



Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 17 July 2023 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 meeting held on 5 May 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.**

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. Asset Register 2023/2024.**
To seek approval of the draft Asset Register and Policy (2023/2024) as attached to the Report.
- 7. Advice Surgery.**
Report of the Clerk (enclosed) for members to consider holding Advice Surgeries.
- 8. Additional Nominee for Burial Committee.**
Report of the Clerk (enclosed) for members to consider nominating an additional councillor to attend Burial Committee meetings.

ITEMS for INFORMATION:

- 9. Update on Actions from Previous Meetings.**
Report of the Clerk (enclosed) updating members on actions from previous meetings and the Council's Action Plan.
- 10. SpID Data.**
Report of the Clerk (enclosed) updating members on the information received from the recent SpID installations.
- 11. Woodland Footpath.**
Report of the Clerk (enclosed) updating members on the transfer of ownership of the Woodland Path from Rowland Homes.

12. Planning Report.

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

13. Councillor Updates.

Updates from Councillors and requesting members to submit their updates in a report format.

14. Employment Matters.

Update from Councillor Crook (Chair).

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Agenda Item 2



Parish Council Meeting - Draft Minutes

Date:	15 May 2023		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), L. Street, D. Chiappi and E. Kinder		
In attendance:	Clerk to the Council, Borough Cllr. D. Birtwhistle and one parishioner.		
Meeting started:	18:30	Meeting closed:	21:25

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1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor K. Heyworth.

2. APPROVE THE MINUTES OF THE MEETING HELD ON 13 MARCH 2023.

The minutes were approved as a correct record of the meeting 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 additional public participation (see 15/05/23 Parish Meeting Minutes.)

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:

1. Approve the accounts to date.
2. Approve the following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
RVBC	Lease of land at the rear of Old Row, Barrow	100.00	0.00	100.00	Contract
LALC	Annual Subscription	315.57	0.00	315.57	Admin. Exp
LCC	Attach 3 SplD back plates	70.00	0.00	70.00	22/125
Clerk	Purchase of Coronation Signs	223.98	0.00	223.98	Amenity Exp. <i>Other</i>
RVBC	Charges for emptying bins on Playing Fields	551.18	91.96	459.22	Amenity Exp. <i>Playing Fields</i>
AER Accountants	Internal Auditor Fees	200.00	0.00	200.00	Admin. Exp. <i>Other Exp.</i>
Altham Parish Council	Provision and Installation of SplDs and data	158.40	0.00	158.40	22/125
Dan's Lawn and Garden Care	Contracted Garden Services (April)	56.00	0.00	56.00	230120/10 (1)
Dan's Lawn and Garden Care	Garden plants (Pieris Jap.)	17.98	3.00	14.98	Ground Maint.
Dan's Lawn and Garden Care	Garden plants	23.00	0.00	23.00	Ground Maint.
Dan's Lawn and Garden Care	Garden plants and compost	29.98	4.99	24.99	Ground Maint.
Cllr. Heyworth	Oil and Microfibre Cloth. Treating new bench	30.00	5.00	25.00	BAC FUNDS
Clerk	Expenses	160.40	0.00	160.40	Admin. Exp.
ITUS Security Systems	Supply and install HD CCTV at Bay Horse	1,290.00	215.00	1,075.00	2230313/10/1
ITUS Security Systems	Supply and install HD CCTV a Playing Fields	1,074.00	179.00	895.00	2230313/10/1
Totals		4,300.49	498.95	3,801.54	

6. LANPAC MEMBERSHIP.

The Clerk submitted a report asking members to consider becoming an associate member of the Lancashire Partnership Against Crime (LANPAC).

LANPAC is a collaboration between Lancashire Constabulary, Lancashire Businesses and Public Services, its aim is to reduce levels of crime and disorder across the county.

RESOLVED THAT COUNCIL:

Decide not to become a member of LANPAC.

7. PURCHASE OF ADDITIONAL CHRISTMAS LIGHTS.

Members considered the purchase of additional Christmas lights for installation on the roundabout at Barrow Brook Trade Park.

RESOLVED THAT COUNCIL:

1. Agree to purchase additional Christmas lights of up to £500.
2. Authorise the Clerk to contact the Lengthsman regarding the type of lights required and their installation.

8. REMOVAL OF LARGE CONIFER.

The Clerk submitted a report asking members to consider a complaint received from a resident regarding a large conifer overhanging their property behind the Old Row carpark. The report noted that the conifer is growing on land owned by the Council. The Clerk confirmed that the tree is not subject to a Tree Preservation Order and can be removed/chopped down.

When making their decision, members were asked to consider the Council's Tree Management Policy and the views of other residents and the nearby school.

RESOLVED THAT COUNCIL:

Agree to remove the tree and authorise the clerk to make the necessary arrangements.

9. CCTV UPDATE AND POLICY.

The Clerk submitted a report updating members on the installation of the CCTV equipment and to consider the Council's draft CCTV Policy and Procedures attached as Appendix 1 to the report.

