



Members of wiswell Parish Council are summonsed to attend the

Annual Parish Meeting and the Meeting of Electors

on **Wednesday 14th May 2025**, at

Pendleton Village Hall, Commencing at **6pm**.

Members of the Public are encouraged to attend.

Purpose of the meeting is a platform for electors (members of the parish) to discuss matters specific to the parish, raise issues and have their voices heard

Agenda

1. Apologies for Absence
2. Approve the minutes of the last Annual Parish Meeting held on the 8th of May 2024 (attached)
3. Annual Report from the Chair (attached)
4. Receive the Draft Financial Statements for the year ended 31st March 2025 (attached)
5. Reports brought to the meeting by the Electors of Wiswell (attached, or may be produced at the meeting)
6. Open forum

Greera Norse
Clerk
Wiswell Parish Council

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Parish Meeting – Draft Minutes

Date: 8 May 2024

Place: Pendleton Village Hall – Pendleton

Present: Councillors: Houghton (Chair) Scholfield, Clemson and Wrightson.

In attendance: Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, and L. Street. (part).

Meeting started: 18:10 Meeting closed: 18:30

Minute Reference 240508

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Pursglove.

2. APPROVE THE MINUTES OF THE PARISH MEETING HELD ON 9 MAY 2023.

The minutes of the Parish Meeting held on 9 May 2023 were approved and signed by the Chair.

3. ANNUAL REPORT FROM THE CHAIR.

The Chair's Annual Report is attached to these minutes.

4. DRAFT FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2024.

The clerk updated members of the Council's financial position for the 12 months to the end of March 2024 and the report was received.

5. ITEMS BROUGHT FORWARD BY THE ELECTORS OF WISWELL.

No items were brought forward.

6. OPEN FORUM.

A discussion between Councillors took place regarding village activities.

Signed.

Date

Members of Wiswell Parish Council are summoned to attend the

Annual Meeting of the Parish Council

Wednesday 14th May 2025

Pendleton Village Hall

Commencing at 6:30 pm.

Members of the public are welcome to attend.

Agenda

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 months.**
- 3. For Chair to sign the Declaration of Acceptance of Office Form.**
Attached
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
- 6. Approve minutes of the Annual Meeting of the Parish Council held on 8 May 2024.**
Attached
- 7. Public participation. To receive questions and comments on any agenda item.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION:

8. Audit and Financial Matters:

8.1 To approve as a correct record the Financial Statements to 31 March 2025.
Separate document from RFO

8.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2024/2025.

8.3 To authorise the Chair to sign Section 1: AGAR 2024/2025.

8.4 To authorise the Chair to sign Section 2: AGAR 2024/2025.

9. Appointments and nominations for parish activities:

9.1 To appoint an auditor for 2025/2026 and 2026/2027.

The current auditor is Diane Harvey (FCA).

9.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently rotated through the Clerk and councillors.

9.3 To appoint a representative to Whalley Educational Foundation.

Councillor Scholfield is the current nominee (nominations are for a three year-term).

9.4 To appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee.

Councillor Scholfield is the current representative.

9.5 Monitoring and liaison with all aspects of the Parish Lengthsman Scheme.

This task is currently carried out by Councillor Scholfield.

9.6 Activities Involving LCC Highways and Street Lighting, reporting defects etc.

This task is currently carried out by Councillor Scholfield.

9.7 Activities Involving LCC Public Rights of Way (PROW), reporting defects etc.

The monitoring task is currently carried out by Councillor Houghton and Councillor Scholfield reports any defects.

9.8 Coordination and liaison with Wiswell Parish social groups.

The task is currently carried out by Councillors Houghton.

9.9 Remembrance Sunday.

Arrangements for the event are currently carried out by the Clerk, liaison with volunteers and 'on-the-day' activities are carried out by Councillors Houghton and Scholfield.

9.10 Carrying out defibrillator routine checks.

This task is currently carried out by Councillor Houghton.

9.11 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies.

This task is currently carried out by Councillors Houghton and Scholfield.

