



Members of Wiswell Parish Council are summoned to attend the Parish Council meeting on 7 March 2023, 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 3 January 2023.**
- 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. Co-option of Parish Councillor(s).**

To consider applications for election of a councillor(s) by co-option.

- 7. The Council's Equal Opportunities Policy.**

Report of the clerk (enclosed) to consider and approve a revised Policy.

- 8. The Council's Finance Regulations.**

Report of the clerk (enclosed) to consider and approve updated Regulations.

- 9. The Council's Model Publication Scheme.**

Report of the clerk (enclosed) to consider and approve an updated Scheme.

- 10. Best Kept Village Competition.**

Report of the clerk (enclosed) to consider entering the Best Kept Village Competition.

- 11. Revised and Updated Action Plan.**

Report of the clerk (enclosed) to consider and approve an updated Action Plan.

- 12. Grit Bin.**

Report of the clerk (enclosed) to consider and approve the purchase of a grit bin.

ITEMS for INFORMATION

13. Planning Report.

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

14. Newsletter.

Draft Newsletter (enclosed) for members to consider.

15. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed) updating members on actions from previous meetings.

16. Councillor Updates.

Reports from Councillors (enclosed).

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.

17. Burial Committee – Employment Tribunal.

Report of Cllr. Scholfield (enclosed) to update members on the recent Case Management Hearing.

Mike Hill.

Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.

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Agenda Item 2



Parish Council Ordinary Meeting - Draft Minutes

Date:	3 January 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton (Chair) A. Scholfield, and J. Pursglove		
In attendance:	Clerk to the Council: Mike Hill and Borough Cllr. D. Birtwhistle		
Meeting started:	18:30	Meeting closed:	20:05

The meeting began with the Chairman wishing everyone a happy new year.

Minute Reference 230103/

1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 1 NOVEMBER 2022 AND THE EXTRA-ORDINARY MEETING HELD ON 12 DECEMBER 2022.

The above minutes were approved as correct records of the meetings 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.

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 2022	Min. Ref.
WIS6 1251	PM+M	Payroll Services	27.75	4.63	23.13	DD	220906/7
2306	HMRC	Income Tax: 01/10/22 - 30/12/22	225.00	0.00	225.00	22/01/23	Staff Costs
	Clerk	Salary: 01/10/22 - 30/12/22	900.00	0.00	900.00	31/12/22	Staff Costs
	Clerk	Expenses: 01/10/22 - 30/12/22	154.08	0.00	154.08	31/12/22	Staff Costs
5186	A. Scholfield	Cable ties for Christmas tree ¹	7.29	1.22	6.07	04/01/23	Sundry Exp
Totals £:			1,314.12	5.85	1,308.28		

¹ Claim and receipt submitted at this meeting.

6. THE COUNCIL'S COMPLAINTS PROCEDURE.

The Clerk submitted a report asking members to consider and approve a revised Complaints Procedure.

Members were reminded that any complaint should be handled in full Council or by nominated Councillors who are authorised to deal with complaints but are not involved with the case and that when a complaint is handled by full Council, two nominated Councillors should not take part in the proceedings as they would then be available to handle any appeal.

RESOLVED THAT COUNCIL:

Approve the Council's updated Complaints Procedure as set out in Appendix 1 to the Report.

7. WHALLY EDUCATION FOUNDATION - GOVERNER APPOINTMENT.

The Clerk submitted a report asking members to consider and approve the Council's appointee to the Whalley Education Foundation.

Members were reminded that the term of office of the Council's current appointee, Councillor Alan Scholfield, will end on the 22 January 2023. Members were also reminded that the term of office is three years, and the appointee does not have to be a member of the Council.

RESOLVED THAT COUNCIL:

1. Nominate Councillor Alan Scholfield as the Council's governor appointee to the Whalley Education Foundation.
2. Authorise the Clerk to inform the Whalley Education Foundation of the Council's decision.

8. CO-OPTION OF A PARISH COUNCILLOR.

Members noted that due to the resignation of Cllr. Robert Thompson in October 2022 the Council now have two vacancies which can be filled by co-option.

Members were reminded that although the Council is not obliged to fill any vacancy:

- It is not desirable that electors are left underrepresented for a significant length of time.
- It does not contribute to the effective and efficient working of the Council if there are insufficient councillors to share the workload or provide a broad cross-section of skills and interests; or achieve meeting quorums.

Members were also reminded that Councillors elected by co-option become full members of the Parish Council.

RESOLVED THAT COUNCIL:

Will actively look to fill the vacancies with an intention to submit a list of eligible candidates at the 7 March 2023 Council meeting.

9. PLANNING MATTERS.

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, however regarding the Variation Order to Application 3/2022/1022 - land at Morans Farm, Pendleton Road, Borough Councillor David Birtwhistle stated that he had been in contact with the Planning Department at RVBC and with the residents.

It was also noted that Councillor Houghton had been in email contact with a resident regarding the siting of a boundary stone and a Wiswell signpost but had not received a reply to his email.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Authorise the Clerk to contact the RVBC Planning Enforcement Officer and request that they meet with parish councillors and visit the parish.
3. Regarding planning application 3/2022/1022 agree that Borough Councillor David Birtwhistle was best placed to pursue this matter with the RVBC Planning Enforcement Team.

10. ACTION PLAN.

The Clerk submitted a report setting out the parishioner responses from the recent survey and a draft Plan of Action based on the responses.

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'.

It was noted that once agreed, the Action Plan:

- Should be viewed as a starting point for possible areas of activity over the short and medium term and that the Council could develop the Plan and members could agree to add, amend, and set out a matrix of importance.
- Would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities would come into play during 2023.
- Would be designed to improve the parish for the benefit of all residents.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Agree to report back to the March 2023 Council meeting with comments on the draft Action Plan for consideration and approval.

11. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings.

It was noted that:

- The Clerk had chased Sabden Parish Council again regarding a borough wide meeting to discuss the Parish Lengthsman scheme.
- Councillor Houghton will set up a maintenance regime for the defibrillator, cabinet, and lock once the Council has a full complement of councillors.

RESOLVED THAT COUNCIL:

Authorise the Clerk to:

1. Investigate the options for purchasing a new grit bin for the bottom of Moor Lane and report back to Council.
2. Enquire and report back to Council as to the number of parish councils that are part of the 'Sabden' Lengthsman Scheme and what other Lengthsman schemes are in operation in the Ribble Valley.

12. MEMBER UPDATES.

Councillor Scholfield noted that he will continue to be the conduit between the Council and LCC on routine highway and street lighting matters, and that the current arrangements were working well.

RESOLVED THAT COUNCIL:

Agree that going forward, Councillors would provide written updates to the Clerk at least two weeks before a Council meeting and that the Clerk would compile these updates into a formal report.

13. WORKING AND SOCIAL GROUP UPDATES.

Councillor Houghton updated Members on the preparations for holding a village quiz, an open garden day and a garden party which would take place over the Coronation weekend, 6/7/8 May 2023.

14. DEFIBRILLATOR.

Councillor Houghton stated that he is currently carrying out the prescribed maintenance of the defibrillator and will set up a maintenance regime once the Council has a full complement of councillors.

15. NEWSLETTER.

Councillor Houghton noted that the Autumn/Winter Newsletter had been well received by parishioners and that Council should look to issue a Spring/Summer edition by the end of April 2023.

16. BURIAL COMMITTEE.

Councillor Scholfield informed members that the new constitution had been agreed by all three parish councils (Barrow, Whalley and Wiswell).

17. DATE OF THE NEXT MEETING.

The next Ordinary Council meeting is scheduled for Tuesday 7 March 2023.

Signed.

Date.

Agenda Item 5

For Decision



Meeting Date: 07/03/2023

Title: **Finance Report to 25/02/2023**

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	4909660307	Clerk to the Council	ICO Data Protection/GDPR Annual Fee	40.00	0.00	40.00	Paid	General Costs
2	5186	Cllr. Scholfield	Cable ties for Christmas tree (Screwfix)	7.29	1.22	6.07	Paid	Sundry Costs
3		S. Walmsley	Rowan Tree for Coronation Gardens	54.00	0.00	54.00	Paid	220906/6
4		Cllr. Houghton	Fastenings for Rowan tree	33.97	0.00	33.97	Paid	220906/6
Totals:				135.26	1.22	134.04		

DD = Direct Debit

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

Bank		Details	Income Streams					Totals
Date	Reference		RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
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
10/11/2022		PM+M Solutions. Reimbursment - paid twice once by DD.					102.60	102.60
16/01/2023		From Cllr Scholfield (Barclays Bank complaint compensation)					100.00	100.00
Total:			7,024.00	109.00	204.00	0.00	242.60	7,579.60

Note:

