



Parish Council Meeting – Minutes

Date:	5 July 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, Parishioner Maureen Robinson.		
Meeting started:	18:30	Meeting closed:	20:20

Minute Reference 230705/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 9 MAY 2023.

The above minutes were approved as a correct record of the meeting 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.

Discussion took place regarding the poor state of the hedges in and around the village with vegetation encroaching onto the highway in several locations, of particular concern was the state of Whiteacre Lane. An update was provided on road sweeping throughout village and especially on Back Lane.

In addition, consideration was given to a request for those Wiswell residents who are holding an 'Open Garden' event next summer, to also participate in the Whalley and District Open Gardens Community Project. The view was that Wiswell residents preferred to open their gardens to Wiswell parishioners only.

RESOLVED THAT COUNCIL:

Request Cllr. Scholfield continue to make contact with LCC regarding the encroaching vegetation and with RVBC regarding road sweeping in the village.

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:

#	Payee	Description	Gross £	VAT £	Net £	Reference
1	Alan Pursglove	Coronation Activities (Band)	300.00	0.00	300.00	Sundry Exp.
2	Paul Marlow	Coronation Activities	107.63	0.00	107.63	Sundry Exp.
3	Clerk	Print consumables (ink cartridges)	64.95	10.82	54.13	General Costs
4	Clerk	Expenses (3 months to June 30)	129.80	0.00	129.80	Contract
5	Clerk	Salary (3 months to June 30)	900.00	0.00	900.00	Contract
6	HMRC Cumbernauld	Income tax (3 months to June 30)	225.00	0.00	225.00	Contract
7	Resident	Contribution to cost of replacing damaged loaned gazebo.	170.00	0.00	170.00	Sundry Exp.
Totals £:			1,897.38	10.82	1,886.56	

5.1 OTHER FINANCIAL MATTERS.

Members discussed banking arrangements for the Wiswell Resident Fund which stands at £625.10.

RESOLVED THAT COUNCIL:

Request the Clerk to provide a report to the next Council meeting regarding banking options for the fund.

6. COMMUNITY OWNERSHIP FUND.

The Clerk submitted a report asking members to consider investigating the availability of grants that could be used to bring disused buildings into use as a village asset.

Members were reminded that on 01/06/23 the clerk sent an email alerting members to a Community Ownership Fund that allowed parish councils (amongst other bodies) to take ownership of an asset at risk of closure, such as a library, leisure facility, community centre etc.

At the time, the clerk did not consider the parish had any such assets, but the email generated interest in the disused garage, and the clerk noted that funds may be available from other sources that could allow the garage to be brought into use.

RESOLVED THAT COUNCIL:

Authorise the clerk to investigate whether grants are available, should members consider bringing the disused garage into use as a village asset.

7. ASSET POLICY AND REGISTER.

The clerk submitted a report seeking approval of an updated Asset Policy and Register, attached as Appendix 1 to the Report.

The report noted that local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Council's Asset Register will be confirmed each year, however as the register is a working document, it will be update and amended, as necessary.

RESOLVED THAT COUNCIL:

Approve and adopt the 2023/24 Asset Policy and Register.

8. REMEMBRANCE COMMEMORATIONS.

The Clerk submitted a report asking members to consider the purchase of a soldier silhouette which would form part of the Council's remembrance commemorations.

The report noted that members had for some time been considering the purchase of a soldier silhouette for display during the parish's remembrance commemorations. As the Council now have a suitable location where it can be placed, members were requested to consider the most suitable silhouette to purchase.

Members also discussed the reading of selected poems at the next remembrance service and considered it to be an excellent suggestion.

RESOLVED THAT COUNCIL:

- a. Approve the purchase of a soldier silhouette as set out in the report at a cost of no more than £200.
- b. Authorise the clerk to make the necessary arrangements for the purchase and installation.
- c. Request the clerk to see if grants are available towards the purchase of the silhouette.
- d. Ask the Clerk to contact Oakhill School regarding the reading of poems by pupils at the next remembrance service.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings, on ongoing matters and the Council's Action Plan shown as Appendix 1 to the report.

RESOLVED THAT COUNCIL:

- a. Agree that Councillors Houghton and Scholfield review the Action Plan with a view to consolidating the Plan and remove those Actions that the Parish Council have no control over or are unlikely to be achieved.
- b. Agree that Cllr. Houghton will progress the refurbishment of the phone box.
- c. Agree that members and parishioner Maureen Robinson will look to recruit volunteers for bulb planting.
- d. Agree that Cllrs. Houghton and Scholfield along with parishioner Maureen Robinson will undertake a village 'walk about' with the aim at looking how the village could be improved.
- e. Agree that as part of the Council's plan to improve communications with parishioners, Councillor Clemson will prepare an activity graphic for issue to residents.

10. CCTV – UPDATE

The Clerk submitted a report for members to consider the next steps in the possible procurement of CCTV equipment. The report set out the possible locations and associated costs of such systems.

Members discussed at length the advantages and disadvantages of installing CCTV equipment, the possible locations and costs.

RESOLVED THAT COUNCIL:

- a. Agree that members need more time to consider the next steps.
- b. Request the Clerk to invite a police representative to attend the next Council meeting to hear their views.

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 comments relating to planning application 3/2023/0512, 23 Pendleton Road need to be submitted to RVBC by 25/07/23.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to submit members comments to RVBC relating to 3/2023/0512.

12. COUNCILLOR REPORTS AND UPDATES.

Councillors Houghton, Scholfield and Wrightson provided status/update reports.

RESOLVED THAT COUNCIL:

- a. Note the reports.
- b. Agree that Councillor Wrightson continue to attend the Traffic and Road Safety Working Group.

13. EMPLOYMENT MATTERS.

Councillor Scholfield updated members on the recent Case Management Hearing and Councillor Houghton on employment matters relating to the parish clerk.

RESOLVED THAT COUNCIL:

Agree to set a date for the Clerk's annual review/appraisal.

14. MEETING DATES:

2023: 6 September and 8 November.

2024: 3 January, 6 March and 8 May.

The next Parish Council meeting is scheduled for Wednesday 6 September 2023.

All meetings start at 18:30 and are held at Pendleton Village Hall.

Signed. *A signed copy on file*

Date. **06/09/2023**