



Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 11 March 2024 at Whalley Old Grammar School, commencing at 18:30.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meetings held on 29 January 2024 and the minutes of the Extraordinary Council Meeting held on 10 February 2024.**
- 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.**

ITEMS for DECISION/DISCUSSION:

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

 - Accounts to date.
 - Schedule of Payments as set out in the Report.
 - Reconciliation of Receipts and Payments as shown in the Report.
- 6. Risk Management Policy and Register.**

Report of the Clerk (enclosed) for members to approve and re-adopt the Council's Risk Policy and Register as attached as Appendix 1 to the Report.
- 7. Asset Policy and Register.**

Report of the Clerk (enclosed) to seek approval of the draft Asset Register and Policy as attached as Appendix 1 to the Report.
- 8. Update on the Transfer of Ownership of 23-25 Old Row.**

Report of the Clerk (enclosed) updating members on the transfer of ownership and seeking approval for the authorisation of a legal deed regarding a grant from RVBC.

ITEMS for INFORMATION:

- 9. Update on Woodland Path.**

Verbal update from the Clerk.
- 10. Update on Actions from Previous Meetings.**

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

11. Planning Report.

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

12. Councillor Reports.

Updates from Councillors.

13. Annual Meeting of the Parish Council (22 May 2024).

As members will no doubt be aware, at the 22 May 2024 Annual Meeting of the Parish Council, members will be required to elect a Chair and Vice Chair for the following 12 months.

Any member wishing to be considered for nomination for either position but is unable to attend the meeting should inform the Clerk, as they can be elected in their absence. In such a case the Council would need to pass a resolution to allow the Declaration of Office Forms to be signed at a later date. Members who are present at the meeting can put forward their nomination at the meeting.

PART 2 - ITEM for INFORMATION/DISCUSSION.

EXCLUSION OF THE PRESS and PUBLIC.

The Council is asked to RESOLVE that:

The public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

14. 'Boundary Stones'

Verbal update on the matter of the 'second stone'.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

✉ clerk@barrowparishcouncil.org.uk

☎ 07855 183 444

www.barrowparishcouncil.org.uk

Future Council Meetings:

13 May 2024.

Other meetings members may wish to attend:

Parish Council Liaison Meeting:

Thursday 11 April 2024.

Agenda Item 2a



Parish Council Meeting - Draft Minutes

Date:	29 January 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth and L. Street.		
In attendance:	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin, PCSO Ailsa Gill and two parishioners.		
Meeting started:	18:30	Meeting closed:	20:05

290124/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors D. Chiappi and E. Kinder.

2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 13 NOVEMBER 2023 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 21 DECEMBER 2023.

The above minutes were approved as correct 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.

The Chair welcomed PCSO Ailsa Gill and thanked her for taking the time to attend the meeting. Ailsa updated members on the latest crime figures and noted that a chemist in Whalley had been broken into. In addition, a discussion took place regarding the traffic issues around the Barrow Brook Trade Park.

Questions regarding the renovation of 23-25 Old Row were answered during the Agenda Item 6 update.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the payments set out in the table below:

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		Bay Horse Pub	For allowing CCTV equipment to be uninstalled	100.00	0.00	100.00	Paid	Sundry Exp.
2	##8649104	Cllr. Heyworth	Printer consumables	22.99	3.83	19.16	Paid	Admin. Exp.
3	Homebase	Cllr. Heyworth	Cable ties for Tommy' signs	8.00	1.33	6.67	Paid	Amenity Exp.
4	Newlands	Cllr. Kinder	Plants	10.00	1.67	8.33	Paid	Amenity Exp.
5	3905980	Your parking sign	CCTV warning signs for car park	37.54	6.25	31.29	Paid	Amenity Exp.
6	164649	UK Safety Store	CCTV warning signs for playing field	51.72	8.62	43.10	Paid	Amenity Exp.
7	NCC231023/03	LALC	Training	35.00	0.00	35.00	Paid	Other Exp.
8	SPID 20	Altham Parish Council	SpID installation 29 Sept to 17 Oct 2023	158.40	0.00	158.40	Paid	Sundry Exp.
9	BPC/03/Oct./23	Stuart Greenwood (October)	Garden Servcies	70.00	0.00	70.00	Paid	Amenity Exp.
10	BPC/04/Nov./23	Stuart Greenwood (November)	Garden Servcies	70.00	0.00	70.00	Paid	Amenity Exp.
11		Dans Lawn and Garden Ser. (Oct.)	Garden Servcies	56.00	0.00	56.00	Paid	Amenity Exp.
12		Dans Lawn and Garden Ser. (Nov.)	Garden Servcies	56.00	0.00	56.00	Paid	Amenity Exp.
13	The Range	Cllr. Chiappi	Christmas lights	49.99	0.00	49.99	Paid	Sundry Exp.
14	DD	Webeasy	Website and email hosting	51.60	8.60	43.00	Paid	Admin. Exp.
15	JM2425	Whalley Education Foundation	Room hire November	26.00	0.00	26.00	Paid	Admin. Exp.
16		Clerk	Three months salary	2,059.20	0.00	2,059.20	Paid	Admin. Exp.
17		HMRC	Income Tax and NI	556.06	0.00	556.06	Paid	Admin. Exp.
18	BPC 04-23	Clerk	Three months expenses	237.90	0.00	237.90	30/01/24	Admin. Exp.
19		Dan's Lawn Garden Services	Plants near the bus stop	18.41	0.00	18.41	Paid	Amenity Exp.
20		UnityTrust Bank	Bank service charge	18.00	0.00	18.00	Paid	Admin. Exp.
21	2463	Christmas Tree Company	Christmas tree	250.00	0.00	250.00	Paid	Sundry Exp.
22	BPC/05/Dec/23	Stuart Greenwood (December)	Garden Servcies	70.00	0.00	70.00	Paid	Amenity Exp.
23	1000161523	defibshop	New iPad for defib on Trafford Gardens	92.94	15.49	77.45	Paid	Sundry Exp.
24	1273401	Welmedical	Defib Electrical Assembly	119.94	19.99	99.95	Paid	Sundry Exp.
Totals:				4,225.69	65.78	4,159.91		

6. UPDATE ON THE UK SHARED PROSPERITY FUND (UKSPF).

The Clerk submitted a report and provided a verbal updated on the Council's application for funds from the 2024/25 UKSPF.

Members were informed that at the RVBC's Policy and Finance Committee held on 23 January 2024, approval was given for the following allocation of monies from the UKSPF:

- £25,000 to resurface the car park (behind 23-25 Old Row), mark out the parking spaces and install electric vehicle charging points.
- £99,850 for the creation of a Barrow Village Hall within the former pub/restaurant at 23-25 Old Row.
- £99,300 for the conversion of the existing cottage into office/community space at 23-25 Old Row.

The Clerk reminded members that LNT (the care home developer) are still waiting for LCC Highways to approve their plans for vehicular access from Whalley Road to the care home and noted that when approval had been provided the Parish Council expects LNT to provide the Parish Council with a draft Deeds of Transfer. The Clerk also noted that if the vehicular access is not approved by LCC there is a possibility that 23-25 could be demolished.