The report noted that cameras have now been installed at the front and rear of the Bay Horse public house and on property overlooking the Playing Fields.

RESOLVED THAT COUNCIL:

1. Request Cllr. Street to review the Policy and Procedures and send comments to the Clerk.
2. When the Policy and Procedures are approved, authorise the Clerk to make the necessary arrangements as set out in the report and the approved Policy and Procedures.
3. Agree that the Clerk and two councillors will have day-to-day responsibility for the system. Note that the members would ensure that the Council and the system complies with legal obligations including an individuals' rights to access data.

10. UTILISING SECTION 106 CONTRIBUTIONS.

The Clerk submitted a report updating members on the Section 106 contributions available to the Council and to seek approval of expenditure as set out in the report.

The report noted that the Section 106 funds (£13,469) is available to the Council in relation to Planning Application Number: 3/2019/1085. The erection of 21 dwellings on Redrow Phase 5, and partial re-plan of the development approved under planning permission 3/2018/0924 to change the tenure of 7 dwellings: vehicular access, car parking, landscaping treatment and associated engineering operations at land southwest of Barrow and west of Whalley Road Barrow.

RESOLVED THAT COUNCIL:

1. Approve expenditure of Section 106 funds as set out in this report, for the purchase of picnic tables and benches for replacing those currently situated on the Playing Fields to be capped at £4,000.
2. Authorise the Clerk to liaise with Councillors Kinder and Chiappi and get a minimum of two quotes for the picnic tables and benches and submit these details to RVBC for the release of S106 funds.
3. Approve expenditure of £1,000 for improving the footpath at the rear of the Old Row Car Park.
4. Authorise the clerk to get a minimum of two quotes for improving the footpath and submit these details to RVBC for the release of S106 funds.
5. Request Members to provide the Clerk with recommendations (in line with the Legal Agreement) for other expenditure, for example improving the football pitches on the Playing Field.

11. ANNUAL INTERNAL AUDIT.

The Clerk submitted a report informing members of the results of the 2022/23 Annual Internal Audit. The report noted that the Annual Audit forms part of the Annual Governance and Accountability Return (AGAR) and that the objective of the audit was to examine the system of controls to ensure that the Parish Council has an adequate level of assurance for its activities.

The audit was carried out by Alan Rogers FCA on 27/01/23 and 24/04/23 and covered:

- Payroll.
- Creditors and debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control.

The Audit Report noted that all the Council's key controls had been examined and were found to be working satisfactorily.

RESOLVED THAT COUNCIL:

Received the Audit Report.

12. PLANNING REPORT.

The Clerk submitted a report informing members of 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:

1. Note the contents of the report.
2. Request Members to forward any considerations relating to application 3/2023/0153 – LNT Care Developments, Old Row to the Clerk.

13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The clerk submitted a report updating members on actions from previous meetings and on ongoing actions as set out in the Action Plan (Appendix 1 to the Report).

RESOLVED THAT COUNCIL:

1. Note the report.
2. Provide updates to the Clerk as necessary.

14. COUNCILOR UPDATES.

Councillor D. Birtwhistle provided an update regarding the defibrillator, dog bins and the Woodland Path.

RESOLVED THAT COUNCIL:

Note the updates and ask Councillor Birtwhistle to action the defibrillator as a matter of urgency.

15. DATES OF FUTURE MEETINGS.

2023: 17 July, 18 September, 13 November.

2024: 8 January, 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

SIGNED BY CHAIR:

DATE:

Agenda Item 5

For Decision



Meeting Date: 17/07/2023

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.
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	IN06927667	NPOWER	Defib and Christmas lights 2021/22	65.43	3.12	62.31	Paid	Contract
2	37829	Karen Heyworth	Bench oil	30.00	5.00	25.00	Paid	BAG
3		Easy Web	Web and email hosting	55.20	9.20	46.00	Paid	Contract
4	JM2267	Whalley Education Foundation	Meeting room	26.00	0.00	26.00	Paid	Admin. Exp.
5	6557125693	Cllr. Karen Heyworth	Print consumables	31.78	5.30	26.48	Paid	Admin. Exp
6		Dan's Lawn and Gardening Services	Gardening services	56.00	0.00	56.00	Paid	Contact
7	1000134885	Clerk	Purchase of pad for defib at gym.	91.74	15.29	76.45	Paid	Other Exp.
8	5201510007	LCC	Eract 3 SpiD back plates	120.00	20.00	100.00	Paid	Other Exp.
9	James Place	Cllr. Chiappi	Resident gift card for CCTV installation	49.00	0.00	49.00	Paid	Sundry Exp.
10	Newlands	Cllr. Karen Heyworth	Plants for under noticeboard	10.00	1.67	8.33	Paid	Ground Maint.
11	Newlands	Dan's Lawn and Gardening Services	Plants	50.00	6.67	43.33	Paid	Ground Maint.
12	1065	Ark Plastics	Benches and picnic tables	3,552.00	592.00	2,960.00	Paid	230515/10
13	IN06689185	NPOWER	Defib and Christmas lights 2022/23	62.25	3.11	59.14	Paid	Contract
14	807606-0001	Watson Ramsbottom	Legal fees on account Woodland Footpath	500.00	0.00	500.00	Paid	Other Exp.
15		Clerk	Three month salary to 30 June 2023	1,872.00	0.00	1,872.00	Paid	Contract
16		Unity Bank	Three month service charge	18.00	0.00	18.00	Paid	Contract
17		Easy Web	Web and email hosting	55.20	9.20	46.00	Paid	Contract
18	Spid 10	Altham Parish Council	Installing SpIDs on two deployments	308.40	0.00	308.40	18/07/23	Sundry Exp.
19	01-477	Easy Web	Web and email hosting	51.60	8.60	43.00	01/08/23	Contract