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

Payments for the period 1st April 2022 to 31st March 2023

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	01/04/22	DD	Easy Websites					26.00					5.20	31.20
	03/05/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	20/05/22	100977	Burial Committee Levy for 2021/22									74.00		74.00
	01/06/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	09/06/22	100978	LALC Subscription									54.78		54.78
13/06/22		100979	Void											-
	21/06/22	DD	Easy Websites (Initial set up)					500.00					100.00	600.00
13/06/22	24/06/22	100980	Paul Marlow Jubilee									139.09	27.80	166.89
13/06/22	24/06/22	100981	Paul Marlow (Jubilee Band)									250.00		250.00
	01/07/22	DD	Easy Websites					27.00					5.40	32.40
17/07/22		100982	Void											-
20/07/22		100983	Void											-
20/07/22	03/08/22	100984	AER Accountants						200.00					200.00
	01/08/22	DD	Easy Websites					27.00					5.40	32.40
27/07/22	02/08/22	100985	Clerk printer consumables				79.99						16.00	95.99
20/07/22	01/08/22	100986	Clr Houghton (Jubilee)									54.06		54.06
	01/09/22	UTB DD	Easy Websites					27.00					5.40	32.40
	28/09/22	UTB	Clerk Three Month Salary	1,163.25										1,163.25
	28/09/22	UTB	Purchase of pads for defibrillator									56.45	11.29	67.74
	30/09/22	UTB	Unity Bank service charge				6.65							6.65
	03/10/22	UTB DD	Easy Websites					27.00					5.40	32.40
	13/10/22	UTB	Clerk for purchase of defib lock									141.00	28.20	169.20
	19/10/22	UTB	HMRC (Income Tax)		290.60									290.60
	24/10/22	UTB DD	PM+M Solutions (payroll services)				85.50						17.10	102.60
	28/10/22	UTB	Countryside Charity									36.00		36.00
	01/11/22	UTB DD	Easy Websites					35.99					7.20	43.19
	04/11/22	UTB	Clerk Expenses			139.08								139.08

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	04/11/22	UTB	PM+M Solutions (payroll services)				85.50						17.10	102.60
	07/11/22	UTB	Sue Walmsley (parishoner) plant containers							83.36				83.36
	07/11/22	UTB	Cllr Scholfield purchase A5 paper				6.15							6.15
	15/11/22	UTB	BHIB Ltd. Insurance						381.54					381.54
	18/11/22	UTB	Lancashire Flag									76.95	15.00	91.95
	25/11/22	UTB	RBL Poppy Appeal									25.00		25.00
	01/12/22	UTB DD	Easy Websites					44.99					9.00	53.99
	05/12/22	UTB	Yeowart (parishoner) purchase of plants							33.10				33.10
	30/12/22	UTB	Clerk Three Month Salary	900.00										900.00
	31/12/22	UTB	Unity Bank service charge				18.00							18.00
	03/01/23	UTB DD	Easy Websites					44.99					9.00	53.99
	05/01/23	UTB	Cllr Scholfield (Screwfix)									7.29		7.29
	05/01/23	UTB	HMRC (Income Tax)		225.00									225.00
	06/01/23	UTB	Clerk Expenses			154.08								154.08
	24/01/23	UTB	PM+M Solutions (payroll services)				27.75						5.55	33.30
	01/02/23	UTB	Easy Websites					44.99					9.00	53.99
	16/02/23	UTB	ICO GDPR (Clerk made payment from own card)						40.00					40.00
	24/02/23	UTB	S. Walmsley 54.00								54.00			54.00
	24/02/23	UTB	RS Houghton 33.97								33.97			33.97
			TOTALS	2,063.25	515.60	293.16	309.54	856.96	621.54	116.46	87.97	914.62	309.44	6,088.54

6,088.54

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total receipts to date:	7,580	
Less total payments to date:	-6,089	
Balance:	7,005	
	£	
Unity Trust Bank Account Balance at 25 February 2023:	£7,005	<i>If these two figures are different an explanation is required.</i>

Comparisons as at 25/02/23

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME	£	£	£
RVBC Precept:	6,886	6,886	7,024
RVBC Concurrent Grant:	144	150	144
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
Barclays Compensation:	50	0	0
Sundry and Other Income:	0	0	243
	8,469	7,816	7,580
EXPENDITURE			
Staff Costs:	£	£	£
Clerk's salary:	2,353	4,500	2,063
Home use, expenses and mileage:	228	295	293
HMRC:	0	0	516
	2,581	4,795	2,872
Administration Expenses:	£	£	£
Consumables (Ink and Paper etc):	0	120	86
Website design and hosting:	108	140	857
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	80	80	223
Other website expenses:	0	240	0
GDPR, IT set-aside:	0	290	40
Insurances:	218	220	382
Audit:	55	55	200
Room hire:	60	60	0
Training books etc:	50	100	0
	571	1,505	1,788
Amenity Expenses:	£	£	£
Parish lengthsman scheme:	500	500	0
Coronation Gardens ground maintenance:	121	400	204
Registration of Coronation Gardens:	0	0	0
Refurbishment Molly's Well:	470	0	0
Finger Posts	47	0	0
Welcome Trough:	35	0	0
	1,173	900	204
Sundry Expenses:	£	£	£
Burial Committee precept:	0	75	74
LALC subscription:	0	55	55
CPRE subscription:	36	40	36
Best kept village:	20	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	20	25	25
Noticeboard:	0	0	0
Refurbish Telephone box:	210	200	0
Contingency:	0	500	0
Sundry expenditure:	0	100	725
	286	1,365	915
VAT on Expenses to be Reclaimed:	£	£	£
	45	150	309
Total Expenditure:	£	£	£
	2,075	3,770	6,088.54
SUMMARY:	£	£	£
Income:	8,469	7,816	7,580
Expenditure:	(2,075)	(3,770)	(6,089)
	6,394	4,046	1,491
BALANCE:	£	£	£
Balance brought forward at 1 April:	2,083	5,514	5,514.09
Add surplus / less deficit from year:	3,431	4,046	1,491
Balance carried forward:	5,514	9,560	7,005

Cash Flow Forecast for the period 1st April 2022 to 31st March 2023

		2022-2023												Total
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1	RVBC Precept	Precept	7,024.00											7,024.00
2	RV in Bloom	RVBC Grant			60.00									60.00
3	HMRC VAT Return	VAT Repay				109.00								109.00
4	Forbes (HMLR Refund)	Sundry				40.00								40.00
5	Concurrent Funding	RVBC Grant						144.00						144.00
6	PM+M Reimbursement	Sundry							102.60					102.60
7	Sundry Barclays Bank	Sundry									100.00			100.00
	Totals	0.00	7,024.00	0.00	60.00	109.00	40.00	0.00	144.00	102.60	0.00	100.00	0.00	7,579.60

		2022-2023												Total
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Easy Websites	Admin. Exp.	31.20	31.20	631.20	32.40	32.40	32.40	43.19	53.99	53.99	53.99	53.99	1,082.35
21	Burial Levy	Sundry Exp.		74.00										74.00
22	LALC Subscription	Sundry Exp.			54.78									54.78
23	Jubilee Celebrations	Sundry Exp.			416.89		54.06							470.95
24	AER Accountant	Admin. Exp.				200.00								200.00
25	Consumables	Admin. Exp.				95.99			6.15				5.00	107.14
26	Clerk Salary	Staff Costs					1,163.25			900.00			900.00	2,963.25
27	Defibrillator	Sundry Exp.					67.74	169.20					16.03	252.97
28	Unity Bank: Service Fee	Admin. Exp.					6.65			18.00			18.00	42.65
29	HMRC Income Tax	Staff Costs						290.60			225.00			515.60
30	PM+M Payroll services	Admin. Exp.						102.60	102.60		33.30			238.50
31	Countryside Charity	Sundry Exp.						36.00						36.00
32	Clerk Expenses	Staff Costs							139.08		154.08		150.00	443.16
33	Coronation Garden etc.	Amenity Exp.							83.36	33.10		87.97		204.43
34	Insurance	Admin. Exp.							381.54					381.54
35	Flag	Sundry Exp.							91.95					91.95
36	Remembrance Sunday	Sundry Exp.							25.00					25.00
37	ICO GDPR Charge	Admin. Exp.										40.00		40.00
38	Christmas Expenses	Sundry Exp.									7.29			7.29
	Totals	31.20	105.20	1,102.87	32.40	382.45	1,270.04	630.80	872.87	1,005.09	473.66	181.96	1,143.02	7,231.56

		2022-2023 - Unity Bank Statements											
BANK SUMMARY		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
60	Balance brought fwd.						11,092.97	9,822.93	9,336.13	8,565.86	7,560.77		
61	Income						0.00	144.00	102.60	0.00	100.00		
62	Expenditure						1,270.04	630.80	872.87	1,005.09	473.66		
63	Balance						9,822.93	9,336.13	8,565.86	7,560.77	7,187.11		
64	Unity Bank Statement						30/09/22	31/10/22	30/11/22	31/12/22	31/01/23		

Agenda Item 6

For Decision



Meeting Date:	7 March 2023
Title:	Co-option of Parish Councillor(s)
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to approve the filling of a casual vacancy(s) for a Parish Councillor by co-option.