RESOLVED THAT COUNCIL:

- a. Note the report and the verbal update.
- b. Request the Clerk to keep members updated on the application and delivery process and convene a meeting on the Parish Council when further significant information is available.

7. LENGHTSMAN SCHEME.

The Clerk reminded members that in December 2023 the Parish Council engaged the services of AP Landscaping Ltd. (Adam Pearson) as the Council's Lengthsman. The Clerk reported that Adam had made good progress on the initial tasks he had been given.

RESOLVED THAT COUNCIL:

Request the Clerk to keep them updated on the Lengthsman's progress and activities undertaken.

8. UPDATE ON ACTION FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings and on-going matters.

RESOLVED THAT COUNCIL:

Agree to accelerate the installation of a life belt at Barrow Brook Lodge.

Please note that the Parish Council had previously approved expenditure of up to £400 for a lifebelt and the necessary fittings.

9. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

10. COUNCILLOR REPORTS/UPDATES.

- Councillor Heyworth:
 - Provided an update on the last meeting of the Burial Committee and noted that the Parish Council's report on the 'Fallen of Barrow' would be presented to the Burial Committee's April meeting, a 'clean up' of the cemetery had been arranged for 20 March and several diseased Ash trees had been felled.
- County Councillor Mirfin:
 - Provided useful information and contacts on the operation of Village Halls and suggested that the Council should engage with the parishes of Grindleton, West Bradford, and Hurst Green who all operate Village Halls.
 - Informed members that LCC Highways had purchased a new flail hedge cutting machine.
 - Reminded members to use 'Love Clean Streets' to report footpath and highways issues and where possible add a photograph of the issue in question.

RESOLVED THAT COUNCIL:

Thank Councillors Heyworth and Mirfin for the updates and information.

EXCLUSION OF PRESS AND PUBLIC.

RESOLVED THAT COUNCIL:

Agree that the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government act 1972.

11. BOUNDARY STONES.

The Clerk and Councillor Heyworth provided an updated on the delivery of the 'second' boundary stone.

DATES OF FUTURE MEETINGS.

2024: 11 March and 13 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH.

Agenda Item 2b



Parish Council Extraordinary Meeting - Draft Minutes

Date:	10 February 2024		
Place:	Barrow Brook Trade Park, Barrow, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth and D. Chiappi.		
In attendance:	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle and two parishioners.		
Meeting started:	10:00	Meeting closed:	10:20

240210/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors L. Street and E. Kinder.

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

There were no declarations of interest.

3. PUBLIC PARTICIPATION.

Two parishioners were present at the meeting.

4. UK SHARED PROSPERITY FUND – CAR PARK.

The Clerk reminded Members that at the RVBC's Policy and Finance Committee held on 23 January 2024, approval was given for the following allocation of monies from the UKSPF:

- £25,000 to resurface the car park (behind 23-25 Old Row), mark out the parking spaces and install electric vehicle charging points.

The Clerk noted that if the Terms and Conditions are approved, RVBC will issue a Grant Agreement for signature and completion.

The Clerk also reminded members that LNT (the care home developer) are still waiting for LCC Highways to approve their plans for vehicular access from Whalley Road to the care home and noted that when approval had been provided the Parish Council expects LNT to provide the Parish Council with a draft Deeds of Transfer.

RESOLVED THAT COUNCIL:

- a. Considered the Report and Appendix 1a and 1b to the Report.
- b. Confirm they agree to comply with the requirements of the UKSPF as set out in Appendix 1a and 1b to the Report and wish to proceed.
- c. Authorise the Clerk to formally write to the RVBC stating that the Parish Council will comply with the requirements of the UKSPF Terms and Conditions and agree to proceed.

5. UK SHARED PROSPERITY FUND – CONVERSION OF OLD PUB AND COTTAGE.

The Clerk submitted a Report seeking members approval of the UK Shared Prosperity Fund (UKSPF) Terms and Conditions (attached as Appendix 1a and Appendix 1b to the Report) and relating to the conversion of the former public house/restaurant, including the attached cottage, at 23-25 Old Row, Barrow, BB7 9AZ into a village hall with office accommodation and community space.

The Clerk reminded Members that at the RVBC's Policy and Finance Committee held on 23 January 2024, approval was given for the following allocation of monies from the UKSPF:

- £199,150 for the conversion of the former public house/restaurant, including the attached cottage, at 23-25 Old Row, Barrow, BB7 9AZ into a village hall with office accommodation and community space.

The Clerk noted that if the Terms and Conditions are approved, RVBC will issue a Grant Agreement for signature and completion.

The Clerk also reminded members that LNT (the care home developer) are still waiting for LCC Highways to approve their plans for vehicular access from Whalley Road to the care home and noted that when approval had been provided the Parish Council expects LNT to provide the Parish Council with a draft Deeds of Transfer.

RESOLVED THAT COUNCIL:

- a. Considered the Report and Appendix 1a and 1b to the Report.
- b. Confirm they agree to comply with the requirements of the UKSPF as set out in Appendix 1a and 1b to the Report and wish to proceed.
- c. Authorise the Clerk to formally write to the RVBC stating that the Parish Council will comply with the requirements of the UKSPF Terms and Conditions and agree to proceed.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

DATES OF PARISH COUNCIL MEETINGS 2024:

- Monday 11 March.
- Wednesday 22 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH.

Agenda Item 5

For Decision



Meeting Date: 11/03/2024

Title: **Finance Report**

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 and specifically the:
2. Schedule of Payments.
3. Reconcilliation of Receipts and Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
	BAR1030	PMM Solutions Payroll Services	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
	01-477	Easy Web	Website and Email Hosting	56.76	9.46	47.30	Paid	Admin. Exp.
	sdebt28694	RVBC	Ground Maintenance Apr 2023 to Mar 2024	788.64	131.44	657.20	Paid	Amenity Exp.
	JM2485	Whalley Education Foundation	Room Hire (January 2024)	26.00	0.00	26.00	Paid	Admin. Exp.
	BPC 2024-01	AP Landscaping	Lengthsman Duties	382.32	0.00	382.32	Paid	Amenity Exp.
	LCO02833	Clear Insurance	Annual Insurance Renewal	761.06	0.00	761.06	Paid	Admin. Exp.
	3133001	Glasdon	Life belt for Barrow Brook Lodge	300.42	50.07	250.35	Paid	Amenity Exp.
Totals:				2,348.50	196.52	2,151.98		

Note: Insurance in 2023 was £777.39

Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants		Sundry
11/04/2023	052253	RVBC - Precept payment	22,692.00					22,692.00
17/04/2023	204582	RVBC - Coronation Grant			500.00			500.00
03/07/2023	BPC 23/01	Rental of 2 domestic garages on Barrow Car Park					100.00	100.00
07/07/2023		LALC Refund					315.57	315.57
17/07/2023	034875	RVBC S106 Contribution			2,960.00			2,960.00
07/08/2023	256479	Ribble Valley in Bloom			45.00			45.00
21/09/2023	3189475	Bio-diversiy Grant from LCC				300.00		300.00
02/10/2023	accy053475	Concurrent Grant			1,151.00			1,151.00
07/12/2023	XRV126000107683	HMRC VTR		3,196.84				3,196.84
26/02/2024		S106 Contribution			3,910.00			3,910.00
Total:			22,692.00	3,196.84	8,566.00	300.00	415.57	35,170.41

