



Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 29 January 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 13 November 2023 and the minutes of the Extraordinary Council Meeting held on 21 December 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/DISCUSSION:

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

 - Accounts to date.
 - Payments as set out in the report.

ITEMS for INFORMATION:

- 6. Update on the UK Shared Prosperity Fund (UKSPF) Application.**

Report of the clerk (enclosed).
- 7. Lengthsman's Scheme.**

Update on the new Lengthsman scheme.
- 8. Update on Actions from Previous Meetings.**

Report of the clerk (enclosed) updating members on the actions from previous meetings.
- 9. Planning Report.**

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 10. Councillor Reports.**

Updates from Councillors, including an update from the last meeting of the Burial Committee held on 10 January 2024.

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.

11. 'Boundary Stones'.

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

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

Email: clerk@barrowparishcouncil.org.uk

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Future Council Meetings:

- 11 March 2024.
- 13 May 2024.

Other meetings members are expected to attend:

Parish Council Liaison Meeting:

- Thursday 1 February 2024.
- Thursday 11 April 2024.

Traffic and Road Safety Working Group:

Wednesday 31 January 2024.

Agenda Item 2 (a)



Parish Council Meeting – Draft Minutes

Date:	13 November 2023		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Street (nominated chair), E. Kinder and K. Heyworth		
In attendance:	Clerk to the Council, Borough Cllr. D. Birtwhistle and four parishioners.		
Meeting started:	18:30	Meeting closed:	20:30

231113/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors, Crook and Chiappi.

In the absence of both the Chair and Vice Chair, Councillor L. Street was nominated as Chair for the meeting.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18 SEPTEMBER 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.

A discussion regarding Planning Application 3/2023/0153, (Care Home) took place. Parishioners were updated on the erection of 3 dwellings and the proposed demolition of nos. 23-25 Old Row (which includes the 'Old' pub) and the possible purchase of these dwellings by the Parish Council.

The Clerk informed members that he had received a call regarding fireworks being set off prior to and after 5 November and the excessive noise made by some of the fireworks. This complaint was reiterated by a participant to the meeting.

RESOLVED THAT COUNCIL:

Agree, that leading to up to bonfire night 2024, the Parish Council in any Newsletter it issues and on its social media platforms will request that people are considerate in their use of fireworks.

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:

Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
PKF Littlejohn	AGAR Audit Fees	252.00	42.00	210.00	Paid	BAG
PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
Stuart Greenwood	Gardening services	70.00	0.00	70.00	Paid	Ground Maint.
Play Inspection Company	Play equipment inspection	89.94	14.99	74.95	Paid	Playing Field
Watson Ramsbotton	Search fees - Woodland Footpath	674.40	0.00	674.40	Paid	General Admin.
Clerk	Three months salary	2,059.20	0.00	2,059.20	Paid	Admin. Exp.
Clerk	Three months expenses	149.09	0.00	149.09	14/11/23	Admin. Exp.
Unity Trust Bank	Service charge	18.00	0.00	18.00	Paid	Admin. Exp.
Easyweb	Email and website hosting	51.60	8.60	43.00	Paid	Admin. Exp.
Whalley Education Foundation	Hire of meeting room - September	26.00	0.00	26.00	14/11/23	Other Exp.
C. Ball Forestry	Fell and remove two trees	660.00	110.00	550.00	14/11/23	Amenity Exp.
Clerk	Purchase of Microsoft Licence	59.99	10.00	49.99	Paid	Admin. Exp.
HMRC	Three months tax and NI	556.06	0.00	556.06	Paid	Sundry Exp.
PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
Stuart Greenwood	Gardening services	70.00	0.00	70.00	14/11/23	Ground Maint.
LALC	Training Whistlestop Tour for new councillors	35.00	0.00	35.00	14/11/23	Admin. Exp.
Totals:		4,837.88	196.69	4,641.19		

6. BUDGET CONSIDERATIONS FOR 2024/25.

The Clerk submitted a report updating members on the preparations for the 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2024-25.

The Report reminded members that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

The Report also noted that Barrow Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance, March 2023 (p38 para 5.30-5.38) in that they are maintained at between three and twelve-months of Net Revenue Expenditure.

RESOLVED THAT COUNCIL:

- a. Note the contents of the Budget Report and Appendix 1.
- b. Approve a budget for 2024-25 of £28,341
- c. Authorise the Clerk to inform RVBC of the precept request.

7. 'FALLEN OF BARROW' MEMORIAL PLAQUE.

The clerk submitted a report requesting members to consider the placement of a 'Fallen of Barrow' Memorial Plaque/Noticeboard on Trafford Gardens. Members were reminded that at their meeting in December 2022 a parishioner raised the matter of the memorial stones currently in storage in Barrow UFC Primary School and the possibility of the Council finding a permanent and suitable home for them.

RESOLVED THAT COUNCIL:

- a. Defer any decision on installing a plaque until further information is available regarding the possible transfer of ownership to the Parish Council of 23-25 Old Row.
- b. Agree that the Council's 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.

8. THREE YEAR BUSINESS PLAN AND GRANT APPLICATION

The Clerk submitted a report updating members on the Council's application for funding from the Rural England Prosperity Fund (REPF), which is being administered by Ribble Valley Borough Council.

The Report noted that the Prosperity Fund covers the period April 2023 to March 2025. Whilst official confirmation is not yet available, it is understood that the funding will be apportioned 25% (£108,420) in 2023-24 and 75% (£325,260) in 2024-25.

The Report also noted that to apply for a grant of more than £10,000 applicants are required to provide a three-year Business Plan. In addition, all applicants are required to submit an Expression of Interest Form and an Output and Outcome Form. The Council's draft Business Plan was attached as Appendix 1 to the Report.