20	93912403	HMRC Cumbernauld	Tax for three months to June 30 2023	476.97	0.00	476.97	22/07/23	Contract
21	1062	Ark Plastics	Planters	2,268.00	378.00	1,890.00	Paid	BAG
22	144004	PM+M	Payroll Sevices for three months to June 30	33.30	5.55	27.75	DD	Contract
23	02-2023	Clerk	Three months expenses to June 30 2023	178.20	0.00	178.20	18/07/23	Contract
Totals:				9,961.07	1,062.71	8,898.36		

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 Grants		Sundry
11/04/2023	204582	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
Total:			22,692.00	0.00	500.00	0.00	100.00	23,292.00

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						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
16/05/23	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
01/06/23	Easy Web					46.00							9.20	55.20
06/06/23	Whalley Education Foundation (Meeting Room)							26.00						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 back plates erect 3 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)							8.33					1.67	10.00

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				
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
TOTALS		1,872.00	476.97	160.40	860.05	181.00	226.00	347.52	3,419.32	2,361.45	470.67	2,215.00	1,597.37		14,187.75

Check Sum: 14,187.75

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total receipts to date:	23,292	
Less total payments to date:	-14,188	
Balance:	30,774.69	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 11/07/23:	30,774.69	

Comparisons as at 11/07/2023

	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	500
HMRC VAT Refunds:	1,084	992	0
Sundry and Other Income:	541	300	100
Barrow Action Group:	10,979	0	0
	34,520	22,792	23,292
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	9,197	10,000	1,872
HMRC: Employers Tax and NIC:	1,860	2,000	477
Clerk expenses: Home use, mileage etc.	688	700	160
General Administration:	239	200	26
Website and email hosting, software/hardware:	522	600	181
General Costs - Insurance:	777	1,000	0
General Costs - Audit fees:	200	200	200
General Costs - Legal fees:	0	0	500
General Costs - Room hire etc:	371	400	44
General Costs - LALC Subscripton:	319	317	316
	14,173	15,417	3,776.42
Amenity Expenses:	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	2,000	0
Car park rental: RVBC	100	100	100
Car park - maintenance:	0	400	0
Playing field - improvements:	1,420	2,000	0
Playing field - inspections:	70	100	0
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	348
Amenity capital spend (benches CCTV, Splds etc.):	1,936	500	5,030
General maint., improvement. electric and other:	879	1,500	191
	8,645	10,100	6,128
Sundry Expenses:	£	£	£
Christmas trees, lights and bunting:	265	100	0
Remembrance Sunday - wreath etc:	235	200	0
Defibrillator costs:	0	200	76
Sundry expenses:	304	400	394
	804	900	470.67
BAG:	£	£	£
Expenditure:	620	3,000	2,215
VAT on Expenses to be Reclaimed:	992	1,000	1,597
Total Expenditure:	£ 25,233	£ 26,417	£ 14,188
SUMMARY:	£	£	£
Income:	34,520	22,792	23,292
Expenditure:	(25,233)	(26,417)	(14,188)
	9,286	(3,625)	9,104
BALANCE:	£	£	£
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	9,104
Balance carried forward:	21,670	18,045	30,774.69

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:	2,598	
Balance at 11/07/23:	7,721	
	VAT paid to date =	423

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

For Decision



Meeting Date:	17 July 2023
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. Recommendation.

Members are recommended to approve and adopt the Asset Policy and Register.



For Information

Asset Policy and Register 2023/2024

Adopted: 17 July 2023

Chairman: Cllr. Lucy Crook

Minute Ref.: 230717/6

*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	
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	In storage with Lengthsman till needed. Also see Item 27
24	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	1	1,300.00	1,500	
27	Christmas lights	Trafford Gardens	13/12/21	99.98	2	99.98	120	In storage with Lengthsman till needed. 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	Local gym	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	Local gym	01/01/17	1.00	1	1.00	450	Lock provided and fitted by Gym
36 ²	Defibrillator	Not installed	01/01/17	1.00	1	1.00	950	Cllr Birtwhistle looking to locate it
37 ²	Defibrillator cabinet	Not installed	01/01/17	1.00	1	1.00	450	With Cllr. Chiappi
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.

