

## Parish Council Meeting – Minutes

<b>Date:</b>	8 November 2023		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson and O. M. Wrightson.		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, County Cllr. G. Mirfin, Borough Cllr. D. Birtwhistle, and Parishioners Mr. and Mrs. Shaw.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:35

### Minute Reference 231108/

#### 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Pursglove and parishioner Maureen Robinson.

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

Subject to a change on minute 7 (Communication Channel for the Employment Tribunal), 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 Whalley residents Mr and Mrs Shaw. A discussion took place regarding a range of road safety matters, especially the problems associated with crossing the A671 from Wiswell Lane and Wiswell Shay. Members stated that they were aware of the issues raised and had been reporting them to the Highway Authority for many years and had more recently submitted a document (*emailed to Mr and Mrs Shaw post meeting*) to The Road Safety Working Group (*a Group constituted by the RVBC's Parish Council Liaison Meeting*) highlighting these issues.

Councillor Scholfield informed members of the recent voluntary work done by Mrs and Mrs Shaw to improve conditions including sign visibility and public access on Wiswell Lane below the A671 bypass to the boundary with Whalley. Members thanked Mr and Mrs Shaw sincerely for their diligent efforts and the Chair offered a vote of thanks for the work they had carried out to improve the safety of all road users in their locality.

#### 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:

- Approve the accounts to date.
- Approve the payments in the table below.
- Request the Clerk to prepare a Constitution/Terms of Reference for the Resident Community Group.

#	Payee	Description	Gross £	VAT £	Net £	Reference
1	HMRC	Income tax for three months	255.00		255.00	Staff Costs
2	Go Cardless (October)	Email and web hosting.	61.19	10.20	50.99	Admin. Expenses
3	Unity Bank	Service charge (three months)	18.00	0.00	18.00	Admin. Expenses
4	Clerk	Three months' salary	1,020.00	0.00	1,020	Staff Costs
5	PM+M	Payroll Services (three months).	33.30	5.55	27.75	Admin. Expenses
6	Cllr. Houghton	Bench paint	24.00	4.00	20.00	Amenity Maint.
7	Cllr. Houghton	Iron bench refurbishment	20.00	0.00	20.00	Amenity Maint.
8	Clerk	Three months expenses	161.00	0.00	161.00	Staff Costs
9	Go Cardless (September).	Email and web hosting	61.19	10.20	50.99	Admin. Expenses
10	LALC	Training Whistlestop Tour	70.00	0.00	70.00	Admin Expenses
<b>Totals £:</b>			<b>1,723.68</b>	<b>29.95</b>	<b>1,693.73</b>	

## 6. BUDGET CONSIDERATIONS.

The clerk submitted a report updating members on the preparations for the Council's 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2024-25.

The report reminded members that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

The report also noted that Wiswell Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2023 (p38 5.30-5.38) in that they are maintained at between three and twelve-months of Net Revenue Expenditure.

### RESOLVED THAT COUNCIL:

- Note the contents of the Budget Report and Appendix 1.
- Approved a budget for 2024/25 of £9,166.
- Authorise the Clerk to inform RVBC of the precept request.
- Authorise the Clerk to investigate less expensive options for email and website hosting.

## **7. GRANT APPLICATION.**

The clerk submitted a report updating members on the Council's proposed application for funding from the Rural England Prosperity Fund, which is being administered by Ribble Valley Borough Council.

Members were reminded that the Prosperity Fund covers the period April 2023 to March 2025 and whilst official confirmation is not yet available, it is understood that the funding will be apportioned 25% (£108,420) in 2023-24 and 75% (£325,260) in 2024-25.

The Report noted that to apply for a grant of more than £10,000 applicants are required to provide a three-year Business Plan. In addition, all applicants are required to submit an Expression of Interest Form and an Output and Outcome Form. The Business Plan, Expression of Interest and Output and Outcomes Forms were attached as Appendix 1, 2 and 3 to the Report.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report and the Appendices.
- b. Request the clerk to apply to RVBC for the grant as set out in the Report and Appendix 1, 2 and 3.

## **8. UPDATE ON ACTIONS FOR 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:

- a. Noted the report.
- b. Agreed that whilst the Action Plan would continue to be monitored, it no longer needed to be presented at Council Meetings.

## **9. PLANNING REPORT**

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. Members discussed planning matters in general and several applications.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request Councillor Houghton to contact the agent of 23 Pendleton Road regarding the possible use of the premises as a village community centre.

## **10. 'BEST KEPT VILLAGE'.**

Councillor Scholfield provided his observation on the 'state' of the village, especially the condition of some hedges, both agricultural and domestic also highway edges which had previously been maintained by residents. Councillor Scholfield considered whether the Parish Council should/could do anything about it.

RESOLVED THAT COUNCIL:

- a. Thanked Councillor Scholfield the observations.
- b. Agree that the matter be discussed as an Agenda Item at the next Council meeting and request members to attend that meeting with suggestions for consideration.

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**11. 2024 SUMMER SCHEDULE AND CHRISTMAS FESTIVITIES.**

Councillor Houghton provided an update on events for the Summer of 2024 and the up-and-coming Christmas festivities.

Regarding the Summer of 2024, Councillor Houghton is liaising with parishioner Maureen Robinson on the event, noting that an exact date has yet to be finalised.

For Christmas festivities, 18 December has been set for Christmas Carol singing. Arrangements for mince pies, mulled wine, Christmas lights and carol singing are progressing. Noting that the Christmas tree has been purchased and is due to be installed the first week of December.

RESOLVED THAT COUNCIL:

- a. Thanked Councillor Houghton for the update.
- b. Agreed that the Councillor Houghton should contact the Freemasons as to whether carol singing could be moved there in the event of inclement weather.

**12. WHALLEY EDUCATION FOUNDATION/OLD GRAMMAR SCHOOL COMMUNITY CENTRE**

Councillor Scholfield provided an update on the facilities available at the Old Grammar School Community Centre.

**13. COUNCILLOR REPORTS.**

Councillors Houghton and Scholfield provided status/update reports.

RESOLVED THAT COUNCIL:

Note the reports.

The Clerk reminded members that all councillors can provide Update Reports to Clerk for inclusion in the Agenda Pack.

**14. MEETING DATES:**

2024: 3 January, 6 March and 8 May.

**The next Parish Council meeting is scheduled for Wednesday 3 January 2024.**

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

*A copy of these minutes, signed by Councillor Houghton and dated 10/01/2024 is on file.*