



Parish Council Meeting – Draft Minutes

Date:	23 September 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L Crook (Chair), K Heyworth, D Chiappi, E Kinder, L Street		
In attendance:	Clerk to the Council M Richardson, Borough Councillor David Birtwhistle and seven members of the public.		
Meeting started:	19.00	Meeting closed:	23.00

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1. APOLOGIES FOR ABSENCE.

No apologies were received.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 29 AUGUST 2024

The above minutes were approved as correct and signed by the Chair.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

A declaration of non-pecuniary interest was stated in relation to agenda item 11 by Barrow Parish Councillor Lucy Crook – specifically:

- RHS Developments North Limited, 31 Manor Court, Salesbury Hall, Ribchester, PR3 3XR

The above companies have bid for the public contract advertised under the Public Contracts Regulations 2015 for the refurbishment of 22, 23-25 Old Row, Barrow BB7 9AZ.

1. A dispensation was granted for Councillor L Crook to participate in discussions on ITEM 11 of the Agenda for the meeting of Barrow Parish Council held on the 23 September 2024 at 19.00pm
2. The dispensation was sought due to Councillor L Crook being the Barrow Parish Council representative leading the Tender Interviews conducted on 6 September 2024 with two bidders and the 9th September 2024 for one bidder.
3. The interviews was to readdress and reassess submitted tender applications based on a phased approach agreed by Barrow Parish Council on 29 August 2024.

Councillor Lucy Crook remained in the meeting and participated in the discussion but did not vote on the related agenda item 11. A dispensation was granted in accordance with Barrow Parish Council Standing Orders 13 (d), (f) and (h).

4. PUBLIC PARTICIPATION

Members of the public asked for clarification on the timescales for the proposed acquisition by Barrow Parish Council (buyer) for 22,23-25 Old Row from the LNT (seller).

At a Barrow Parish Council Meeting on the 22 July 2024, members of public that attended the meeting were verbally informed by the Projects Officer that the Exchange of Contracts and Completion was scheduled to take place on 23 July 2024.

Members of the public were informed that this timescale was never met due to legal technicalities about further requested changes by the Sellers Solicitor not incorporated into the initial agreed Contract of Sale.

Due to the slippage in timescales as outlined in the Funding Agreement Barrow Parish Council was not able to fulfil the specific contractual requirement that the outside of 22,23-25 Old Row be **tidy and presentable by 18 October 2024**.

Barrow Parish Council was advised by their appointed Solicitor not proceed until these revised terms had been agreed, in essence moving the date to a realistic one which could be achieved.

Other factors linked to slippage in timescales included the early resignation of the appointed Projects Officer and an extended tender and assessment period linked to the requirement to undertake a phased approach to the works.

The recently appointed Clerk verbally reported all endeavours were being made to conclude data, including agreement of milestones outlined in the sale of contract and the requirements from the UK Prosperity Funding Agreement.

The Council accepted that the delay is frustrating for the Council and for Barrow residents. In a bid to clarify slippage in timescales the Clerk relayed the timescales proposed in the funding agreement entered with Ribble Valley Borough Council and Barrow Parish Council on 3 June 2024. The latest timescales (revised) as of 23 September 2024 are at Item 7 of the agenda.

Members of public raised concerns about the Draft Minutes of the meeting held on 29 August 2024 not being uploaded to the Barrow Parish Council website prior to the meeting. It was accepted by the Clerk that this may have been helpful in relation to the Old Row Project.

In accordance with Standing Orders 3 b & c, Barrow Parish Council is required to provide three clear days' notice of a proposed meeting. This is when the draft agenda is posted.

Draft Minutes of Barrow Parish Council meeting being published prior to the agenda being released is not a requirement of Standing orders, but Council agreed to publish draft minutes as early as possible in future.

RESOLVED THAT COUNCIL:

- a. Draft minutes of the previous Barrow Parish Council meeting will be uploaded to the website and noticeboard when the agenda is posted as required by Standing Order 3 b & c, or earlier if possible.