Members were reminded that before the Expression of Interest and Output and Outcome Forms can be completed the Council would need to decide which project it wishes to spend any grant funding on. The Report set out the following options which members had discussed previously and which meet the guidelines for grant funding.:

- The Woodland Path.
- 23-25 Old Row.
- Plot of land at the rear of the Old Row car park.

RESOLVED THAT COUNCIL:

- a. Note the contents of the Report and Appendix 1.
- b. Approve the draft Business Plan.
- c. Request the Clerk to submit an Expression of Interest Form and an Output and Outcome Form to RVBC for a £45,000 grant from the REPF for developing the plot of land at the rear of the Old Row car park.

9. PARISH COUNCIL'S LAPTOP

The Clerk provided a verbal update on the state of the Council's laptop which was purchased in 2015 and is in need of major repair.

RESOLVED THAT COUNCIL:

Approve the purchase of a new laptop to the value of £1,000.

10. UPDATE ON THE CARE HOME DEVELOPMENT AND 23-25 OLD ROW.

Borough Councillor David Birtwhistle provided a verbal update on the new care home development and 23-25 Old Row and the possible purchase of these dwellings by the Parish Council.

Councillor Birtwhistle stated that the information the Parish Council needs in order to make an informed decision on any transfer of ownership, would be available in 3 – 4 months.

RESOLVED THAT COUNCIL:

Subject to certain criteria being met, which includes financial assistance being made available to the Parish Council for:

- a. Making good the properties and bringing them back into day-to-day use.
- b. The ongoing upkeep of the properties.

Are supportive in the transfer of ownership of 23-25 Old Row to the Parish Council for use as a community asset.

11. 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:

Agreed expenditure of up to £400 for a lifebelt and the necessary fittings for installation at Barrow Brook lodge.

12. 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.

DATES OF FUTURE MEETINGS.

2024: 29 January, 11 March and 13 May.

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

Please note that prior to the next meeting, Members will hold an Advice Surgery starting at 6:00pm

SIGNED BY CHAIR FOR THE MEETING:

DATE:

Agenda Item 2 (b)



Parish Council Extraordinary Meeting – Draft Minutes

Date:	21 December 2023		
Place:	Starbucks Coffee Shop – Barrow Brook Trade Park, Barrow, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth D. Chiappi and L. Street (part).		
In attendance:	Clerk to the Council, Borough Cllr. D. Birtwhistle and one parishioner.		
Meeting started:	10:00	Meeting closed:	11:20

231221/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor E. Kinder.

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

There were no declarations of interest.

3. PUBLIC PARTICIPATION.

One Barrow resident was in attendance.

4. COST CONSIDERATIONS FOR OPERATING A VILLAGE HALL.

The Clerk submitted a report requesting members to consider the ongoing management and maintenance costs that could be incurred if funds were made available from the UK Shared Prosperity Fund that allowed the Parish Council to renovate and refurbish the former pub/restaurant on the site of the new care home, for use as a Village Hall.

RESOLVED THAT COUNCIL:

1. Considered the report.
2. Confirmed that they understood the annual costs that could be incurred for managing and maintaining a proposed Village Hall.

5. APPLICATION TO RVBC FOR FUNDING FROM THE UK SHARED PROSPERITY FUND.

The Clerk requested members to approve the submission of Appendix 1 to the Report, to RVBC's UK Shared Prosperity Fund (UKSPF) Working Group.

The Report noted that the UKSPF Working Group require assurance and confirmation, that the Parish Council has considered and understood the ongoing management and maintenance costs that could be incurred, if funds were made available to allow the Parish Council to renovate and refurbish the dilapidated former pub/restaurant on the site of the new care home for use as a Village Hall.

RESOLVED THAT COUNCIL:

Authorised the Clerk to submit Appendix 1 of the report to Ribble Valley Borough Council.

6. **APPOINTMENT OF A CHARTERED SURVEYOR.**

The Clerk reminded members that they had recently approved (via email) that up to £600 could be spent on the appointment of a chartered surveyor to assess the state of the former pub/restaurant on the site of the new care home.

The Clerk informed members that two quotes (both excluded VAT) had been received. Peter Crowther at £500 and John Sharples at £975.

RESOLVED THAT COUNCIL:

Request the Clerk to engage the services of Peter Crowther.

DATES OF FUTURE MEETINGS IN 2024.

29 January, 11 March and 13 May.

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

Please note that prior to the next meeting, Members will hold an Advice Surgery starting at 6:00pm

SIGNED BY CHAIR FOR THE MEETING:

DATE:

Agenda Item 5

For Decision



Meeting Date: 29/01/2024

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.
2. Approve the Schedule of Payments.

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 unstalled	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		

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	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	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
Total:			22,692.00	3,196.84	4,656.00	300.00	415.57	31,260.41

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						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						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)								8.33				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

		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
09/10/23	Stuart Greenwood (Gardener Trafford Gardens) Sept.							70.00						70.00
09/10/23	Whalley Education Foundation (Sept Meeting JM2367)						26.00							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							26.00
17/11/23	LALC Training						35.00							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							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							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
29/12/23	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
	TOTALS	5,990.40	2,066.06	487.69	1,960.68	493.29	440.00	1,613.55	3,494.27	6,352.52	2,013.31	5,813.67	2,816.87	33,542.31

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total receipts to date:	31,260	
Less total payments to date:	(33,542)	
Balance:	19,388.54	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 16/01/24:	19,388.54	

