



Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 13 November 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 18 September 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. Budget Considerations 2024/25.**

Report of the Clerk (enclosed) to update 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 provide in 2024-25.

- 7. 'Fallen of Barrow' Memorial Plaque.**

Report of the Clerk (enclosed) requesting members to consider the placement of a Memorial Plaque on Trafford Gardens.

- 8. Three Year Business Plan and Grant Application.**

Report of the Clerk (enclosed) updating members on the Council's application for funding from the Rural England Prosperity Fund.

- 9. Laptop.**

Verbal update from the Clerk regarding the purchase of a new laptop.

ITEMS for INFORMATION:

- 10. Update on the Care Home Development and 23-25 Old Row.**

Verbal update from Councillor Birtwhistle.

- 11. Update on Actions from Previous Meetings.**

Report of the clerk (enclosed) updating members on the actions from previous meetings and on-going matters,

12. Planning Report.

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

13. Councillor Updates.

Updates from Councillors not on the agenda.

Michael Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Agenda Item 2



Parish Council Meeting – Minutes

Date:	18 September 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 County Councillor Ged Mirfin (part). Two parishioners.		
Meeting started:	18:30	Meeting closed:	20:35

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1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Heyworth.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 17 JULY 2023 AND MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 4 AUGUST 2023.

Both sets of 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.

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 following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
Play Inspection Co.	Annual Inspection	89.90	14.95	74.95	Playing Field
Bay Horse Pub	Contribution to electricity and 'Thank You'	100.00	0.00	100.00	Amenity Exp.
Stuart Greenwood	Monthly Charge (August)	70.00	0.00	70.00	Ground Maint.
Dan Bolton	Purchase of Plants	21.56	3.59	17.97	Ground Maint.

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
Dan Bolton	Monthly Charge (July)	56.00	0.00	56.00	Ground Maint.
S J Ridealgh	Tarmac school footpath	4,692.00	782.00	3,910.00	Amenity Exp.
C. Ball Forestry ¹	Fell and remove 2 conifers	550.00	0.00	550.00	Amenity Exp.
Whalley Old G. S.	Room Hire July	26.00	0.00	26.00	Other Exp.
HMRC	Income tax for 3 months	476.97	0.00	476.97	Admin. Exp.
Karen Heyworth	Plants/compost for planters	286.40	47.73	238.67	BAG
Clerk	Three months expenses	178.00	0.00	178.00	Admin. Exp.
Altham PC	SplID Installations	308.40	0.00	308.40	Sundry Exp.
Jamie Price	Stone signs	3,150.00	0.00	3,150.00	BAG
Easy Web	Web/email hosting (July)	51.60	8.60	43.00	Admin. Exp.
Clerk	ICO Registration (GDPR)	40.00	0.00	40.00	Other Exp.
Councillor Crook	Litter pickers	48.98	8.16	40.82	Ground Maint.
D & D Properties	Fitting defib cabinet to wall	97.00	0.00	97.00	Sundry Exp.
Imperative Training	Medical pad for defib	91.74	15.29	76.45	Sundry Exp.
Borg Locks	Lock for defib cabinet	186.00	31.00	155.00	Sundry Exp.
Wel Medical	Batthey for 1 Defib	204.00	34.00	170.00	Sundry Exp.
Easy Web	Web/email hosting (August)	51.60	8.60	43.00	Admin. Exp.
Dan Bolton	Monthly Charge (August)	56.00	0.00	56.00	Ground Maint.
Totals		10,832.15	953.92	9,878.23	

¹ Awaiting Invoice.

6. PURCHASE OF A FLAGPOLE AND FLAGS.

The clerk submitted a report for members to consider the purchase and installation of a flagpole and flags at Barrow Primary School.

The report noted that for some time the Council had been looking to find a suitable location within the village to install a flagpole, and after discussions with the Head of Barrow Primary School, the school had given permission to install a flagpole at the front entrance to the school.

RESOLVED THAT COUNCIL:

Defer any decision on the purchase and installation of a flagpole and flags until the outcome of the possible purchase by the Council of nos. 23-25 Old Row.

