



MINUTES
WISWELL PARISH COUNCIL
ZOOM MEETING
Tuesday 2 March 2021 at 6.30PM

IN ATTENDANCE:

Cllrs Mr Alan Scholfield (Chairperson), Mrs Maureen Robinson (Vice-Chairperson), Mrs Susan Stanley, Mr Steve Houghton and Ms Lynne Dawson (Parish Clerk).

020321/01 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Robert Thompson.

020321/02 TO RECEIVE DECLARATION(S) OF INTEREST

Cllrs Mrs Susan Stanley declared an interest in Agenda item 19 (Minute 020321/19 below refers) – 23 Pendleton Road.

020321/03 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 5 January 2021

RESOLVED: The above Minutes were APPROVED and signed as a correct record.

020321/04 TO CONSIDER ANY MATTERS ARISING

Ribble Valley In Bloom Grant

RESOLVED: the Parish Clerk would apply for a grant in the sum of £200 in connection with further planting.

020321/05 TO RECEIVE AND APPROVE AS A CORRECT RECORD THE 2020/21 ACCOUNTS TO DATE AND AUTHORISE PAYMENTS

(a) Accounts 2020-2021

RESOLVED: the above accounts (previously circulated via email for consideration by the Parish Councillors, together with the up-to-date Barclays Bank Statement) were APPROVED as a correct record. The balance at the bank (as per Bank Statement made up to 18 February 2021) is £3544.79.

(b) Payments 2020-2021

| CHEQUE NO | PAYEE | DETAILS | INVOICE/MINUTE REF | AMOUNT £ (inc vat) |
|-----------|---------------------------------|--|--------------------|--------------------|
| 100943 | Whalley, Wiswell and Barrow JBC | Levy | | 74.00 |
| 100944 | Alan Scholfield | Reimbursement re expenses | e-mail | 20.75 |
| 100945 | LALC | Membership fee | Invoice 2275 | 361.66 |
| 100946 | Lynne Dawson | Salary January/February 2021 plus expenses | | 392.68 |

RESOLVED: the above cheques were APPROVED and authorised for payment.

020321/06 TO AUTHORISE APPOINTMENT OF AUDITOR FOR 2020-2021 ACCOUNTS

The current auditor confirmed he would be prepared to carry out the above for a fee of £55.00.

RESOLVED: to appoint the current auditor and pay the sum of £55.00.

020321/07 TO DISCUSS FURTHER INFORMATION RECEIVED RE THE FOLLOWING:

- (a) Membership of the Society of Local Council Clerks**
- (b) Training via LALC for Parish Clerk**
- (c) Payment of CALC course/qualification for Parish Clerk**

RESOLVED: (a) (b) and (c) – the Parish Clerk to approach Pendleton PC with a view to them contributing 50% toward costs.

020321/08 TO RECEIVE AN UPDATE RE ASSET REGISTER

RESOLVED: the Chairperson to provide a final copy of the Asset Registrar to the Parish Clerk in readiness for the forthcoming audit.

020321/09 TO DISCUSS AND ACTION A CONTRACT OF EMPLOYMENT FOR THE PARISH CLERK AND OTHER PROCEDURES SUCH AS GRIEVANCE AND DISCIPLINARY PROCEDURES

RESOLVED: comments to be provided on the above draft documents by 9 March 2021.

020321/10 TO RECEIVE AN UPDATE RE GENERAL WORKS AROUND THE VILLAGE

Members of the Parish Council gave a brief update on the above and in particular improvements to the telephone box, litter picking, and Coronation Garden.

COMMENT: Update noted.

020321/11 TO RECEIVE AN UPDATE RE REGISTRATION OF CORONATION GARDEN

Due to problems with the postal system, the Parish Clerk reported she had had to forward a further copy of documents to the Chairperson for signature.

COMMENT: the above had been received by the Chairperson who, following signature, had returned the same to the Parish Clerk for onward transmission to Forbes solicitors.

020321/12 TO RECEIVE AN UPDATE RE THE FREEMASONS/VICARAGE FOLD

Clr Thompson (in his capacity as Ribble Valley Borough Council District Councillor), had been in contact with planning/enforcement departments but unfortunately had not received a response.

RESOLVED: the Parish Clerk to write to the Chief Executive of Ribble Valley Borough Council.

020321/13 TO RECEIVE AN UPDATE RE PENDLE HILL LANDSCAPE FUND – MOLLY’S WELL

COMMENT: Cllr Thompson was expecting two quotes.

020321/14 TO RECEIVE AND UPDATE RE BOUNDARY STONE AT WISWELL SHAY

COMMENT: Cllr Thompson had requested quotes.

020321/15 TO RECEIVE AN UPDATE RE LENGTHSMAN

COMMENT: the Vice-Chairperson to liaise with the lengthsman in connection with the drainage ditch at Cunliffe Lane. Following this, the schedule of works to be re-issued to the Clerk, Sabden Parish Council who operates the scheme.

020321/16 TO RECEIVE AN UPDATE RE PUBLIC RIGHTS OF WAY (PROW)

COMMENT: No progress to report.