5. FINANCE REPORT

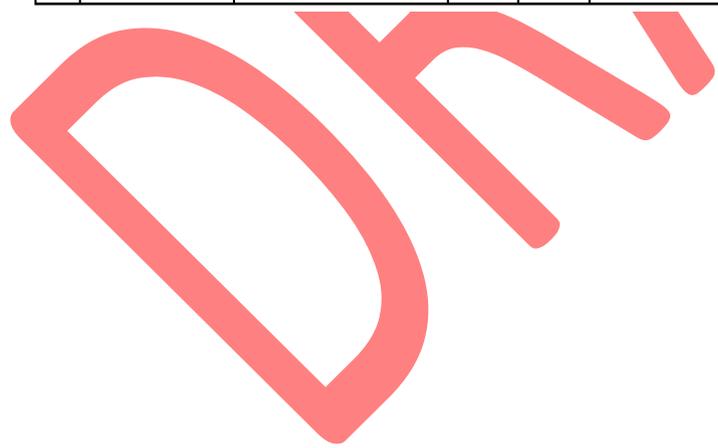
- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.

Receipts for the period 1st April 2024 to 31st March 2025.

Bank Date	Invoice Date	Invoice Reference	Customer	Details	Income Streams				Sundry	Totals
					RVBC Preceat	VAT Reoav	RVBC Grants/Ot	Other Grants		
08/04/2024	02/04/2024	00204582	Ribble Valley Borough Council	Precept payment 24/25	28,341.00					28,341.00
09/06/2024	17/06/2024	3398224	Lancashire County Council	Bio Diversity and PROW 24/25				800.00		800.00
30/07/2024	03/07/2024	ZB576439	Mandy Richardson	ICO Duplicate payment 24/07/24 - Reimbursement					40.00	40.00
10/09/2024	25/07/2024	BPC24/01	Dennis Townson	Rental 2 x garages Barrow Car Park upto March 25					100.00	100.00
05/08/2024	30/07/2024	XRV126000107683	HMRC	VAT Refund PE 31.3.24		262.08				262.08
15/08/2024	07/08/2024	XRV126000107683	HMRC	VAT Refund PE 31.06.24		1,411.22				1,411.22
19/08/2024	10/06/2024	accy054836	Ribble Valley Borough Council	Barrow in Bloom			50.00			50.00
										0.00
										0.00
										0.00
										0.00
Total:					28,341.00	1,673.30	50.00	800.00	140.00	31,004.30

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		Mandy Richardson	Old Row Overtime	429.00	0.00	343.20	30/09/24	Staff Cost
2		HMRC Cumbernauld	P32 Sept 23 - excld ovtime tax/NI OldRow	345.56	0.00	345.56	22/10/24	Staff Cost
3		Mandy Richardson	Clerks Salary (Sept)	1,072.50	0.00	856.14	30/09/24	Staff Cost
4	BPCsept24	Mandy Richardson	Clerks Expenses 28 August 2024	28.00	0.00	28.00	30/09/24	Staff Cost
5	BPCsept24	Mandy Richardson	Clerks Expenses 17 September 2024	18.75	0.00	18.75	30/09/24	Staff Cost
6	BPC/14/Sept/24	Stuart Greenwood	Trafford Gardens (September 24)	70.00	0.00	70.00	30/09/24	Garden Maint
7	2024-028	A P Landscaping Ltd	Playing Fields Maintenance (September 24)	108.00	0.00	108.00	30/09/24	Playing Fields
8	JM2711	Whalley Education Foundation	Room Hire (29 August 24)	28.00	0.00	28.00	30/09/24	Amenity Exp.
9	38	Unity Bank	Bank Chargets 04/06/24-03/09/24	18.00	0.00	18.00	30/09/24	Amenity Exp.
10	LA0248	PKF Littlejohn LLP	External Audit Cost 2023-2024	210.00	42.00	210.00	30/09/24	Admin Exp.
11	36528	AP Booking Keeping Service	Payroll Set up and Payroll (Services Sept 24)	39.75	0.00	39.75	30/09/24	Staff Cost
12	INV-1409/DET_103226	Miller Goodall Limited	Old Row Barrow - Sound Insulation Detailing	1,100.00	220.00	1,100.00	18/10/24	Old Row
Totals:				3,467.56	262.00	1,769.65		



Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	18,115.52	
Add total receipts to date:	31,004.30	
Less total payments to date:	-29,861.00	
Balance:	19,258.82	
	£	
Unity Trust Bank Balance as at 16/09/24:	19,258.82	0.00

6. PLANNING REPORT

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

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.

