



Meeting of the Parish Council – Draft Minutes

Date:	11/03/2026		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair); D. Birtwhistle (Borough Councillor; M. Ramsbottom & A Scholfield		
In attendance:	Nina Shaw (Clerk & RFO)		
Meeting Started	18.30	Meeting Closed	20.18

1. APOLOGIES FOR ABSENCE.

No apologies

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 14TH JANUARY 2026.

Amendment required to item 16 - A councillor proposed the insertion of 'enforcement' before 'matters' in the last sentence of Minute 16 for clarification.

Approved: S. Houghton (Chair)

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

There were no declarations of interest

4. PUBLIC PARTICIPATION

Two neighbourhood police officers attended the meeting and shared the February crime figures, which have now been circulated to the Neighbourhood Watch team and the Lancashire Talking messaging service. There were no specific updates for this area. Recent incidents mainly related to Barrow, with none reported for Wiswell or Pendleton. Bike thefts and burglaries in Clitheroe were highlighted to encourage vigilance.

Concerns were raised about Wiswell Old Hall Farm, where poorly maintained fencing has led to sheep escaping onto residents' gardens and the road. The police will be looking into this.

The Chair thanked the police for applying policies consistently, and councillors expressed their appreciation for the continued support.

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.

Regarding the savings account, it was agreed to keep the majority of funds in savings while ensuring sufficient money remains available to cover direct debits and other payments.

Action: Clerk to manage savings account.

6. Update on lengthsman scheme. Approve/confirm list of duties for 2025/26.

Councillor provided an update, see below, taken from the agenda pack:

LENGTHSMAN'S DUTIES IN WISWELL

A Regular or Seasonal Grass Cutting

1. Wiswell Shay, around the boundary sign and stone.
2. Wiswell Shay, raised area around the bench.
3. Pendleton Road, wide verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
4. Moor Lane, both sides, verge from Rose Cottage entrance up to and including the well and from the pump house to opposite the garages.
5. Cunliffe Lane at the entrance to Chalker House - grass triangle with bench.
6. Whiteacre Lane / Old Back Lane junction traffic island.
7. Whiteacre Lane, verge and around benches from the A59 bridge up till the verge ends.
8. Around road signs except at the A671 / Wiswell Shay junction.

B Other strimming - verges and road edges, as required.

1. Old Back Lane, both sides from the triangle.
2. Pendleton Road, metal bench near Wiswell Eaves, keep concrete base area clear.
3. Whiteacre Lane, left hand side towards the A59 bridge where there is a curb.

C Weed-spraying

1. Around the village as necessary at the Lengthsman's discretion.

D Cutting back overhanging tree branches, as required.

1. Pendleton Road, over the verge from Orchard Cottage trees to Wiswell Hall Farm entrance.
2. Moor Lane, right hand side over the verge from the pump house.

3. Whitacre Lane over the verge up from the A59 bridge, particularly around the two benches.
4. Around **all** road signs from Wiswell side of A671 junction to Whiteacre Lane A59 Bridge to Pendleton Road, Wiswell Eaves.
5. The two finger post signs not on grass. (Back Lane / Cunliffe Lane, Old Back Lane / Pendleton Road).

E Public Rights of Way (LCC PROW Team) - Strimming and cutting back overhanging branches

1. FP3 Cunliffe Lane, alongside Chalker House and the right hand bank of the road from the pumping station to opposite the entrance to Chalker House.
2. FP 15 Moorside Lane, left before Wiswell Brook Farm (may be done by the landowner)
3. FP 6 on the Barrow side of the A59 Roundabout (leads to Whalley), up to the stile.
4. FP 6 on the western side of the A59 roundabout down and along the fence to the stile at the Whalley boundary. NOTE the footpath does not go across the roundabout as shown on official maps, 50 years after the roundabout was built!
5. FP 5 through Arnside House, Back Lane, to the field.
6. FP 5 close to the A59, path with fences on LCC Highway land.
7. If requested, replacement of signs, way markers and any other minor, specific works.

Action: Continue with the lengthsman, with a possible increase in payment.

7. Policy review (see appendix 2 - agenda) reference minutes of the January meeting regarding compliance assertion 10 (AGAR 25/26) in respect of.

A) Data protection

B) IT data protection.

These can be added together as one policy as per advice from LALC.

C) The Vexatious Complaints Policy was reapproved.

Action: Clerk to upload Data protection and IT data protection policy alongside the redated (March 2026) vexatious complaints policy, onto the Parish website

8. Implementation of policies with specific reference to vexatious complaints.

As this item involved the consideration of information which is likely to reveal the identity of an individual, it falls within the category of exempt information defined by Part 1 of Schedule 12A of the Local Government Act 1972. Members resolved to approve the exclusion of the public and press for the aforementioned reasons and proceeded with the discussion of the agenda item in a part 2 closed session.

Action: see previous item No 7

9. Asset register to look at and update (see appendix 3 - agenda)

Removed Samsung laptop

Action: All correct and ready for Agar

10. Insurance policy updates.

Contact has been made with the broker, Clear Councils, who are reviewing our policy details with Aviva following a recent enquiry.

Action: No action required at this time.

11. Update on maintenance of the grass triangle outside Chalker House on Cunliffe Lane.

Councillor Scholfield to prepare the proposal as agreed previously.

Action: No action required at this time.

12. Consideration of entry for Best Kept Village competition.

It's not going ahead this year.

Action: No action required at this time.

13. Advice re Remembrance Events and Parades 2026 – see bookmarks on laptop for form:

Action: Cllr to liaise with the Clerk going forward to complete this.

14. Updates on funding submissions to RVBC

Cllr will arrange for ten copies of the Wiswell School War Memorial book to be printed. A copy will be given to each of the following: Oakhill School, Barrow School, The Whalley Education Foundation, and the owners of The Old School House, potentially for use in guided walks and history projects.

Action: A screenshot of the payments will be taken once received. Cllr Houghton will confirm who this screenshot should be sent to.

15. Consideration of planning matters since the last meeting, including:

- **Confirmation of arrangements for responding to planning submissions.**

It was agreed that the Wiswell website is working well for planning matters and will remain unchanged.

Any planning responses sent to RVBC by the Clerk on behalf of the Parish Council should also be copied to all councillors.

Regarding the restricted byway at Vicarage Fold, residents have been asked to respond by 26th March. The Parish Council agreed that we should also submit a response.

Action: Cllr will draft the response. Cllr will also provide the necessary address for submission.

• **Ribble valley local plan (Email 24th Feb) – No responses required**

RVBC currently favour option 4, but there are no updates at this stage.

Action: No action required at this time.

16. Recent communication regarding options for Local Authority re-organisation

Action: Clerk to send the questions to councillors for their responses. The Clerk will then collate the replies and complete the survey.

17. Councillor reports (Appendix 4 - agenda)

Action: Cllr offered to clean signs

18. Keep Britain tidy week

Nothing to report – see agenda items

Action: No action required at this time.

19. Consideration of items for inclusion on future agendas

The Clerk and Chair will meet prior to each meeting to review and agree items for inclusion.

20. Emails

To be discussed further

21.

The next meeting will be held on the 13th May 2026

Nina Shaw

Clerk and Responsible Financial Officer to Wiswell Parish Council.

