



Parish Council - Ordinary Meeting Minutes

Date:	1 November 2022		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
In attendance:	Clerk to the Council: Mike Hill and parishioner: Maureen Robinson		
Meeting started:	18:30	Meeting closed:	20:15

Minute Reference 221101/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

The meeting noted that on 31 October, Robert Thompson resigned from the Council. The Chair expressed his thanks to Robert for his many years of dedicated service to Wiswell Parish Council. The sentiments of the Chairman were echoed by all those present at the meeting.

2. APPROVE THE MINUTES OF MEETING HELD ON 6 SEPTEMBER 2022.

The above minutes were approved as a correct record of the meeting and signed by Councillor A. Scholfield who had chaired that meeting.

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

The Chairman thanked parishioner Maureen Robinson for her valued work in the village. Both Maureen and the Chairman updated members on the work being carried out regarding Coronation Gardens.

Maureen also contributed to the discussion regarding Agenda Item 6 (Draft Budgets for 2023/24).

5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and approval for payments as shown in the table below.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due 2022	Min. Ref.
WIS6 1251	PM+M Direct Debit	Set up of payroll service and quarterly fee.	102.60	17.10	85.50	26/10	220907/7
8550	Clerk	Purchase of a lock for the defib cabinet.	169.20	28.20	141.00	13/10	220906/10
2306	HMRC	Clerk income tax 07/06/22 to 30/09/22.	290.60	0.00	290.60	22/10	Staff costs
	Clerk	Salary 07/06/22 to 30/09/22.	1,163.25	0.00	1,162.25	30/09	Staff costs
	Easyweb ¹	Increase size of email box to 50GB.	72.00	12.00	60.00	03/11	Admin. Expenses
	Clerk	Expenses 07/06/22 to 30/09/22.	139.08	0.00	139.08	02/22	Staff costs
	Cllr. Scholfield ²	Purchase of A5 paper for leaflet distribution.	6.15	0.00	6.15	04/11	Admin. Expenses
	Parishioner ²	Purchase of garden planters.	83.36	0.00	83.36	04/11	220906/6a
Totals £:			2,026.24	57.30	1,967.94		

¹. To be added to Easyweb's monthly Direct Debits

² Payments agreed at this meeting.

6. DRAFT BUDGETS FOR 2023/24

The Clerk submitted a report updating members on the preparation for the 2023/24 budget and seeking their views on the level of expenditure and the services it intends to deliver in 2023/24. Members were reminded that Parish Councils have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved. After discussing the report in some detail.

RESOLVED THAT COUNCIL:

1. Note the contents of the Budget Report and Appendix 1
2. Approve a budget for 2023/24 of £10,774.
3. At the appropriate time, authorise the Clerk to inform RVBC of the proposed budget.

7. THE COUNCIL'S GENERAL PRIVACY NOTICE.

The Clerk submitted a report asking members to consider and approve a revised General Privacy Notice.

Members were reminded that the Council holds personal data about employees, residents, suppliers, and other individuals for a variety of Council purposes. Members were also reminded that the Council is required to process all personal data lawfully, fairly and in a transparent manner. Appendix 1 to the report set out the Council's updated and revised General Privacy Notice which explained how the Council will comply with its obligations.

RESOLVED THAT COUNCIL:

Approve the Council's updated General Privacy Notice as set out in Appendix 1 to the Report.

8. WHALLEY EDUCATION FOUNDATION.

The Clerk submitted a report asking members to consider a request by the Whalley Education Foundation to provide financial assistance. After discussing the request.

RESOLVED THAT COUNCIL:

Authorise the clerk to inform the Whalley Education Foundation that the Council would like to restate its commitment to help the Foundation in any way it could, but at the current time is unable to provide financial assistance.

9. PURCHASE OF AN ADDITIONAL FLAG.

The Clerk submitted a report seeking approval for the purchase of an additional flag. The report noted that the Council had received a suggestion, that a flag denoting the county of Lancashire, could be flown at times when the Union Flag is not being flown.

The cost of such a flag with anti-fraying stitching is around £80 plus VAT. This includes the necessary finishing.

RESOLVED THAT COUNCIL:

1. Approve the purchase of an additional flag as set out in the report with the costs being met from the funds allocated to improving Coronation Gardens (£600).
2. Authorise the Chair to purchase the flag and the necessary finishings.

10. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings. The clerk informed members that:

- Payment to the Countryside Commission had now been made.
- Sabden Parish Council had been chased regarding a borough wide meeting to discuss the Parish Lengthsman scheme.

RESOLVED THAT COUNCIL:

1. Authorise the clerk to:
 - a. Inform BT that the phone box will not be used for installing the defibrillator.
 - b. Contact United Utilities, thanking them for letting the Council use their facilities and request they label the internal power socket, stating it should not be switched off.
 - c. Provide defibrillator and cabinet maintenance instructions to council members.
2. Request the chair:

To set up a maintenance regime for the defibrillator and cabinet.

11. PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that no actions were required on any of the latest planning applications or decisions.

RESOLVED THAT COUNCIL:

Note the report.

12. REMEBRANCE SUNDAY.

The Clerk submitted a report updating members of the arrangements for Remembrance Sunday. Members provided an update on the distribution of flyers to parishioners, provision of support on the day and the reading of lessons.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Authorise the purchase of A5 paper for the printing of Remembrance Day and other flyers.
3. Request councillor Pursglove to see if she can arrange for a bugler/trumpeter to attend the service.

13, 14 AND 15 - UPDATES FROM MEMBERS.

Members provided updates on a range of activities since the previous meeting. The updates included preparations for a carol service, a quiz night, a lady's dinner, a garden party, and an open garden event, both of which would take place in 2023.

Regarding the recent survey, figures indicate that around 50% of the questionnaires had been returned and the Chair had started to evaluate the results which will be available for the next meeting.

Members were reminded that if they have any comments on highway issues, street works and TTRO's they should provide comments to the Clerk.

By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

16. BURIAL COMMITTEE.

Councillor Scholfield updated members on matters relating to the Burial Committee.

DATE OF THE NEXT MEETING

The next meeting is scheduled for Tuesday 3 January 2023.

Signed and dated at the Council meeting on 03/01/2023.

Signed copy on file.