2. Background:

Members are reminded that due to the resignation of Robert Thompson in late October 2022 and already having one vacancy and with no requests from parishioners requesting an election, the Council can fill the two vacancies by co-option.

3. Introduction:

Members should note that Wiswell Parish Council:

- Is not obliged to fill any vacancy.
- Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- It is not desirable that electors in a particular ward are left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.
- Councillors elected by co-option become full members of Wiswell Parish Council

Appendix 1 to this report sets out notes and guidelines regarding the filling of a casual vacancy.

4. Candidates:

Two parishioners have expressed interest in becoming a Councillor: Oi Mei Wrightson and Sarah Clemson. Members will recall that both Oi Mei and Sarah have been active in the Working Groups set up by the Council and in other village activities.

5. Members are recommended:

To consider the two applications referencing the guidelines set out in Appendix 1 and to make a decision on the applications.

Notes and guidelines regarding the filling of a casual vacancy.

Eligibility of Candidates:

Wiswell Parish Council (WPC) can consider any person to fill a vacancy if they:

- Are a British, Commonwealth, Irish, or European Union citizen.
- At least 18 years old.
- Are an elector in the parish.
- Have resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish.
- Have their principal place of work in the parish.
- Have lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are (see 5.80 of the Local Government Act 1972):

- Holding a paid office under the local authority.
- Bankruptcy.
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election.
- Being disqualified under any enactment relating to corrupt or illegal practices.

Also note that candidates found to be offering inducements of any kind will be disqualified.

Good Practice:

Although there is no Statutory Requirement to do so, WPC could:

Use a Person Specification to consider the acceptability of each candidate see Appendix A.

Although there is no Statutory Requirement to do so, WPC could request candidates to:

- Submit information about themselves, by way of completing a short application form. (Appendix B)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix C).

All such documents would be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Although there is no Statutory Requirement to do so, WPC could request candidates to:

Attend and speak about their application at the 'co-option' Council meeting. In such an event candidates would be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Council's Code of Conduct, Standing Orders and Financial Regulations.

The 'Co-option' Council meeting:

At the 'co-option' Council meeting:

- Candidates would be given five minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of WPC.
- The process would be carried out by adjourning the meeting to allow the candidate to speak.
- Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.
- As soon as all candidates have finished giving their submissions, the Council would proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix A and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.
- The vote would be recorded to show whether each Councillor present and voting, gave their vote for or against the candidate.
- After the votes had been concluded, the Chairman would declare the successful candidate(s) duly elected and after signing their declaration of acceptance of office, could take their place immediately.
- The Clerk would notify RVBC's Electoral Services of the new Councillor appointment(s).
- The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form would be handed to the Clerk for forwarding to the RVBC's Monitoring Officer.
- If insufficient candidates come forward for co-option, the process would continue, whereby the vacancies are again advertised.

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Appendix A - CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	Can bring a new skill, expertise, or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of initiatives and tasks. • Interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other Council members and to maintain good working relationships with the parish Clerk. • Ability and willingness to work with the Council's partners (e.g. working groups, other parish Councils, RVBC, LCC and other local community groups and charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member of a local authority or other public body. • Experience of working with voluntary and or local community interest groups. • Basic knowledge of legal and financial issues relating to town and parish Councils or local authorities.
Circumstances	Ability and willingness to attend meetings of the Council, RVBC and LCC and meetings of other local authorities and local bodies at any time and events in the evening and at weekends.	

Appendix B - APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Parish Councillor. Please provide a little information about yourself.

Full Name and Title:		
Home Address:		
Home phone:		
Mobile phone:		
Email:		
Please provide the Council with some background information about yourself.		
Please provide the Council with your reasons for wanting to become a Parish Councillor.		
Your application requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area.		
	Proposer	Seconder
Name:		
Address:		
Signature:		

In line with the Council's General Privacy Notice, the information provided on this application will remain Private and Confidential.

Appendix C - CO-OPTION - ELIGIBILITY FORM

Anyone can be elected as a Parish Councillor* if they are:	
1. A British, Commonwealth, Irish, or European Union citizen. 2. At least 18 years old. 3. Either on the list of electors for the parish, or during the whole of the previous 12 months have occupied land in the parish as an owner or tenant or have a principal place of work in the parish, or have resided in, or within three miles, of the parish.	
Please tick all the boxes which apply to yourself:	
I am a British, Commonwealth, Irish, or European Union citizen.	<input type="checkbox"/>
Preceding the date of my co-option, I am at least 18 years of age.	<input type="checkbox"/>
I am on the list of electors for the parish.	<input type="checkbox"/>
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish.	<input type="checkbox"/>
My principal or only place of work during those twelve months has been in the parish.	<input type="checkbox"/>
I have during the whole of twelve months resided in the parish or within 3 miles of it.	<input type="checkbox"/>
*Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:	
1. Hold any paid employment or office in the local authority that they seek election to or	
2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or	
3. Have within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or	
4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.	
The disqualification for bankruptcy ceases in the following circumstances:	
I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that the debts have been fully discharged;	
II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;	
III. If the person is discharged without such a certificate.	
In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III, it ceases on the expiry of five years from the date of discharge.	
DECLARATION	
I hereby confirm that I am eligible for the vacancy of Wiswell Parish Councillor, and the information given on this form is true and accurate record.	
Signature:	
Date:	

In line with the Council's General Privacy Notice, the information provided to the Council will remain Private and Confidential.

Agenda Item 7

For Decision



Meeting Date:	7 March 2023
Title:	Equal Opportunities Policy
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to approve a revised and updated Equal Opportunities Policy as set out in Appendix 1 to the report.

2. Introduction:

The report noted that Wiswell Parish Council's intention is to be an effective Equal Opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

3. Members are recommended:

To approve the Council's updated Equal Opportunities Policy set out in Appendix 1 to this report.



For Information

Equal Opportunities Policy

Adopted: 07/03/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230307/

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

1. Objectives of this policy.

Wiswell Parish Council's intention is to be an effective Equal Opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

2. Council members and employees.

All councillors and employees are required to treat one another with mutual respect. Actions, behaviour, and attitudes should consistently demonstrate respect for the dignity and worth of an individual, irrespective of the position they have within the Council.

Wiswell Parish Council will:

- Make every effort to create an environment where individuals are valued, listened to, and treated with respect.
- Maintain an environment that seeks out and values the insight, experience, contribution, and full participation of all Council members and staff.

Wiswell Parish Council believes that harassment and discrimination in any form is unacceptable, and offenders will be subject to disciplinary action.

3. Being a service provider.

Wiswell Parish Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination.

All service users will be treated with respect. Actions, behaviour, and attitudes should consistently demonstrate respect for the dignity and worth of an individual.

Wiswell Parish Council will, wherever appropriate, work in partnership with other agencies in the Ribble Valley, including the county and borough council, voluntary groups and community organisations to promote equal opportunities.

Wiswell Parish Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of the Council, comply with this Council's stated policy on equal opportunities.

4. Role of councillors and employees.

All Councillors and employees are responsible for implementing the Council's Equal Opportunities Policy. It is important that all individuals who are employed by the Council or elected to the Council, appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

Equal Opportunities Policy

5. The Policy in Action

5.1 Regarding Council members and employees.

Wiswell Parish Council aims to achieve the policy by:

- Ensuring its employees and members are made aware of their rights and responsibilities to each other and parishioners regarding equal opportunities issues.
- Providing a way in which individuals can communicate any concerns via a competent named person.
- Treating any unacceptable behaviour seriously.
- Ensuring everyone within the council realises they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success.
- Providing awareness training (where this is deemed necessary) for all employees and Councillors, ensuring opportunities to develop relevant competencies are available to implement the policy.

5.2 As a service provider.

Wiswell Parish Council aims to achieve its policy by:

- Providing training for all staff and councillors in equal opportunities awareness (where this is deemed necessary), emphasising equality of treatment in service delivery.
- Ensuring that no member of the public is disadvantaged, or treated less favourably than others, in terms of access to Council services. Where the Council's practice, policy or procedures are found to make access impossible or unreasonably difficult, we will take such steps as are reasonable in the circumstances to change these practices, policies, or procedures.
- Ensuring that, wherever practical, all buildings, premises and utilities owned or managed by the Council are accessible to all.
- Recognising the importance of communication in attaining equity and quality services, which are responsive to the needs of all parishioners, for example through the provision of information in large print on request.
- Complying with all relevant legislation relating to discrimination and equity.

6. Monitoring of Equal Opportunities

The clerk and Chair of Wiswell Parish Council will have responsibility for the implementation and monitoring of the policy as it applies to Wiswell Parish Council as an employer and service provider, involving other people as appropriate in the monitoring process.

Complaints from members of the public, staff members or councillors about discrimination or unfair treatment will be dealt with through the Council's Complaints Procedure.

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Agenda Item 8

For Decision



Meeting Date:	7 March 2023
Title:	Finance Regulations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to approve revised Finance Regulations as set out in Appendix 1 to the report.

2. Introduction:

Members were reminded that the Council is responsible in law for ensuring its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

3. Members are recommended:

To approve the Council's revised Finance Regulations as set out in Appendix 1 to this report.