						Value £		
#	Asset	Location	Acquired	Purchase Cost £	QTY	Total	Replace	Disposal/ Comments
42	CCTV System	Front and rear of Bay Horse Pub	28/04/23	1,290.00	1	1,290.00	1,300	
43	CCTV System	On house overlooking Playing Fields	11/05/23	1,074.00	1	1,074.00	1,100	
Totals						15,294.50	67,842	

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 asset stock-take took place on 28/04/2023 by Councillor Chiappi.

Agenda Item 7

For Decision/Consideration



Meeting Date:	17 July 2023
Title:	Councillor Surgery
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider holding Advice Surgeries.

2. Role of a Parish Councillor.

Members are aware that one of their main roles is to represent the views and concerns of issues affecting parishioners and then if necessary, pass such concerns to RVBC or LCC.

It is acknowledged that as community leaders, parish and ward councillors must do what they can to represent the voices of all sections of the community. This may include championing the interests of residents who may find it difficult or uncomfortable to articulate their issues or concerns, for example younger, older and disabled residents or people from minority groups.

3. Background.

Currently the Parish Council allocates a slot for public participation at each of its parish meetings. Recently however there have been suggestions that the Council could be more proactive and hold Advice Surgeries. Such surgeries could enable members meet residents, discuss their concerns, and build an understanding of what can be done to tackle the issues raised. Several Ribble Valley parish councils including Whalley, already hold advice surgeries.

In a traditional advice surgery, councillors advertise a time and place when they will be available to speak to residents, for example, a couple of hours on a Saturday in a local library, village hall or coffee shop. To be successful such events need careful planning and good advertising.

One additional benefit of holding surgeries is that it provides an opportunity to raise both the Parish Council's profile and that of the councillors who attend, be it a Parish, Borough, or County councillor. Taking steps to make yourself known and available to local people should help to ensure that the bulk of any issues dealt with by members represents the issues of greatest concern to residents.

4. Members are recommended to consider:

1. Whether to hold Advice Surgeries and the frequency and venue of any such surgery.
2. Council membership of any surgery and the role if any, of borough, county and adjoining parish councillors.

Agenda Item 8

For Decision



Meeting Date:	17 July 2023
Title:	Burial Sub-Committee of Whalley Parish Council
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider filling the vacancy the Council has on the Burial Sub-Committee of Whalley Parish Council, formerly the Whalley, Wiswell and Barrow Joint Burial Committee (WWBJBC).

2. Background.

Members will recall that at the Annual Meeting of the Parish Council on 15 May 2023 they nominated Councillor Heyworth to be the Council's representative on the sub-committee and one place remained vacant.

3. Members are recommended:

To fill the vacancy the Council has on the Burial Sub-committee and nominate a parish councillor to fill that vacancy.

Members should note that meetings of the Burial Sub-committee will normally be quarterly with additional ones only convened if necessary and the term is for three years.

Agenda Item 9

For Information



Meeting Date:	17 July 2023
Title:	Updates on actions from previous meetings and the Council's Action Plan.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings (Appendix 1) and the Council's Action Plan (Appendix 2).

2. Members are recommended:

To note the report and ongoing actions.

ACTIONS arising from the Council meeting held on **Monday 15 May 2023**

Minute				
230515/	Item	Action	Who	Update
7	Purchase Christmas Lights	Contact the Lengthsman regarding the type of lights required and their installation. Then purchase the lights to a value of up to £500.	Clerk	Complete
8	Removal of Large Confer	Plan to remove the tree.	Clerk and Cllr. Birtwhistle	Complete
9	CCTV Policy	Review Policy and Procedure (P&P) and send comments to the Clerk.	Cllr. Street	Complete
		After P&P is approved make the necessary arrangements as set out in the report and the P&P.	Clerk	On-going. Waiting for signage and registration with ICO
10	Section 106 Contributions	Liaise with Councillors Kinder and Chiappi and get a minimum of two quotes for picnic tables and benches and submit these details to RVBC for the release of S106 funds.	Clerk	Complete and release of funds agreed by RVBC
		Get a minimum of two quotes for improving the footpath (Old Row Car Park) and submit these to RVBC for the release of S106 funds	Clerk and Cllr. Birtwhistle	On-going, have two quotes as at 10/07/23. Preparing submission to RVBV

Minute				
230515/	Item	Action	Who	Update
12	Planning Report	Send any considerations relating to application 3/2023/0153 – LNT Care Developments, Old Row to the Clerk.	All at meeting	No comments received
13	Actions from previous meetings	Provide updates to the Action Plan (Attached)	All Members	No updates received
14	Defibrillator	Installation of defibrillator on the new estate	Cllr. Birtwhistle	Still ongoing

ACTIONS arising from the Council meeting held on **Monday 13 March 2023**

Minute 230313/Item		Action	Who	Update
9	Action Plan	Final review of Action Plan and send comments to Clerk.	Members	No comments received.
10	CCTV	Contact ITUS seeking clarification of maintenance charges.	Clerk	Complete £375 to cover all sites and cameras.
12	Insurance	Make necessary arranges with BHIB.	Clerk	Complete and cover in place.
13	Planning	Forward any considerations regarding 3/2023/0153 (Care Home - Old Row).	Members	Complete.

