



Meeting of the Parish Council – Draft Minutes

Date:	13/05/2026		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair); D. Birtwhistle (Borough Councillor & M. Ramsbottom		
In attendance:	Nina Shaw (Clerk & RFO)		
Meeting Started	19.00	Meeting Closed	19.58

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr. Scholfield.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 11th March 2026.

The minutes were approved
Approved: S. Houghton (Chair)

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

There were no declarations of interest

4. PUBLIC PARTICIPATION

There was no public participation

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.

6. Set a date for the appraisal of The Parish Clerk.

This was set for Thursday the 25th June at 10am

7. Update on lengthsman scheme.

This was circulated in the agenda pack ahead of the meeting – see summary below.

8. Communication with LCC Highways

This was circulated in the agenda pack ahead of the meeting – see summary below

9. Policy reviews

These were circulated in the agenda pack ahead of the meeting.

Actions:

Cllr Houghton to further review the Equal opportunities policy

Clerk to further review the financial regulations policy

They will then be uploaded onto the website.

10. Insurance policy considerations. Expires November 2026

Action:

Clerk to explore alternative insurance companies

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

This was circulated in the agenda pack ahead of the meeting – see summary below

12. Updates on funding submissions to RVBC.

Unfortunately, the deadline for the funding application was missed by 24 hours. The Clerk was not aware that a deadline had been set. Communication with RVBC has confirmed that this funding is available annually. The Clerk will ensure that a submission is completed ahead of the deadline in future years.

13. Consideration of planning matters since the last meeting.

With regards to: Consultation on planning application 3/2025/0922 Land adj Tithe Barn Cottages Pendleton Road Wiswell BB7 9BZ

An email was sent to RVBC planning – Ben Taylor on the 6th May 2026 on behalf of The Parish Council.

14. Councillors' reports

This was circulated in the agenda pack ahead of the meeting – see summary below

15. Consideration of items for inclusion on future agendas.

This will be discussed on Thursday the 25th June at the agenda planning meeting.

16. Confirmation of arrangement for future meetings, date are as follows:

8th July 2026, 9th September 2026, 11th November 2026, 13th January 2027, 10th March 2027 & 12th May 2027

Nina Shaw

Clerk and Responsible Financial Officer to Wiswell Parish Council

Summary of items 7,8,11 & 14

Works in the Village

Litter picking carried out. **Gullies cleared** on Cunliffe Lane and Whiteacre Lane. **Sign trimming** completed after the Lengthsman's first visit; some hedge trimming still needed towards Pendleton. **Finger posts cleaning** required; date to be confirmed. **Cunliffe Lane triangle** still pending due to other priorities.

Lengthsman Scheme

Lengthsman duties for the season have begun. **Contract prepared** and awaiting signature. **Original LCC scheme closed** on 31 March; final statements expected but no payments outstanding. Loss of informal parish-to-parish coordination noted.

Best Kept Village

Concerns raised about: **Four empty properties** in poor condition. **Building materials and waste** on Vicarage Fold. **Lack of repairs** following fire damage.

LCC Highways

Repair reinstated at bottom of Vicarage Fold. **Two areas of Cunliffe Lane** marked for repair. **Whiteacre Lane deterioration** noted but below intervention threshold. No response from LCC regarding **A59 central reservation gulleys**. **Direct email contact withdrawn** for parish councils; communication issues ongoing.

United Utilities

Vicarage Fold was **fully blocked for several weeks** over Easter. Poor management: barriers removed by public, restricted access, works exceeded permitted timeframe. UU usually reliable; **formal complaint submitted**.

Whalley, Wiswell & Barrow Cemetery Committee

Meeting attended on 8 April.

Cemetery well managed with consistent application of rules.

Ongoing issues: Complaints after clean-ups. Aim to reduce plastic flowers and mementos. **Eight headstones laid down** after safety inspection; repairs planned. Tree work quotation being obtained.

Whalley Educational Foundation

Meeting attended on 20 April.

New window surround installed, funded by Shared Prosperity Fund. Bookings slightly ahead of last year and near pre-COVID levels. **New booking system** under evaluation. Cleaning and repointing works delayed due to **Listed Building Consent** concerns over cleaning and lime mortar specification.