9.12 Other Activities:

- Current responsibilities for the flag 'Flag Master' lie with Councillor Houghton.
- Current responsibilities for updating the Noticeboard lies with the Clerk and Councillor Scholfield.
- Current nominee for attending the Road Safety Working Group is councillor Scholfield

ITEMS for REVIEW and DISCUSSION

10. Review of the Council's Policies, Procedures, Registers and Regulations.

10.1 Asset Policy and Register: Adopted 05/07/2023.

10.2 Risk Register and Policy: Adopted 06/03/2024.

10.3 Standing Orders: Re-adopted 06/03/2024.

10.4 Complaints Procedures: Adopted 03/01/2023.

10.5 Equal Opportunities Policy: Adopted 07/03/2023.

10.6 Financial Regulations: Adopted 07/03/2023.

10.7 Model Publication Scheme: Adopted 07/03/2023.

10.8 Data Protection Registration: Expires 01/03/2025.

10.9 Business Plan: Due for review.

10.10 Insurance Policy, including Employers and Public Liability: valid until 14/11/2025.

10.11 Privacy Notice: Adopted 01/11/22.

10.12 Code of Conduct: Adopted 18/09/2018.

11. Approve the meeting dates for 2025-2026.

Suggested dates:

2025: 2 July, 2 September, 5 November.

2026: 7 January 6 March and 8 May.

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DECLARATION OF ACCEPTANCE OF OFFICE
CHAIRPERSON

I,.....

having been elected to the office of Chairperson of Wiswell Parish Council,
DECLARE that I take that office upon myself and will duly and faithfully fulfil
the duties of it in accordance with Wiswell Parish Council's Code of Conduct.

SIGNED.....

DATE.....

This Declaration was made and signed before me:

SIGNED.....
Clerk to Wiswell Parish Council

DATE.....



Annual Meeting of the Parish Council

Date:	8 May 2024		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: Houghton, Scholfield, Clemson and Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle and L. Street.		
Meeting started:	18:30	Meeting closed:	19:10

Minute Reference 240508/AMPC/

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

Cllr. Houghton was elected Chair for the next 12 months.

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

Cllr. Scholfield was elected Vice Chair for the next 12 months.

3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.

The Chair signed the Declaration.

4. APOLOGIES FO9R ABSENCE.

Apologies for absence were received from Cllr. Pursglove.

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 9 MAY 2023.

The minutes were approved and signed by Cllr. Houghton who chaired the 9 May 2023 meeting.

7. PUBLIC PARTICIPATION.

There was no public participation.

8. EXTERNAL AUDIT MATTERS:

8.1 APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.

The Financial Statements to 31 March 2024 were approved.

8.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024.

The Chair signed the Certificate of Exemption.

8.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.

The Chair signed Section 1.

8.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.

The Chair signed Section 2.

9. APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES:

9.1 TO APPOINT AN AUDITOR FOR 2025/2026 AND 2026/2027.

Members agreed to re-appoint Alan Rogers FCA if available, if not available to appoint Diane Harvey.

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

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

9.3 TO APPOINT A REPRESENTATIVE TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE.

The Chair will ask Cllr. Pursglove if she is willing to continue to be Wiswell's representative.

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

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

9.5 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.

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

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

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

9.7 COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that Cllrs. Houghton, Clemson and Wrightson would carry out the liaison activities.

9.8 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 Cllrs. Houghton and Scholfield.

9.9 DEFIBRILLATOR ROUTINE CHECKS.

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

9.10 TENDING CORONATIONS GARDEN

Members agreed that Cllr. Houghton would ask parishioners Sue Walmsley and Sarah Yeowart if they would continue to tend the garden.

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

Members agreed that this task would be carried out by Cllrs. Houghton and Scholfield.

9.11 OTHER ACTIVITIES:

- Cllr. Houghton agreed to continue to be the 'Flag Master'.
- The Clerk and Cllr. Scholfield agreed to continue to update the Notice Board.
- Cllr. Wrightson agreed to be the Council's representative on the Road Safety Working Group.

Members were reminded that the Parish Council's representative to the Whalley Educational Foundation is Cllr. Scholfield and that nominations are for a three year-term.

10. APPROVE MEETING DATES FOR 2024 AND 2025.

The following dates were approved:

2024: 3 July, 4 September, 6 November. **2025:** 8 January, 5 March and 7 May.

All meetings would start at 18:30 and continue to be held at Pendleton Village Hall, Pendleton.

