



Annual Meeting of the Parish Council

Date:	14th May 2025		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: Houghton, Ramsbottom; Birtwhistle.		
In attendance:	Clerk to the Council: Greera Norse RFO: Mike Hill.		
Meeting started:	18:25	Meeting closed:	19:00

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 via communication with the chair expressed a willingness to continue as vice chair. Cllr. Scholfield was duly elected as 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 FOR ABSENCE.

Apologies for absence were received from Cllr. Scholfield who was unable to attend due to the revised date for the meeting.

5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NONREGISTRABLE INTERESTS.

There were no declarations of interest.

6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8th MAY 2024.

The minutes were approved and signed by Cllr. Houghton who chaired the 8 May 2024 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 2025. 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) 2025/2025. The Chair signed the Certificate of Exemption.

8.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2024/2025. The Chair signed Section 1.

8.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2024/2025.

The Chair signed section 2

9.APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES

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

Dianne Harvey was appointed

9.2 TO APPOINT REPRESENTATIVES TO ATTEND RVBC PC LIAISON MEETING

Attendance will be rotated amongst Councillors

9.3 TO APPOINT A REP. TO WHALLEY EDUCATIONAL FOUNDATION

Cllr. Scholfield to continue in this role

9.4 TO APPOINT A REP. TO THE WHALLEY, WISWELL AND BARROW BURIAL COMMITTEE

Cllr Scholfield to continue in this role

9.5 MANAGEMENT OF/ LIAISON ALL ASPECTS OF THE LENGHTMAN'S SCHEME

Cllr Scholfield to continue in this role

9.6 ACTIVITIES INVOLVING LCC RIGHTS OF WAY INCLUDING REPORTING DEFECTS

Cllr Scholfield (monitoring and reporting defects), supported by Cllr Houghton (footpaths)

9.7 ACTIVITIES INVOLVING LCC HIGHWAYS & STREET LIGHTING (MONITORING ETC)

Cllr Scholfield

9.8 LIAISON WITH WISWELL SOCIAL GROUPS

Cllr Houghton

9.9 REMEMBRANCE SUNDAY

Admin (invitations, wreath etc) the Clerk. On the day activities Cllrs Houghton /Scholfield

9.10 ROUTINE DEFIB CHECKS

Cllr Houghton... defects reported to the clerk to remove from system.

9.11 CO-ORDINATING PC RESPONSES TO PLANNING APPLICATIONS

Cllr Ramsbottom

9.12 CARRYING OUT VILLAGE AMMENITY ACTIVITIES; LIAISON WITH AGENCIES/ VOLUNTEERS

Joint responsibility

9.13 OTHER ACTIVITIES

Flag Master-Cllr Houghton

PC Noticeboard- Joint responsibility clerk /Cllr Scholfield

Road Safety working group-Cllr Scholfield.

10.REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGISTERS & 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 .valid until Nov 2025

10.11 Privacy notice: Adopted 01/11/22

10.12 Code of conduct: Adopted 18/09/2018

The Council decided to review policies and procedures in a stepped way looking at 2 or three policies in detail at each meeting

11. APPROVE MEETING DATES FOR 2025-26

Dates approved 2025: 2nd July; 3rd September; 5th November

Dates approved for 2026: 7th January, 4th March, 6th May