Payments made for the period 1st April 2023 to 31st March 2024

Dates	Details	Administration Expenses					Amenity Expenses					BAG	VAT	Total
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses			
03/04/23	Easy Web					43.00							8.60	51.60
05/04/23	Dan's Lawn and Gardening Services (Plants)							19.89						19.89
05/04/23	Dan's Lawn and Gardening Services (Plants)							45.00						45.00
05/04/23	Stone Mason - Deposit											300.00		300.00
11/04/23	HMRC Cumbernauld		476.97											476.97
11/04/23	Dan's Lawn and Gardening Services (Contract March)							56.00						56.00
12/04/23	RVBC: Lease of land at back of car park									100.00				100.00
14/04/23	LCC: SpiD back plates investigation and consent									70.00				70.00
02/05/23	Easy Web					46.00							9.20	55.20
12/05/23	RVBC: Emptying of bins on Playing Fields								459.32				91.86	551.18
16/05/23	AER Accountants (Internal Audit)													200.00
16/05/23	Altham Parish Council (SpiDs)											158.40		158.40
16/05/23	ITSU (CCTV) Bay Horse									1,075.00			215.00	1,290.00
02/01/00	ITSU (CCTV) Playing Fields									895.00			179.00	1,074.00
16/05/23	Dan's Lawn and Gardening Services (Plants)							24.99					4.99	29.98
16/05/23	Dan's Lawn and Gardening Services (Plants)							23.00						23.00
16/05/23	Dan's Lawn and Gardening Services (Plants)							14.98					3.00	17.98
16/05/23	Dan's Lawn and Gardening Services (Contract April)							56.00						56.00
16/05/23	Coronation Signs (Clerk) via RBLI											186.82	37.16	223.98
16/05/23	Clerk - Three Months Expenses.			160.40										160.40
17/05/23	LALC Annual Subscription				315.57									315.57
18/05/23	NPOWER Defib and Christmas lights 2021/22									62.31			3.12	65.43
18/05/23	Karen Heyworth - Bench Oil											25.00	5.00	30.00
22/05/23	LALC Annual Subscription (paid in error see line 26)				315.57									315.57
01/06/23	Easy Web					46.00							9.20	55.20
06/06/23	Whalley Education Foundation (May Meeting JM2267)													26.00
06/06/23	Cllr. Karen Heyworth (Print Consumables)				26.48								5.30	31.78
06/06/23	Dan's Lawn and Gardening Services (Contract May)							56.00						56.00
12/06/23	Clerk Purchase of pad for defib at gym Barrow Brook											76.45	15.29	91.74
12/06/23	LCC: SpiD erect back plates									100.00			20.00	120.00
21/06/23	Resident gift card for allowing CCTV installation											49.00		49.00
23/06/23	Cllr. Karen Heyworth (NB plants)												1.67	10.00

		Administration Expenses						Amenity Expenses						
Dates	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses	BAG	VAT	Total
23/06/23	Dan's Lawn and Gardening Services (plants)							43.33					6.67	50.00
23/06/23	Ark Plastics (benches and Picnic Tables)								2,960.00				592.00	3,552.00
27/06/23	NPOWER Defib and Christmas lights 2022/23									59.14			3.11	62.25
29/06/23	Watson Ramsbotton legal fees on account - Footpath				500.00									500.00
30/06/23	Clerk - Three months Salary	1,872.00												1,872.00
30/06/23	Bank 3 months service charge				18.00									18.00
03/07/23	Easy Web					46.00							9.20	55.20
10/07/23	Ark Plastics (Planters)											1,890.00	378.00	2,268.00
14/07/23	HMRC Cumbernauld		477											476.97
17/07/23	K. Heyworth - Compost, gravel, hose (Homebase)											119.17	23.83	143.00
17/07/23	K. Heyworth - Plants and compost (Newlands)											119.50	23.90	143.40
19/07/23	Clerk - Three Months Expenses.			178.20										178.20
19/07/23	Altham Parish Council (SplDs)										308.40			308.40
31/07/23	Jamie Price - Stone Signs											3,150.00		3,150.00
01/08/23	Easy Web (DD)					43.00							8.60	51.60
03/08/23	Clerk - ICO Registration (GDPR)						40.00							40.00
03/08/23	Councillor Crook (litter pickers)							40.82					8.16	48.98
17/08/23	D and D Properties (fitting defib cabinet to wall)										97.00			97.00
21/08/23	Medical pad for defib										76.45		15.29	91.74
22/08/23	Lock for defib cabinet - Borg Locks										155.00		31.00	186.00
01/09/23	Easy Web (DD)					43.00							8.60	51.60
06/09/23	Wel Medical Defib battery										170.00		34.00	204.00
06/09/23	Stuart Greenwood (Gardener Trafford Gardens) August							70.00						70.00
06/09/23	S J Ridealgh (Tarmac School Footpath)									3,910.00			782.00	4,692.00
21/09/23	PKF Littlejohn (AGAR Audit Fees)											210.00	42.00	252.00
25/09/23	PMM Solutions Payroll Services				27.75								5.55	33.30
25/09/23	Dan's Lawn Garden Services (Contract June)							56.00						56.00
25/09/23	Play Inspection Company								74.95				14.99	89.94
25/09/23	Watson Ramsbotton legal fees on account - Footpath				674.40									674.40
25/09/23	Dan's Lawn Garden Services (plants)							17.97					3.59	21.56
25/09/23	Whalley Education Foundation (July Meeting JM2323)						26.00							26.00
25/09/24	Dan's Lawn Garden Services (Contract July)							56.50						56.50
25/09/23	Clerk - Three months salary	2,059.20												2,059.20
30/09/23	Bank 3 months service charge				18.00									18.00
02/10/23	Easy Web (DD)					43.00							8.60	51.60

