



Annual Meeting of the Parish Council – Draft Minutes

Date:	9 May 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton, A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle and Parishioner Maureen Robinson.		
Meeting started:	18:30	Meeting closed:	19:10

Minute Reference 230509/AMPC/

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Councillor S. Houghton was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Councillor A. Scholfield was elected Vice Chair for the next 12 months.

3. FOR CHAIR AND VICE CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORMS.

Councillors Houghton and Scholfield signed the appropriate forms.

Post meeting note: The Clerk has submitted all forms to RVBC.

4. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

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

There were no declarations of interest.

6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 10 MAY 2022.

The minutes were approved and signed by Councillor Scholfield who chaired the 10 May 2022 meeting.

7. ACCEPTANCE OF OFFICE AND NOTIFICATION OF MEMBERS DISCLOSABLE PECUNIARY INTEREST.

Councillors J. Pursglove, S. Clemson and O. M. Wrightson signed the appropriate forms.

Post meeting note: The Clerk has submitted all forms to RVBC.

8. PUBLIC PARTICIPATION.

There was no additional public participation (see 09/05/23 Open Meeting Minutes.)

9. EXTERNAL AUDIT MATTERS:

9.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2023.

The Financial Statements to 31 March 2023 were approved.

9.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/2023.

The Chair signed the Certificate of Exemption

9.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2022/2023.

The Chair signed Section 1.

9.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2022/2023.

The Chair signed Section 2.

10. APPOINTMENTS AND OTHER PARISH ACTIVITIES:

10.1 TO APPOINT AN AUDITOR FOR 2023/2024 AND 2024/2025.

Members agreed to re-appoint Alan Rogers FCA.

10.2 TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.

Member agreed to continue to rotate attendance through the Clerk and councillors.

10.3 TO APPOINT A REPRESENTATIVE TO WHALLEY EDUCATIONAL FOUNDATION.

Members agreed that Councillor Scholfield would continue to be the Council's representative.

10.4 TO APPOINT A REPRESENTATIVE TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE. (FUTURE SUB-COMMITTEE OF WHALLEY PARISH COUNCIL).

Councillor J. Pursglove was appointed as Wiswell representative from when the new arrangements are in place.

10.5 MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Councillor Scholfield would continue to liaise and monitor all aspects of the Lengthsman Scheme.

10.6 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.

Members agreed that Councillor Scholfield would continue to liaise with LCC Highways.

10.7 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Councillor Houghton would monitor, and Councillor Scholfield would report defects etc.

10.8 COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that Councillors S. Houghton, S. Clemson and O. M. Wrightson would carry out the liaison activities.

10.9 REMEMBRANCE SUNDAY.

Members agreed that the arrangements for the event would be carried out by the Clerk and liaison with volunteers and 'on-the-day' activities would be carried out by Councillors S. Houghton and A. Scholfield.

10.10 DEFIBRILLATOR ROUTINE CHECKS.

Members agreed that Councillor S. Houghton would carry out the routine checks and the Clerk would keep the 'Circuit' updated.

10.11 CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.

Members agreed that this task would be carried out by Councillors S. Houghton and A. Scholfield.

Other Activities:

- Responsibilities for the flag 'Flag Master' would be Councillor S. Houghton.
- Notice Board responsibilities would lie with the Clerk and Councillor A. Scholfield.
- Attending the '20mph' Parish Council Meetings would lie with Councillor O.M. Wrightson

11 APPROVE MEETING DATES FOR 2023 AND 2024.

Member agreed to change the day of the week to Wednesday and approved the following dates:

2023: 5 July, 6 September, 8 November. 2024: 3 January, 6 March and 8 May. All meetings would start at 18:30 and continue to be held at Pendleton Village Hall, Pendleton.

Signed.

Date.