

WISWELL PARISH COUNCIL

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Draft – Minutes

The **Annual Parish Council Meeting** and Meeting of Electors was held on Wednesday 13th May 2026, at Pendleton Village Hall, commencing at 6:37 pm.

Present: Cllr Houghton (Chair), Cllr Ramsbottom & Cllr Birtwhistle.

In attendance: Clerk to the council & RFO: Nina Shaw

1. To elect a chair for the next 12 months

Cllr. Houghton was elected Chair for the next 12 months, he signed the declaration of acceptance of office.

2. To elect a Vice Chair for the next 12 months.

Cllr. Scholfield via communication with the chair expressed a willingness to continue as vice chair. Cllr. Scholfield was duly elected as Vice Chair for the next 12 months.

3. Apologies for absence.

Apologies for absence were received from Cllr. Scholfield.

4. Declarations of disclosable pecuniary and other registrable and non-registrable interests.

There were no declarations of interest

5. Approve minutes of the Annual Parish Council Meeting held on 14th May 2025.

The minutes were approved and signed by Cllr. Houghton who chaired the 14th May 2024 meeting.

6. Public participation.

There was no public participation.

ITEMS for DECISION:

7. Audit and Financial Matters:

7.1 The Financial Statements to 31 March 2026.

7.2 The Certificate of Exemption AGAR 2025/26.

7.3 The Annual Governance (AGAR) 2025/2026.

7.4 The Annual Internal Audit report 2025/26.

7.5 Section 2: Accounting statements 2025/26.

All the above were approved and signed by Cllr Houghton (Chair)

8. Appointments and nominations for parish activities:

8.1 To appoint an auditor for 2024/2025 and 2025/2026.

David Swift was appointed.

8.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Attendance will be rotated amongst Councillors

8.3 To appoint a representative to Whalley Educational Foundation.

Cllr. Scholfield to continue in this role

8.4 To appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee.

Cllr Scholfield to continue in this role

8.5 Monitoring and liaison with all aspects of the Parish Lengthsman Scheme.

Cllr Scholfield to continue in this role

8.6 Activities Involving LCC Highways and Street Lighting, reporting defects etc.

Cllr Scholfield to continue in this role

8.7 Activities Involving LCC Public Rights of Way (PROW), reporting defects etc.

Cllr Scholfield (monitoring and reporting defects), supported by Cllr Houghton (footpaths)

8.8 Coordination and liaison with Wiswell Parish social groups.

Cllr Houghton to continue in this role

8.9 Remembrance Sunday.

Admin (invitations, wreath etc) the Clerk. On the day activities Cllr Houghton

8.10 Carrying out defibrillator routine checks.

Cllr Houghton to continue in this role. With the Clerk keeping the 'Circuit' updated.

8.11 Co-ordinating PC responses to planning applications.

Cllr Ramsbottom to continue in this role

8.12 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies.

Joint responsibilities

8.12 Other Activities:

Flag Master-Cllr Houghton

PC Noticeboard- Joint responsibility clerk /Cllr Scholfield

Road Safety working group-Cllr Scholfield.

7. Approve the meeting dates for 2026-2027. Second Wednesday of every month as follows:

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

Meeting ended 18.52pm

DRAFT