Dates	Details	Administration Expenses						Amenity Expenses			Sundry Expenses	BAG	VAT	Total
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses				
09/10/23	Stuart Greenwood (Gardener Trafford Gardens) Sept.							70.00						70.00
09/10/23	Whalley Education Foundation (Sept Meeting JM2367)													26.00
09/10/23	C Ball Forestry (felling two conifers)							550.00					110.00	660.00
09/10/23	Clerk for purchase of Microsoft 365 licence						49.99						10.00	59.99
13/10/23	HMRC Cumbernauld - Three month tax and NI		556.06											556.06
23/10/23	PMM Solutions Payroll Services				27.75								5.55	33.30
30/10/23	Payment to Bay Horse for CCTV Use										100.00			100.00
01/11/23	Easyweb (DD)						43.00						8.60	51.60
13/11/23	Cllr. K. Heyworth (printer ink)				19.16								3.83	22.99
13/11/23	Cllr. K. Heyworth (cable ties Homebase)										6.67		1.33	8.00
17/11/23	Cllr. E. Kinder (Plants Newlands)							8.33					1.67	10.00
17/11/23	Clerk - Expenses			149.09										149.09
17/11/23	Whalley Education Foundation (September Meeting)													26.00
17/11/23	LALC Training													35.00
17/11/23	Your parking signs CCTV Signs Car park										31.30		6.25	37.55
18/11/23	LALC Training													35.00
19/11/23	Altham Parish Council (SplDs)										158.40			158.40
20/11/23	Stuart Greenwood Garden Services (October)							70.00						70.00
21/11/23	UK Safety Store CCTV signs playing field										43.10		8.62	51.72
22/11/23	Dan's Lawn Garden Services (Sept)							56.00						56.00
22/11/23	Dan's Lawn Garden Services (Oct)							56.00						56.00
22/11/23	Cllr. Chiappi - Christmas Lights										49.99			49.99
01/12/23	Easyweb (DD)						43.00						8.60	51.60
11/12/23	Christmas Tree Company										250.00			250.00
11/12/23	Whalley Education Foundation (Nov. Meeting JM2425)													26.00
11/12/23	Stuart Greenwood Garden Services (November)							70.00						70.00
13/12/23	Dan's Lawn Garden Services (Nov)							56.00						56.00
13/12/23	Dan's Lawn Garden Services (Plants Reads)							18.41						18.41
29/12/23	Clerk - Three Months Salary	2,059.20												2,059.20
31/12/23	Bank 3 months service charge				18.00									18.00
02/01/24	EasyWeb (DD)						47.30						9.46	56.76
08/01/24	Stuart Greenwood Garden Services (December 2023)							70.00						70.00
08/01/24	iPADS Defibshop - paid by Clerk										77.45		15.49	92.94
15/01/24	HMRC Cumbernauld - Three month tax and NI		556											556.06
15/01/24	Wel Medical Electronic Plate										99.95		19.99	119.94

Dates	Details	Administration Expenses						Amenity Expenses				BAG	VAT	Total	
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses				
24/01/24	PMM Solutions Payroll Services				27.75									5.55	33.30
01/02/24	Easyweb (DD)					47.30								9.46	56.76
01/02/24	RVBC Ground Maintenance (12 months)							657.20						131.44	788.64
22/02/24	Whalley Education Foundation (January 2024)								26.00						26.00
22/02/24	Clerk - Three months expenses (includes printer ink)			237.90											237.90
28/02/24	Glasdon Life belt for Barrow Brook Lodge										250.35			50.07	300.42
28/02/24	AP Landscaping (Lenghtsman)							383.32							383.32
TOTALS		5,990.40	2,066.06	725.59	1,988.43	540.59	466.00	2,654.07	3,494.27	6,602.87	2,013.31	5,813.67	3,013.39	35,368.65	

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total receipts to date:	35,170	
Less total payments to date:	(35,369)	
Balance:	21,472.20	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 28/02/24:	21,472.20	

Comparisons as at 28/02/2024

	FINAL ACCOUNTS 2022/23 £	AGREED BUDGET 2022/23 £	ACCOUNTS TO DATE 2023/24 £
INCOME			
RVBC Precept:	21,000	21,000	22,692
RVBC Grants:	915	500	8,566
HMRC VAT Refunds:	1,084	992	3,197
Sundry and Other Grants:	541	300	716
Barrow Action Group:	10,979	0	0
	34,520	22,792	35,170
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary:	9,197	10,000	5,990
HMRC: Employers Tax and NIC:	1,860	2,000	2,066
Clerk expenses: Home use, milege etc.	688	700	726
General Administration:	239	200	183
Website and email hosting, software/hardware:	522	600	541
General Admin. - Insurance:	777	1,000	0
General Admin.- Audit fees and ICO:	200	200	240
General Admin. - Legal fees:	0	0	1,174
General Admin. - Room hire etc:	371	400	156
General Admin. - LALC Subscripton training:	319	317	701
	14,173	15,417	11,777
Amenity Expenses:			
	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	2,000	0
Car park rental: RVBC	100	100	100
Car park - maintenance:	0	400	3,910
Playing field - improvements:	1,420	2,000	0
Playing field - inspections:	70	100	75
Playing field - maintenance:	152	400	0
Playing field - bin emptying RVBC:	764	800	459
Ground maintenance - grass cutting RVBC:	704	800	0
Ground maintenance - Trafford Gardens plants etc.:	1,120	1,500	2,654
Amenity capital spend (benches CCTV, SplDS etc.):	1,936	500	5,280
General maint., improvement. electric and other:	879	1,500	273
	8,645	10,100	12,751
Sundry Expenses:			
	£	£	£
Christmas trees, lights and bunting:	265	100	300
Remembrance Sunday - wreath etc:	235	200	0
Defibrillator costs:	0	200	752
Other Sundry Expenses:	304	400	961
	804	900	2,013
BAG:			
	£	£	£
Net Expenditure:	620	3,000	5,814
VAT on Expenses to be Reclaimed:			
	£	£	£
	992	1,000	3,013
Total Expenditure:			
	£	£	£
	25,233	26,417	35,369
SUMMARY:			
	£	£	£
Income:	34,520	22,792	35,170
Expenditure:	(25,233)	(26,417)	(35,369)
	9,286	(3,625)	(198)
BALANCE:			
	£	£	£
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	(198)
Balance carried forward:	21,670	18,045	21,472.20

Cash Flow Forecast for the period 1st April 2023 to 31st March 2024

		2023-2024													
INCOME		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	22,692.00												22,692.00
2	RV in Bloom	RVBC Grant					45.00								45.00
3	HMRC VAT Return	VAT Repay									3,196.84				3,196.84
4	Concurrent Funding	RVBC Grant	500.00						1,151.00						1,651.00
5	RVBC Coronation Grant	RVBC Grant													0.00
6	S106 Contribution	RVBC Grant				2,960.00							3,910.00		6,870.00
7	Other Income	Other				415.57									415.57
8	Other Funding	LCC						300.00							300.00
Totals:			23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00	0.00	3,196.84	0.00	3,910.00	0.00	35,170.41
Actual Income														Forecast	

