



Parish Council Ordinary Meeting - Minutes

Date:	3 January 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
In attendance:	Clerk to the Council: Mike Hill and Borough Cllr. D. Birtwhistle		
Meeting started:	18:30	Meeting closed:	20:05

The meeting began with the Chairman wishing everyone a happy new year.

Minute Reference 230103/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 1 NOVEMBER 2022 AND THE EXTRA-ORDINARY MEETING HELD ON 12 DECEMBER 2022.

The above minutes were approved as correct records of the meetings and signed by the Chair.

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

There was no public participation.

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:

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

Ref.	Payee	Description	Gross £	VAT £	Net £	Due 2022	Min. Ref.
WIS6 1251	PM+M	Payroll Services	27.75	4.63	23.13	DD	220906/7
2306	HMRC	Income Tax: 01/10/22 - 30/12/22	225.00	0.00	225.00	22/01/23	Staff Costs
	Clerk	Salary: 01/10/22 - 30/12/22	900.00	0.00	900.00	31/12/22	Staff Costs
	Clerk	Expenses: 01/10/22 - 30/12/22	154.08	0.00	154.08	31/12/22	Staff Costs
5186	A. Scholfield	Cable ties for Christmas tree ¹	7.29	1.22	6.07	04/01/23	Sundry Exp
Totals £:			1,314.12	5.85	1,308.28		

¹ Claim and receipt submitted at this meeting.

6. THE COUNCIL'S COMPLAINTS PROCEDURE.

The Clerk submitted a report asking members to consider and approve a revised Complaints Procedure.

Members were reminded that any complaint should be handled in full Council or by nominated Councillors who are authorised to deal with complaints but are not involved with the case and that when a complaint is handled by full Council, two nominated Councillors should not take part in the proceedings as they would then be available to handle any appeal.

RESOLVED THAT COUNCIL:

Approve the Council's updated Complaints Procedure as set out in Appendix 1 to the Report.

7. WHALLY EDUCATION FOUNDATION - GOVERNER APPOINTMENT.

The Clerk submitted a report asking members to consider and approve the Council's appointee to the Whalley Education Foundation.

Members were reminded that the term of office of the Council's current appointee, Councillor Alan Scholfield, will end on the 22 January 2023. Members were also reminded that the term of office is three years, and the appointee does not have to be a member of the Council.

RESOLVED THAT COUNCIL:

1. Nominate Councillor Alan Scholfield as the Council's governor appointee to the Whalley Education Foundation.
2. Authorise the Clerk to inform the Whalley Education Foundation of the Council's decision.

8. CO-OPTION OF A PARISH COUNCILLOR.

Members noted that due to the resignation of Cllr. Robert Thompson in October 2022 the Council now have two vacancies which can be filled by co-option.

Members were reminded that although the Council is not obliged to fill any vacancy:

- It is not desirable that electors are left underrepresented for a significant length of time.
- It does not contribute to the effective and efficient working of the Council if there are insufficient councillors to share the workload or provide a broad cross-section of skills and interests; or achieve meeting quorums.

Members were also reminded that Councillors elected by co-option become full members of the Parish Council.

RESOLVED THAT COUNCIL:

Will actively look to fill the vacancies with an intention to submit a list of eligible candidates at the 7 March 2023 Council meeting.

9. PLANNING MATTERS.

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, however regarding the Variation Order to Application 3/2022/1022 - land at Morans Farm, Pendleton Road, Borough Councillor David Birtwhistle stated that he had been in contact with the Planning Department at RVBC and with the residents.

It was also noted that Councillor Houghton had been in email contact with a resident regarding the siting of a boundary stone and a Wiswell signpost but had not received a reply to his email.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Authorise the Clerk to contact the RVBC Planning Enforcement Officer and request that they meet with parish councillors and visit the parish.
3. Regarding planning application 3/2022/1022 agree that Borough Councillor David Birtwhistle was best placed to pursue this matter with the RVBC Planning Enforcement Team.

10. ACTION PLAN.

The Clerk submitted a report setting out the parishioner responses from the recent survey and a draft Plan of Action based on the responses.

Members were reminded that at their meeting on 5 July 2022 they agreed to setup a working group that would consider how best to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and that any feedback from parishioners could form the basis of a 'Parish Action Plan'.

It was noted that once agreed, the Action Plan:

- Should be viewed as a starting point for possible areas of activity over the short and medium term and that the Council could develop the Plan and members could agree to add, amend, and set out a matrix of importance.
- Would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities would come into play during 2023.
- Would be designed to improve the parish for the benefit of all residents.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Agree to report back to the March 2023 Council meeting with comments on the draft Action Plan for consideration and approval.

11. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings.

It was noted that:

- The Clerk had chased Sabden Parish Council again regarding a borough wide meeting to discuss the Parish Lengthsman scheme.
- Councillor Houghton will set up a maintenance regime for the defibrillator, cabinet, and lock once the Council has a full complement of councillors.

RESOLVED THAT COUNCIL:

Authorise the Clerk to:

1. Investigate the options for purchasing a new grit bin for the bottom of Moor Lane and report back to Council.
2. Enquire and report back to Council as to the number of parish councils that are part of the 'Sabden' Lengthsman Scheme and what other Lengthsman schemes are in operation in the Ribble Valley.

12. MEMBER UPDATES.

Councillor Scholfield noted that he will continue to be the conduit between the Council and LCC on routine highway and street lighting matters, and that the current arrangements were working well.

RESOLVED THAT COUNCIL:

Agree that going forward, Councillors would provide written updates to the Clerk at least two weeks before a Council meeting and that the Clerk would compile these updates into a formal report.

13. WORKING AND SOCIAL GROUP UPDATES.

Councillor Houghton updated Members on the preparations for holding a village quiz, an open garden day and a garden party which would take place over the Coronation weekend, 6/7/8 May 2023.

14. DEFIBRILLATOR.

Councillor Houghton stated that he is currently carrying out the prescribed maintenance of the defibrillator and will set up a maintenance regime once the Council has a full complement of councillors.

15. NEWSLETTER.

Councillor Houghton noted that the Autumn/Winter Newsletter had been well received by parishioners and that Council should look to issue a Spring/Summer edition by the end of April 2023.

16. BURIAL COMMITTEE.

Councillor Scholfield informed members that the new constitution had been agreed by all three parish councils (Barrow, Whalley and Wiswell).

17. DATE OF THE NEXT MEETING.

The next Ordinary Council meeting is scheduled for Tuesday 7 March 2023.

Signed.

Date.

Signed and dated copy on file.