Minute 230313/Item		Action	Who	Update
16 c	Dog Bins at Aspen Crescent	RVBC to confirm they will empty any new bin and Redrow to confirm they are willing for the bin to be installed on their land.	CLlr Birtwhistle	?
16 d	Plot of land at the rear and in the corner of the Bay Horse car park	Potential horticultural club and well-being hub.	CLlr Birtwhistle	On-going.
16 f	Bus Shelter at Barrow Brook.	Continue to monitor	Clerk	On-going.
16 i	Location of a flagpole	Progress the matter with residents on where it can be located.	Clerk	Residents do not want a flagpole at Trafford Gardens
16 j	Location of spare defibrillator	Urgent action to find a suitable location	CLlr Birtwhistle	On-going.

ACTIONS arising from the Council meeting held on **Monday 30 January 2023**

Minute 230130/ Item		Action	Who	Update 06/03/23
7	Co-option of Parish Councillor	Inform RVBC of the new appointment.	Clerk	Complete.
9	Action Plan	Review Action Plan and send comments to Clerk	Members	No comments received.
10	CCTV	Contact ITUS and get a formal quote	Clerk	Complete.
11	Newsletter	Submit content suggestions to Clerk	Members	No content received.
		Submit a draft newsletter to next Council meeting	Clerk	No content received.
12	Grit Bins	Provide locations where grit bins required to Clerk	Members	Members to suggest a location.
	Barrow Brook roundabout	Contact LCC regarding the state of the roundabout	Cllr Birtwhistle	In progress.
	'Starbucks' roundabout	Contact RVC regarding the state of the roundabout	Cllr Birtwhistle	In progress.
	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	In progress.
	Overgrown hedge near post box/Whiteacre Lane	Send photo of the hedge to Clerk	Cllr Dewhurst	Complete. No action required.
Inform LCC Highways		Clerk	Complete.	
12	Barrow/Whalley boundary	Contact RVBC regarding precept payments	Clerk	Waiting for RVBC to provide info.
13	Garden Services	Inform successful contractor and draft a contract	Clerk	Complete.

Minute 230130/ Item		Action	Who	Update 06/03/23
17	Cold Calling Areas	Contact LCC re setting up 'No Cold Calling' areas.	Clerk	Complete.
18	Barrow Brook Lake	Monitor amount of rubbish.	All	?

Also see Action Plan as Appendix 2

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. The areas highlighted in yellow are the first to be addressed.				Action	
Areas of Activity	Specific Comments from Survey	Possible Actions/Update	P	Who	RAG
Speeding/Traffic issues (35)	Cars parked on pavements				
	Ensure road signs not obscured by foliage especially bottom of Whiteacre Lane	Contact LCC Highways			
	Parking at Barrow School	-			
	Zebra crossing required	Contact LCC Highways			
	Taxis speeding through the village	Contact RVBC Taxi Enforcement Officer		Clerk	Complete
	Increase police and parking wardens' presence	-			
	Cars congregating at the Barrow Brook services at closing time can be intimidating and noisy.	-			
	Install speed cameras as required	Being addressed.	1	Clerk/LS	Ongoing
Parking needs attention near Barrow School. X 2.	-				
Public and dog bins (31)	Bins need emptying more frequently especially in the summer	Contact RVBC			
	Trafford Gardens used as a dog toilet	-			
Road surface/markings (25)	Adopt the road on Paynter Close	-			
Grassed areas and flower beds (18)	Have a 'Barrow in Bloom' event. X 2.	Council could organise such an event			
Activities for children (16)	No provision for play areas on the new developments. X 2.	Council to consider where more play equipment could be installed.			
PROW and Open Spaces (14)	Improve the path that runs from the lodge to Whalley/Clitheroe Road.	Being addressed. (Also in Table 2)	1	Clerk/DB	Started
	The new cycle path has been badly designed.	-			

ACTION PLAN

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. The areas highlighted in yellow are the first to be addressed.				Action	
Areas of Activity	Specific Comments from Survey	Possible Actions/Update	P	Who	RAG
	Prune trees near telephone lines near 11 Trafford Gardens.	-			
	Pavement opposite Chestnut Crescent needs attention as does pavement (both sides) from Farm to Elbow Wood	-			
	Footpaths round Washbrook Close prone to flooding	-			
	Safe cycling facilities linking the shared use of the footpath near Clitheroe Golf Club through Barrow to Whalley.	-			
	Weed control an issue.				
	Street cleaning/sweeping is not often enough carried out by RVBC contractor.	-			
Playing Fields (12)	Astro turf the goal areas of the playing fields. X 3.	Could be a project financed from the S106 grant. See also Table 2 re-Playing Fields			
	Improve drainage on football pitches. X 2.				
	More seating around the football pitches for parents watching their children.		1	Clerk/DC	Aug
Seating/ benches /picnic areas (9)	Benches and picnic areas away from main road not just in playground	-			
Street Lighting (6)	Washbrook Close not well lit in the winter.	-			
Village signage and notice boards (5)	Notice board near McDonald’s showing walks and paths and advertising play areas in the village.	Seek approval from landowners.	1	Clerk	Aug
Planning / Development Matters	Stricter conditions on the hours of work and parking arrangements on new developments.	-			
	Builders to pick up rubbish blown away from compound.	-			