		2023-2024													
EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	IT and Easy Websites	Admin. Exp.	51.60	55.20	55.20	55.20	51.60	51.60	51.60	51.60	51.60	56.76	56.76	56.76	645.48
21	Gardening Services	Grnd Maint	120.89	126.96	106.00			204.06	70.00	182.00	144.41	70.00		140.00	1,164.32
22	BAG Expenditure	BAG	300.00	30.00		5,704.40		252.00							6,286.40
23	RVBC Payments	Other Exp	100.00	551.18									788.64		1,439.82
24	SplD consent/install	Other Exp	70.00	158.40	120.00	308.40				158.40					815.20
25	LALC Subscription	Sundry Exp.		631.14											631.14
26	AER Accountant	Admin. Exp.		200.00											200.00
27	Office Consum//Licenses	Admin. Exp.			31.78				59.99	22.99				200.00	314.76
28	Clerk Salary	Staff Costs			1,872.00			2,059.20			2,059.20			2,200.00	8,190.40
29	Defibrillator	Sundry Exp.			91.74		374.74	204.00				212.88			883.36
30	Unity Bank: Service Fee	Admin. Exp.			18.00			18.00			18.00			18.00	72.00
31	HMRC Income Tax	Staff Costs	476.97			476.97			556.06			556.06			2,066.06
32	PM+M Payroll services	Admin. Exp.						33.30	33.30			33.30			99.90
33	Clerk Expenses	Staff Costs		160.40		178.20				149.09			237.90		725.59
34	Trafford Gard/Amenity etc.	Amenity Exp.			10.00		48.98	4,692.00	550.00	18.00			300.42		5,619.40
35	Insurance	Admin. Exp.												761.06	761.06
36	Room Hire	Admin. Exp.			26.00			26.00	26.00	26.00	26.00		26.00		156.00
37	Lengthsman/Other Maint	Grnd Maint								110.00			383.32	1,500.00	1,993.32
38	Training/Other Subs	Sundry Exp.					40.00			70.00					110.00
39	CCTV	Other Exp.		2,364.00	49.00				100.00	89.27					2,602.27
40	NPower	Other Exp.		65.43	62.25										127.68
41	Legal	Admin. Exp.			500.00			674.40						500.00	1,674.40
42	Playing Fields	Amenity Exp.			3,552.00			89.94						150.00	3,791.94
43	Xmas/Remebrance/other	Sundry Exp.		223.98						49.99	250.00				523.97
Totals:			1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95	927.34	2,549.21	929.00	1,793.04	5,525.82	40,894.47
Actual Expenditure														Forecast	

2023/24 FORECAST	£
Forecast Income	35,170
Forecast Expenditure	40,894
Forecast Balance 2023/24	-5,724

EOY 2024 FORECAST	£
Balance at 28/02/24	21,472.20
Forecast Income - March	0
Forecast Spend - March	5,526
Forecast Balance EOY	15,946
EOY Forecast less BAG Funds	11,914

For reference:
Balance EOY 2023 = £21,670
Balance EOY 2023 Less BAG Funds = £11,311

2023-2024 - Unity Trust Bank Statements

DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward		21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	
Income		23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00	0.00	3,196.84	0.00	3,910.00	
Expenditure		1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95	927.34	2,549.21	929.00	1,793.04	
Closing/Interim Balance	21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	21,472.20	
Unity Bank Statements	21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	21,472.20	
Statement Date:		30/04/23	31/05/23	30/06/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23	31/01/24	29/02/24	

BAG Fund - Summary of Expenditure

	£
Total BAG Fund	10,979
Total Cross Expenditure to 31 March 2023:	660
Balance carried forward:	10,319
Gross Expenditure April 2023 to 31 March 2024:	6,286.40
Net Expenditure April 2023 to 31 March 2024:	5,813.67
Balance at 28/02/24:	4,032.71

Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth) who were present at the meeting.

Agenda Item 6

Report for Decision



Meeting Date:	11 March 2024
Title:	Risk Register and Policy
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

To seek approval of the draft Risk Register and Policy as attached as Appendix 1 to the Report.

2. Members are recommended:

To approve and adopt the Risk Register and Policy attached as Appendix 1 to the Report.



For Information

Risk Management Policy and Register 2024/2025

Adopted: 11 March 2024

Chairman: Cllr. Lucy Crook

Minute Ref.: 240311/ 6

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

1. Background

Risks can be defined as any threat or possibility that an action or event will affect the interests of the Parish Council. Risk management is not a process of avoiding risk but an attempt to identify risk and assess its implications in order to make informed decisions.

While, some risks can never be fully eliminated, it is important to have a plan in place that provides a structured, systematic, and focused approach to managing risk.

The Parish Council is responsible for the management of risk in accordance with this plan. The Clerk is responsible for advising the Parish Council on risk assessment and for conducting their duties in a manner which avoids undue risks to the Council.

Most of the Parish Council’s identified risks are covered by insurances taken out, i.e., public liability, employer liability, money, fidelity guarantee, property damage, official’s indemnity, and asset insurance.

Risk assessment is a continuous process for the Council and this plan is not exhaustive. The Parish Council may wish to consider other risks not identified. The plan will be reviewed annually, and it should be read in conjunction with the Parish Council’s Financial Regulations and Standing Orders.

2. Risk Assessment

Once the Council has identified its key risks, the next step is to assess the potential consequences of a risk occurring (Impact) and consider how likely this is (Likelihood). The risk assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

The Council is using a simple numerical score (1 – 3) and multiplying the two scores to arrive at a risk assessment score for each risk of High, Medium, or Low.

	Highly likely (3)	Medium (3)	High (6)	High (9)
LIKELIHOOD	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		IMPACT		

3. The Risk Management Register

The Register was re-adopted by Barrow Parish Council on 4 April 2022. The Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks.

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
1	Personal injury or damage to the public or their property arising from defects in Council owned assets.	Claims for compensation and costs to the Council in defending claims where appropriate.	1	2	2	<ul style="list-style-type: none"> • Covered under the Council’s Public Liability Insurance Policy. • Regular inspection and maintenance and prompt repair of any damage. • Periodic review of insurance cover and timely renewal 	 Council and Clerk
2	Compensation claims by an employee in respect of injury sustained in carrying out their employment.	Claims for compensation and associated costs. <i>Note: the current clerk is over 76 and some insurance claims are reduced.</i>	1	2	2	<ul style="list-style-type: none"> • Potential liabilities, including costs, covered by Council’s insurance policy. • Maintain adequate insurance cover in respect of employees. 	<ul style="list-style-type: none"> • Council and Clerk
3	Compensation claims by contracted person in respect of injury sustained in the cause of engagement.	Claims for compensation and associated costs.	2	1	2	<ul style="list-style-type: none"> • Ensure contractor has suitable insurance as required by service contract. • Lengthsman is required to take out suitable insurance as required by service contract. • Occasional site checks to ensure compliance with risk procedures. 	<ul style="list-style-type: none"> • Clerk
4	Loss of cheques, cash etc. held on the Council’s behalf.	Reduction in Council’s financial resources.	1	2	2	<ul style="list-style-type: none"> • Such losses are covered by insurance policy. • Prompt payment of receipts into bank • No petty cash held. • Internet banking in operation since 17/06/22. 	<ul style="list-style-type: none"> • Council and Clerk • Clerk
5	Financial loss due to banking error. For example, loss of interest or bank charges levied.	Reduction in Council’s financial resources.	1	1	1	<ul style="list-style-type: none"> • Scrutiny of bank statements upon receipt. • Periodic review of banking arrangements to secure reasonable terms and conditions. 	Clerk