7. UPDATE ON UK SHARED PROSPERITY FUND AND APPLICATION FOR ADDITIONAL FUNDING FOR 22, 23-25 OLD ROW AND THE CAR PARK TO THE REAR OF THE BUILDING

A written report was presented by the Clerk outlining that Barrow Parish Council entered into an Agreement with Ribble Valley Borough Council for funding from the UK Shared Prosperity Fund on 3 June 2024.

On 10th September 2024, Ribble Valley Borough Council approved an increased grant to Barrow Parish Council for 22, 23-25 Old Row Barrow and the Car Park to the rear of the properties.

This report outlined the new grants being offered and revised milestones, which are terms the new agreements.

Milestones (Old Row)	Deliverables	Milestone Achievement Criteria	Original Timescale	Revised Timescale
Ownership of the building secured	Contract of Sale Signed Deeds of Transfer & Schedule to Contract	Exchange of Contracts	10 June 2024	17 September 2024
Planning Application	Planning Application prepared	Application for Outline Consent Submitted	7 June 2024	21 June 2024
		Reserved Matters Application Submitted	28 June 2024	Awaiting appointment of Sound Report Consultant

				before Discharge of Conditions Proposed new target date to be set and approved after this report
Building Regulations	Application prepared	Application Submitted Application Approved	No details given in original agreement	22 July 2024 Building Control permission has not been granted but work is allowed to start under the stated criteria stated in the in the letter to BPC on 23 July 2024 from RVBC
Tender Schedule	Tender document prepared.	Tenders Issued	12 July 2024	26 August 2024
Appointment of Contractor	Contract Awarded	Tenders Returned Contract Awarded	12 August 2024 No timescale provided in original Agreement signed on 3 June	
Commencement of Work	Contract awarded	Works Starts	2 September 2024	28 October – Provisional date to be approved by BPC on the 23 September 2024
Completion of Work	Work signed off	Handover to Client	17 February 2025	31 March 2025
Milestones (Car Park)	Deliverables	Milestone Achievement Criteria	Original Timescale	Revised Timescale
Contractor chosen for resurfacing work	Parish Council agree to appoint a preferred contractor	Work commences	12 August 2024	December 2024
Resurfacing Complete	Work Signed Off	Car Park in Use	23 August 2024	31 March 2025

Contractors chosen for EV Charging Points	Parish Council agree to appoint a preferred contractor	Work starts	2 September 2024	Discussion with N Hopkins RVBC 19/09/24 – Delete term to be accepted by RVBC Policy and Finance Committee in November 2024
EV Charing Points installed and in operation	Work signed off	EV Charing Points in operation	13 September 2024	Discussion with N Hopkins RVBC 19/09/24 – Delete term to be accepted by RVBC Policy and Finance Committee in November 2024

RESOLVED THAT COUNCIL

- a. Consider and approve the revised UK Shared Prosperity Fund Grant offer of £240,150 from Ribble Valley Borough Council to Barrow Parish Council for the conversion of 22, 23-25 Old Row, Barrow into a village hall with office accommodation and community space.
- b. Consider and approve the revised UK Prosperity Fund Grant offer of £51,100 from Ribble Valley Borough Council to Barrow Parish Council for the resurfacing and marking out of the car park to the rear of 22, 23-25 Old Row.

In relation to the Car Park Revised Agreement, provisional authority has been given to **not to include:**

- i. Contractors chosen for EV Charging Points
- ii. EV Charing Points installed and in operation.

This was a term of the original agreement and is subject to approval of the Ribble Valley Policy and Finance Committee scheduled to meet in November 2024.

8. LOCAL PLAN REVIEW – SETTLEMENT BOUNDARIES AND LOCAL AMENITIES

A verbal report was made outlining Ribble Valley Borough Councils proposal to prepare a new local plan to replace the adopted Core Strategy and Housing and Economic Development.

RESOLVED THAT COUNCIL

- a. The Clerk contacts Ribble Valley Borough Council and requests additional time to review and update the current Services and facilities sheet.
- b. Allocate sufficient time to fully consider the Settlement Boundary and Open Space Review Form.

9. UPDATE ON ACTIONS

A verbal of the Clerk, on the action points from last meeting was considered.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.

10. COUNCILLOR REPORTS.

No Councillor Reports presented.

M Richardson

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Future Council Meetings:

2024: 18 November

2025: 13 January, 17 March and 19 May

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