ACTION PLAN

Table 1. Key: Number in brackets () refers to the survey responses received. P = Priority. N = Not applicable, X # = Same response. The areas highlighted in yellow are the first to be addressed.				Action	
Areas of Activity	Specific Comments from Survey	Possible Actions/Update	P	Who	RAG
	Can something be done about the 'Old' disused pub it is an eyesore. X 4.	Planning application now submitted to RVBC for 66 bed care home.	1	DB	
	Engage with RVBC Compliance Officers to ensure developers observe planning conditions.	-			
Social and other Parish matters	Install CCTV to combat anti-social behaviour.	All complete less roundabout. (Also in Table 2)	1	Clerk/LS	Started
	Install a defibrillator for the upper part of the village Hey Road/Middle Lodge area. X 2.	Being addressed.	1	Clerk/DB	April
	Spread Eagle and nearby houses back into the Barrow Ward.	-			
	More bus links currently no services to Accrington.	-			
	Need a railway station	-			
	Need a care facility for elderly and disabled.	-			
	Organise events and activities to create sense of community.	-			
	Village Hall or community centre/facilities would be great. X 3.	-			
	Make use of a community Facebook page.	-		LD	On-going

ACTION PLAN

Areas of Activity	Actions	P	Who	RAG
Woodland Path	Look to own and improve the area to promote active travel.	1	Clerk/DB	Ongoing/ September
Boundary stones	Look to install stones at either end of the village.	1	Clerk/BAG	July
Car park at the rear of Old Row	Make further improvements and landscape the area.	1	LS and DB	July/Aug
Trafford Gardens	Look to enhance this major village asset.	1	Clerk/EK/BAG	On-going
Playing fields	Purchase new equipment/furniture	1	Clerk/DC	Furniture complete
Speeding	Investigate the use of SPiDs and other traffic calming measures on Whalley Road and Barrow Brook Trade Park	1	Clerk/LS/DB	On-going
Parish Councillors	Look to increase the number of councillors.		Clerk	
Elicit parishioners' views	Invite parishioners to an 'open' meeting		Working Group	Ongoing

Agenda Item 10

For Information



Meeting Date:	17 July 2023
Title:	Updating members on the data collected from the recent SpID deployments.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on data collected from recent SpID deployments. Full data is available from the Clerk.

2. Summary of Results.

The table below shows the data collected from the February and May/June SpID deployments.

Notes:

- The deployment for the 11 to 24 May had the mph indicator light switched off.
- The speed limit on Whalley Road where the SpIDs were deployed is 30 mph.

Period	Locations	Speed (mph)			AADTF	Total Vehicles
		85th percentile	Average	Max		
07/02 - 20/02	T. Gardens	31.6	26.70	60	844	34,961
11/05 - 24/05	Column 143	33.3	28.11	65	2,649	34,008
11/05 - 24/05	Column 144	33.0	27.67	Error in data collection		
27/05 - 09/06	Column 143	33.2	27.32	70	2,709	42,905
26/05 - 08/06	Column 144	30.9	25.06	55	1910	25,472

Definitions:

The 85th percentile speed is defined as:

- The speed at or below which 85% of all vehicles are observed to travel under free-flowing conditions past a monitored point.
- The speed at which, on average, only 15% of traffic violate.

Traffic engineers use the 85th percentile speed as a standard to set the speed limit at a safe speed, minimizing crashes and promoting uniform traffic flow along a corridor.

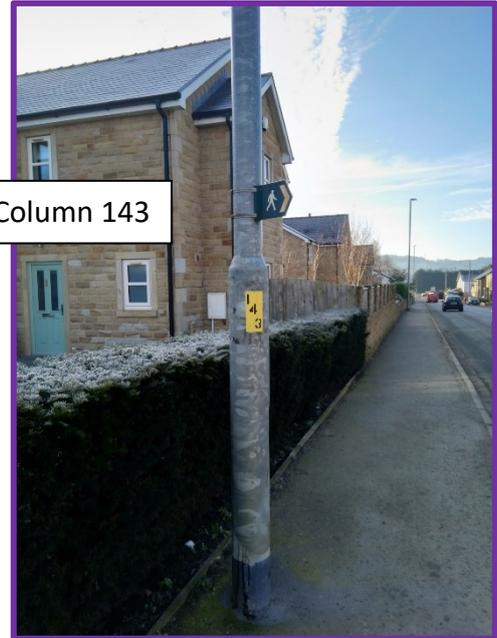
AADTF:

Annual Average Daily Traffic Flow (AADF). AADTF is a simple measurement of how busy a road is.

3. May/June Locations:



Column 144



Column 143

4. Members are recommended:

To note the report and consider any actions.