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
6	Loss of monies due to fraudulent action by Council employee(s).	Reduction in Council's financial resources and reputation.	1	3	3	<ul style="list-style-type: none"> All payments require two approvals Internet Banking. All expenditure approved by Council. Financial Statements provided to Council. Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor. Apply financial regulations. Regular review of insurance cover. 	<ul style="list-style-type: none"> Council Council Council Auditors Clerk Clerk
7	Damage to Council property by third party.	Repair / replacement costs to be covered.	2	2	4	<ul style="list-style-type: none"> Council's insurance policy covers items of playground equipment and street furniture. Regular inspection of all Council assets. 	<ul style="list-style-type: none"> Clerk Clerk/Council
8	Actions against the Council for: <ul style="list-style-type: none"> Libel or slander Breaches of employment law. Unfair dismissal. Employment grievances. 	Substantial costs to the Council. Reputational damage to the Council.	1	3	3	<ul style="list-style-type: none"> Financial risk covered by the Council's insurance. Ensure Members are aware and have training on such matters. Proper conduct of meetings by the Chairman. Seek professional advice. 	<ul style="list-style-type: none"> Clerk. Chairman/Clerk Chairman Clerk
9	Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	1	3	3	<ul style="list-style-type: none"> Membership of NALC/LALC Threats and opportunities reported to Council meetings. Special meetings called as required. Council to be kept informed 	<ul style="list-style-type: none"> Council and Clerk Council and Clerk Clerk Clerk
10	Loss of Council paper records or computer files.	Inconvenience in tracing information particularly legal and historical records.	1	3	3	<ul style="list-style-type: none"> All computer files stored in the Cloud Paper records stored at the clerk's house 	Clerk
11	Council assets subject to inclement weather, vandalism, theft, malicious or accidental damage.	Injury to public because of any malfunction.	1	3	3	<ul style="list-style-type: none"> Insurance cover for public liability and replacement value. Regular inspections, especially over the festive period. 	Council and Clerk
12	Precept not submitted on time, or not paid by RVBC or inadequate for purpose.	Reduction in Council's financial resources and inability to deliver services	1	3	3	<ul style="list-style-type: none"> Budget and precept considered each Nov/Dec. Regular reviews against budget Reminder sent out by RVBC 	Council and Clerk

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
13	<ul style="list-style-type: none"> Salaries wrongly calculated and paid. False employees registered for payment Tax and NI deductions incorrect 	Reduction in Council's financial resources and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> All payments authorised in accordance with Financial Regulations and authorised by two members. Regular budget comparison at Council meetings. Individual payments considered at Council meetings. Payroll services company employed to calculate clerk's salary and HMRC payments. 	Council and Clerk
14	Payments made for goods not received	Reduction in Council's financial resources.	1	3	3	<ul style="list-style-type: none"> Purchases made from reputable known suppliers. Generally, only paid after receipt of goods/service. 	Clerk/Council
15	Insufficient reserves	Inability to deliver Council services and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> Annual Budget approved with regular reviews. New expenditure only undertaken where reserves allow. Reserves maintained at levels commensurate with expenditure commitments and historical experience 	Council and Clerk
16	Loss of key personnel	Inability to operate and deliver services and impact on the Council's reputation.	2	3	6	<ul style="list-style-type: none"> Ensure Clerk has adequate training, support, and hours to undertake role so as to avoid stress or early departure. Ensure regular back up of computer files Ensure sufficient notice periods are provided to allow replacement. Continue membership of LALC and NALC for advice. Maintain regular contact with the Clerk. 	<ul style="list-style-type: none"> Council Clerk Council Clerk and Council Council
17	Failure to comply with procedures for awarding contracts of goods and services	Reduction in Council's financial resources. Inability to deliver services Impact on the Council's reputation	1	3	3	<ul style="list-style-type: none"> Ensure adherence of Standing Orders and Financial Regulations for awarding of contracts Ensure contractors have necessary appropriate risk assessments and insurances in place. Procedures in place and payments approved in accordance with Financial Regulations 	Council and Clerk
18	Trees located on Council owned land.	Risk to persons and property from falling trees, branches, and root ingress.	2	3	6	<ul style="list-style-type: none"> Maintain a regime of regular tree inspections in all locations. 	Council and Clerk

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
					3	<ul style="list-style-type: none"> • Insurance cover for public liability and replacement value. 	
19	Asset maintenance.	Loss or damage to asset or injury to third party or property.	1	3	3	<ul style="list-style-type: none"> • Maintain a regime of regular inspection in locations where the asset is located or held. • Insurance cover for public liability and replacement value. • Annual review of the asset register for insurance provision and AGAR. 	Council and Clerk
20	Council's reputational loss	Council cannot function properly.	1	3	3	<ul style="list-style-type: none"> • Ensure Standing orders, and Financial Regulations are up to date. • Ensure internal audit is adequate. • Ensure tenders and quotes follow procedures. • Ensure Members are adequately trained. • Ensure Clerk is adequately trained. • Develop training programme for Councillors. • Retain membership of NALC and LALC. • Ensure members interests are recorded. 	Council and Clerk
21	Loss of Councillors resulting in meetings being inquorate.	Council cannot function	2	3	6	<ul style="list-style-type: none"> • Ensure Councillor numbers retained at 100% by co-option. • Create waiting list of co-optees • Follow up with Councillors not attending meetings 	Council and Clerk

4. Possible actions to further mitigate potential risks.

The table below sets out additional mitigation measures the Council may consider.

#	Description / Impact	Additional Mitigation	Responsible
8	Actions against the Council for. <ul style="list-style-type: none"> • Libel or slander • Breaches of employment law. • Unfair dismissal. • Employment grievances. Substantial costs and reputational damage to the Council.	Consider retaining the services of professional advisors e.g. human resource/legal advisor.	Council and Clerk
10	Loss of Council paper records. Inconvenience in tracing information particularly legal and historical records.	Look to digitize all hardcopy records and correspondence.	Council and Clerk

-oOo-

Agenda Item 7

Report for Decision



Meeting Date:	11 March 2024
Title:	Asset Policy and Register
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

To seek approval of the draft Asset Policy and Register as attached as Appendix 1 to the Report.

2. Members are recommended:

To approve and adopt the Asset Policy and Register attached as Appendix 1 to the Report.



For Information

Asset Policy and Register 2024/2025

Adopted: 11 March 2024

Chairman: Cllr. Lucy Crook

Minute Ref.: 240311/7

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

1. Background.

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

2. Purpose of the Asset Register.

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Collates information about each Council asset and makes it available to all Council members.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.
The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.
- Forms a record of assets held for insurance purposes.
The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register.

3.1 Assets Included.

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.
- Assets held on trust e.g., assets and monies held on behalf of the Barrow Action Group (BAG) and or other charities and organisations.

3.2 Assets not Included.

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges, and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Barrow Parish Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Parish Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- a. Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- b. A replacement value is inserted for insurance purposes.
- c. The Total Value figure will be inserted into Box 9 in the AGAR Annual Return and represents the total value of the Council’s fixed assets.

