



Members of Wiswell Parish Council are summoned to attend the Parish Council meeting on 1 November 2022, at Pendleton Village Hall - Commencing at 6:30pm.

## **Members of the public are welcome to attend.**

### **Agenda**

- 1. Apologies for absence.**
- 2. Approve the minutes of the meeting held on 6 September 2022.**
- 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 (if any).**

#### **ITEMS for DECISION**

- 5. Finance Report.**  
Report of the Clerk (enclosed) to approve the:
  - Accounts to date.
  - Payments as set out in the report.
- 6. Draft Budgets for 2023/24**  
Report of the Clerk (enclosed), to update members on the preparation for the 2023/24 budget and to seek their views on the level of expenditure and the services it intends to deliver in 2023/24.
- 7. The Council's General Privacy Notice.**  
Report of the clerk (enclosed) to consider and approve a revised Notice.
- 8. Whalley Educational Foundation.**  
Report of the Clerk (enclosed) for members to consider the provision of financial assistance to the Foundation.
- 9. Additional Flag.**  
Report of the Clerk (enclosed) seeking approval for the purchase of an additional flag.

#### **ITEMS for INFORMATION**

- 10. Update on Actions from Previous Meetings.**  
Report of the Clerk (enclosed) updating members on actions from previous meetings.
- 11. Planning Report.**  
Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

**12. Remembrance Sunday.**

Report of the Clerk (enclosed) updating members on the arrangements for Remembrance Sunday.

**13. Working Group Update.**

Verbal update from members on the progress being made.

**14. Christmas and New Year Festivities.**

Verbal update from members on plans for the festive period.

**15. Councillor Updates.**

Verbal updates from the Chair and members.

**By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.**

**16. Burial Committee:**

Verbal update from Cllr Scholfield

*Mike Hill.*

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

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# Agenda Item 2



## ***Draft Minutes*** **Parish Council - Ordinary Meeting**

<b>Date:</b>	6 September 2022		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: A. Scholfield, R. Thompson, and J. Pursglove		
<b>In attendance:</b>	Clerk to the Council – Mike Hill		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	19:35

### **Minute Reference 220906/**

#### **1. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr. S Houghton.

In the absence of Cllr Houghton, Cllr. Scholfield was nominated as Chair for the meeting.

#### **2. APPROVE THE MINUTES OF MEETING HELD ON 5 JULY 2022.**

The minutes were approved as a correct record of the meeting and signed by the Chair.

**Note:** Going forward the Clerk will provide an update on approved actions from previous meetings.

#### **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.

#### **5. FINANCE REPORT.**

The Clerk submitted a report seeking approval for the accounts to date and approval for payments as shown in the table below.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due	Min. Ref.
	Countryside Charity	Membership Renewal	36.00	0.00	36.00		
<b>Totals £:</b>			<b>36.00</b>	<b>0.00</b>	<b>36.00</b>		

## **6. IMPROVING THE AMENITY.**

The Clerk submitted a report seeking approval for the allocation of funds for the improvement of Coronation Gardens.

The report noted that:

- a. Coronation Gardens is a prominent feature of the village and is enjoyed by both parishioners and visitors alike and is kept tidy by a small group of enthusiastic volunteers.
- b. Although the garden has numerous well establish and healthy plants, the area is becoming overgrown with spreading perennials, encroaching weeds, and overhanging shrubs, and as such is becoming increasingly difficult to keep attractive.

Members were reminded that last year the Council agreed a budget of £400 for maintenance of the Gardens and that Lancashire County Council (LCC) are offering a new biodiversity grant of £300 which can be used to undertake projects with a biodiversity theme and includes improvements to communal gardens.

RESOLVED THAT COUNCIL:

- a. Allocate a budget of £600 towards the improvement of Coronation Gardens.
- b. Authorise the Clerk to apply to LCC for the bio-diversity grant, which would be used as part of the £600 budget.
- c. Agree to meet costs up to £600, if for any reason the bio-diversity grant is not forthcoming from LCC.

## **7. USE OF PAYROLL SERVICES.**

The Clerk submitted a report seeking approval for the use of PM+M Solutions as a payroll services provider. Members were reminded that it is considered good practice to segregate the PAYE function from the Clerk.

The report noted that PM+M solutions provide similar services to both Barrow and Sabden Parish Councils and that the charges for provision of the service were £147 (plus VAT) per annum, with a one-off set up charge of £27.75 plus VAT. The report also noted that these charges were for quarterly salary payments, and that the Clerk is amenable to receive such payments.

