



Meeting of the Parish Council – Draft Minutes

Date:	16 th July 25		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), A. Scholfield (vice Chair), David Birtwistle (Borough Cllr) Mike Ramsbottom		
In attendance:	Clerk to the Council: Greera Stevenson		
Meeting started:	18:30	Meeting closed:	19.34

Ref 2025/07/16

Chair Welcomed the committee. Chair asked if the Clerk was now well.

- Apologies for Absence.** Mike Hill RFO
- Approve the minutes of the Parish Council Meeting Held on the 14th of May 2025**
Approved. Proposed Greera Stevenson. Seconded Cllr Mike Ramsbottom.
- Declarations and Disclosure of Pecuniary and other Registrable and Non-Registrable Interests.**

There were no declarations of interest.

- Public Participation.**

There was no public participation at the meeting.

18.35 – Cllr David Birtwistle entered the meeting and apologised for lateness.

- Financial Report.**

£800 for a new parish computer (recycle old computer once data has been transferred professionally). £55 reimbursement for Cllr Houghton was for payments he made to Edmond the woodman and begonias. Before the concurrent grant goes out RFO to share with Cllr Scholfield.

Approved. Proposed Cllr Scholfield. Seconded Cllr Ramsbottom.

- Planning Matters.**

It was discussed to confirm that parish councils are only consultees of planning applications made the RVBC. And are not required to consult residents. Affected residents are informed by RVBC.

Stana croft – 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. The Clerk apologised for this, and a new computer is in the pipeline. 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 Scholfield to deal with on behalf of the council.

Action – Cllr Scholfield

7. Publication of Minutes and the distribution of the council agendas.

The council proposed that even though the standing orders stipulate minutes should be done within a month of the meeting, that they would prefer if the draft minutes were available within 2 weeks of a meeting if possible. This is to give Cllrs time to go through and give comments in good time for distribution. The Clerk agreed to do her best to stick to the request. The council would also prefer the draft minutes removed and replaced with the approved minutes on the website.

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.

Action - Clerk

Cllr Scholfield would also like to restart the planning subcommittee.

Action – Cllr Scholfield

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 Scholfield was worried over the ownership of the memorial, and the position of the council to upkeep/maintain. He was concerned over the legal stance. Cllr Houghton to contact the war memorial authorities to get more information on the matter. At present RVBC have rejected the application due to REPF funding already been given towards the memorial. But Cllr Houghton is chasing this due to no mention of this on the application form.

Action – Cllr Houghton

10. LALC Area Members meetings 28th May 25 & 9th July 25 – Updates

A speaker attended from Treescapes LCC. The next meeting will give more details 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

Date

Baroness Greera Stevenson

Clerk

Wiswell Parish Council

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