For Information

Financial Regulations

Re-adopted: 07/03/2023.

Chairman: Cllr. S Houghton

Minute Ref.: 230307/

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

INTRODUCTION.

These Model Financial Regulations were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member Councils and county associations. There have been minor amendments in Section 6 to reflect the Council's current online banking arrangements.

1. GENERAL.

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
 - For the timely production of accounts.
 - That provide for the safe and efficient safeguarding of public money.
 - To prevent and detect inaccuracy and fraud; and
 - Identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

Financial Regulations

1.9 The RFO:

- Acts under the policy direction of the Council.
- Administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
- Determines on behalf of the Council its accounting records and accounting control systems.
- Ensures the accounting control systems are observed.
- Maintains the accounting records of the Council up to date in accordance with proper practices.
- Assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the Council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- Entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
- A record of the assets and liabilities of the Council; and
- Wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- Procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- Procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- Measures to ensure that risk is properly managed.

Financial Regulations

- 1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- Setting the final budget or the precept (Council tax requirement).
 - Approving accounting statements.
 - Approving an annual governance statement.
 - Borrowing.
 - Writing off bad debts.
 - Declaring eligibility for the General Power of Competence; and
 - Addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.14 In addition, the Council must:
- Determine and keep under regular review the bank mandate for all Council bank accounts.
 - Approve any grant or a single commitment in excess of [£5,000]; and
 - In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5 The internal auditor shall:
 - Be competent and independent of the financial operations of the Council.
 - Report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and have no involvement in the financial decision making, management or control of the Council.
- 2.6 Internal or external auditors may not under any circumstances:
 - Perform any operational duties for the Council.
 - Initiate or approve accounting transactions; or
 - Direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

Financial Regulations

- 2.8 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.

- 3.1 The Council shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3 The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND.

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- The Council for all items over £5,000.
 - The Council for items over £500; or
 - The Clerk, in conjunction with the Chairman of the Council for items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Financial Regulations

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council. The RFO will inform the Council of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS.

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Financial Regulations

- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
 - b. An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or
 - c. Fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant more than £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

Financial Regulations

- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS.

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be affected by instructions to the Council's bankers, or by cheque or otherwise, in accordance with a resolution of Council [or duly delegated committee].
- 6.4 Orders for payment or cheques drawn on the Council's bank account in accordance with the schedule as presented to Council or committee shall be authorised/signed by two members of the Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates or other payments for Council services such as payroll services may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payments may be made by BACS or CHAPS methods provided that the instructions for each payment are authorised/signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Financial Regulations

- 6.10 The Council may make payments by Internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where Internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify several Councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed using the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any Internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for Internet banking may only be changed on written hard copy notification by the supplier and supported by authority for change signed by two members of the Council. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.

Financial Regulations

6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.20 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end.

Personal credit or debit cards of Members or staff shall only be used in certain circumstances, such as when a payment has to be made urgently or it is more expedient to do so.

6.21 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES.

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4 Every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a. By any Councillor who can demonstrate a need to know.
- b. By the internal auditor.
- c. By the external auditor; or
- d. By any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

Financial Regulations

- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS.

- 8.1 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk/RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME.

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.

Financial Regulations

- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES.

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by striving to obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS.

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. For the supply of gas, electricity, water, sewerage and telephone services.
 - ii. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. For additional audit work of the external auditor up to an estimated value of £500 (more than this sum, the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2010.

- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain three quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk/RFO shall strive to obtain three estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. ASSETS, PROPERTIES AND ESTATES.

- 12.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 12.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

Financial Regulations

- 12.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE.

- 13.1 Following the annual risk assessment (per Regulation 14), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 13.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 13.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 13.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

14. RISK MANAGEMENT.

- 14.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 14.2 When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.

- 15.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 15.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

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Agenda Item 9

For Decision



Meeting Date:	7 March 2023
Title:	Model Publication Scheme
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to approve a revised and updated Model Publication Scheme as set out in Appendix 1 to the report.

2. Introduction:

Members are reminded that the Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

3. Members are recommended:

To approve the Council's updated Model Publication Scheme as set out in Appendix 1 to the Report.



For Information

Information available under the Model Publication Scheme

Adopted: 07/03/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230307/

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

Model Publication Scheme

1. Introduction.

As well as responding to requests for information, a Parish Council must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme must set out a Parish's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help Parish's Council's carry out this obligation the ICO has developed a model publication scheme which Wiswell Parish Council has adopted.

2. Current information available from Wiswell Parish Council under the Freedom of Information Act Model Publication Scheme

The table below covers the information the Parish Council currently hold. If we do not hold some of the information listed below, we will mark it as 'not held'. It should be noted that Parish Councils should already publish as much information as possible about how they can be contacted.

3. Classes of Information to be routinely made available.

Class		Information to be made available
1	Who we are and what we do.	Organisational information, structures, locations, and contacts.
2	What we spend and how we spend.	Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit (current and previous financial years).
3	What our priorities are and how we are doing.	Annual Report, minutes of Annual General Meeting. Strategies and plans, performance indicators, audits, inspections, and reviews.
4	How we make decisions.	Decision making processes and records of decisions. Current and previous Council years as a minimum.
5	Our policies and procedures.	Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only
6	Lists and Registers	Currently maintained lists and registers only.
7	The services we offer.	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.

4. Information made available by Wiswell Parish Council

Required to be published	How it can be obtained
Class 1: Who we are and what we do.	
Who sits on the Council and its Committees.	Website, noticeboard, and Newsletter
Contact details regarding Members and Parish Clerk.	
Location of Parish Council office.	Website.
Class 2 – What we spend and how we spend.	
Annual return form (AGAR) and report by auditor including end of year accounts, annual governance statement and internal audit report.	Website, agendas and hardcopy.
Finalised budget.	
Precept.	
Financial Standing Orders and Regulations.	
Grants given and received.	
Members’ expenses.	
Council income and expenditure.	
Class 3: What our priorities are and how we are doing.	
Parish Action Plan	Website, agendas and hardcopy.
Annual Report to Parish Meeting (AGM)	
Class 4: How we make decisions.	
Agendas of meetings.	Noticeboard, website and hardcopy.
Timetable of meetings.	
Minutes of meetings. <i>Draft minutes will be replaced by approved minutes.</i>	Website, agendas and hardcopy.
Reports presented to council meetings, excluding items properly regarded as private to the meeting.	
Responses to consultation papers.	
Responses to planning applications.	
Class 5: Our Policies and Procedures.	
Policies and procedures for the conduct of Council business:	
Standing Orders	Website, agendas and hardcopy.
Financial Regulations	
Risk Management Policy and Register	
Code of Conduct	
Policies and procedures related to the Council:	
Equal Opportunities Policy	Website, agendas and hardcopy.
Complaints Policy	

Required to be published	How it can be obtained
Class 5: Our Policies and Procedures cont....	
Policies and procedures for the conduct of Council business:	
Certificate of Employers Liability Insurance	Noticeboard, website and hardcopy.
Certificate of Public and Products Liability Insurance	
Policies related to data protection and GDPR	
General Privacy Policy	Website, agendas and hardcopy.
Class 6: List of Registers.	
Asset Register	Website, agendas and hardcopy.
Register of Members’ interests	On RVBC website.
Class 7: The services we offer.	
Whalley, Wiswell and Barrow Cemetery, overseen by the Whalley, Wiswell and Barrow Joint Burial Committee.	Website, agendas and hardcopy.
Coronation Garden, flags and flagpole, noticeboard and defibrillator.	Agendas and minutes.
Benches, planters, plaque, red phone box, boundary stones.	Agendas and hardcopy.
Newsletters	Website and hardcopy.
Website	Website address: Noticeboard, newsletter and email.

5. SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the Publication Scheme.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 12p per sheet	Cost incurred by the Council
Postage		Cost of 2 nd class Royal Mail

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Meeting Date:	7 March 2023
Title:	Best Kept Village Competition
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider entering the 2023 Best Kept Village Competition.

2. Background:

Members will recall that Wiswell last entered the competition in 2021 when they were highly commended in the Public House Category, the War Memorial Category and the Public Gardens Category and were runners up in the Best Hamlet Category.

An Information Evening is being held on Wednesday March 1st at 19.30 regarding the 2023 competition which the Clerk will attend.

3. Introduction:

To enter the competition an entry fee is paid (the last fee was £25), and an application form is completed.

The entry form needs to:

- Include, a map of the village indicating the boundary of the village, locations of notice boards and benches etc. and details of the features the parish consider as outstanding.
- Provide details of the features the parish does not have (e.g., a village hall) and those the Parish feel are outstanding.

Judging takes place in early summer and if the first round is successful, a second round will take place, if this is successful a final round of judging will take place in late summer. The results and awards will take place in early October.

4. Members are recommended:

To consider entering the 2023 Best Kept Village Competition.