RESOLVED THAT COUNCIL:

- a. Approve the engagement of PM+M Solutions as set out in the report.
- b. Authorise the Clerk to make the necessary arrangements with PM+M Solutions.

## **8. PARISHONER CONSULTATION.**

The Clerk submitted a report:

- a. Updating members on the progress being made by the Parishioner Consultation Working Group.
  - b. Seeking approval of expenditure of up to £100 to cover any expenses incurred by the Group
  - c. Seeking approval of the draft Survey Questionnaire as shown in Appendix 1 to the report.

Members were reminded that at their meeting on 5 July 2022 they agreed to setup a working group that would consider how best to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and that any feedback from parishioners could form the basis of a 'Parish Action Plan'.

The report noted that:

- a. Several meetings of the Working Group had taken place and at the initial meeting (20/07/22) Cllr. Pursglove was appointed as the Group's Chair.
- b. At a meeting held on 3 August where several parishioners were in attendance, it was agreed that several streams of activities would be undertaken: **Social Stream**. This would look to organise events and social gatherings and would be led by Michael Cavanagh (parishioner). It was envisaged that such events could include a Village Fete, social evenings such as quiz nights, 'open garden' afternoons, and bespoke events leading up to Christmas. **Communication Stream**. This stream would look at other ways to elicit parishioner's views including use of a Survey Questionnaire. This stream would be led by Sarah Clemson (parishioner) with assistance from Oi Mei (parishioner).

The report also noted that that once approved, any Survey Questionnaire would be issued on the Council's website other social media and in hard copy for door-drop issue and for face-to-face parishioner consultations.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Allocate a budget of £100 towards expenses incurred by the Working Group.
- c. Approve the Survey Questionnaire as set out in Appendix 1 to the report.

#### **9. PLANNING REPORT.**

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that no actions were required on any of the latest planning applications or decisions.

RESOLVED THAT COUNCIL:

Note the report.

#### **10. DEFIBRILIATOR.**

The Clerk submitted a report updating members on the actions being taken to bring the Council's defibrillator into use.

An update to the report was issued at the meeting, which noted that the two locations being considered by the Council, the phone box, and the pumping station, were now both viable options as both BT and United Utilities had been in contact with the Council.

RESOLVED THAT COUNCIL:

- a. Preferred the pumping station as the location for the defibrillator.
- b. Authorise the Clerk to make the necessary arrangements to ensure the defibrillator is fit for use and once up and running, is registered on the 'Circuit'.

#### **11. COUNCILLOR REPORTS.**

Councillor Scholfield noted that the Council would not be pursuing the application for possession of Coronation Gardens with the Land Registry.

RESOLVED THAT COUNCIL:

Authorise the Clerk to contact NALC seeking their opinion on the issue of ownership of small plots of land by parish councils.

***By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.***

**12. BURIAL COMMITTEE.**

Councillor Scholfield updated members on matters relating to the Burial Committee.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Agree in principle to the preparation of a new constitution for the Burial Committee

**DATE OF THE NEXT MEETING**

The next meeting is scheduled for Tuesday 1 November 2022.

**Signed by Chair:**

**Date:**

# Agenda Item 5

## For Decision



Meeting Date: 01/11/2022

Title: **Finance Report to 22/10/2022**

Submitted by: Clerk and Responsible Financial Officer

### **Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

### **Recommendations:**

1. Approve the Report.
2. Approve the Schedule of Payments.

## Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Minute Ref.
1	WIS61251	PM+M	Set up of payroll service and quarterly fee	102.60	17.10	85.50	26/10/22	220906/7
2	8550	Clerk	Purchase of lock for the defib cabinet	169.20	28.20	141.00	13/10/22	220906/10
3	2306	HMRC	Income tax 07/06/22 to 30/09/22	290.60	0.00	290.60	22/10/22	Staff costs
4		Clerk	Salary 07/06/22 to 30/09/22	1,163.25	0.00	1,163.25	30/09/22	Staff costs
5		Easyweb sites	Increase size of email box to 50GB	72.00	12.00	60.00	03/11/22	Admin. Expenses
6		Clerk	Expenses 07/06/22 to 30/09/22	139.08	0.00	139.08	02/11/22	Staff costs
<b>Totals:</b>				<b>1,936.73</b>	<b>57.30</b>	<b>1,879.43</b>		

