

**MINUTES OF THE WISWELL PARISH COUNCIL MEETING
TUESDAY 2 NOVEMBER 2021. PENDLETON VILLAGE HALL 6.30pm**

Present: Councillors; A. Scholfield (Chairman); S. Houghton (Vice Chairman); R. Thompson

1. To receive apologies for absence

None.

NOTED - The Parish Clerk was on sick leave.

COMMENT - The Vice Chairman offered to prepare the Minutes which was accepted.

2. To receive declarations of interest

None received.

3. To approve as a correct record minutes of the Parish Council Meeting 7 September 2021

RESOLVED - After two minor corrections, the Minutes were approved as a correct record and signed by the Chairman.

4. Public Participation Session

None Present

5. To consider the current vacancies and to appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee

The Chairman confirmed he had been in contact with the Chairs of Whalley and Barrow Parish Councils to support the ongoing management of the Burial Ground as the Committee had ceased to function following resignations. The Chairman of Whalley Parish Council was taking the lead as the principal stakeholder.

RESOLVED - The Chairman to continue to represent Wiswell Parish Council for the interim management arrangements for the Burial Ground pending the establishment of a new structure.

In the absence of the Clerk, members needed support concerning the necessary actions to fill the vacancies.

RESOLVED - The Chairman to liaise with Ribble Valley Brough Council Democratic Services and to reply to Susan Stanley and thank her for her work as a Councillor.

6. To discuss finance matters:

- a. To approve accounts 2021/22.

Bank Statement to 25 October was circulated in advance of meeting.

APPROVED

- b. To authorise payments 2021/22

Invoice for £470 for Jean Sandham received in advance of meeting.

Pendleton Village Hall £60 rental.

Wreath for Remembrance Sunday- up to £25, invoice not yet submitted.

RESOLVED - above payments approved noting that payments could not be released until the cheque book was available with the signatories.

ACTION: Chairman to make contact with Clerk to ask for clarification of the calculated salary for September and October.

- c. To receive an update on 2020/21 Audit process

Nothing To report

- d. To receive an update re CILCA qualification

Nothing to report

- e. To receive details of any projects that will affect precept discussions in November 2021

Nothing to report.

RESOLVED - Chairman to continue to liaise with Ribble Valley Borough Council to obtain all the documents prior to calling an Extraordinary Meeting to consider the Precept for 2022/2023 to meet RVBC's deadline for submission.

7. To report on matters (if any) implemented under delegated powers

Nothing to report.

8. To receive an update re Parish Clerk's contract of employment and to approve the Grievance Procedure and Disciplinary Procedure.

Base contract of employment ready for discussion with the Clerk when she is well and able to return to work.

Draft Grievance and Disciplinary Policies had been circulated in advance of meeting.

RESOLVED - Grievance and Disciplinary Policies approved.

9. To consider and action correspondence received since the last meeting

Nothing to report.

10. To receive reports from:

- a Whalley, Wiswell and Barrow Joint Burial Committee

Verbal report from S.Houghton. Following a series of stepped resignations, the committee has temporarily ceased to exist. Discussions and deliberations between the chairs of the three Parish Councils are pending. The Parish Councils are the democratically elected bodies with responsibility for selecting delegates to serve on the committee.

- b Lancashire Association of Local Councils, Ribble Valley Branch

Nothing to Report

- c Ribble Valley Borough Council Parish Liaison Committee

Report of last meeting (16 September) had been circulated to councillors. Next meeting scheduled for 11 November (S.Houghton to attend).

- a. Whalley Educational Foundation

Nothing to report.

11.To receive an update re Website and Website Accessibility

Nothing to report but members reaffirmed their wish to have contingency plans in place to deal with web-site access.

12.To review IT security and contingency for assets and system access

RESOLVED - Chairman to request access to the Clerk's E mail so that correspondence can be more effectively accessed in her absence.

13.To consider the use of on-line access for bank account balances and transactions

RESOLVED - Chairman to enquire of Barclays to establish the exact details for availability to access transactions, balances and statements on-line.

14.To agree the transfer of archives to Lancashire County Council

RESOLVED - List of documents for archiving circulated to members before PC approved. Chairman to arrange delivery to Preston.

15.To receive an update re the Freemasons/Vicarage Fold and consider any further action(including addition to definitive map – Vicarage Fold, By-Way Open to all traffic)

Letter received from RVBC but doesn't effectively address the issue raised many times.

ACTION - Chairman to reply to S. Bowker at RVBC

16.To receive an update re highway matters and fault reports (including update re fault report W610250 Heritage Hedge Report – current status (received))

Highways, slow progress on repairs identified in July, no apparent action on the hedge on Back Lane.

17.To receive a report on planning applications and planning matters

Only one application since last meeting. Tree work at Vicarage House, not for comment.

18.To receive an update re Greenacre, Whiteacre Lane

Nothing to report

19.To receive an update re: refurbishment of the telephone box and installation of a defibrillator

Nothing to report

20.Fingerposts

The clerk had reminded LCC of the history for this matter and this was acknowledged. We had emphasised the heritage nature of the signs and asked that they should not be 'improved' in the future. This item now closed.

21.To receive an update re flooding within the village (including email from a resident – drains)

LCC Highways' work near the bottom of Moorside Lane has not worked well enough to prevent flooding. LCC have not responded to further reports.

ACTION - Chairman to contact LCC

22.To receive an update re Parish Council work in the Village

Nothing to report

23.To receive an update re Public Rights of Way (PROW)

Angela Whitwell has confirmed that we have £500 to spend (2021/2022) using the Lengthsman. There are specific items on his list and we can add extra specific works.

24.To receive an update re Pendle Hill Landscape Partnership Grant – Molly's Well

Work completed. Contribution received from the partnership and payment approved to J. Sandham (see item 6b). This item can now be closed.

25.To receive an update re Lengthsman

Members were asked to consider new items of work for 2022, such as the grass at the junction with the A671 which is no longer kept in good order by LCC Highways.

26.To discuss and action Christmas arrangements

Donations were being collected by residents for the cost of the tree and additional lights which will be erected under the auspices of the PC with volunteers from the local community.

ACTION - : 4 December 10.00am – tree to be put in place. 20 December date for community carol singing.

27.To receive an update re Lancashire Best Kept Village Competition 2021

Disappointingly, came second to Barley in the Hamlet Class. Commendation received for War Memorial.

28.To discuss/action arrangements re Remembrance Sunday 14 November 2021

Arrangements were confirmed, Vice Chairman to be responsible on the day.

29.To discuss the production and distribution of the Winter Parish Newsletter.

S. Houghton confirmed everything was in hand.

30.To identify new items for the next Parish Council meeting

Flooding update.

31.Date of next meeting – Tuesday 4 January 2022

Signed



Date