Agenda Item 11

For Decision



Meeting Date:	7 March 2023
Title:	Revised Action Plan and Routine
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider and approve a revised Plan of Action based on the draft plan submitted at the 3 January 2023 meeting and updated in line with Members comments.

2. Background:

Members will recall that at the January meeting the Clerk submitted a draft Action Plan and Members agreed to provide comments on the Plan and requested the clerk to report back to the March meeting with an updated Plan. This is set out in Table 1.

3. Action Plan:

The Action Plan (Table 1) should be viewed as a starting point for areas of activity over the short and medium term. The aim is to agree a small number of five or six achievable and measurable objectives, which along with routine duties would be allocated to the clerk and individual councillors.

The Plan would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities would come into play during 2023. Note that the activities would be designed to improve the parish for the benefit of all residents.

4. Other actions/activities undertaken by the Parish Council and parishioners.

The table below sets out the current activities undertaken by the Council and parishioners.

Area of Activity/Concern	Council Action
Litter	To monitor and arrange for clean ups.
Highways / street lighting / utilities / Public Rights of Way (PROW).	Monitor and report issues as required.
Village amenities: Coronation Garden, old telephone box, planters by noticeboard and entrance to village on Whiteacre Lane.	Provision of financial and hands on support as required. Support is also provided by parishioners; Sue Walmsley and Sarah Yeowart.
Road signs / low level street lighting / street names	Routine cleaning as and when required.
Noticeboard, benches and bollards.	Maintenance as required.

Area of Activity/Concern	Council Action
Lengthsman Scheme.	Liaison with Lengthsman as required.
Overgrown and unsightly vegetation / overhanging branches.	Clearing and pruning as required. Report to RVBC or LCC if necessary.
Dog and public bins and fly tipping.	Monitoring and report through consultation with RVBC
Remembrance Sunday, Christmas activities and both national and local events.	Coordination and funding of activities in partnership with residents.
Defibrillator	Routine weekly maintenance checks

5. Representational Duties.

The table below sets out the areas of activity and the Council representatives.

Activity	Council Representative	Comments
RVBC Parish Council Liaison Meeting	Attendance rotated through the clerk and councilors.	No more than two in attendance at each meeting.
Whalley Educational Foundation	Cllr. Scholfield was nominated at the January 2023 meeting.	Nominations are for a three-year term.
Cemetery Committee. Future sub-committee of Whalley Parish Council.	Cllr. Scholfield is the current Wiswell representative.	Nominations required.
Ribble Valley Branch of LALC	Not currently active.	Nominations Required.
Liaison with Borough and County Councillors.	-	
Planning: Coordination of comments and 'expert' input.	-	
Planning: Liaison with Countryside Charity (CPRE).	-	
Parish Lengthsman Scheme: Monitoring and liaison with the Lengthsman.	Currently undertaken by Cllr. Scholfield.	
LCC Highways and Street Lighting: Reporting defects and follow-up, general liaison.	Currently undertaken by Cllr. Scholfield.	
LCC Public Rights of Way (PROW): Reporting defects and follow-up,	Currently undertaken by Cllr. Scholfield.	
Ramblers Association and Clitheroe Ramblers.	-	No recent activity.

Activity	Council Representative	Comments
Utility reporting: Interruptions, damages etc.	-	
Coordination and liaison with parish Social Groups.	Currently undertaken by Cllr. Houghton.	
Remembrance Sunday	All arrangements by the clerk except liaison with volunteers to assist on the day to be arranged by Cllrs. Houghton and Scholfield.	
Defibrillator routine checks	Currently undertaken by Cllr. Houghton.	
Best Kept Village competition: Meeting with secretary and coordination of village efforts.	-	
Village amenity activities, coordination and liaison with volunteers and other agencies. (See list below).	Current liaison is via Councillor Houghton and the Clerk. Certain activities are undertaken by parishioners Sue Walmsley and Sarah Yeowart.	
<ul style="list-style-type: none"> • Liaison with volunteers. • Maintain: telephone box, Coronation Garden, notice board, street furniture (benches). • Arrange: litter picking, extra trimming of overhanging branches, extra drain sweeping, cleaning road signs, street name signs, lower levels of streetlamps, adjacent bollards and purchase and removal of the Christmas tree. 		

6. Members are recommended:

To note the contents of the Report and comment as required and approve a revised Action Plan as set out in Table 1.

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Traffic issues (31)	Exit to A671 dangerous for cars and pedestrians crossing the road.	Resident keeping record of accidents recorded on private security cameras.	Invite representative from LCC Highways to village to meet with Parish Councillors and residents to address traffic issues raised in the survey.	1			
	20mph speed limit in the village.	Enquiry made to LCC Highways they have historically focused on urban areas		1			
	Cyclists going too fast through the village	Contacted a Clitheroe cycling group but got no response.		2			
	Traffic mirror required at the top of Whiteacre Lane.	In the past LCC have resisted requests for mirrors (other than those placed on private property).	Identify and make contact with cycling groups or organisations whose members pass through Wiswell with a view to encourage slower speeds through the village.	1			
	Old Back Lane residents are particularly concerned by traffic issues (rat run from new developments, large vehicles etc).	PC have submitted a request for vehicle length limitation sign (ref: 407710). Several residents have individually made similar requests.					
	More grit boxes required.	LCC refused to fund grit box at end of Moor Lane	PC to cost and consider purchase of grit box	2			
	Wiswell Lane traffic calming measures required.		Assumes comment means speed bumps and or 20mph speed limit.	3			

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Parking (22)	Double yellow lines at end of Moor Lane and around Coronation Garden required to allow access to single carriage highway.	In the past PC have been concerned about the use of double yellow lines as this only moves the problem to other areas of the village		3			
	Parking at Freemasons required.	Nowhere is available and, despite PC best efforts and the recommendations of LCC, RVBC appears to be unable to control the expansion of the business in the village.	Discuss with FM management.	3			
Public and dog bins 18)	More public and dog waste bins required.	Raised at the last RVBC Parish Council Liaison Meeting. When we know RVBC intentions we can prepare an action.	This is an issue for all PCs not just Wiswell. The RVBC review has taken a considerable time and still no outcome.	2			
Road surface / markings (12)	Wiswell Lane road resurfacing required.	New road markings recently added. PC monitors the condition of Wiswell Lane within Wiswell. The markings may relate to the A671 junction see above.	PC to continue to have highway issues as an item on all agendas. LCC have not replied to the last communication, and PC will chase.	2		AS	
Activities for Children (6)	No specific comments	There is no land available facilities are available in Barrow and Whalley	Consider the possibility of establishing a play area. PC to consult residents.	3			

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Street lighting (5)	To retain village character, avoid LED lighting	RVBC policy is to convert to LED lighting. Heritage lampposts (Pendleton Road) have retained “soft” bulbs.	Continue policy of “soft” bulbs for heritage lampposts to retain character. The fifth column on Old Back Lane was changed last year, if this lamp is not soft white PC will discuss with LCC	3			
PROW / Open spaces (5)	Pavement from junction to Oakhill required.		Hedge trimming required. Canvass RVBC to explore viability of footpath, safe pedestrian access to and from Whalley.	2			
	Lack of footpaths alongside Wiswell Lane.	Wiswell is classed as a rural village with conservation regulations - footpaths not a possibility on highway	Ref. work on pedestrian route from Chatburn towards Downham / Rimmington. Check with LCC/RVBC.	2			
	Remove obstruction to Vicarage Fold.	Attempts made to seek clarification from RVBC / LCC have so far met with limited success. PC applied for a BOAT (Byway open to all traffic).	Owner of Vicarage House is continuing with this, PC to stay in contact. PC to Chase BOAT and to secure definitive ruling from LCC / RVBC	2			

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Boundary stones / finger posts / signage and notice boards (2)	Whalley and Barrow signs don't match. New Wiswell sign (Whalley) not in keeping with village character (view of several residents).	Finger posts were restored using the original destinations and painted in different styles to reflect the different standards which were applied over the years. The 'new' boundary stones, demonstrate that the village continues to evolve, particularly outside the Conservation Area.	PC to consider what action if any can be taken	4			
Garden areas and flower beds (1)	Better maintenance of hedgerows.	Split into residential properties, farmers' hedges and LCC verges. These are monitored and, if appropriate, reported. Most domestic hedges are kept at a reasonable height. Farmers' boundary hedges are more variable.	The PC report cases of vegetation encroaching on the highway to LCC/RVBC and will continue to do so. Parishioners should raise issues about loss of light.	3			
Seating/benches/picnic areas (0)	No specific comments		PC to continue with rolling program of bench maintenance	N	July 2023	SH	
Planning matters.	Control the expansion of the Freemasons public house.	PC have monitored and formally responded to planning developments in support of issues raised by residents	Continue to monitor and respond to all developments. Continue to develop positive relationship with	N			

