



## Meeting of the Parish Council – Minutes

|                        |                                                                                  |                       |       |
|------------------------|----------------------------------------------------------------------------------|-----------------------|-------|
| <b>Date:</b>           | 09/09/2026                                                                       |                       |       |
| <b>Place:</b>          | Pendleton Village Hall                                                           |                       |       |
| <b>Present:</b>        | Councillors: S. Houghton (Chair), M. Ramsbottom, A Scholfield & Mr D Birtwhistle |                       |       |
| <b>In attendance:</b>  | Nina Shaw (Clerk & RFO)                                                          |                       |       |
| <b>Meeting Started</b> | 18.30                                                                            | <b>Meeting Closed</b> | 20.11 |

### 1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

### 2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 8<sup>th</sup> July 2026

The minutes were approved and signed by: *S. Houghton (Chair)*

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

There were no declarations of interest

### 4. PUBLIC PARTICIPATION

No members of public attended

### 5. FINANCE REPORT

The papers were circulated in the agenda pack ahead of the meeting.  
The accounts were approved as an accurate record of income and expenditure.

### 6. POLICY REVIEW

#### A) Standing Orders

## **B) Financial regulations**

These were circulated in the agenda pack ahead of the meeting. They were agreed upon/signed & will be uploaded to the website.

The Code of Conduct will be reviewed for the next meeting.

## **7. INSURANCE POLICY CONSIDERATIONS. EXPIRES NOVEMBER 2026.**

The Clerk reported that four insurance providers had been contacted. The most favourable quote received to date was from Community Insurance, underwritten by Zurich, at a cost of £291.65 for one year, or £281.13 per annum if the policy is taken out for three years.

Action: Clerk to confirm the legal expenses cover and, subject to this being satisfactory, to arrange the new policy with Community Insurance by the renewal date.

## **8. CONSIDERATION OF PLANNING MATTERS SINCE THE LAST MEETING.**

Cllrs discussed the outstanding planning enforcement issues within the village. A new planning document has been created and will be maintained by the Clerk, in liaison with Cllr Ramsbottom & Cllr Scholfield. This is currently a work in progress. Regarding the new development of 39 homes off Clitheroe Road, Whalley, the Clerk will liaise with the Whalley Clerk regarding the matter.

## **9. ARRANGEMENTS FOR REMEMBRANCE SUNDAY**

A wreath has been purchased and the necessary form completed. Various actions are to be undertaken by Cllrs and the Clerk.

## **10. RECRUITMENT OF NEW COUNCILLORS**

The Clerk will formalise the letter for distribution to residents.

## **ITEMS FOR INFORMATION**

### **11. DEFIBRILLATOR**

This has been checked and The Circuit will be updated by the clerk

### **12. LOCAL GOVERNMENT REORGANISATION**

Nothing to report – As this has now been put on hold

### **13. COUNCILLOR REPORTS**

These reports were circulated to all councillors prior to the meeting, below is a summary.

#### **Councillor Scholfield - Village Matters Update**

- **Village Maintenance:** Litter picking is complete. The Lengthsman continues regular visits with positive resident feedback. No progress has been made on the Cunliffe Lane triangle due to other priorities.
- **Village Appearance:** Concerns remain over four empty properties, fire damage, and waste at Vicarage Fold; RVBC is considering formal action. 2 Old Back Lane is now boarded up. Fly-tipping at Wiswell Shay is no longer visible.
- **Highways & Hedges:** LCC's new enquiries system will be used to follow up on missed patch repairs on Wiswell, Cunliffe, and Whiteacre Lanes. LCC stood by their switch to this system. Some hedge trimming was completed on the Pendleton side, but more is required.
- **United Utilities (UU):** Easter works at Vicarage Fold caused severe, poorly managed disruptions. UU refused to share details, left a temporary tarmac surface unrepaired, and left a tripping hazard. A £40 complaint credit will be transferred to the Parish Council account. UU also failed to remove traffic signage after July/August works on Pendleton Road.
- **Cemetery Committee:** Dog walking and careless waste disposal have increased at the cemetery despite discouraging signage.
- **Whalley Educational Foundation:** Progress is being made on listed building consent for stone repairs. Work has now started. The Old Grammar School will open for National Heritage Day on Saturday 12 September (10am–4pm).

#### **Councillor Houghton –**

- **Christmas tree:** The usual supplier is no longer available and the new owners have not responded to enquiries. A Bolton supplier has quoted £270 for a 16–17ft tree. Alternative local suppliers, including local farmers, are being explored.  
**Action:** Cllr offered to contact a friend about a potential tree
- **Hedge cutting:** Following residents' enquiries, two local landowners were contacted regarding hedge cutting. Both indicated that they would try to engage a local contractor.
- **Village wall repairs:** A resident offered to assess the wall repairs, with the landowner's approval. The work was considered too large and time-consuming, with additional concerns regarding insurance and the potential need for a road closure. The local landowner has been informed.
- **LALC:** Cllrs were updated on forthcoming LALC meetings, including the LCC Parish/Council meeting and LALC AGM on 14 November, and the Ribble Valley LALC meeting on 23 September.
- **Haweswater Aqueduct Scheme:** An update was provided following attendance at a meeting regarding the scheme. Works are expected to commence in the local area in 2027. A significant community fund will be available for Parish Councils and other organisations to bid for, to help mitigate the scheme's environmental impact.

## **14. DISCUSSION**

**Ongoing deterioration and safety concerns in Wiswell Conservation area (email received from resident)**

It was unanimously agreed that the Council would support the resident and write to the Chief Executive of Ribble Valley Borough Council (RVBC) regarding the matter.

**EXTRA ITEMS**

Permission was given to locate a mobile unit adjacent to Coronation Gardens and connect it to the electricity during the elections on Thursday 6 May 2027.

Expenses and wages were approved by Cllrs, with the Chair authorised to sign off the relevant payments.

**15. CONSIDERATION OF ITEMS FOR INCLUSION ON FUTURE AGENDAS**

New councillors

**16. CONFIRMATION OF ARRANGEMENTS FOR THE NEXT MEETINGS:**

11<sup>th</sup> November 2026, 13<sup>th</sup> January 2027, 10<sup>th</sup> March 2027 & 12<sup>th</sup> May 2027

**Nina Shaw**

**Clerk and Responsible Financial Officer to Wiswell Parish Council**