020321/17 TO DISCUSS EPC2-21 – MODEL DESIGN CODE

COMMENT: Nothing to discuss.

020321/18 TO RECEIVE A REPORT REGARDING PLANNING APPLICATIONS RELATING TO WISWELL AND/OR ANY UNAUTHORISED PLANNING

Since the last Parish Council meeting, no planning applications had been received requiring consultation, however, the Chairperson reported enforcement action was continuing at the development to the rear of Wiswell Shay. Taskers Croft was also mentioned insofar as the residence was now occupied.

COMMENT: the above report was noted.

020321/19 TO RECEIVE AN UPDATE RE 23 PENDLETON ROAD

Despite correspondence being forwarded to Ribble Valley Borough Council regarding the dangerous situation of the site, no response had been received.

RESOLVED: the Parish Clerk to chase.

020321/20 TO RECEIVE REPORTS FROM THE FOLLOWING:

- (a) **Whalley, Wiswell and Barrow JBC:** works had commenced in connection with the repair of the first tranche of the Woodland Path and progress had been made regarding the updating of the Memorial Safety Policy.
- (b) **Lancashire Association of Local Councils:** due to Covid 19 no meetings had taken place.
- (c) **Parish Liaison Committee:** Cllr Steve Houghton had attended the recent meeting and had circulated various correspondence to the members in connection with the renewal of Haweswater Aqueduct and gave a brief report on its effect to the surrounding area.
- (d) **Whalley Education Foundation:** due to Covid 19 no formal meetings had taken place but the Chairperson agreed to distribute a summary of relevant matters.

COMMENT: the above reports were noted.

020321/21 TO RECEIVE A REPORT RE FLOODING WITHIN WISWELL

- (a) **Moorside Lane/Pendleton Road:** a response had been received from the District Lead Officer at LCC and circulated to the members prior to the meeting.
- (b) **Moor Lane:** the Parish Council may have to be involved with this matter.
- (c) **Back Lane:** LCC had inspected the site.

COMMENT: the above reports were noted.

020321/22 TO DISCUSS HIGHWAY MATTERS AND PROGRESS WITH FAULTS REPORTED TO LCC HIGHWAYS

- (a) **Provision of bin (foot of Moor Lane):** LCC had noted that consideration would be given to replace the pile of grit with a bin next Winter.
- (b) **White Lines:** these are in need of refreshing – the Parish Council will report to LCC once checked.

COMMENT: the above reports were noted.

020321/23 TO RECEIVE AN UPDATE RE SWEEPING AND GRITTING OF BACK LANE

RESOLVED: as building works had now been completed, the Parish Clerk to write to Ribble Valley Borough Council requesting they sweep Back Lane.

020321/24 TO DISCUSS BEST KEPT VILLAGE COMPETITION 2021

The Vice-Chairperson (in her capacity as a Judge (BKV) reported she had received an e-mail from the Secretary of the above noting that the competition would be going ahead but not in the same vein as previous competitions. Further correspondence would follow.

COMMENT: report noted.

020321/25 TO RECEIVE AN UPDATE RE WEBSITE AND WEBSITE ACCESSIBILITY

The Parish Clerk reported that she had still to meet with the Website provider. However, this was proving difficult due to his workload and restrictions surrounding Covid 19.

RESOLVED: the Parish Clerk would contact the Website provider with a view to arranging a date via Zoom.

020321/26 TO RECEIVE AN UPDATE RE PUBLIC SPACE PROTECTION ORDER (PSPO)

COMMENT: no further progress to report.

020321/27 TO CONSIDER PUBLICATION OF A SUMMER 2021 NEWSLETTER

COMMENT: as per previous Minute 050121/25 dated 5 January 2021.

020321/28 TO DISCUSS RVBC WASTE COLLECTION – CARDBOARD AND PAPER

The Chairperson reported that the use of the waste cardboard and paper collection varied around the village and not all residents were provided with the necessary white sacks.

RESOLVED: the Parish Clerk to establish the official position via Ribble Valley BC regarding promotion of this service and, if appropriate to publicise the scheme in the summer Newsletter.

020321/29 TO DISCUSS/TAKE ACTION RE GENERAL CORRESPONDENCE

The Parish Clerk had circulated to the members (for information), a list of correspondence received.

COMMENT: following a brief discussion it was agreed no action was necessary.

020321/30 TO DISCUSS ANY OTHER BUSINESS

- (a) **War Memorial – removal of wreath** – the Vice-Chairperson would attend to this matter.
- (b) **Dog Waste** – problems were increasing.
- (c) **Visibility at the foot of Whiteacre Lane** – this matter was a concern regarding visibility.

COMMENT: the above were noted.

050121/29 DATE OF NEXT MEETING

Tuesday 11 May 2021 at 6.30pm.

The Chairperson thanked everyone for attending and closed the meeting at 20.00pm.

SIGNED.....

DATED.....

(NB These minutes are draft only. They have yet to be ratified by the Parish Council at their next meeting).