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			management to address concerns raised by residents.				
	Unable to get planning permission		Offer support / advice (if appropriate) to residents. Encourage residents to enlist the services of an experienced planning agent	3			
	Development opposite Robin Hill (complaint to MP and Planning enforcement).	PC support and liaise with planning enforcement on behalf of residents.	Continued support. Invite member of RVBC's Planning Enforcement Team to village to discuss issues.	2	January 2023	MH/ SH	
	Retain the character of the village, block undesirable development.	Regular review of all village planning matters – weekly list circulated by Clerk	Continue to review all planning applications. Provide support for individual residents as within the constraints of PC powers to influence. PC to clarify with RVBC what Conservation Areas mean in 2023. Their documents have not been updated for some time.	N			

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
Social / Parish Matters	Opportunities for villagers to meet up.	Successful platinum jubilee and carol singing event in 2022.	“Social” group established to plan events for 2023 - Quiz night summer Coronation social	1			
	Buy old garage and convert into village amenity.	Viability of village hall discussed over the years. Cost and upkeep have proved prohibitive.	PC to explore further drawing on experiences of other PCs	N			
	Welcome pack for new residents.	RVBC contacted by SH. All information now on web site - no use of physical welcome packs.	PC to consider viability, what should we include. What to signpost in terms of RVBC web site.	3			
	Condolence cards from village.		Consideration by PC.	3			
	Re-instatement of library in phone box	Successful lending library has operated in the past.	Spring / summer- complete renovations and reinstate library. Look at other uses as library not suitable outside April – October as books get damp.	3	June 2023	SH	
	Noise, smell, lighting and out of hours operation, have all been raised by residents living near the Freemasons public house.	PC have acted in accordance with issues raised by residents.	Continue to develop a positive relationship with management to resolve issues, where this fails liaise with appropriate	4	On going		

Table 1. Key: The number in the brackets () refers to the survey responses received on the matter. P = Priority. N = Not applicable					Actions		
Area of Improvement	Comment from survey	Comments /Actions taken up to December 2022	Future actions and developments from January 2023	P	Date	Who	RAG Date
			RVBC's Environmental Health and Licensing Departments and other agencies as appropriate.				

Agenda Item 12

For Decision

Meeting Date:	7 March 2023
Title:	Purchase of a Grit Bin
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the purchase of a grit bin to be located at the end of Moor Lane.

2. Background:

Members will recall that at their meeting on January 3 they authorised the clerk to investigate the options for purchasing a new bin for the bottom of Moor Lane and report back to members. It should be noted that LCC will replenish the grit in any bin the Council procure.

3. Options:

I have set out options from Glasdon and Gritbins.net. All costs exclude VAT.

3.1 Glasdon.

Glasdon are used by RVBC and are based in Blackpool.

Options include lock (£24 - £37), colours available red, green and yellow (no additional cost) and a stainless-steel ground fixing kit with 4 bolts (£31)



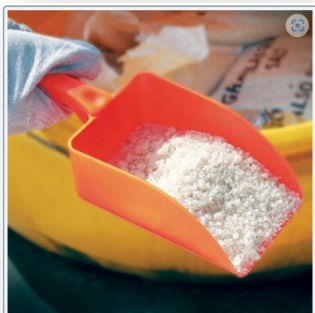
90 litres. £120.61



160 litres. £210.49



400 litres. £228.20



£7.74



£22.73

4. Gritbins.net

Gritbins.net are the trading name of Kingfisher Direct Ltd and are based in Nottingham. They state that all their products are made in the UK. They accept bank transfer payments and official purchase orders from public sector organisations. Lockable versions are available on certain bins.

4.1 Small and Medium Sized Bins



2 Cu Ft Grit Bin - 50 Litre / 50 kg capacity

From

£34.99 ex. VAT

🚚 1-3 working days

Special Price



2 Cu Ft Recycled Grit Bin - 50 Litre / 50 kg Capacity

£34.99 ex. VAT

🚚 1-2 working days



60 Litre Mini Grit Bin

From

£69.99 ex. VAT

🚚 1-3 working days



Black 3.5 Cu Ft Grit Bin with Yellow Lid - 115 Litre / 130 kg Capacity

£89.99 ex. VAT

🚚 3-4 weeks



Premium Yellow 200 Litre Grit Bin - 200 Kg Capacity

£142.99 ex. VAT ~~£149.99~~

🚚 1-3 working days



7 Cu Ft Stackable Grit Bin - 200 Litre / 250kg Capacity

From

£99.99 ex. VAT

🚚 2-3 working days



Pathfinder 200 Litre Lockable Yellow Grit Bin

£107.99 ex. VAT

🚚 2-3 working days



Pathfinder 200 Litre Lockable Grit Bin - Black Base / Orange Lid

£99.99 ex. VAT

🚚 2-3 working days



30 Litre Mini Grit Bin with Scoop

From

£49.99 ex. VAT

🚚 2-3 working days



UniKart Wheeled Grit Bin - 75 Litre / 75 kg Capacity

£99.99 ex. VAT

🚚 2-3 working days



2 Cu Ft Lockable Grit Bin - 50 Litre / 50 kg Capacity

From

£46.49 ex. VAT

🚚 3-5 working days



3.5 Cu Ft Grit Bin - 115 Litre / 125 kg Capacity

From

£85.99 ex. VAT

🚚 10-14 working days

4.2 Large Bins and Shovel



14 Cu Ft Heavy Duty Grit Bin - 400 Litre / 500 kg Capacity

From

£169.99 ex. VAT

🚚 10-14 working days



14 Cu Ft Heavy Duty Recycled Grit Bin - 400 Litre / 500 kg Capacity

£149.99 ex. VAT

🚚 10-14 working days



14 Cu Ft Boss Grit Bin - 400 Litre / 400 kg Capacity

£190.00 ex. VAT

🚚 10-14 working days



12 Cu Ft Standard Grit Bin - 350 Litre / 400 kg Capacity

From

£169.99 ex. VAT

🚚 10-14 working days



14 Cu Ft Curved Top Grit Bin - 400kg Capacity

From

£199.99 ex. VAT



Large 400 Litre Yellow Grit Salt Bin

£188.75 ex. VAT



£18.00

5. Members are recommended:

To consider which grit bin to purchase.

Agenda Item 13

For Information



Meeting Date:	7 March 2023
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

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.ribblevalley.gov.uk/weekly_lists

- 24 February: See below.

3/2023/0134	Application for tree works in a conser	Development Description:	Grid Reference
DATE VALID: 13/02/2023	Development Address: Eastwood House Old Back Lane Wiswell BB7 9BS	Fell two juniper trees marked Tree 1 and Tree 2. Fell two dead trees marked Tree 3 and Tree 4.	374450 437317
Officer:	Alex Shutt 01200 425111		

- 17 February: There were no applications.
- 10 February: There were no applications.
- 3 February: See below.

3/2022/1175	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 25/01/2023	Development Address: 6 Leys Close Wiswell BB7 9DA	Proposed porch to front of house.	37484 43756
Officer:	Mark Waleczek 01200 425111		

- 27 January: See below (2).

3/2023/0038	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 17/01/2023	Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	Proposed new vehicular access.	375224 438207
Officer:	Ben Taylor 01200 425111		

3/2023/0032	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 11/01/2023	Development Address: Fair View Pendleton Road Wiswell BB7 9BU	Proposed two-storey side extensions, new detached garage/carport and new porous finish to existing driveway.	374593 437433
Officer:	Ben Taylor 01200 425111		

- 20 January: There were no applications.
- 13 January: There were no applications.
- 6 January: There were no applications.
- 23 December 2022: There were no applications.

3. Weekly decisions relating to Wiswell.

- 17 February: No decisions.
- 10 February: No decisions.
- 3 February: No decisions.
- 27 January: No decisions.
- 20 January: No decisions.
- 13 January: No decisions.
- 6 January: No decisions.
- 23 December 2022: 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 14

Useful Contacts

Police - Emergency	999
Police - Non-Emergency	101
Police – Clitheroe/Whalley	01200 458 766
Lancashire Crimestoppers	0800 555 111
Lancashire County Council (LCC)	0300 123 6701
LCC - highway matters	0300 123 6780
Ribble Valley Borough Council	01200 425111
National Grid - Report Gas Emergency	0800 111999
United Utilities - Report Water Emergency	0345 6723 723
Environment Agency Floodline	0345 988 1188
Power Outage (all electricity providers)	105
Electricity North West Ltd	0800 195 4141
NHS Non-urgent medical advice	111
Ribble Valley Citizen's Advice Bureau	0300 330 1182 / 01200 427 336
Ribble Valley Age UK	0300 303 1234
Cemetery Registrar	01254 722811 registrar@wwbjbc.org.uk
Nigel Evans: MP for the Ribble Valley	evansn@parliament.uk
Cllr. Mirfin: Lancashire County Councillor	gerald.mirfin@lancashire.gov.uk
Cllr. Birtwhistle: Borough Councillor	cllr.david.birtwhistle@ribblevalley.gov.uk
Lancashire Volunteer Partnership	Lvp@lancashire.gov.uk
Love Clean Streets (report it on the go)	Visit... lanacashire.gov.uk/report

Wiswell Parish Council has made every effort to ensure the accuracy of the information provided in this newsletter and cannot in any circumstances accept responsibility for errors, omissions or advice given.