Signed. *S. Houghton*

Date. 24/07/2024



Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 14th May 2025**, at Pendleton Village Hall, following the Annual meeting of the parish council at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meetings held on 5th March 2025**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation.**

ITEMS for DECISION/DISCUSSION

- 5. Finance Report.**

Report of the Clerk (enclosed)

ITEMS for INFORMATION

- 6. Grant Application.**

Verbal update (from the Chair) on the Council's recent instillations from the Rural England Prosperity Fund.

- 7. Update on Actions from Previous Meetings.**

Report of the Clerk updating members on actions arising from the last meeting and outstanding actions from previous meetings.

22.01.25/8 – clerk to arrange the voting portacabin in liaison with RVBC – COMPLETED

22.01.25/11 – Cllr Houghton's update on his attendance at our majesty's lord-lieutenant of Lancashire's VE Day invitation

22.01.25/13 – VE Day 80th anniversary celebrations. Cllr Houghton to talk with the community group to see what they may be planning and update us.

22.01.25/21 – Cllr Ramsbottom to be given an official email address. Clerk to discuss with easyweb

8. Planning Report.

Members to consider planning matters since the previous meeting.

None

Planning development update report from Alan Scholfield

9. Councillor Reports.

Reports from Councillors (attached).

10. Items to consider adding to the next agenda

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Meeting of the Parish Council – Draft Minutes

Date:	5 th March 25		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), A. Scholfield (vice Chair), David Birtwistle (Borough Cllr) Mike Ramsbottom and Richard Vickers		
In attendance:	Clerk to the Council: Greera Stevenson-Norse		
Meeting started:	18:30	Meeting closed:	20.13

1. **APOLOGIES FOR ABSENCE.** Mike Hill RFO
2. **APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGS HELD 22nd January 2025**

Approved

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. **Financial report.**

Cllr Houghton explained the excessive outgoings are due to purchases for the REPF grant that will be reimbursed.

6. **Planning report.**

Cllr Scholfield to reports on tracking the planning applications from now.

7. **Update on actions from previous meetings.**

All actions up to date.

8. **RVBC request for election Day Portacabin.**

Approved.

9. **CPRE Membership.**

Cllr Scholfield and Cllr Vickers gave a brief report, discussion with council, Renewal Approved.

10. Best kept village competition.

Cllr Houghton to talk with the community group members to see if they would like to take this on next year.

11. Majesty's Lord-Lieutenants of Lancashire VE Day commemoration invitation.

Cllr Houghton to accept the request to attend.

12. RVBC Parish Liaison Meeting.

Cllr Houghton and Cllr Vickers to act as Wiswell Parish Council representatives at RVBC Parish Liaison Meetings.

13. Commemoration of VE Day 80th Anniversary 8th May 25.

Cllr Houghton reported that Clitheroe Castle are lighting a beacon on the 8th May. Cllr Houghton to meet with the community group to discuss plans. Initial plans are to fly the flag, a minute's silence and decoration of the war memorial.

14. LALC RVA Members meetings.

Cllr Scholfield expressed his pleasure that the LALC RVA committee has resurrected. Cllr Houghton and Cllr Vickers will represent Wiswell on this Committee.

15. Road Closure.

Pendelton road Closures, Cllr Scholfield reported that the repairs have been well done and completed.

16. Chalet Park.

Noted.

17. Village Upkeep.

REPF Grant. Cllr Houghton gave an in-depth update on the project as this is coming to an end. All has gone well.

18. Planning Training.

This was not available as advertised, Greera and Mike investigated this, and it has now been removed from the website.

19. Weekly Planning Lists.

This has now been rectified.

20. Insurance.

To wait until the renewal in November 25

21. Websites and Emails.

Cllr Birtwistle has investigated this at length he has suggested to RVBC to hire and apprentice who may be able to do this, but it would still cost the Parish.

22. GDPR Email to RFO.

Renewal complete

23. May Meetings.

The Clerk to work with the RFO to collate this

24. Consideration for items not on the agenda.

Cllr Scofield reported Bin Cleansing is not provided by RVBC.

Cllr Birtwistle reported the issues with Clitheroe town market square stone circle. The stones had been replaced due to trip Hazard.

Cllr Scholfield reported the burial committee information should be on our website.

25. Dates for Future Meetings.

Discussed in Annual Meeting of the Parish Council

Suggested dates:

2025: 2 July, 2 September, 5 November.

2026: 7 January 6 March and 8 May.

Meeting closed at; -

Signed

Date

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