

## Parish Council Meeting – Minutes

<b>Date:</b>	6 September 2023		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: S. Houghton (Chair) A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle, and Lee Street, Parishioner Maureen Robinson, PCSO Ailsa Gill and Police Constable David Green.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:30

### Minute Reference 230906/

#### 1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

#### 2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 5 JULY 2023.

Subject to a small change to the wording regarding the state of the hedges in and around the village, the 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.

The Chair welcomed PCSO Ailsa Gill and PC David Green to the meeting. A discussion regarding the use of CCTV took place. PC David Green noted that the use of CCTV is one of the main tools used by the police in resolving crime and tackling anti-social behaviour. PCSO Ailsa Gill mentioned that Fire Safety Checks were being carried out in the area and if any groups in Wiswell were interested they should contact her.

Members also discussed:

- The ongoing and longstanding parking issues within the village and the consequential problems this could cause for the emergency services. Also see Action Plan.
- Grants for luncheon clubs.
- Future meetings of the 'Elders Club' and who should meet any subsistence expenditure.
- The Open Garden Event.
- The concrete slab protruding on Pendleton Road, opposite Thomson's 'old' house.
- The condition of the Heritage Hedge on Back Lane, which had prevented the RVBC road sweeper from completing work during their last visit.

**RESOLVED THAT COUNCIL:**

- a. Request Councillor Wrightson to contact local groups regarding the Fire Safety Checks.
- b. Authorise the Clerk to look at grants for Luncheon Clubs.
- c. Request Councillor Houghton to ask members of the Wiswell Social Committee if they would consider funding any subsistence expenditure incurred by the 'Elders Club'.
- d. Request Councillor Houghton to update the list of participants to the Open Garden event and write thanking them for their participation.
- e. Request Councillor Scholfield (in his responsibility for Highway related matters) to circulate information as when he has it on the:
  - Protruding concrete slab.
  - Heritage Hedge on Back Lane.

**5. FINANCE REPORT.**

The Clerk submitted a report seeking approval for the accounts to date and 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	Sarah Yeowart.	Plants.	19.00	0.00	19.00	Amenity Exp.
2	S. Walmsley	Plants.	30.50	5.08	25.42	Amenity Exp.
3	Sarah Yeowart	Plants: Dahlia and Delphinium.	15.98	2.66	13.32	Amenity Exp.
4	Cllr. Houghton	Varnish (bench 2).	23.00	0.00	23.00	Amenity Exp.
5	Go Cardless	Email and web hosting - August	61.19	10.20	50.99	Admin. Exp.
6	Clerk	'Tommy' silhouette.	201.00	33.34	167.66	Sundry Exp.
7	PM+M	Payroll Services (3 months).	33.30	5.55	27.75	Admin. Exp.
8	Go Cardless	Email and web hosting - July	61.19	10.20	50.99	Admin. Exp.
9	Unity Bank	Service charge (three months).	18.00	0.00	18.00	Admin. Exp.
10	Cllr. Houghton	Varnish (bench 1).	23.00	0.00	23.00	Amenity Exp.
11	Go Cardless	Email and web hosting - June	61.19	10.20	50.99	Admin. Exp.
12	Clerk	Three months expenses.	129.80	0.00	129.80	Staff Costs
13	Cllr. Houghton	Coronation gratuities.	37.97	0.00	37.97	Sundry Exp.
14	Sarah Yeowart	Bulbs.	117.68	0.00	117.68	Amenity Exp.
15	Cllr. Houghton	Sandpaper - benches.	7.94	0.00	7.94	Sundry Exp.
16	Sabden Parish Council	Contribution to Lengthsman's Scheme 2023/24	750.00	0.00	750.00	Amenity Exp.
<b>Totals £:</b>			<b>1,590.74</b>	<b>77.23</b>	<b>1,513.51</b>	

## **6. BANKING OPTIONS FOR THE WISWELL RESIDENT FUND.**

The Clerk Submitted a report asking members to consider banking options relating to the Wiswell Resident Fund (WRF).

The report noted that:

- The main options for consideration would be to open a new bank account or use the Council's current Internet bank account.
- If the Council's existing bank account were used, expenditure from the WRF would be ring-fenced and only be used for expenditure on community functions, as suggested by two non-councillors from the Wiswell Social Committee, in consultation with the Chair of the Parish Council.
- The Chair of the Parish Council would inform the Council's Clerk of any proposed expenditure for input to the Council's Finance Report, which would be amended to account for the WRF.