Comparisons as at 16/01/2024

	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	4,656
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	31,260
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	488
General Administration:	239	200	155
Website and email hosting, software/hardware:	522	600	493
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	130
General Admin. - LALC Subscripton training:	319	317	701
	14,173	15,417	11,438
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	1,614
Amenity capital spend (benches CCTV, SpIDS etc.):	1,936	500	5,030
General maint., improvement. electric and other:	879	1,500	273
	8,645	10,100	11,460
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:			
	£	£	£
Expenditure:	620	3,000	5,814
VAT on Expenses to be Reclaimed:			
	£	£	£
	992	1,000	2,817
Total Expenditure:			
	£	£	£
	25,233	26,417	33,542
SUMMARY:			
	£	£	£
Income:	34,520	22,792	31,260
Expenditure:	(25,233)	(26,417)	(33,542)
	9,286	(3,625)	(2,282)
BALANCE:			
	£	£	£
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	(2,282)
Balance carried forward:	21,670	18,045	19,388.54

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 Income				

		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	70.00	70.00	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									450.00		1,101.18
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			100.00		214.76
28	Clerk Salary	Staff Costs			1,872.00			2,059.20			2,059.20			2,059.20	8,049.60
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		33.30	133.20
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					5,318.98
35	Insurance	Admin. Exp.												800.00	800.00
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				1,500.00		1,610.00
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	1,166.90	2,702.76	3,187.26	39,703.53
Actual Expenditure											Forecast Expenditure				

2023/24 FORECAST	£
Forecast Income	35,170
Forecast Expenditure	39,704
Forecast Balance 2023/24	-4,533

EOY 2024 FORECAST	£
Balance at 08/01/24	19,388.54
Forecast Income - Jan. onwards	3,910
Forecast Spend - Jan. onwards	7,057
Forecast Balance EOY	16,242
EOY Forecast less BAG Funds	11,736

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		
Income		23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00	0.00	3,196.84			
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			
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			
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			
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			

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:	5,814
Balance at 16/01/24:	4,505.44

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 Information



Meeting Date:	29 January 2024
Title:	Update on UK Shared Prosperity Fund (UKSPF)
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

To update members on the progress of the Council’s application for funding from the UKSPF.

2. Background.

Members will recall that at the Council’s Extraordinary Council Meeting held on 21 December 2023 they authorised the Clerk to submit a Report to RVBC seeking funds from the UKSPF.

3. Update.

3.1 After the Extraordinary Council Meeting.

After the above meeting the Council were advised by RVBC to submit two applications:

- One for converting the old pub/restaurant into a Village Hall.
- One for converting the disused cottage into community/office space.

These two applications are shown as Appendix 1 and 2 to this Report.

3.2 Prior to the 23 January RVBC’s Policy and Finance Committee.

- In response to an email from Nicola Hopkins (RVBC’s Director of Economic Development and Planning) on 19/01/2024 the Clerk wrote

 clerk@barrowparishcouncil.org.uk ← ↶ ↷ ⋮

To: Nicola Hopkins; Cllr. David Birtwhistle Fri 19/01/24 8:51

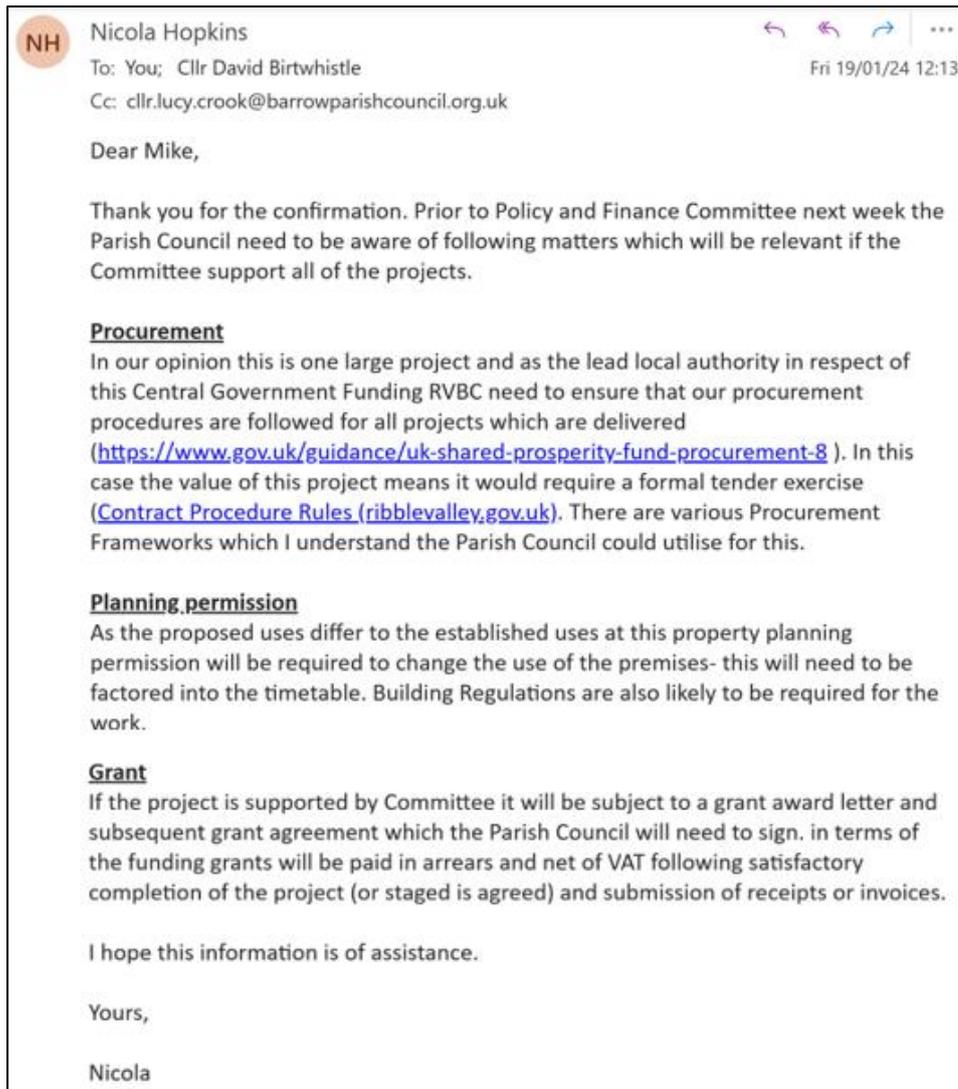
Hi Nicola,
Both structurally and aesthetically, the renovation of the outside of both buildings is essential (dependant on each other).
The internals however could be independent of each other, and if a choice had to be made it would be the renovation of the old pub/restaurant into a village hall.
It goes without say that the overwhelming preference would be to bring both buildings back into meaningful use as an asset to the community.