Meeting Date:	17 July 2023
Title:	Updating members on the possible adoption of the Barrow Brook - Woodland Footpath.
Submitted by:	Clerk and Responsible Financial Officer

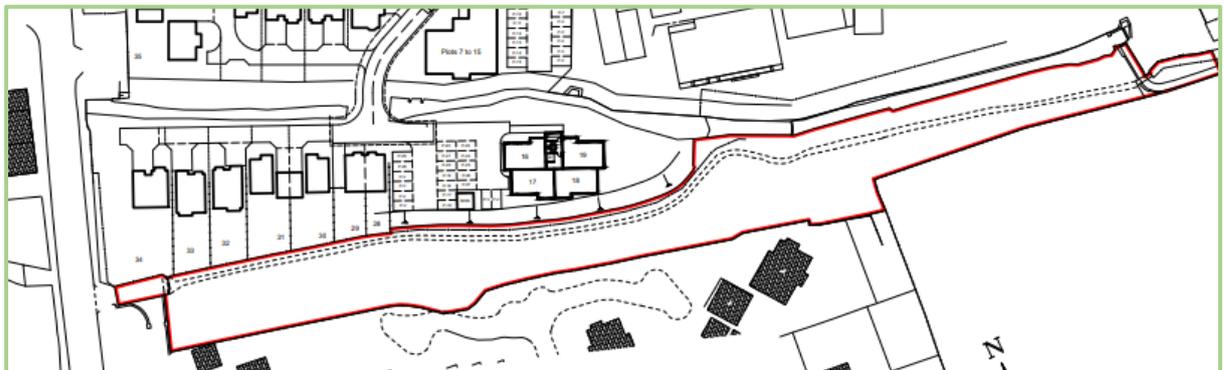
1. Purpose of the report.

To update members on the possible adoption by the Council of the Woodland Footpath running along the East to West boundary of the Barrow Brook Grange estate.

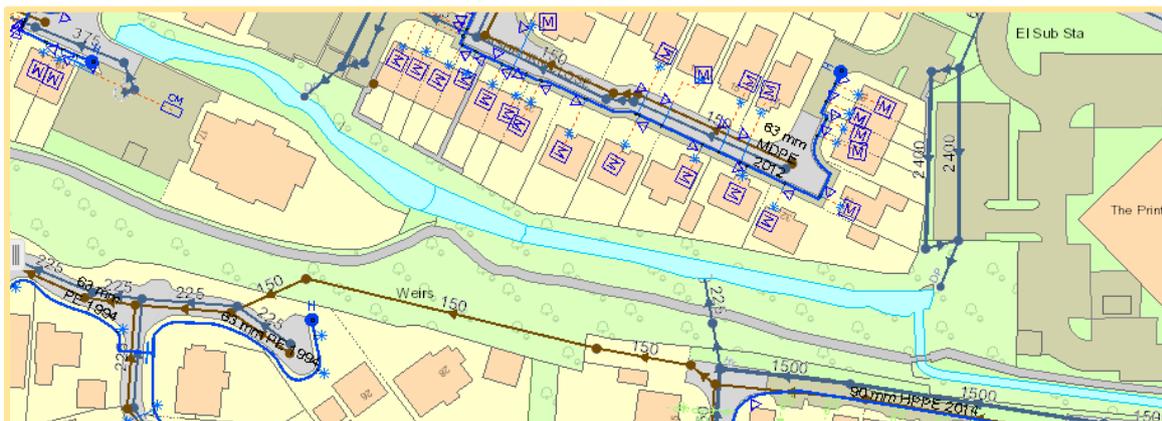
2. Woodland Footpath.

The diagram below shows the Woodland Footpath outlined in red.

The land edged red is up to the edge of the water course for most of its length at the rear of Barrow Brook Grange phase 2. To the best of Rowland Homes knowledge there are no services running through the land. There are easements for sewers from Chestnut Crescent to the south, although they're not shown on the Master Deed Plan for phase 1, neither is the 'protected strip' referred to in the Register of Title.



The diagram below provided by RVBC show details of drains under the area, these will be adopted by United Utilities. It would seem advisable to check who has responsibility should one fail.



3. Stakeholders.

Set out below are the stakeholders in the discussions regarding the transfer of ownership and possible adoption by the Parish Council:

- Barrow Parish Council. At the Extraordinary Council Meeting held on 29/06/23 members agreed that a legal deed regarding the adoption of the Woodland Footpath can be executed by the Parish Council. At the same meeting Councillors Karen Heyworth and Diane Chiappi were nominated to sign the necessary documents relating to any transfer of ownership.

Members will be aware that the Council's Standing Order 23, allows any two councillors to sign on behalf of the Council any deed required by law.

- Rowland Homes (RH): RH are currently the registered landowners to the wooded area and footpath. They are the house builders to the Barrow Brook Grange residential development.
- Barrow Brook Grange Management Company Limited (BBGMC): BBGMC are the resident's management company set up by RH in 2011 and are the legal entity for the demand and collection of service charge contributions. It currently has the repair and maintenance obligation within the transfer documents for the estate, footpaths, and woodland area. Its board of Directors comprises of residents from the development.
- The HML Group: HML are the managing agents to BBGMC.