NEWSLETTER Spring/Summer 2023

Welcome

As the warmer spring and summer arrives (hopefully) we are pleased to provide our residents with a series of updates and information on our village.

Our Parish Council

We are delighted to welcome two new councillors onto our Parish Council.

Oi Mei Wrightson will be known to many of you as our Neighbourhood Watch coordinator and for her role in publicising information on village events via our email circulation list. Oi Mei and her husband Michael have lived in the Old School House for many years and during that time have also been responsible for maintaining the area around our war memorial.



Sarah Clemson may also be known to many residents. She moved to the village as a 10-year-old with her parents Susan and Trevor Dawson. University and work commitments meant a temporary move away, but she returned to the village as a full-time resident in 2010. Sarah has coordinated arrangements for the Wiswell Ladies Christmas meal and has been part of a group of residents who have helped to organise a range of social events in the village.



Parish Council Representatives

Contact details for the Council's current representatives are shown below. For the first time in over 12 months, we now have a full complement of Parish Councillors.

Cllr. Steve Houghton (Chair)	01254 824 472
Cllr. Alan Schofield (Vice Chair)	01254 823 140
Cllr. Judith Pursglove	07969 831 033
Cllr. Oi Mei Wrightson	
Cllr. Sarah Clemson	07725 602768
Clerk and RFO Mike Hill	07375 801 052

Whilst there are several statutory duties the Council undertake; our fundamental aim is to work with residents and agencies to organise community events and to maintain a pleasant village environment.

We are well supported by our excellent Parish Clerk Mike Hill who as well as ensuring that we meet our legal obligations is always on the look-out for additional grants and finances to help fund our work.

Minutes and agendas of all our meetings are included on our web site (www.wiswellpc.org.uk) and we are happy to receive suggestions on how we can improve and maintain a strong village community so don't hesitate to get in touch.

Information is also available in the Council's Noticeboard.

Outcomes from the Parish Survey

As mentioned in our winter newsletter a summary of the outcomes from our village survey are included on the Council's web site.

We have now drafted an Action Plan to address some of the key points raised by the responses where we think we can have some influence and positive impact. To this end we are developing a relationship with the RVBC Planning Enforcement Team and recently welcomed into the village a representative from that Team to discuss some of the issues concerning residents. Whilst the discussions are necessarily sensitive and confidential, we have verbally reported on outcomes to residents most directly affected by developments.



Christmas Meals

Thanks to Sarah Clemson and Mike Cavanagh for organising the men's and women's Christmas meals and of course to Steve Smith and the Freemasons staff for hosting the events. Both meals were well attended and enjoyed by all. As well as meeting up with old friends it was an opportunity to meet some of our newer arrivals to the village.

In the case of the men's meal evidence of a "good time" can be measured by the fact that the drinks bill exceeded the cost of the meal. We gather that a few hard-core stalwarts (names withdrawn to avoid possibility of super injunctions) succeeded in staggering down to Whalley Wine Bar for further carousing.

In the case of the women's meal, we are pleased to announce that this year there were only two formal reports of excessive rowdiness to the local constabulary. Thanks to all volunteers for helping with the tree, especially to Bruce Mitchell for providing a "cherry picker" and to Edmund and Jean Sandham for their chain saw expertise.

Carol Singing - 19 December 2022

Our carol singing event is always a popular occasion in the village and this year was no exception. We had an excellent turnout and a rumbustious rendition of carols and Christmas favourites fueled by mulled wine and mince pies was enjoyed by all.

Many thanks to Judith and Alan for organising the refreshments and musical backing tracks with a special shout out to Becci Williams whose natural energy, vocal skills and enthusiasm succeeded in cajoling something resembling a tuneful response from the assembled throng.



Thanks to the generous donations from residents last year, we had almost enough money carried over from 2021 to cover the costs of our Xmas tree in 2022.

As always, we were indebted to Alan Scholfield's professional expertise in "rigging" our Christmas lights and sound system whilst simultaneously averting a village "black-out" which is no mean feat.

As reported by email we are also pleased to report that our charity collection raised £419 for cancer research. There are few families that have not been touched by this terrible illness and we are pleased to contribute towards research costs.

The evening was brought to an excellent finale in the Freemasons with an enjoyable pie supper and further liquid refreshment provided by Steve Smith and his colleagues. All in all, an excellent and enjoyable night.

Coronation Garden

As reported in a previous newsletter we are delighted that Sue Walmsley and Sarah Yeowart have taken on responsibility for the maintenance of Coronation Garden and associated flower troughs around the village.



The eagle eyed amongst you might have noticed, following advice from a professional gardener, the removal of the misshapen holly tree at the back of the garden.

With the help of a Lancashire County Council Bio-Diversity Grant, we will be replacing the holly bush with a Rowan tree that we can carefully shape and manage. In addition, the Rowan provides a good source of berries for our local bird population.

In early spring watch out for the unveiling of our new Lancashire Flag.

We plan to use our Union Jack Flag for designated occasions with the flying on the Lancashire flag adding some colour to the area on other days during the spring and summer seasons.



Phone Box Library

In our survey several residents indicated that they would welcome the reintroduction of our “Phone box” library and we intend to do this in spring 2023 when we have completed some minor decorations to the interior.

We will contact residents by email / WhatsApp to ask for book donations and to explain arrangements for borrowing / returning books.

Due to dampness, we think we can only operate this service during the spring and summer months. Early thoughts are that at the end of the summer season we will invite residents, if they wish, to retrieve any books they have donated. After that process has worked through, we would store 50% of the remaining books over winter and donate 50% to charity shops.

In Spring 2024 we would hopefully be able to supplement our book stock with new donations. What do you think? Please let us know.



Village Walks

Several residents have asked about the potential to start a “village ramblers” group. If there was demand the group could initially explore the footpaths and rights of way that are accessible from the centre of the village including some aspects of local history / folklore. In spring /summer we will test demand via the email/WhatsApp circulation list and see who is interested. There are several interesting “off road” routes that some villagers may not be aware of.



Arrangements for The King's Coronation

We are pleased to confirm that we will be holding a village social event over Coronation weekend on Sunday 7 May.

Paula Davies has again kindly agreed to host the event in Lantern Cottage gardens and at the time of writing we think the event will run from 2pm – 5pm.

We are in the process of confirming precise details but are hopeful of securing the services of a live band as we did for our successful platinum jubilee event.

Naturally we hope as many residents as possible will be able to attend. Further details of our May Coronation event will be circulated by email and leaflet in March.



Quiz Night - 27 February

Bla bla bla

Agenda Item 15

For Information



Meeting:	7 March 2023
Title:	Actions from previous meetings and ongoing matters.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings and on ongoing matters.

2. Update on Actions from 03/01/2023 - Ordinary Council Meeting:

Minute	Action	Who	Update
230103/5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
230103/6	Revised Complaints Procedure: Upload revised Procedure to the Council's website.	Clerk	Complete
230103/7	Whalley Education Foundation - Governor Appointment Inform the Foundation of the Council's decision.	Clerk	Complete
230103/8	Co-option of a Parish Councillor: Submit list of candidates to the Clerk prior to 7 March meeting.	Council Members	This meeting
230103/9	Planning Matters: Contact RVBC Planning Enforcement and request they meet with parish councillors and visit the parish.	Clerk	Complete
	Pursue planning application 3/2022/1022 with the RVBC Planning Enforcement Team.	Cllr. Birtwhistle	
230103/10	Action Plan: Provide comments to Clerk prior to the March meeting.	Council Members	This meeting
230103/12	Member Updates: Provide written updates to the Clerk prior to the meeting.	Council Members	This meeting
230103/15	Newsletter: Provide content to the Clerk by the March meeting.	Council Members	This meeting
230103/11	Actions from previous meetings and new actions arising:		
	Request UU label the internal power socket 'Do not switch off'	Clerk	Complete
	Set up a maintenance regime for the defib, cabinet and lock	Chair	Noted
	Investigate the options for purchasing a new grit bin for the bottom of Moor Lane and report back to Council.	Clerk	This meeting
	Enquire and report back to Council as to the number of parish councils that are part of the 'Sabden' Lengthsman Scheme and what other Lengthsman schemes are in operation in the Ribble Valley.	Clerk	Ongoing

Sabden have 6 Parish Councils in their cluster.