Best regards,

Michael Hill
Clerk and RFO
Barrow Parish Council

📞 07855 183 444
✉ clerk@barrowparishcouncil.org.uk
🌐 www.barrowparishcouncil.org.uk

- On 19/01/2024 the Clerk received the email below from Nicola Hopkins.



The clerk circulated the above email with commentary to all members on 20/01/24.

3.3 RVBC’s Policy and Finance Committee (23/01/24).

At the above Policy and Finance Committee the Director of Economic Development and Planning submitted a report updating Borough Councillors on the UKSPF and sought approval for allocation of funds. The recommendations are shown below:

- 6 RECOMMENDED THAT COMMITTEE**
- 6.1 Agree to the provision of £80,000 of the Council’s UKSPF funding for a new spinning room at Roefield leisure centre.
 - 6.2 Confirm which of the following schemes in Barrow can be supported by part of the 2024/25 UKSPF funding:
 - 6.2.1 £25,000 to resurface the Barrow car park, mark out the parking spaces and install electric vehicle charging points
 - 6.2.2 £99,850 for the creation of a Barrow Village Hall within the former pub/ restaurant.
 - 6.2.3 £99,300 for the conversion of the existing cottage into office/ community space
 - 6.3 Confirm whether £1,340 of the Council’s 2023/24 UKSPF allocation can be used to support the new CCTV provision at 3Cs café in the castle grounds.
 - 6.4 Authorise the Director of Economic Development and Planning to progress suitable agreements with the relevant parties in respect of the provision of the approved funding for each of the above approved projects.

4. Members are recommended:

To note the report and additional information provided at the meeting.



Application for funding from the
UK Shared Prosperity Fund.

Application 1 of 2.

Application to the RVBC's
UKSPF Working Group.

Report by the Clerk and Responsible Financial Officer to
Barrow Parish Council. Reference BPC/Pub/Hall

Application issued to RVBC on 28/12/2023

✉ clerk@barrowparishcouncil.org.uk

☎ 07855 183 444

1. Purpose of the Report.

- a. To provide assurance and confirmation to Ribble Valley Borough Council's UK Shared Prosperity Fund (UKSPF) Working Group, that the Parish Council has considered and understood the ongoing management and maintenance costs that would be incurred if funds were made available from the UKSPF to allow the Parish Council to renovate the dilapidated pub/restaurant on the site of the new care home (see Section 3) for use as a Village Hall.
- b. To provide the Working Group with the cost implications for renovating the dilapidated pub/restaurant for use as a Village Hall.

2. Background.

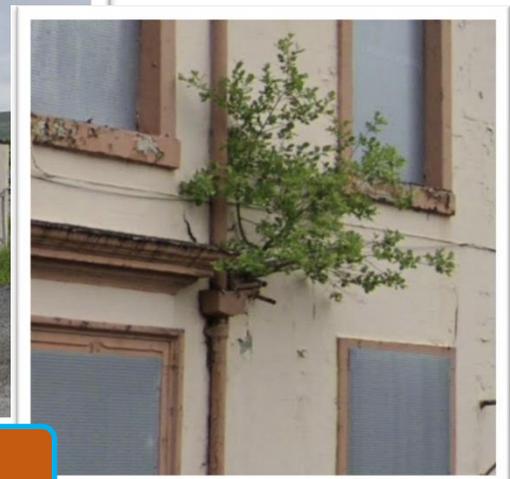
Subject to LCC Highways To request funds from the UK Shared Prosperity Fund for renovating the dilapidated approving vehicular access to the new care home, LNT the developer has offered to transfer ownership of the former pub/restaurant to the Parish Council for the nominal fee of £1.

This is a once in a lifetime opportunity for the Parish Council to make a major improvement to the village and provide parishioners with a community asset that can be used for a range of community activities.

The images below show the current condition of the former pub/restaurant, which is in a poor state of repair and has been subject to numerous complaints to the Parish Council.



The Working Group should note that Barrow has no community centre/village hall.



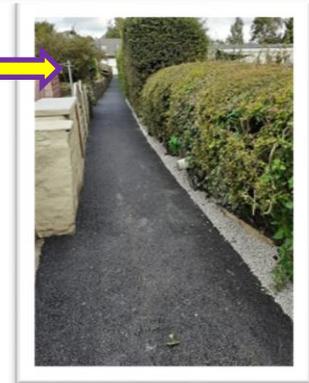
Current state of disused pub.

3. LNT Care Home Development.

The plan below shows the new care home development. The buildings outlined in red are the disused pub and cottage, which are being offered to the Parish Council, the area outlined in blue is the car park currently owned by RVBC and leased to the Parish Council. The area outlined in yellow is a proposed 'well-being' community garden and the area outlined in purple is a footpath leading to Barrow Primary School which has recently been resurfaced by the Parish Council using S106 funds.