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
1	Strip of land	Fronting Trafford Gardens	01/04/15	1.00	1	1.00	NA	Gifted by RVBC
2	Strip of land	Adjoining 37 Washbrook Close	01/04/15	1.00	1	1.00	NA	Gifted by RVBC
3 ¹	Cemetery	Clitheroe Road. BB7 9AD	01/04/15	1.00	1	1.00	NA	Shared with Wiswell and Whalley Parish Councils
4 ¹	Playing field	Hey Road/Washbrook Close	01/04/15	1.00	1	1.00	NA	Community asset
5 ¹	Climbing frame	Playing field	01/04/15	1.00	1	1.00	18,000	
6	Composite plastic benches	Playing field	22/06/23	370	2	740.00	740	Old benches replaced in June 2023 and removed to be refurbished.
7	Bus shelter type bench	Playing field	01/01/18	1.00	1	1.00	200	Gifted by RVBC
8 ¹	Wheelie bin and spider fixings	Playing field	01/04/15	1.00	1	1.00	600	Purchased from RVBC
9	Composite picnic tables	Playing field	22/06/23	715	3	2,145.00	2,145	Old tables replaced in June 2023 and removed to be refurbished.
10 ¹	Goal posts	Playing field	01/04/15	1.00	2	2.00	1,200	
11 ¹	Static table tennis table	Playing field	01/04/15	1.00	1	1.00	2,550	

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
12 ¹	Fitness vitality equipment	Playing field	01/04/15	1.00	1	1.00	4,455	
13 ¹	Rodeo rotating springboard	Playing field	01/04/15	1.00	1	1.00	2,656	
14	Double perch see-saw	Playing field	13/11/17	2,930.00	1	1.00	2,227	
15 ¹	Hip Hop sweeping see-saw	Playing field	01/04/15	1.00	1	1.00	2,656	Requires attention to top arm.
16 ¹	Roll up overhead rotator	Playing field	01/04/15	1.00	1	1.00	5,312	
17 ¹	Basket swing	Playing field	01/04/15	1.00	1	1.00	4,341	
18	2 seat flat swings	Playing field	13/04/17	2,140.00	1	2,140.00	3,727	
19	High perch seating	Playing field	13/11/17	910.00	1	910.00	1,100	
20	Basketball hoop	Playing field	13/11/17	1,175.00	1	1,175.00	2,217	
21	Signage	Playing field	18/07/19	407.00	1	407.00	500	
22	HP laptop	With Clerk	04/10/16	333.32	1	333.32	500	Shortly to be replaced
23	HP printer	-	04/10/16	85.40	1	85.40	0.00	Broken and disposed of.
24	Christmas lights	Trafford Gardens	01/12/15	83.87	1	83.87	100	See also 27
25	Christmas lights	-	01/12/17	113.93	1	113.93	0	Broken and disposed of.
26	Christmas lights	Barrow Brook	03/12/18	1,300	3	1,300.00	1,550	3 Sets
27	Christmas lights	Trafford Gardens	13/12/21	99.98	2	99.98	120	Also see Item 24.

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
28	Noticeboard	Trafford Gardens	13/09/22	1,087.00	1	1,087.00	1,200	New Notice Board installed old one disposed of by Lengthsman
29 ¹	Bench	Whalley Road near bus stop	01/04/15	1.00	1	1.00	600	Refurbished by Cllr Birtwhistle in 2022
30	Wheelie bin and spider fixings	Middle Lodge Road	19/03/18	195.00	1	195.00	225	Purchased from RVBC for dog waste.
31 ²	Defibrillator	Trafford Gardens	01/01/17	1.00	1	1.00	950	
32 ²	Defibrillator cabinet	Trafford Gardens	01/01/17	1.00	1	1.00	450	
33	Keypad for defibrillator cabinet	Trafford Gardens	26/03/18	131.00	1	131.00	131	
34 ²	Defibrillator	Gym Barrow Brook	01/01/17	1.00	1	1.00	950	Registered on Circuit and new Pad fitted in June 2023
35 ²	Defibrillator cabinet with lock	Gym Barrow Brook	01/01/17	1.00	1	1.00	450	Came into service June 2023
36 ²	Defibrillator	Located small industrial estate opposite Eagle pub	01/01/17	1.00	1	1.00	950	Came into service August 2023
37 ²	Defibrillator cabinet and lock	Located small industrial estate opposite Eagle pub	01/01/17	1.00	1	1.00	450	Came into service August 2023
38	Wooden Bench	Fronting Trafford Gardens	14/06/22	513.00	1	513.00	750	Old Bench disposed of by Lengthsman.
39	Wooden 'Jubilee' Bench	At the 'Barrow' sign	17/06/22	668.00	1	668.00	670	Old Bench disposed of by Lengthsman
40	Wooden 'Coronation' Bench	Fronting Trafford Gardens	25/04/23	660.00	1	660.00	670	Purchased from BAG Funds
41	SpID Back plates	Along Walley Road	02/06/23	120.00	4	120.00	150	New SpIDs fitted to LC 155, 144 and 143, in June 2023. 1 in situ on lamp fronting Trafford Gardens since 2021.

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/ Comments
						Total	Replace	
42	CCTV System	Front and rear of Bay Horse Pub	28/04/23	1,290.00	1	1,290.00	1,300	A total of 4 cameras.
43	CCTV System	On house overlooking Playing Fields	11/05/23	1,074.00	1	1,074.00	1,100	One camera.
44	Inscribed sandstone boulder	The mound, Redrow estate	24/07/23	3,150	1	3,150	2,000	Purchased from BAG funds. 2 boulders purchased only 1 in situ.
45	Composite planters	5 at Trafford gardens and 1 near Barrow sign.	07/06/23	2,268	6	2,268.00	2,500	Purchased from BAG funds
Totals						20,712.50	72,392	

Notes:

- ¹ Transferred from Wiswell Parish Council following the split of the parish and formation of Barrow Parish Council on 01/04/2015.
- ² Donated by the British Heart Foundation.

Insurance Considerations:

- Replacement/Insurance values for the play equipment at the Playing Fields provided by the Play Inspection Company and are exclusive of VAT.
- Insurance provided by BHIB; policy dated 17/03/2023.
- Street furniture insured for £72,000.
- CCTV systems insured for £7,344.
- Play and exercise equipment insured for £90,000.
- The last physical asset stock-take took place on 19/12/2023 by Councillor Chiappi.
- The last update of the register took place 22/02/24.

Agenda Item 8

Report for Decision



Meeting Date:	11 March 2024
Title:	Transfer of ownership of 23-25 Old Row to the Parish Council and Execution of Legal Deeds
Submitted by:	Clerk and Responsible Financial Officer.

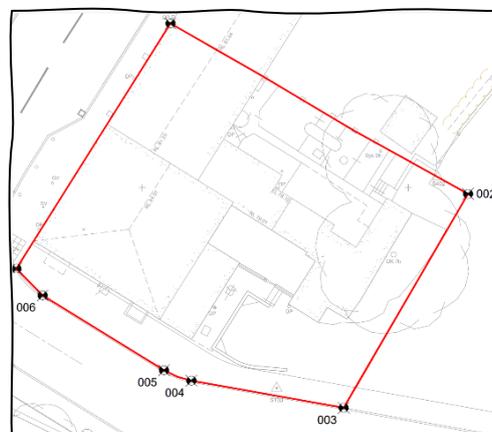
1. Purpose of the report.