### PM+M Breakdown of charges:

Quarterly Fee = £27.75

One-off set up fee = £27.75

One-off HMRC PAYE set up fee = £30.00

Total less VAT = 85.50

Subsequent fees will be £27.75 each quarter

Dates in blue = Paid



# Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
13/06/2022	comd32676	RV in Bloom			60.00			60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
05/07/2022	####100388	HMRC VTR		109.00				109.00
08/08/2022		Forbes (HMLR Refund)					40.00	40.00
10/10/2022	00009441	RVBC Concurrent Grant			144.00			144.00
<b>Total:</b>			<b>7,024.00</b>	<b>109.00</b>	<b>204.00</b>	<b>0.00</b>	<b>40.00</b>	<b>7,377.00</b>

**Note:**

The Switch from Barclays Bank to Unity Trust Bank occurred 17/08/22 = £11,092.97

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## Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total <b>receipts</b> to date:	7,377	
Less total <b>payments</b> to date:	-3,416.36	
<b>Balance:</b>	9,475	<i>If these two figures are significantly different an explanation is required.</i>
	£	
Unity Trust Bank Account Balance at 22 October 2022:	£9,475	

## Comparisons as at 22/10/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
<b>INCOME</b>	£	£	£
RVBC Precept:	6,886	6,886	7,024
RVBC Concurrent Grant:	144	150	0
RVBC in Bloom Grant:	0	60	60
RVBC Grants (Finger Posts):	0	0	0
RVBC Jubilee Grant:	500	0	0
Contribution IT Equipment:	105	0	0
Pendle Partnership Grant:	470	470	0
HMRC VAT Refunds:	314	250	109
IT Payment refund:	28	0	0
Barclays Compensation:	50	0	0
Sundry and Other Income:	0	0	0
	<b>8,497</b>	<b>7,816</b>	<b>7,193</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	£	£	£
Clerk's salary:	2,353	4,500	1,163
Home use and Expenses:	228	250	0
Mileage:	18	45	0
HMRC:	0	0	291
Consumables (Ink and Paper etc):	0	120	87
Website design and hosting:	108	140	686
Computer Maintenance and Support:	0	0	0
Microsoft 365 Licence subscription:	0	200	0
SSL Certificate/Bank Service Charge	80	80	0
Other website expenses:	0	240	0
IT set-aside:	0	290	0
Insurances:	218	220	0
Audit:	55	55	200
Room hire:	60	60	0
Training books etc:	50	100	0
	<b>3,170</b>	<b>6,300</b>	<b>2,426</b>
<b>Amenity Expenses:</b>	£	£	£
Parish lengthsman scheme:	500	500	0
Coronation Gardens ground maintenance:	121	400	0
Registration of Coronation Gardens:	0	0	0
Refurbishment Molly's Well:	470	0	0
Finger Posts	47	0	0
Welcome Trough:	35	0	0
	<b>1,173</b>	<b>900</b>	<b>0</b>
<b>Sundry Expenses:</b>	£	£	£
Burial Committee precept:	0	75	74
LALC subscription:	0	55	55
CPRE subscription:	36	40	0
Best kept village:	20	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	20	25	0
Noticeboard:	0	0	0
Refurbish Telephone box:	210	200	0
Contingency:	0	500	0
Sundry expenditure:	0	100	641
	<b>286</b>	<b>1,365</b>	<b>769</b>
<b>VAT on Expenses to be Reclaimed:</b>	45	150	220
	£	£	£
<b>Total Expenditure:</b>	<b>4,674</b>	<b>8,565</b>	<b>3,416</b>
<b>SUMMARY:</b>	£	£	£
Income:	8,497	7,816	7,193
Expenditure:	(4,674)	(8,565)	(3,416)
	<b>3,823</b>	<b>(749)</b>	<b>3,777</b>
<b>BALANCE:</b>	£	£	£
Balance brought forward at 1 April:	2,083	5,514	5,514
Add surplus / less deficit from year:	3,431	(749)	3,777
Balance carried forward:	<b>5,514</b>	<b>4,765</b>	<b>9,291</b>

# Agenda Item 6

## For Decision



<b>Meeting Date:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Draft Budgets for 2023-24</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1 Purpose of the report.

To update members on the preparations for the 2023-24 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2023-24

### 2 Introduction:

Members are reminded that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget. It should be noted that it is not lawful to set a precept unless a budget has been prepared and approved.