RESOLVED THAT COUNCIL:

- a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's existing Unity Trust Bank Account as set out in the report.
- b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.

## **7. COMMUNICATION CHANNEL FOR THE EMPLOYMENT TRIBUNAL.**

The Clerk submitted a report asking members to approve the continuation of the previously agreed and current communication channel, in relation to recent Employment Tribunal matters.

RESOLVED THAT COUNCIL:

Agree that Councillor Scholfield remained the Parish Council's point of contact and principal representative when dealing with the recent Employment Tribunal matters.

*The Chair thanked Councillor Scholfield for his work on this matter.*

## **8. THE PARISH CLERK'S ANNUAL APPRAISAL AND REMUNERATION REVIEW.**

The Chair submitted a report updating members on the outcome of the Parish Clerk's annual appraisal and sought approval for an uplift in salary and in the 'Working from Home' allowance.

The report noted that an appraisal meeting took place on 20/07/23 with the Clerk and the Chair and Vice Chair of the Parish Council. Overall, the Parish Council were delighted with the Clerk's performance and when considering a pay award for 2023/24 were of the view that Wiswell should follow the lead of a neighbouring Parish Council who also employ the Clerk's services.

RESOLVED THAT COUNCIL:

- a. Approve an increase in the current hourly rate of £15 per hour to £16.50 per hour, for 25 hours per month, an uplift of £1.50 per hour, backdated to 1 June 2023.
- b. Approve the 'Working from Home' allowance be increased from £4 to £6 per week.

## 9. THE LENGTHSMAN'S SCHEME.

The clerk submitted a report updating members on the Lengthsman's Scheme.

The report set out the background to the scheme, the current Lengthsman's duties and responsibilities, and details of an email sent to the Parish Council by the Clerk to the Scheme.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Agree that the PROW LCC grant be paid directly to the Lengthsman's scheme.
- c. Agree a contribution to the 2023/24 Scheme of £750.
- d. Agree an increase in the Lengthsman's hourly rate of pay as set out in the report.

## 10. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The clerk submitted a report updating members on actions from previous meetings and on ongoing matters. The report noted that progress was being made on most of the agreed actions.

RESOLVED THAT COUNCIL:

Noted the report.

## 11. ACTION PLAN

The Clerk submitted a revised Action Plan that had recently been reviewed and consolidated by Councillors Houghton and Scholfield and had removed actions unlikely to be achieved or where the Council had little or no control.

RESOLVED THAT COUNCIL:

- a. Agree that Cllr. Houghton would progress the refurbishment of the phone box with an option of seeking an alternative person to carry out the work.
- b. Request Councillor Pursglove to consider dealing with the coordination of comments on planning applications. *Members are reminded that other planning matters, particularly liaison with RVBC on planning enforcement will remain the responsibility of the Clerk, and Councillors; Houghton and Scholfield.*
- c. Request the Clerk to arrange a training course on planning related matters.
- d. Agree that Councillor Scholfield draft a letter for the Clerk to send to LCC Highways regarding a range of issues that impact the village and to seek a meeting with a representative from the Highways Team.

## 12. PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting.

Members discussed several applications and noted that by law, any planning permission expires after a certain period. Generally, unless the permission says otherwise, an applicant has three years from the date approval was granted to begin any development. If work hasn't started by then, the applicant will usually need to reapply.

Members also discussed the Morans Farm planning application and the recent issues that had been reported to the police and considered whether RVBC could have done more in investigating reported planning breaches.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. For future reports request the Clerk to highlight those applications that have been approved/refused.

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**13. COUNCILLOR UPDATES. REPORTS FROM COUNCILLORS (ENCLOSED).**

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

RESOLVED THAT COUNCIL:

- a. Note the reports.
- b. Agree that Councillor Wrightson and the Clerk work on the mapping activity for the Traffic and Road Safety Working Group.

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.

**14. EMPLOYMENT MATTERS NOT ON THE AGENDA.**

Councillor Scholfield updated members on matters relating to the ongoing Employment Tribunal.

**15. MEETING DATES:**

2023: 8 November.

2024: 3 January, 6 March and 8 May.

**The next Parish Council meeting is scheduled for Wednesday 8 November 2023.**

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

**Signed.**

**Date.**

Signed and dated copy on file