The Working Group have stated they are happy to recommend to Policy and Finance Committee that the £25,000 allocated to the Barrow Community Space scheme, can be re-allocated to a proposed car park resurfacing scheme (area outlined in blue) with clearly identified parking bays and possible electric vehicle charging points. This re-allocation of funds will be reported to Committee on 23 January 2024 for a decision.



4. Operation and Ownership of the Village Hall.

The decision on how the village hall would be operated once acquired, renovated and refurbished has yet to be decided the major options being:

- The Parish Council being a sole charity trustee of the village hall, with or without a management committee carrying out day-to-day activities.
- The Parish Council operating the village hall on a non-charitable basis according to local government law.
- The Parish Council acting as a custodian trustee. Here the Parish Council would hold the title to the property on behalf of the charity but would not take part in the day-to-day management and operation of the charity.



The disused pub after renovation.

5. Ongoing management and maintenance costs of the proposed village hall.

At a meeting of the Parish Council held on 21/12/2023 the Parish Clerk submitted a Report that set out the possible costs that could be incurred if the current dilapidated pub/restaurant on the site of the new care home, were to be renovated and refurbished and transferred to the Parish Council for use as a Village Hall. The indicative costs as shown in the table below were approved by the Parish Council, minute reference 231221/4.

5.1 Indicative costs for managing and maintaining the proposed village hall.

The table below sets out the indicative annual costs for the full range of expenditure categories. The Parish Council were made aware that volunteers are crucial to the successful operation and maintenance of the facility and that there would be no paid staff.

Categories	Annual Cost £
General administration. (printing, post etc.)	100
Audit and professional fees.	250
Cleaning (consumables) and caretaking.	100
Rent and rates (not required if a charity).	375
Heat, light, and power.	3,500
Water/sewage.	1,000
Equipment maintenance.	100
GDPR.	40
Broadband and telephone.	400
General repairs and maintenance.	250
Advertising and publicity.	250
Refuse collection.	580
Statutory testing: Legionella, PAT, fire alarms, fire extinguishers and gas appliances.	675
Website/email hosting/IT issues.	500
Insurance, building and contents.	3,000
Sundry expenditure.	250
Training.	150
Contingency.	250
Total	11,770

5.2 Use of building and potential revenue streams.

It is envisaged that the Village Hall would cater for all ages from mother and toddler groups to over 60's keep fit classes. The building would be open from 8.00am until 9.30pm Monday to Friday and most Saturdays and Sundays.

Regular users could include:

- Keep fit classes.
- Toddler groups.
- Women's Institute.
- Slimming World/Weight Watchers.
- Local history/walking/camera/photographic groups.
- Local Girl Guides.
- Parish Groups.
- 'Learn a Language' classes.
- Coffee shop - excellent footfall from local school drop off and pick up.

In addition, the Village Hall would be open for one-off events such as, quiz nights, birthday parties, weddings, anniversaries, special events, polling station and public meetings etc.

5.3 Possible fee structure.

The table below sets out the possible fees, these are based on the current rates charged in the Ribble Valley. Sessions are for a maximum of two hours.

The Working Group should note that once the layout and design of the Village Hall is known other offerings for children's parties etc. and for Friday and Saturday evenings will be available. It is envisaged that discounted rates will be available for Barrow residents.

Item	Fee £
Standard room hire: Monday to Friday (per session)	33.00
As above charity/voluntary/discount rate.	20.00
Standard room hire: Saturday and Sunday (per session)	43.00
As above charity/voluntary/discount rate.	28.00

It is possible that the Village Hall could have annual revenues of more than £15,000.

6. Renovation cost implications.

In recent weeks the Parish Council has sought indicative quotes for renovating the dilapidated pub/restaurant for use as a Village Hall, these are set out in the table below.

Activity	Description	Indicative Costs £
Scaffolding.	£500 per month per side. £50 per week afterwards. Including weekly pavement permit.	2,500
Skip hire.	For removal of render.	1,000
Sand blasting.	Two sides.	4,800
Brick work.	Remove existing render and repoint.	14,500
Roof and gutter repairs.	Re-setting tiles on roof and repair/replace guttering.	2,500
Asbestos removal.	In cellar and flue.	1,300
Electrical work.	Consumer unit and wiring work.	2,500
Internal doors.	Including 14 fire grade doors and casings.	8,000
Windows and external doors.	Including reglazing where necessary.	6,500
Exterior paintwork.	Make good external rear wall and repaint.	2,500
Gas boilers.	Fit two new 'A' rated gas boilers.	5,000
Kitchen.	New fitted kitchen.	5,000
Male and female toilets.	UPVC panels and fitting (downstairs and upstairs).	7,500
Internal walls.	Repairs, preparation, and plaster.	7,000
Flooring and joinery.	Restoration of floors and existing woodwork.	10,000
Decoration.	Paint and labour.	8,000
Insulation.	Loft and cellar floors.	3,500
Heating /AC.	Includes wood stove for the communal area..	4,500
Architect.	Produce building designs and submission to RVBC.	1,750
Project management.	To take overall responsibility for building work and contractors.	1,500
Total		99,850

The Working Group should note that Parish Council may have access to a small amount of additional funds (up to £4,000) from other sources.

7. Outline Action Plan

The table below sets out an Action Plan for the Build Phase of the project. The Plan assumes that funding from RVBC and other sources are in place.

Activity	Task	Target	Timescale 2024	Responsibility
Preparation	Visit other village halls.	Find out what is possible.	Jan./February	Parish Council
Draft plan	Appoint architect to prepare draft sketches.	Provide for public consultation	February	Parish Council
Complete plan	Architect to provide completed plan.	Further consultation	March	Architect and Parish Council
Arrange builders	Identify builders to meet design and budget.	Builders identified	April/May	Architect and Parish Council
Work starts	Building work to start and monitored.	Building completed	June/July	Architect and builders.