The budget process:

1. Allows the Council to set a precept for the following year.
2. Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
3. Enables progress monitoring during the year by comparing actual spending against planned spending.

### 3 Next Steps:

The Council's precept requirement must be advised to Ribble Valley Borough Council usually by the end of December/early January. A draft budget is provided in Appendix 1 for consideration/amendment by the Council and includes proposed budgets for each of the headline expenditure categories used in previous years. Members are however required to consider what services it intends to deliver in 2023-24.

### 4 The Budget:

The budget as shown in Appendix 1 has 8 columns which cover:

1. Categories of expenditure.
2. Budget for 2022-23 as prepared in 2021-22.
3. Actual expenditure for 2022-23 (April to October).
4. Forecast expenditure for 2022-23 (November to March)
5. Projected annual out-turn for 2022-23
6. Budget variance to projected annual out-turn for 2022-23
7. Planned budget/expenditure for 2023-24 based on the continuation of existing services.
8. Rationale/commentary for the planned expenditure is provided in the Comments column.

## **5 Reserves:**

The Council must review its level of reserves and whilst there are no statutory levels only guidance, significant levels may give rise to comment by the Council's auditor.

Wiswell Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2021 (p38 5.31-5.33) in that they are maintained at between three and twelve-months Net Revenue Expenditure.

## **6 Members are recommended:**

To note the contents of the report and Appendix 1 and to consider its expenditure and the services it intends to deliver in 2023-24.

# Appendix 1



Meeting Date: 01/11/2022

Title: Draft Budget by Expenditure Stream for 2023/24

Submitted by: Clerk and Responsible Financial Officer

**Purpose of the report:**

To consider the Council's Draft Budget for 2023/24.

**Recommendations:**

See main report.

**Potential Revenue 1st April 2023 to 31st March 2024.**

Details	Income Streams			Balance c/fwd	Totals
	RVBC Precept	RVBC Grants	Other Grants		
Precept 2023/24	8,000				8,000
RVBC Concurrent Grant		100			100
Balance Carried Forward				5,500	5,500
	8,000	100	0	5,500	13,600

**Precept 2022/23 was £7,024**



# Expenditure 1st April 2022 to 31st March 2023.

version 1.0 22/10/22 (MH)

Administration Expenses		2022-23 Budget	2022-23 Apr-Oct Actual	Forecast 2022-23					2022-23 Projected Total	Variance	2023-2024 Proposed Budget	Comments
				Nov	Dec	Jan	Feb	Mar				
1	Clerk: Salary.	4,500.00	1,163.00	0.00	900.00	0.00	0.00	900.00	2,963.00	1,537.00	3,744	4% increase in salary
2	Clerk: Home use, expenses and mileage etc,	295.00	0.00	139.00	125.00	0.00	0.00	125.00	389.00	-94.00	500	
3	HMRC (Income Tax and NI).	0.00	290.60	0.00	0.00	225.00	0.00	0.00	515.60	-515.60	900	
4	General Administration: Consumables, training, bank and payroll charges, room hire.	360.00	87.00	109.00	6.65	35.00	6.65	6.65	250.95	109.05	200	
5	Website, hosting and IT issues	670.00	686.00	32.00	32.00	32.00	32.00	32.00	846.00	-176.00	400	£32 per month to Easyweb
6	General Costs: Audit, insurance and software	475.00	200.00	0.00	300.00	0.00	0.00	0.00	500.00	-25.00	550	
SUB TOTAL		6,300.00	2,426.60	280.00	1,363.65	292.00	38.65	1,063.65	5,464.55	835.45	6,294	

Amenity Expenses		2022-23 Budget	2022-23 Apr-Oct Actual	Forecast 2022-23					2022-23 Projected Total	Variance	2023-2024 Proposed Budget	Comments
				Nov	Dec	Jan	Feb	Mar				
20	General Maintenance: Parish Lengthsman etc.	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	500	
21	Grounds maintenance: Coronation Gardens.	400.00	0.00	200.00	0.00	0.00	0.00	36.00	236.00	164.00	100	
22	Refurbish phone box	200.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100	
23	Best kept village	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20	
SUB TOTAL		1,120.00	0.00	200.00	0.00	0.00	0.00	636.00	836.00	284.00	720	

