

Meeting of the Parish Council – Draft Minutes

Date:	16 July 2025		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), A. Scholfield, D. Birtwhistle (from 18:35) and M. Ramsbottom		
In attendance:	Clerk to the Council: Greera Stevenson		
Meeting started:	18:30	Meeting closed:	19:34

Minute Reference 2025/07/16

1. APOLOGIES FOR ABSENCE.

Mike Hill RFO. Cllr D. Birtwhistle apologised for his lateness.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 MAY 2025.

The minutes of the meeting were approved as correct records 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.

There was no public participation at the meeting.

5. FINANCE REPORT.

Papers presented and read in advance of meeting. Councillors asked to note:

- £800 for a new parish computer (recycle old computer once data has been transferred professionally). Should be collected by Clerk as a matter of urgency
- £55 reimbursement for Cllr Houghton was for payments he made to E. Sandham - wood for bench repairs and begonias.
- Before the concurrent grant goes out RFO to share with Cllr Scholfield.

Approved. Proposed Cllr Scholfield. Seconded Cllr Ramsbottom.

6. PLANNING MATTERS.

Quick reiteration of PC's role in the planning process

Stanacroft – no comment was received by RVBC to the first application. No report was received as there were technical issues with the Wiswell Computer at the time of the first application (6th February deadline). The Clerk apologised for this. Clerk to send an email to Cllr Houghton with regards to this as evidence in litigation and copy to all councillors.

Action - Clerk

Settlement boundaries – RVBC have requested that we check and respond to the settlement boundaries enquiry. Cllr Houghton to deal with on behalf of the council in consultation with Cllr Scholfield.

Action – Cllr Houghton

7. PUBLICATION OF MINUTES AND THE DISTRIBUTION OF THE COUNCIL AGENDAS.

Council requested that draft minutes should be circulated to the chair and vice chair for comment / adjustment within two weeks of the meeting taking place. Draft minutes (with adjustments) should be posted on the web site within a month of the meeting as per standing orders. Once ratified the draft should be replaced with the approved minutes.

Draft agendas should be circulated two weeks prior to a meeting to invite comment and additions from Councillors

Agenda packs should be finalised and published (noticeboard and web site) at least three working days before the meeting (eg meeting taking place on a Wednesday agendas should be published Thursday evening or Friday morning (at the latest) of the previous week).

The council requested that planning reports that are issued on Fridays be distributed as soon as possible and that approved applications are also distributed at the same time. To also update Cllr Ramsbottom's email on the website. Confirmation that Cllr Ramsbottom will collate planning responses on behalf of the council.

Action - Clerk

Cllr Scholfield requested that we should resurrect the planning report in the format initiated by Mike Hill.

Action – Cllr Scholfield liaising with the Clerk

8. COUNCIL POLICIES AND PROCEDURES.

Code of Conduct – a complaints policy/procedure needs to be added as this is mentioned in the code of conduct. Approved by All

Action – Clerk

Disciplinary Procedure – There also needs to be an absence from work policy as referred to in the standing orders 19.a. Approved by All.

Action – Clerk

Grievance Policy. Approved by all.

Action – Clerk to change the dates of these policies to the new adoption dates.

9. EXPRESSION OF INTEREST (EOI) SUBMISSION TO RVBC – UPDATE

Cllr Houghton submitted an expression of interest (EOI) for refurbishment of war memorial. EOI initially rejected by RVBC but recent communications indicate that all submissions will be reviewed. The council are pleased to access funding for the memorial as an important part of village heritage but legal responsibility for sanctioning any work rests with the residents of the Old School House. Residents have been contacted and are pleased to support the council's attempt to access funding.

Action – Cllr Houghton

10. LALC AREA MEMBERS MEETINGS 28TH MAY 25 & 9TH JULY 25 – UPDATES

A speaker attended from Treescapes LCC. This organisation can support woodland development with PC boundaries on both public and private land. Contact details to be retained. The next meeting will give more details and information on the deadline and conforming of GDPR.

Action – Cllr Houghton

11. REPORTS FROM COUNCILLORS

Cllr Birtwistle reported on the wells of Clitheroe, discussions with RVBC and the Town council over ownership/adoption and maintenance of the town's wells.

Cllr Scholfield reported on the recent road closures on Back Lane, LCC have informed that parish clerks are not informed of road closures. A fallen tree has been causing a hazard but was resolved. Burial committee had a clear up recently. Whalley education at the Old Grammer School are having a celebration weekend on the 13th and 14th September, all are welcome.

Cllr Houghton is talking with a local landowner about the possibility of treescapes being involved in a Miyawaki forest on a part of their land that has a public right of way through. Unfortunately, Cllr Houghton was unable to attend the commemoration of VE day at the Cathedral due to family commitments.

Action – Cllr Houghton

12. CONSIDERATION OF ITEMS FOR INCLUSION ON FUTURE AGENDAS.

- Cuncliffe Lane Triangle near Chalker House
- Policies and Procedures

13. DATES OF THE FUTURE COUNCIL MEETINGS

2025: 3rd of September – 5th of November

2026: 7th of January – 4th of March – 6th of May

Signed

A signed copy is on file

Date

Clerk Wiswell Parish Council

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