8. Recommendations.

The Working Group are recommended to:

1. Consider the Report.
2. Approve the allocation of funds from the UKSPF to allow Barrow Parish Council renovate and refurbish the dilapidated former pub/restaurant on the site of the new care home for use as a Village Hall.

-oOo-



Application for funding from the
UK Shared Prosperity Fund.

Application 2 of 2.

Application to the RVBC's
UKSPF Working Group.

Report by the Clerk and Responsible Financial Officer to
Barrow Parish Council. Reference BPC/Cottage/Offices

Application issued to RVBC on 28/12/2023

✉ clerk@barrowparishcouncil.org.uk

☎ 07855 183 444

1. Purpose of the Report.

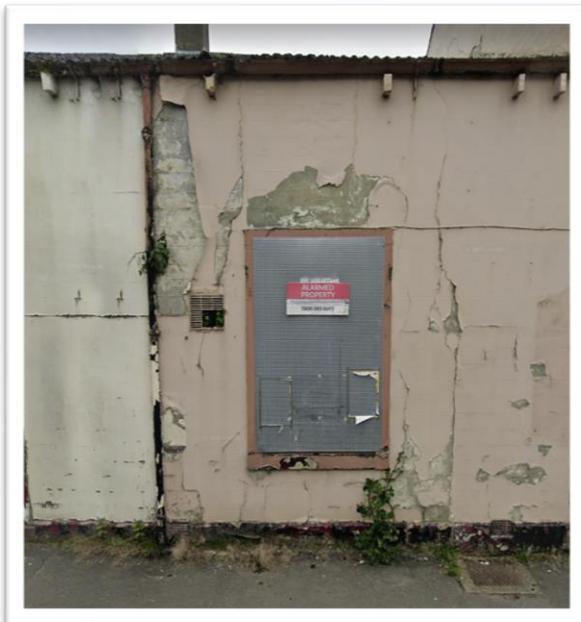
To request funds from the UK Shared Prosperity Fund for renovating the dilapidated cottage on the site of the new care home for use as office and community space for the Parish Council and other not-for-profit local organisations.

2. Background.

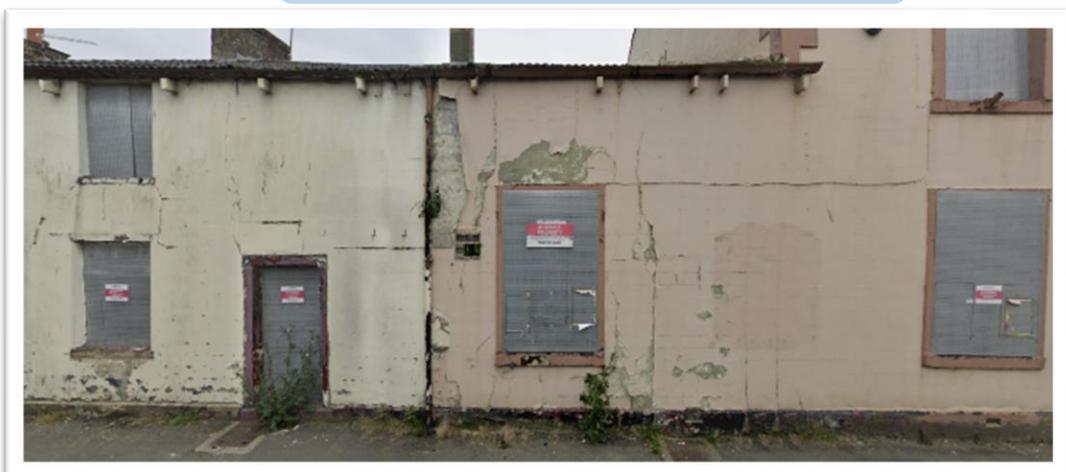
Subject to LCC Highways approving vehicular access to the new care home, LNT the developer has offered to transfer ownership of the dilapidated cottage to the Parish Council for the nominal fee of £1.

This is a once in a lifetime opportunity for the Parish Council to make a major improvement to the village and provide the Parish Council and other local not-for-profit organisations with office and community space.

The images below show the current condition of the dilapidated cottage, which is in a poor state of repair and has been subject to numerous complaints to the Parish Council.



Current state of the dilapidated cottage.

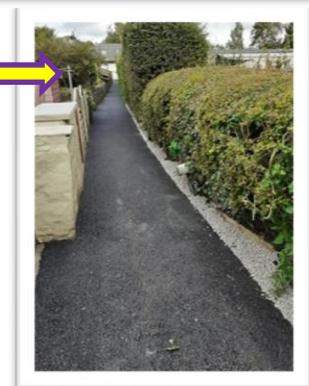


3. LNT Care Home Development.

The plan below shows the new care home development. The buildings outlined in red are the disused pub and cottage, which are being offered to the Parish Council, the area outlined in blue is the car park currently owned by RVBC and leased to the Parish Council. The area outlined in yellow is a proposed 'well-being' community garden and the area outlined in purple is a footpath leading to Barrow Primary School which has recently been resurfaced by the Parish Council using S106 funds.



The Working Group have stated they are happy to recommend to Policy and Finance Committee that the £25,000 allocated to the Barrow Community Space scheme, can be re-allocated to a proposed car park resurfacing scheme (area outlined in blue) with clearly identified parking bays and possible electric vehicle charging points. This re-allocation of funds will be reported to Committee on 23 January 2024 for a decision.