3. Update on Actions from 12/12/2022 - Extra Ordinary Meeting:

Minute	Action	Who	Update
221212/4	Draft Budgets for 2023/24: Inform RVBC of the Proposed Budget.	Clerk	Complete
221212/5	Burial Committee – Updated Consitution: Inform the Chair of Whalley Parish Council of this Council's decision.	Clerk	Complete

4. Update on Actions from 01/11/2022 - Ordinary Council Meeting:

Minute	Action	Update
221101/5	Finance Report: Initiate the payments as set out in the report.	Complete.
221101/6	Draft Budgets for 2023/24: At the appropriate time inform RVBC of the proposed financial requirements.	Complete. Precept submitted.
221101/8	Whalley Education Foundation - Request for Financial Assistance: Inform the Foundation of the Council's decision.	Complete.
221101/9	Purchase on an additional Flag: Purchase a Lancashire flag and finishings.	Complete.
221101/10	Other Actions:	
	Inform BT that the phone box will not be used for the defibrillator.	Complete
	Contact United Utilities, thanking them and requesting they label the internal power socket 'Do not switch off'.	Complete
	Provide defib, cabinet and lock maintenance instructions to members.	Complete
	Set up a maintenance regime for the defib, cabinet and lock.	Noted by Chair

5. Update on Actions from 06/09/2022 - Ordinary Council Meeting:

Minute	Action	Update
220906/2	Minutes: For future meetings provide an update on approved actions from previous meetings.	Complete.
220906/5	Finance Report: Make payments as set out in the report.	Complete.
220906/6	Improving the Amenity: Apply to LCC for the bio-diversity grant.	Complete with email confirmation received on 13/09/22.
220906/7	Use of Payroll Services: Make the necessary arrangements with PM+M Solutions.	Complete and being used.

220906/8	Parishioner Consultation: Issue hard copy questionnaire to the Working Group and to Council's website.	Complete and survey responses published.
220906/10	Defibrillator: 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	Councillor Reports: Contact NALC seeking their opinion on the issue of ownership of small plots of land by parish councils	NALC and LALC contacted but have not been able to provide any guidance or additional information.

6. Update on Actions from 05/07/2022 - Ordinary Council Meeting:

Minute	Action	Update
220705/7	Finance Report: On the Payments Tab, the Burial Committee Levy should state the payment was for 2021/2022.	Complete.
220705/7	Finance Report: Make payments as set out in the report.	Complete.
220705/8	Asset Register: Add the Wiswell Shay Boundary Stone to the register	Complete.
220705/10	Parishioner Consultation: Set up the first meeting of the Working Group.	Complete.
220705/11	Internet Banking: Start the process of switching bank accounts from Barclays Bank to Unity Trust Bank.	Complete and up and running.
220705/12	Planning Report: Include applications approved since the last meeting in future reports.	Complete.
220705/13	Local Plan: Submit the Council's response as set out in the report.	Complete.
220705/14	Lengthsman Scheme: Contact Angela Whitwell at Sabden Parish Council with a view to holding a Borough wide meeting to discuss various aspects of the Scheme.	Clerk chased Angela 21 February.
220705/18	Members Report: Members to consider whether the Council submit a further application to HMLR regarding Coronation Garden.	Complete. Members decided not to submit a further application.
220705/18	Members Report: Consider how best to make use of the village phone box.	Complete: Decided to reinstate a 'library' facility.
220705/18	Members Report: 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.

7. Ongoing Matters for Discussion and Consideration:

Item	Update/Action
Appointment of two new councillors.	This meeting.
<p>Freemasons Public House:</p> <ul style="list-style-type: none"> General monitoring of their business activities and the impact on the village, particularly compliance with RVBC requirements. Rubbish at the rear of 2 Old Back Lane (removal is contracted to RVBC and there should be a change of use application), an update from Stephen Barker (RVBC) required. No 8 Old Back Lane is in the process of being sold to an unidentified buyer with connections to the Freemasons. It is understood that the rear of No 6 is in a poor state due to the failure to maintain basic hygiene standards with the resident's dog. 	<ul style="list-style-type: none"> Continue to monitor activities relating to the pub. Clerk to contact RVBC regarding change of use application.
<p>Vicarage Fold:</p> <p>Acceptance by LCC that it is a public highway. The resident of Vicarage House has actioned and made an application. Note: The Council submitted an application for a BOAT (Byway open to all traffic).</p>	Council to monitor and support.
Additional lights for the Christmas decorations. Possible donation from Moor Lane resident.	Cllr. Scholfield to action.
David Holmes Construction, to restore the grass bank and improve the grass triangle, access to Greenacre, Whiteacre Lane (Cunliffe Lane), following damage caused during their building work.	Cllr. Scholfield to action.
Replacement of grit bin at bottom of Whiteacre Lane, formal request made to LCC.	Replaced but not like for like, Cllr. Scholfield to action.
Provision of grit bin at the bottom of Moor Lane.	This meeting
Paving flags and a new bin on Moor Lane. Financial contribution may be available from a Moor Lane resident.	Complete. No new bins
Police liaison. New PCSO is Ailsa Gill.	Complete

8. Members are recommended:

To note the report and the ongoing actions.

Agenda Item 16

For Information



Meeting Date:	7 March 2023
Title:	Councillor Reports
Submitted by:	Council Members

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor S. Houghton.

Appendix 2 – Councillor A. Scholfield

3. Members are recommended:

To consider the report.

Appendix 1 - Agenda Item 16. Report by Cllr. Houghton

1. Defibrillator

I have taken responsibility for checking the defibrillator on a weekly basis and putting the date of checks in my diary.

Considerations:

- Once we have a full complement of councillors should we have a rota?
I am happy to continue with this responsibility but will need cover when I take prolonged holidays.
- Do we still need to consider training in its use?

2. Coronation Garden

Revamp of Coronation Garden underway.

As previously reported new planters, plants, flag purchased, and Sarah / Sue have also assumed responsibility for the planter on Whiteacre Lane. The holly bush has now been removed (with thanks to Edmund and Jean for their support) and a new Rowan Tree purchased. By the time of the meeting we are hoping that the tree will have been planted

3. Social Group

a. Christmas Carols

Successful carol event and pie supper in the Freemasons reported at our January meeting. Several positive comments on the event from local residents via Whatsapp. Card sent to Freemasons to thank them for their support. £419 donated to cancer research – note of receipt of donation lodged with Mike and a copy placed on the noticeboard. Many thanks to Becky Williams for leading our community singing and to Alan for musical backing tracks. Thanks also to Judith for refreshments and Alan S for electrical expertise.

b. Quiz Night

At the time of writing, we have about 35-40 “sign ups” for our quiz night on the 27 February. £10 per person includes £7.50 for pie supper with the remainder for the purchase of prizes. Many thanks to Paul Marlow / Mike Cavannagh for organising the event and to Sarah and Oi Mei for their help with publicity. A verbal report on quiz night can be made at our meeting on the 7 March

c. Summer Social

We can now confirm that the date of our summer social will be Sunday 7 May (2pm- 5pm) with Paula Davies kindly agreeing to host. This coincides with Coronation Weekend. We are in the process of making arrangements and the Social Group will meet to firm up plans and responsibilities once we have “delivered” the quiz night. We are hoping that we can again hire a live band.

d. Open Garden Event

Early discussions have taken place regarding a Wiswell open gardens event. We are hopeful that this can happen with potentially a date in early July (before schools break for summer holidays). I need to speak to Sarah and Sue to discuss feasibility. Our initial thoughts on open gardens is that it should be every three or four years, not an annual event.

e. Other Suggestions

There appears to be traction amongst some members of the community for a Wiswell ramblers' group. A number of newer residents are not familiar with footpaths, bridleways, rights of way etc in the vicinity of the village. If there is interest I intend to make an offer of a guided walk (Quarry, over Wiswell Moor, nick of Pendle, Wymondhouses, Cold Cotes circular). If there is demand develop things from there.

4. Conclusions

Hopefully, by the end of summer, our group will have delivered on our promise (and also a priority identified in our survey) of providing social events / activities in Winter, Spring and Summer. The challenge will be to sustain this level of activity / thinking of new ideas in the coming years.

We are indebted to the support of so many residents who are willing to help with planning, organising and developing activities / amenities for the benefit of our community. A shout out also to the staff of the Freemasons for their support and the use of their facilities.

1. Highway fault reporting system:

LCC's 'Report It' system closes on 22 February to be replaced by 'Love Clean Streets' from 27 February. I only noticed the change this week when using the web site. In the light of last year's new Parish Charter, it would have been a good idea to advise parish councils of the change in good time.

2. Highway fault reports:

LCC have rejected reports on Whiteacre Lane (potholes) and Wiswell Lane (branches over the highway forcing pedestrians further into the road). More precise data will be resubmitted to reinforce the reports.

3. Replacement of white lines after surface dressing:

This was finally achieved after five months and the village markings are in good condition overall, the best for a long time in fact. Why it should take so long and require multiple mobilisations is one life's mysteries. We failed at Leys Close but succeeded at Moorside Lane which they had previously refused.

A sign has been left at Wiswell Shay for eight months and LCC seem either unable or unwilling to recover it. If it still there later this week, I will remove it.

4. A59 road markings:

You may have noticed a contractor working west from the Yorkshire boundary. The work had stalled at the bottom of Sawley Brow, but LCC have confirmed that this will be resumed shortly, including the Bramley Meade roundabout. We have been reporting issues there for years.

5. Road Markings A671 / Wiswell Lane:

LCC finally agreed to replace these over a year ago, but nothing has been achieved despite further reports. I have proposed including this in a site meeting to be requested with a senior member of LCC staff.

6. Road sweeping:

The RVBC contractor swept last week. A check on all the grids will be done within the next few days.