To update members on the transfer of ownership of 23-25 Old Row from LNT and to seek approval for the execution of legal deeds regarding two grants provided by RVBC from the UK Shared Prosperity Fund.

2. Transfer of Ownership.

Keeley Sharp from LNT Care Developments has recently provided the Plan (opposite) which she states will be attached to any forthcoming legals, and that a Heads of Terms will be available shortly.

Members should note that LNT's plans for access to the care home from Whalley Road still needs to be approved by LCC Highways.



3. Execution and Sealing of Legal Deeds.

RVBC have requested that Grant Agreements between themselves and the Parish Council for the monies allocated under the UK's Shared Prosperity Fund for both the Car Park (£25,000) and 23-25 Old Row (£199,150) need to be Executed using the Corporate Common Seal of Barrow Parish Council. I have informed RVBC that the Parish Council does not have a Common Seal and is governed by Standing Orders.

Members may be aware that the Council's Standing Orders Section 23a state that a legal deed shall not be executed on behalf of the Parish Council unless authorised by a resolution.

4. Members are recommended:

1. To note the update on the transfer of ownership from LNT to the Parish Council.
2. Agree that legal deeds regarding the two grants provided by RVBC from the UK Shared Prosperity fund, can be executed by the Parish Council.
3. Confirm, as set out in the Council's Standing Orders, that any two parish councillors can sign on behalf of the Council any deed required by law.
4. Nominate the two parish councillors who will sign the necessary documents regarding the grants provided by RVBC from the UK Shared Prosperity Fund.

Agenda Item 10

For Information



Meeting Date:	11 March 2024
Title:	Update on Actions from Previous Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To update members on actions from previous meetings.

Please note a list of all actions including those completed is available on the Council's website in the Agenda Tab, by selecting the meeting date and agenda item 'Update on Actions from Previous Meetings'.

2. Actions from the Extraordinary Council meeting held Saturday 10/02/2024.

Minute				
240210/	Item	Action	Who	Update
4c	UKSPF Car Park Resurfacing.	Formally write to the RVBC stating that the Parish Council will comply with the requirements of the UKSPF Terms and Conditions and agree to proceed.	Clerk	Complete
5c	UKSPF Conversion of Old Pub and Cottage	Formally write to the RVBC stating that the Parish Council will comply with the requirements of the UKSPF Terms and Conditions and agree to proceed.	Clerk	Complete

3. Actions from the Council meeting held on Monday 29/01/2024.

Minute				
240129/	Item	Action	Who	Update
6	UKSPF	Keep members updated on the application and delivery process and convene a meeting on the Parish Council when further significant information is available.	Clerk	Noted
7	Lengthsman Scheme	Keep Members updated on the Lengthsman progress and activities undertaken	Clerk.	Noted

Minute				
240129/	Item	Action	Who	Update
8	Update on Actions from previous meetings	Accelerate the installation of a life belt at Barrow Brook Lodge. <i>Lifebelt purchased. Cllr. Birtwhistle will install it.</i>	Clerk and Councillors Birtwhistle.	Ongoing

4. Actions from the Council meeting held on Monday 13/11/ 2023.

Minute				
231113/	Item	Action	Who	Update
4	Public Participation	Leading up to bonfire night 2024, the Parish Council in any and on its social media platforms will request that people are considerate in their use of fireworks.	All	Noted
7	Fallen of Barrow	Nominees to the Burial Committee make enquires regarding the possibility of the memorial stones having a permanent home in the cemetery, which is jointly owned by the Parish Council.	Clerk and Councillors Heyworth and Chiappi.	Report to be submitted to the April 2024 meeting of the Burial Committee.
8	REPF Grant Application	Submit an Expression of Interest and an Output and Outcome Form to RVBC for a £45,000 grant for developing the plot of land at the rear of the Old Row car park. <i>Grants from the UKSPF have overtaken this action.</i>	Clerk	On-going

5. Actions arising from the Council meeting held on Monday 18/09/2023.

Minute				
230918/	Item	Action	Who	Update
7 (d)	Lengthsman Scheme	Request a final statement of account and to pay any outstanding balance.	Clerk.	Final statement not received.
7 (f)		Get quotes for new/used standard size goalposts and nets for the Playing Field.	Clerk.	On-going

6. Actions arising from the Extraordinary Council meeting on Friday 04/08/2023.

Minute				
230804/	Item	Action	Who	Update
4 (5)		Provide the Clerk with recommendation for other S106 expenditure	All members	-

7. Actions arising from the Council meeting held on Monday 17/07/2023.

Minute				
230717/	Item	Action	Who	Update
9.1	CCTV at Barrow Brook.	Respond to LCC's last correspondence.	Cllr. Street and Clerk.	Need to apply for a Section 50 License
11	Woodland Footpath	Report to Council when solicitors work complete.	Clerk	Deeds of Transfer being prepared
13	'Junior' Clerk	Look to appoint a clerk to shadow current clerk	Clerk	Ongoing

8. Actions arising from the Council meeting held on Monday 13/03/2023.

Minute 230313/Item		Action	Who	Update
16 d	Plot of land at rear and corner of Bay Horse car park	Potential horticultural club and well-being hub.	CLlr Birtwhistle	On-going. Overtaken by UKSPF Grants

9. Actions arising from the Council meeting held on Monday 30/01/2023.

Minute 230130/Item		Action	Who	Update
12	Barrow signs and coat of arms	Progress the matter with the school and LCC	CLlrs LS and LD	?
	Woodland Path	Continue to progress the matter	CLlr Birtwhistle	Deeds of Transfer being prepared

10. Actions from meetings shown below are complete.

- 21/12/2023 Extraordinary Council meeting.
- 15/05/2023 Council meeting.
- 13/03.2023 Council meeting.

11. Members are recommended:

To note the report and the ongoing actions.

Agenda Item 11

For Information



Meeting Date:	11 March 2024
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 Barrow.

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

Please note the following types of applications are not for consultation and are therefore excluded from the lists below: *Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.*

2. Weekly Applications:

2 February:

3/2024/0007	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 18/01/2024	Development Address: 37 Middle Lodge Road Barrow BB7 9XS	Conversion of existing single-storey double garage to annexe and erection of garden shed.	373850 437996
Officer:	Emily Pickup 01200 425111		

9 February:

3/2024/0102	S.106 Variation	Development Description:	Grid Reference
DATE VALID: 06/02/2024	Development Address: Land off Sheepfold Crescent Barrow BB7 9XR	Proposed modification of S106 Agreement dated 14th January 2019 from planning permission 3/2018/0910 to allow the addition of a definition of a Protected Tenant and to modify the mortgagee exclusion clause.	374155 438019
Officer:	Lyndsey Hayes 01200 425111		

3. Weekly Decisions.

16 February:

3/2023/1024	Wiswell	Development Description:	Grid Reference
Decision Date: 15/02/2024	Applications for full consent Development Address: Park Farm Whalley Road Barrow BB7 9BD	Proposed erection of extension to existing agricultural livestock building.	374476 438773
Officer:	Emily Pickup		
Decision Type:	APPROVED WITH CONDITIONS		

4. Members are recommended:

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