Sundry Expenses		2022-23 Budget	2022-23 Apr-Oct Actual	Forecast 2022-23					2022-23 Projected Total	Variance	2023-2024 Proposed Budget	Comments
				Nov	Dec	Jan	Feb	Mar				
40	Burial Committee	75.00	74.00	0.00	0.00	0.00	0.00	0.00	74.00	1.00	0	
41	Subscriptions (including LALC)	95.00	54.78	36.00	0.00	0.00	0.00	0.00	90.78	4.22	100	
42	Christmas tree, lights etc.	350.00	0.00	0.00	350.00	0.00	0.00	0.00	350.00	0.00	350	
43	Remembrance Sunday (wreath)	25.00	0.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	30	
44	Contingency	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	100	
45	Other expenditure	100.00	641.00	0.00	0.00	0.00	0.00	0.00	641.00	-541.00	300	
SUB TOTAL		1,145.00	769.78	61.00	350.00	0.00	0.00	0.00	1,180.78	-35.78	880	

Earmarked Expenditure		2022-23 Budget	2022-23 Apr-Oct Actual	Forecast 2022-23					2022-23 Projected Total £	Variance	2023-2024 Proposed Budget	Comments
				Nov	Dec	Jan	Feb	Mar				
60	Employment matters	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	-2,000.00	2,000	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	-2,000.00	2,000	

TOTALS		2022-23 Budget	2022-23 Apr-Oct Actual	Forecast 2022-23					2022-23 Projected Total	Variance	2023-2024 Proposed Budget	Comments
				Nov	Dec	Jan	Feb	Mar				
		8,565.00	3,196.38	541.00	1,713.65	292.00	38.65	3,699.65	9,481.33	-916.33	10,774	

Proposed budget less Earmarked Expenditure £

8,774

# Agenda Item 7

## For Decision



Meeting Date:	1 November 2022
Title:	General Privacy Notice
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

For members to approve a revised and updated General Privacy Policy.

### 2 Introduction:

Members will be aware that Wiswell Parish Council holds personal data about employees, residents, suppliers, and other individuals for a variety of Council purposes. Indeed, when a person contacts the Parish Council they usually provide personal information in order that the Council can deal with any enquiry. Members will also be aware that the Council is required to process all personal data lawfully, fairly and in a transparent manner.

Appendix 1 sets out the Council's updated and revised General Privacy Notice which sets out how the Council will comply with its obligations.

### 3 Members are recommended:

To approve the Council's updated General Privacy Notice as set out in Appendix 1 to this report.



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# For Information

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## Privacy Notice

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Adopted: 01 11 2022

Chairman: Cllr. S Houghton

Minute Ref.: xxxxx/

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*Administered by Clerk and Responsible Financial Officer  
to Wiswell Parish Council.*

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# Privacy Notice

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## **1. Wiswell Parish Council's (the Council) right to process information:**

The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1); (a) (b) and (e).

- a. Processing is with consent of the data subject.
- b. Processing is necessary for compliance with a legal obligation.
- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **2. When you contact the Council:**

When you contact the Council, the information you provide such as name, address, email address, phone number and organisation will be processed and stored to enable the Council to contact you, respond to your correspondence and provide information to access the Council's facilities and services. Your personal information will not be shared or provided to any third party without your prior permission.

## **3. Information Security:**

The Council has a duty to ensure the security of personal data. The Council will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and the Council's Policies; copies of these policies can be requested and are available on the Council's website.

The Council will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council at any time.

## **4. Children (Under 18):**

The Council will not process any data relating to a child without the express parental/guardian consent of the child concerned.

## **5. You can contact the Council's Data Protection Officer for the following reasons:**

### **5.1 Access to information.**

You have the right to request access to the information the Council holds on you.

### **5.2 Information correction.**

If you believe that the information the Council holds about you is incorrect, you may contact the Council to update it and keep your data accurate.

### **5.3 Information deletion.**

If you wish the Council to delete information about you.

### **5.4 Right to object.**

If you believe your data is not being processed for the purpose it was collected.

## Privacy Notice

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### 5.5 Rights related to automated decision making and profiling.

The Council does not use any form of automated decision making or the profiling of individual personal data.

### 6. In Summary:

In accordance with the law, the Council will only collect information that is necessary for correspondence and service provision.

#### **The Council:**

- Does not use profiling.
- Does not sell or pass your data to third parties.
- Does not use your data for purposes other than those specified.
- Will make sure your data is stored securely.
- Will delete all information deemed to be no longer necessary.
- Will constantly review its Privacy Policies to keep them up to date in protecting your data. Note that you can request a copy of the Council's policies at any time.