4. June 13 Meeting.

Councillor Birtwhistle and the Clerk held a Teams meeting with Roland Homes (Chris Sams - MD) and HML (Tony Scott - Head of Property Management), Tony also represented BBGMC.

At that meeting it was agreed by all parties that there is good will and a desire to explore the possible adoption of the wooded area and footpath by Barrow Parish Council.

5. Engagement of Watson Ramsbottom Solicitors.

With permission of the Parish Councillors the Clerk has engaged the services of Watson Ramsbottom (WR) to seek legal advice on the possible transfer and to understand any obligations the Council would be taking on if the transfer/adoption was to take place.

WR have been provided with the necessary documentation to enable them to start work and have already contacted Rowland Homes.

6. Next Steps.

Once Watson Ramsbottom have concluded their work the Clerk will provide an update to members.

7. Members are recommended:

To note the report and consider any actions.

Agenda Item 12

For Information



Meeting Date:	17 July 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 Barrow.

2. Weekly applications relating 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

- 21 April: See below:

3/2023/0244	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 05/04/2023	Development Address: 3 Park Farm View Barrow BB7 9YS	Proposed single storey rear extension.	373954 438847

- 28 April: There were no applications.
- 5 May: There were no applications.
- 12 May: There were no applications.
- 19 May: There were no applications.
- 26 May: There were no applications.
- 2 June: There were no applications.
- 9 June: There were no applications.
- 16 June: There were no applications.
- 23 June: There were no applications.
- 30 June: There were no applications.
- 7 July: There were no applications.

3. Weekly decisions relating to Barrow.

- 21 April: There were no decisions.
- 28 April: There were no decisions.
- 5 May: There were no decisions.
- 12 May: There were no decisions.
- 19 May: There were no decisions.

- 26 May: See below:

3/2023/0244	Barrow	Development Description:	Grid Reference
Decision Date: 26/05/2023	Applications for full consent Development Address: 3 Park Farm View Barrow BB7 9YS	Proposed single storey rear extension.	373954 438847
Officer:	Emily Pickup		
Decision Type:	APPROVED WITH CONDITIONS		

- 2 June: There were no decisions.
- 9 June: There were no decisions.
- 16 June: There were no decisions.
- 23 June: There were no decisions.
- 30 June: See below:

3/2023/0127	Whalley	Development Description:	Grid Reference
Decision Date: 28/06/2023	Discharge of Conditions Development Address: Land to the rear of 16 Whiteacre Lane Barrow BB7 9BJ	Approval of details reserved by conditions 5 (drainage), 8 (materials) and 9 (electric vehicle charging points) of planning permission 3/2021/1042.	373796 437832
Officer:	Will Hopcroft		
Decision Type:	APPROVED WITH CONDITIONS		

- 7 July: There were 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 13

For Information



Meeting Date:	17 July 2023
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1. Councillor K. Heyworth (Update from the Burial Committee).

3. Members are recommended:

To note the report and consider any actions.



Local Government Act 1972
Whalley Parish Council

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Tuesday 20th June 2023 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

Draft Minutes Subject to Confirmation

1.	To Elect a Chairman	
	Members of the committee nominated Cllr Martin Highton for Chairman of the Joint Burial Committee. The nomination was unanimously agreed.	01/23
2.	To Elect a Vice Chairman	
	Members of the committee nominated Cllr Richard Vickers for Vice-Chairman of the Joint Burial Committee. The nomination was unanimously agreed.	02/23
3.	Attendance & Apologies	
	Present: Cllr Caroline Allen, Cllr Judith Carlton, Cllr Martin Highton, Cllr Alan Scholfield, Cllr John Threlfall, Cllr Richard Vickers. Apologies: Cllr Judith Pursglove, Cllr Karen Heyworth. Present: Liz Haworth Clerk & RFO.	03/23
4.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	04/23
5.	Public Bodies (Admission To Meetings) Act 1960	
	It was resolved that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of Agenda Item 6 and 7 below, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.	05/23
6.	HR Partner Limited	
	It was resolved to instruct HR Partners Ltd in dealing with matters of WWBJBC employment business.	06/23

7.	Staffing Issues	
	An update was given to the members of the new joint burial committee around current staffing and employment issues. Discussions were had to explain the burial ground operations on a day-to-day basis, administration and financial structures, roles and responsibilities, staff reporting, and the committee's overall management responsibilities.	07/23
8.	Whalley Wiswell & Barrow JBC Vacancy	
	The JBC has one vacancy to fill. WWBJBC have requested that Barrow Parish Council add this to their next agenda to fill the position.	08/23
9.	Financial Reports April, May, June	
	It was resolved to authorise Accounts, Payments, Receipts & Balances.	09/23
10.	Next Meeting Dates	
	Next meeting date TBC.	10/23

Meeting closed at 8.30pm.

Draft Minutes Subject to Confirmation