



Parish Council Ordinary Meeting Minutes

Date:	7 March 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, Parishioners Sarah Clemson and Maureen Robinson and two prospective Borough Councillors.		
Meeting started:	19:30	Meeting closed:	21:15

Minute Reference 230307/

1. APOLOGIES FOR ABSENCE.

Parishioner Oi Mei Wrightson apologised for her absence.

2. APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 3 JANUARY 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.

Maureen Robinson passed on comments received from other parishioners regarding the Council organising social events attractive to senior parishioners and noted that RVBC road sweeping misses Back Lane.

Actions agreed from the above:

- Cllr Houghton to consider which events could be attractive to senior parishioners.
- Cllr. Scholfield to write to RVBC regarding road sweeping in the village.

Post meeting note: Councillor Birtwhistle will action this item.

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:

#	Payee	Description	Gross £	VAT £	Net £	Due 2023	Min. Ref.
1	Clerk	ICO Data Protection Annual Fee	40.00	0.00	40.00	Paid	Sundry Cost
2	Cllr. Scholfield	Cable ties for Christmas tree	7.29	1.22	6.07	Paid	Sundry Cost
3	S. Walmsley	Rowan Tree for Coronation Gdns.	54.00	0.00	54.00	Paid	220906/6
4	Cllr. Houghton	Fastenings for Rowan tree	33.97	0.00	33.97	Paid	220906/6
Totals £:			135.26	1.22	134.04		

6. CO-OPTION OF PARISH COUNCILLOR(S).

The Clerk submitted a report seeking members approval to the filling of two casual vacancies for Parish Councillor by co-option.

Members were reminded that due to the resignation of Robert Thompson in late October 2022 and as there was already one vacancy and as there had not been a request from parishioners to seek an election, the Council is able to fill the two vacancies by co-option.

The report noted that two parishioners had expressed interest in becoming a Councillor: Oi Mei Wrightson and Sarah Clemson. The report also noted that both Oi Mei and Sarah had been active in the Working Groups set up by the Council and in other village activities.

RESOLVED THAT COUNCIL:

1. Unanimously approved Sarah Clemson and Oi Mei Wrightson co-options to the Parish Council.

Note:

- *Councillor Pursglove proposed the nomination of Sarah Clemson and Councillor Scholfield seconded the nomination.*
- *Councillor Scholfield proposed the nomination of Oi Mei Wrightson and Councillor Pursglove seconded the nomination.*

2. Authorise the Clerk to inform RVBC of the co-options and complete the necessary paperwork.

7. THE COUNCIL'S EQUAL OPPORTUNITIES POLICY.

The Clerk submitted a report asking members to consider and approve a revised and updated Equal Opportunities Policy which was set out in the Appendix 1 to the report.

The report noted that Wiswell Parish Council's intention is to be an effective Equal Opportunities organisation in that it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

RESOLVED THAT COUNCIL:

Approved the Council's updated Equal Opportunities Policy as set out in Appendix 1 to the report.

8. THE COUNCIL'S FINANCE REGULATIONS.

The Clerk submitted a report asking members to consider and approve an updated Finance Regulations which was set out in the Appendix 1 to the report.

The report noted that the Council is responsible in law for ensuring its financial management is adequate and effective and that it had a sound system of internal control which facilitated the effective exercise of its functions, including arrangements for the management of risk.

RESOLVED THAT COUNCIL:

Approved the Council's updated Finance Regulations as set out in Appendix 1 to the report, subject to the Clerk checking the wording in Section 4.1 to the Regulations.

9. THE COUNCIL'S MODEL PUBLICATION SCHEME.

The Clerk submitted a report asking members to consider and approve an updated Model Publication Scheme which was set out in Appendix 1 to the report.

Members were reminded that the Freedom of Information Act requires that every public authority has a publication scheme approved by the Information Commissioner's Office, and that it publishes the information covered by the scheme.

RESOLVED THAT COUNCIL:

Approved the Council's updated Model Publication Scheme as set out in Appendix 1 to the Report.

10. BEST KEPT VILLAGE COMPETITION.

The Clerk submitted a report asking members to consider entering the 2023 Best Kept Village Competition.

Members were reminded that Wiswell last entered the competition in 2021 when they were highly commended in the Public House Category, the War Memorial Category and the Public Gardens Category and were runners up in the Best Hamlet Category.

RESOLVED THAT COUNCIL:

Decided not to enter the 2023 Best Kept Village Competition.

11. REVISED AND UPDATED ACTION PLAN.

The Clerk submitted a report asking members to consider and approve a revised Plan of Action based on the Draft Plan submitted at the 3 January 2023 meeting and updated in line with Members comments.

Members were reminded that at the January 2023 meeting the Clerk submitted a Draft Action Plan and that Members agreed to provide comments on the Plan and requested the Clerk to report back to the March meeting with an updated Plan. This updated Plan was set out in Table 1 of the report.

The Report noted that the Action Plan should be viewed as a starting point for areas of activity over the short and medium term and that the aim of the Plan was to agree a small number of five or six achievable and measurable objectives, which along with routine duties would be allocated to the Clerk and individual councillors.

RESOLVED THAT COUNCIL:

1. Request members to have a final review of the plan and send any suggested amendments to the Clerk.
2. Request Councillor Houghton to update the '*Who Column*' in Table 1 and submit the updated plan to the Clerk for circulation to Members.

12. GRIT BIN.

The Clerk submitted a report asking members to consider the purchase of a grit bin to be located at the bottom of Moor Lane.

Members will recall that at their meeting on January 3 they authorised the Clerk to investigate the options for purchasing a new bin and report back to members. The report noted that LCC will replenish the grit in any bin the Council procure.

RESOLVED THAT COUNCIL:

1. Approved the purchase of a grit bin up to the value of £300.
2. Request Councillor Scholfield to provide the Clerk with the size of the bin required.

13. 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.

14. NEWSLETTER

The Clerk submitted a draft Newsletter for consideration.

RESOLVED THAT COUNCIL:

Request the Clerk to:

1. Update the Newsletter with information regarding the quiz and the new councillors.
2. Order 150 copies from RVBC.

15. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

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

It was noted that:

Sabden Parish Council are holding a meeting to discuss the Parish Lengthsman Scheme on 22 March.

16. MEMBER UPDATES.

Both Councillors Houghton and Scholfield provided written update reports.

RESOLVED THAT COUNCIL:

Request the Clerk to arrange for the website to be updated with a 'Local History' tab.

17. BURIAL COMMITTEE.

Councillor Scholfield updated members on the recent Case Management Hearing.

18. DATE OF THE NEXT MEETING.

The next Ordinary Council meeting is scheduled for Tuesday 9 May 2023.

Signed.

Date.

Signed Minutes on File