### 7. Complaints:

If you have a complaint regarding the way your personal data has been processed, please contact the Council's Data Information Officer; [clerk@wiswellpc.org.uk](mailto:clerk@wiswellpc.org.uk) or the Information Commissioners Office:

Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
  
Telephone: 0303 123 1113

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# Agenda Item 8

**For Decision**



<b>Meeting:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Whalley Educational Foundation</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

For members to consider a request by the Whalley Educational Foundation (see Appendix 1) to provide financial assistance to the Foundation.

**2. Members are recommended:**

To consider the request.

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# Appendix 1



WHALLEY OLD GRAMMAR  
SCHOOL COMMUNITY CENTRE

Whalley Educational Foundation  
The Old Grammar School  
Station Road  
Whalley  
BB7 9RH

13<sup>th</sup> October 2022

Barrow Parish Council  
14 Longridge Road  
Chipping  
Preston  
Lancashire  
PR3 2QD

Dear Sirs,

## **Request for Urgent Assistance – Reconfiguration of Ladies Toilets and Extra Toilet for Pre School Children at Whalley Old Grammar School Community Centre**

Whalley Educational Foundation provides a Community Centre, using the former Royal Grammar School building, in which many social and educational activities take place, benefitting the people of Barrow, Whalley and Wiswell as well as the surrounding areas of the Ribble Valley. As part of a long term plan to improve the Centre, planning permission was sought for major improvements to the Centre's facilities, including the provision of new ladies' toilets and an additional Pre School toilet.

Planning permission was granted for refurbishment of the ladies' toilets and for the provision of an additional toilet for Whalley Pre-School (registered charity number 1024628). The ladies' toilets are in much need of refurbishment and regularly require costly intervention. It was recognised that Pre-School need a third toilet to meet the recommendation of Ofsted for adequate toilet provision. This was previously defined as one toilet per 10 children and, as Pre-School are now operating at full capacity with 25 children, an additional toilet is necessary. Whilst both projects are important, they were not seen as urgent until very recently.

In 2017 a new wooden floor was laid in the adjoining hall that is now being damaged by damp. After a specialist investigation, it was discovered that the drains from the existing toilets are inadequate and are causing the damp problem. We are advised that this will continue to worsen and would lead to a major failure of the floor. To address this urgent issue and avoid the new floor

being damaged beyond repair, the Foundation has no choice but to prioritise the works to the toilets. This reconfiguration will remove an unsafe staircase and create room to remove the existing ladies' toilets and sinks from the wall adjoining the hall to the opposite wall and provide new drains thereby overcoming the damp problem. Once this work is done, the affected parts of the hall floor can be replaced. Apart from addressing the immediate issue, these works will help Pre School meet Ofsted requirements and provide a much needed enhancement of the ladies' toilets.

Given the urgency of the situation and the need to get these urgent works under way, together with the delays in seeking national grant awards, we are asking local Councils for any assistance they can give us. The cost of doing this work is £45,555.

In 2021, the Foundation, as it recovered from the effects of the pandemic, made a loss for the first time and feels it needs to retain its reserves to meet any future losses. It should be noted that the Foundation has already spent over £1,700 on investigation and temporary remedial works. This is in addition to the many repairs needed to be carried out during the pandemic that the Foundation had to fund from its limited reserves.

We would welcome the opportunity to attend any committee considering this request or answer any queries you may have.

The help of your Council would help preserve this valuable well used community asset.

Yours faithfully

*Martin Fewster*

Martin Fewster

Secretary to the Whalley Educational Foundation



# Agenda Item 9

## For Decision



<b>Meeting:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Purchase of an Additional Flag</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

For members to consider a request to purchase an additional flag.

### 2. Background:

Flags are a very British way of expressing joy and pride - they are emotive symbols which can boost local and national identities, strengthen community cohesion and mark civic pride.

The government has recently issued guidance encouraging the flying of the Union Flag on all UK government buildings throughout the year, alongside other national and local flags. They have also stated that they are keen for local authorities and other local organisations to follow suit and have made it easier for the Union Flag to be flown alongside other flags, so organisations can highlight their local identities, as well as their national identities, and celebrate special days or events which champion civic pride.