4. Operation and ownership of the offices.

The decision on how the office and community space would be operated once renovated and refurbished has yet to be decided the major options being:

- The Parish Council operating the building on a non-charitable basis according to local government law.
- The Parish Council being a sole charity trustee of the building with or without a management committee carrying out day-to-day activities.
- The Parish Council acting as a custodian trustee. Here the Parish Council would hold the title to the property on behalf of the charity but would not take part in the day-to-day management and operation of the charity.

5. Indicative costs for managing and maintaining the proposed building.

The table below sets out the indicative annual costs for the full range of expenditure categories. The Parish Council is aware that volunteers are crucial to the successful operation and maintenance of the facility.

Categories	Annual Cost £
Cleaning (consumables) and caretaking.	100
Rent and rates.	375
Heat, light, and power.	3,500
Water/sewage.	1,000
Broadband and telephone.	500
General repairs and maintenance.	250
Statutory testing: Legionella, PAT, fire alarms, fire extinguishers and gas appliances.	675
Insurance, building and contents.	1,250
Sundry expenditure and contingency	150
Total	7,800

6. Use of building and potential revenue streams.

It is envisaged that the building would provide offices, hot desks and community space for the Parish Council, borough councillors and not-for-profit organisations such as Barrow in Bloom and Citizen Advice Bureau. The building would be open during normal office hours and as required.

It is possible that once renovated the office space could generate annual revenues of more than £8,000.

7. Renovation cost implications.

In recent weeks the Parish Council has sought indicative quotes for renovating the dilapidated cottage for use as office space, these are set out in the table below.

Activity	Description	Indicative Costs £
Scaffolding.	Front and rear with pavement permit.	2,750
Skip hire.	For removal of render.	1,500
Sand blasting.	Front and rear.	6,500
Brick work.	Remove existing render and repoint.	14,500
Roof and guttering repairs.	Re-setting tiles on roof and repair/replace guttering.	5,500
Asbestos removal.	Wherever found.	1,300
Electrical work.	Consumer unit and wiring work.	6,500
Internal doors.	Including fire grade doors and casings.	4,000
Windows and external doors.	Doors replaced all windows renewed and reglazed where required	4,500
Exterior paintwork.	Make good external front and rear wall and repaint.	2,500
Gas boilers.	Fit two new 'A' rated gas boilers.	5,000
Kitchen.	New fitted kitchen.	5,000
Male and female toilets.	UPVC panels and fitting.	5,000
Internal walls.	Repairs, preparation, and plaster.	6,500
Flooring and joinery	Restoration of floors and existing woodwork.	7,500
Insulation.	Where necessary.	3,500
Internal decoration.	Paint and labour.	6,500
Heating.	New heating and AC system.	7,500
Architect.	Produce building designs and submit to RVBC.	1,750
Project management.	To take overall responsibility for building work and contractors.	1,500
Total		99,300

The Working Group should note that Parish Council may have access to a small amount of additional funds (up to £4,000) from other sources.

8. Outline Action Plan

The table below sets out an Action Plan for the Build Phase of the project. The Plan assumes that funding from RVBC and other sources are in place.

Activity	Task	Target	Timescale 2024	Responsibility
Draft plan	Appoint architect to prepare draft sketches.	Parish Council to review sketch.	Jan/February	Architect and Parish Council
Complete plan	Architect to provide completed plan.	Parish Council to agree plan.	March	Architect and Parish Council
Arrange builders	Identify builders to meet design and budget.	Builders identified	April/May	Architect and Parish Council
Work starts	Building work to start and monitored.	Building completed	June/July	Architect and builders.

9. Recommendations.

The Working Group are recommended to:

1. Consider the Report.
2. Approve the allocation of funds from the UKSPF to allow Barrow Parish Council renovate and refurbish the dilapidated cottage on the site of the new care home for use as set out in the report, including offices and a community space for the Parish Council and other not-for-profit local organisations.



The table updates are as at 20/01/24.

ACTIONS arising from the Extraordinary Council meeting held on Thursday 21 December 2023.

Minute				
231221/	Item	Action	Who	Update
5	UKSPF	Submit Appendix 1 of the report to Ribble Valley Borough Council	Clerk	Complete

ACTIONS arising from the Council meeting held on Monday 13 November 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
6	Budget considerations for 2024/25	inform RVBC of the precept request.	Clerk.	Complete.
7	Fallen of Barrow	Nominees to the Burial Committee make enquires regarding the possibility of the memorial stones	Clerk and Councillors Heyworth and Chiappi.	A report will be submitted to the April 2024 meeting

Minute				
231113/	Item	Action	Who	Update
		having a permanent home in the cemetery, which is jointly owned by the Parish Council.		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.	Clerk	On-going

ACTIONS arising from the Council meeting held on **Monday 18 September 2023.**

Minute				
230918/	Item	Action	Who	Update
7 (d)	Lengthsman Scheme	Request a final statement of account and to pay any outstanding balance.	Clerk.	Request sent but final statement not received.
7 (e)		Get quotes for a replacement Lengthsman	Clerk	New Lengthsman in place and 12-month contract signed.
7 (f)		Get quotes for new/used standard size goalposts and nets for the Playing Field.	Clerk.	On-going
12	Councillor Updates	Provide details of available grants relating to the purchase and conversion of the 'Old Pub' into a	Clerk	Complete

Minute				
230918/	Item	Action	Who	Update
		Community Centre' to Councillors Street and Birtwhistle.		

