreative £240.00 (£336 having already been paid prior to the meeting as a deposit). The Parish Clerk noted that some pages were still in development and it was hoped would soon be finalised.

2018/05/053 To discuss the production and distribution of a Summer Parish Newsletter

RESOLVED – the Parish Clerk to implement as soon as possible and to include news of the 'Village Get-Together' to be held on Sunday 24 June (from 3pm onwards) at Cllr Robert Thompson's residence, Eastwood House.

2018/05/054 To discuss WW1 Commemorations

Following a brief discussion, it was **RESOLVED** that normal service regarding Remembrance Sunday would apply and all would be made welcome at the special commemoration being held in Whalley afterwards.

2018/05/055 LALC (Ribble Valley Area) Meeting 7 March 2018

The Minutes, (previously circulated), were noted.

2018/05/056 To discuss any other business

None.

The Chairman thanked everyone for attending and closed the meeting at 21.21pm

SIGNED – MAUREEN ROBINSON (VICE-CHAIRMAN)

DATED – 2 JULY 2018