In England, the flying of flags is treated as advertisements for the purposes of the planning regime to ensure the flags do not impact on safety or amenity. Some flags require formal consent from the local planning authority, whereas others like the Union Flag do not. The latest regulations now allow for the Union Flag to be flown with another flag from the same flagpole, provided certain conditions are met.

### 3. Standard conditions for flags that do not need consent:

A selection of flags that do not require consent are shown below:

- Any country's national flag, civil ensign or civil air ensign.
- The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member.
- A flag of any island, **county**, district, borough, burgh, parish, city, town or village within the United Kingdom.
- The Armed Forces Day flag.

Two flags can now also be flown from the same flagpole without the need for consent if both flags are within the list above. In either case, if one of the flags is the Union Flag, this must be flown in the superior position.

Following the UK's departure from the European Union, the flag of the European Union is no longer included in the list of flags that do not require consent.

**4. Suggested additional flag:**

It has been suggested that the Parish purchase a flag denoting the county of Lancashire, with the intention of raising it at times when the Union Flag is not being flown.

The cost of the flag with anti-fraying stitching is around £80 plus VAT. This includes the necessary finishings and would be digitally printed on a Ministry of Defence approved fabric.



**5. Members are recommended:**

To consider the request.

# Agenda Item 10

## For Information



<b>Meeting:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Update on actions from previous meetings</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

For update members on actions from previous meetings.

### 2. Update on Actions by the Clerk from 06/09/22 meeting:

Minute	Action	Update
220906/2	<b>Minutes:</b> For future meetings provide an update on approved actions from previous meetings.	Complete as from this meeting.
220906/5	<b>Finance Report:</b> Make payments as set out in the report.	Ongoing: Payment to Countryside Charity not yet initiated.
220906/6	<b>Improving the Amenity:</b> Apply to LCC for the bio-diversity grant.	Complete with email confirmation received on 13/09/22.
220906/7	<b>Use of Payroll Services:</b> Make the necessary arrangements with PM+M Solutions.	Complete and being used.
220906/8	<b>Parishioner Consultation:</b> Issue hard copy questionnaire to the Working Group and to Council's website.	Complete and survey issued to parishioners and on the Council's website.
220906/10	<b>Defibrillator:</b> Make the necessary arrangements to ensure the defibrillator is fit for use and is registered on the 'Circuit'	Complete. The defib is up and running and registered on the Circuit
220906/11	<b>Councillor Reports:</b> Contact NALC seeking their opinion on the issue of ownership of small plots of land by parish councils	Ongoing: NALC and LALC contacted but have not been able to provide any guidance or additional information. Will continue to investigate

### 3. Update on Actions by the Clerk and Members from 05/07/22 meeting:

Minute	Action	Update
220705/7	<b>Finance Report:</b> On the Payments Tab, the Burial Committee Levy should state the payment was for 2021/2022.	Complete.
220705/7	<b>Finance Report:</b> Make payments as set out in the report.	Complete.
220705/8	<b>Asset Register:</b> Add the Wiswell Shay Boundary Stone to the register	Complete.
220705/10	<b>Parishioner Consultation:</b> Set up the first meeting of the Working Group.	Complete.
220705/11	<b>Internet Banking:</b> Start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.	Complete and up and running.
220705/12	<b>Planning Report:</b> Include applications approved since the last meeting in future reports.	Complete.
220705/13	<b>Local Plan:</b> Submit the Council's response as set out in the report.	Complete
220705/14	<b>Lengthsman Scheme:</b> Contact Angela Whitwell at Sabden Parish Council with a view to holding a Parish Council wide meeting to discuss various aspects of the Scheme.	Ongoing: Clerk contacted and chased Angela (Sabden PC) but still no date for a parish council wide meeting
220705/18	<b>Members Report:</b> Members to consider whether the Council submit a further application to HMLR regarding Coronation Garden.  Consider how best to make use of the village phone box.	Ongoing: Members decided not to submit a further application.  Members not yet decided on how to make use of the phone box.
220705/18	<b>Members Report:</b> Prepare a report for the next Committee Meeting on how to bring the unused defibrillator into use.	Complete. The defib is up and running and registered on the Circuit.

**4. Members are recommended:**

To note the report and the ongoing actions.

# Agenda Item 11

## For Information



<b>Meeting Date:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To inform members of planning matters since the last meeting that relate to Wiswell.

### 2. Weekly applications relating to Wiswell:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: [https://www.ribbonvalley.gov.uk/weekly\\_lists](https://www.ribbonvalley.gov.uk/weekly_lists)

- 21 October: There were no applications.
- 14 October: There were no applications.
- 7 October: There were no applications.
- 30 September: There was one application see below.