ACTIONS arising from the Extraordinary Council meeting held on **Friday 4 August 2023.**

Minute				
230804/	Item	Action	Who	Update
4 (3)	Using Section 106 Funds to improve the school footpath.	Inform the preferred bidder.	Clerk.	Complete
4 (4)		Request RVBC to release of S106 funds.	Clerk.	Complete.
4 (5)		Provide the Clerk with recommendation for other S106 expenditure	All members	-

ACTIONS arising from the Council meeting held on **Monday 17 July 2023.**

Minute				
230717/	Item	Action	Who	Update
7	Advice Surgery.	Suggest venue, date, time and attendees for first surgery.	Clerk.	For the 13/11/23 Council meeting surgery held at

Minute				
230717/	Item	Action	Who	Update
				Whalley Old Grammar School starting at 18:00
8	Nominee for Burial Committee.	Inform Burial Committee of the Council's decision.	Clerk.	Complete.
9.1	CCTV at Barrow Brook.	Respond to LCC's last correspondence.	Cllr. Street and Clerk.	Need to apply for a Section 50 License
9.2	Flagpole.	Confirm local school are willing to install flagpole.	Cllr. Kinder	Complete.
9.3	'Third' Defibrillator.	Seek new location for defib.	Clerk.	Complete and installed.
9.4	Litter pick at Barrow Brook Lodge.	Organise litter pick for 29 July 2023.	All, Cllr. Crook for social media and tools.	Complete
9.5	Additional gardener.	Make the necessary arrangements with gardener.	Contract in place	Complete
9.6	Lifebelt at Barrow Brook Lodge	Seek permission from agent/owner to install lifebelt	Cllr. Birtwhistle and Councillor Street	Need to know what to purchase.
10	SpIDs	Arrange deployment of SpID in September	Clerk	Sept. 19 2023
11	Woodland Footpath	Report to Council when solicitors work complete.	Clerk	Ongoing
13	'Junior' Clerk	Look to appoint a clerk to shadow current clerk	Clerk	Ongoing

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

Minute				
230515/	Item	Action	Who	Update
7	Purchase Christmas lights.	Contact an electrician regarding the type of lights required and their installation. Then purchase the lights to a value of up to £500.	Clerk. Cllr Birtwhistle.	Complete. Lights purchased.
8	Removal of large conifer.	Organise felling and removal.	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	Complete.
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 funds released 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	Complete
12	Planning Report	Send any considerations relating to application 3/2023/0153 – LNT Care Developments, Old Row to the Clerk.	All at meeting.	RVBC approved plan 24/08 subject to conditions

Minute				
230515/	Item	Action	Who	Update
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	Installed opposite Eagle

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

Minute 230313/Item		Action	Who	Update
9	Action Plan	Review 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 cover in place.
13	Planning	Forward any considerations regarding 3/2023/0153 (Care Home - Old Row).	Members	Complete.
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	No longer an action
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.

Minute 230313/Item		Action	Who	Update
16 f	Bus Shelter at Barrow Brook.	Continue to monitor	Clerk	Complete and in situ.
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. School says okay.
16 j	Location of spare defibrillator	Urgent action to find a suitable location	CLlr Birtwhistle	Complete and installed opposite Eagle Pub.

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

Minute 230130/ Item		Action	Who	Update 20/01/24
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	No longer an action
	Barrow Brook roundabout	Contact LCC regarding the state of the roundabout	Cllr Birtwhistle	Complete.
	'Starbucks' roundabout	Contact RVC regarding the state of the roundabout	Cllr Birtwhistle	Complete.
	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	Ongoing
	Overgrown hedge near post box/Whiteacre Lane	Send photo of the hedge to Clerk	Cllr Dewhurst	Complete.
		Inform LCC Highways	Clerk	Complete.
12	Barrow/Whalley boundary	Contact RVBC regarding precept payments	Clerk	Complete
13	Garden Services	Inform successful contractor and draft a contract	Clerk	Complete.
17	Cold Calling Areas	Contact LCC re setting up 'No Cold Calling' areas.	Clerk	Complete.
18	Barrow Brook Lake	Monitor amount of rubbish.	All	See 23/07/17/9.4

Agenda Item 9

For Information



Meeting Date:	29 January 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:

22 December:

3/2023/1016	Discharge of Conditions	Development Description:	Grid Reference
DATE VALID: 15/12/2023	Development Address: Pendle View Fisheries A59 Barrow BB7 9DH	Approval of details reserved by condition 7 (site access and off site works of highway improvement) of planning permission 3/2022/0161 (granted on appeal).	374241 438293
Officer:	Stephen Kilmartin 01200 425111		

05 January 2024:

3/2023/1024	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 20/12/2023	Development Address: Park Farm Whalley Road Barrow BB7 9BD	Proposed erection of extension to existing agricultural livestock building.	374476 438773
Officer:	Emily Pickup 01200 425111		

3. Weekly Decisions.

10 November:

3/2023/0714	Wiswell	Development Description:	Grid Reference
Decision Date: 10/11/2023	Application for tree works Development Address: Woodland to rear of Sheepfold Crescent Barrow BB7 9XS	Tree Works - T169 (Ash) Monolith stem to 6- 8m to retain as a habitat feature and enhance the areas biodiversity value due to ash dieback.	374006 438031
Officer:	Alex Shutt		
Decision Type:	APPROVED WITH CONDITIONS		

01 December:

3/2023/0819	Barrow	Development Description:	Grid Reference
Decision Date: 01/12/2023	Applications for full consent Development Address: McDonalds Restaurant Ltd Ribble Valley Enterprise Park Holm Road Barrow BB7 9WF	Proposed installation of two rapid electric charging stations in the car park. Three existing car parking spaces will become EV charging bays, along with associated equipment.	374147 438265
Officer:	Lucy Walker		
Decision Type:	APPROVED WITH CONDITIONS		

05 January 2024:

3/2023/0989	Wiswell	Development Description:	Grid Reference
Decision Date: 04/01/2024	Application in principle Development Address: Barrowbridge House Club Street Barrow BB7 9AY	Permission in principle application for residential development comprising 4 dwellings.	373711 438506
Officer:	Stephen Kilmartin		
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.