<b>3/2022/0897</b>	Application for tree works in a conser	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 21/09/2022	<b>Development Address:</b> Orchard Cottage 2 Pendleton Road Wiswell BB7 9DD	Fell conifer.	374496 437309
<b>Officer:</b>	Alex Shutt 01200 425111		

- 23 September: There were no applications.
- 16 September: There were no applications.
- 9 September: There were no applications.
- 26 August: There was one application see below.

<b>3/2022/0763</b>	Application for tree works in a conser	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 15/08/2022	<b>Development Address:</b> Rosehill Chapel Fold Wiswell BB7 9DE	Crown reduction of willow tree by 40% and crown reduction of sycamore tree by 30%.	374550 437387
<b>Officer:</b>	David Hewitt 01200 425111		

### 3. Weekly decisions relating to Wiswell since the last meeting.

- 21 October: No decisions.
- 14 October: See below.

<b>3/2022/0897</b>	<b>Wiswell</b>		<b>Grid Reference</b>
	Application for tree works in a conser	<b>Development Description:</b>	374496 437309
<b>Decision Date:</b> 14/10/2022	<b>Development Address:</b> Orchard Cottage 2 Pendleton Road Wiswell BB7 9DD	Fell conifer.	
<b>Officer:</b> <b>Decision Type:</b>	Alex Shutt APPROVED WITH CONDITIONS		

- 7 October: No decisions.
- 30 September: No decisions.
- 23 September: See below.

<b>3/2022/0769</b>	<b>Wiswell</b>		<b>Grid Reference</b>
	Application for tree works	<b>Development Description:</b>	373694 438183
<b>Decision Date:</b> 23/09/2022	<b>Development Address:</b> 27 Barrow Brook Close Barrow BB7 9UN	Tree works to two lime trees. Remove all dead wood overhanging garden and footpath, remove epicormic growth.	
<b>Officer:</b> <b>Decision Type:</b>	Alex Shutt APPROVED WITH CONDITIONS		

- 16 September: No decisions.
- 9 September: No decisions.
- 2 September: See below.

<b>3/2022/0763</b>	<b>Wiswell</b>		<b>Grid Reference</b>
	Application for tree works in a conser	<b>Development Description:</b>	374550 437387
<b>Decision Date:</b> 31/08/2022	<b>Development Address:</b> Rosehill Chapel Fold Wiswell BB7 9DE	Crown reduction of willow tree by 40% and crown reduction of sycamore tree by 30%.	
<b>Officer:</b> <b>Decision Type:</b>	David Hewitt APPROVED NO CONDITIONS		

- 26 August: No decisions.
- 19 August: No decisions.

### 4. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

# Agenda Item 12

## For Information



<b>Meeting Date:</b>	<b>1 November 2022</b>
<b>Title:</b>	<b>Remembrance Sunday</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To update members on plans for Remembrance Sunday on 13 November.

### 2. Actions and Status:

The table below updates the status of the agreed actions.

<b>Actions:</b>	<b>Status</b>
Contact Jonathan Carmyllie, Vicar of Whalley, and confirm the time and that he will bring service sheets.	Confirmed 9:00 am start and that Jonathan will bring the service sheets.
Paddy Brown from Whalley to play the bugle.	Paddy has confirmed <b>he will not</b> be available.
Arrange a wreath, British Legion, Janet Bargh.	Janet has confirmed she has ordered wreaths.
Liaise with RVBC regarding the event	Online form completed and sent to RVBC. No feedback from RVBC
<b>Invitations:</b>	
1. Nigel Evans MP	Invitation accepted
2. Mayor and Mayoress of Ribble Valley	Invitation accepted
3. Oakhill College (representative staff and pupils)	Invitation accepted the school's Head Boy and Girl will also be in attendance with Jane Buttery (Head)
4. Barrow Parish Council	Invitation accepted Cllr. Street will attend.



<b>Nearer the day:</b>	<b>Who</b>
Flyer and distribution, usually 10-14 days before.	Council members to provide update.
Support on the day for the flag.	Council members to provide update.
Organise traffic wardens (3)	Council members to provide update.
Read the lesson and the list of names from the memorial.	Alan / Steve to provide update.

### **3. Members are recommended:**

To note the contents of the report and set out any actions relating to the activities mentioned.