7. LENGHTSMANS SCHEME.

The clerk submitted a report updating members on the Lengthsman's Scheme and asking members to consider:

- Whether to Opt-In to the PROW (Public Rights of Way) Scheme via the Lengthsman's Scheme.
- The Council's financial contribution for 2023/24.
- An email sent by the Clerk to the Scheme.

The Report noted that the current Scheme is administered by the Clerk to Sabden Parish Council and covers six parishes in the Ribble Valley and four in Pendle, (who have their own Lengthsman). The Report also noted that for 2023/24 the Council is being asked for a contribution of £1,500 towards the Scheme.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.
- b. Agree to Opt-In to the PROW Scheme within the Lengthsman's Scheme.
- c. Agree to withdraw from the general Lengthsman's Scheme.
- d. Authorise the Clerk to request a final statement of account and to pay any outstanding balance.
- e. Request the Clerk to get quotes for a replacement Lengthsman.
- f. Request the Clerk to get quotes for new/used standard size goalposts and nets for the Playing Field.

8. THE TRAFFIC AND ROAD SAFETY WORKING GROUP

The Clerk submitted a report updating members on the actions of the Road Traffic Working Group and to seek member input into a 'mapping' activity.

The Report noted that the Working Group was established by several Ribble Valley Parish Councils to deal with concerns over traffic speed and that 17 Parish Councils had joined the Working Group including Barrow, Wiswell and Whalley Parish Councils.

The Report also noted that at the last meeting of the Working Group it was agreed that a more pragmatic approach to speed within villages would be taken and Parishes were asked to identify roads in their area where traffic calming measures could be implemented, map these, submit the results, along with photos of each location to the Working Group by the end of September 2023.

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Agree that Councillor Steet will work with the Clerk to carry out the mapping activity.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

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

RESOLVED THAT COUNCIL:

- a. Agree to hold (on a trial basis) an Advice Surgery starting at 6:00pm prior to the Council's next meeting on 13 November 2023 at Whalley Old Grammar School.
- b. Request Councillor Street to look at the type and size of lifebelt required at the Barrow Brook Lodge.

10. REMEMBRANCE SUNDAY.

The Clerk asked members to consider preparation for Remembrance Sunday Commemorations.

RESOLVED THAT COUNCIL:

- a. Agree to install the 'Tommy' silhouette on Trafford Gardens.
- b. Agree to purchase a wreath for the Chair to place at the Wiswell Memorial.

11. 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.

12. COUNCILOR REPORT/UPDATES (NOT COVERED ELSEWHERE).

- Councillor Kinder asked members to consider the hire of an 'amnesty skip' for placement on the Council's carpark which would allow residents deposit unwanted items.
- Councillor Birtwhistle update members on the possible purchase of nos. 23-25 Old Row (which includes the 'Old' pub) and the possible conversion of the 'Old Pub' into a Village Community Centre.
- Councillor Mirfin updated members on the report he was contributing to on the Air Quality in the Ribble Valley.

RESOLVED THAT COUNCIL:

- a. Rejected the hiring of an amnesty skip, considering it could get mis-used.
- b. Request the Clerk to provide details of available grants relating to the purchase and conversion of the 'Old Pub' into a Community Centre' to Councillors Street and Birtwhistle.

DATES OF FUTURE MEETINGS.

2023: 13 November.

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:

DATE:

Agenda Item 5

For Decision



Meeting Date: 13/11/2023

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	Ref.
1	sb201801541	PKF Littlejohn	AGAR Audit Fees	252.00	42.00	210.00	Paid	BAG
2	146951	PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
3	BPC/02/Sept/23	Stuart Greenwood	Gardening services	70.00	0.00	70.00	Paid	Ground Maint.
4	63374	Play Inspection Company	Play equipment inspection	89.94	14.99	74.95	Paid	Playing Field
5		Watson Ramsbotton	Search fees - Woodland Footpath	674.40	0.00	674.40	Paid	General Admin.
6	Tax period 6	Clerk	Three months salary	2,059.20	0.00	2,059.20	Paid	Admin. Exp.
7		Clerk	Three months expenses	149.09	0.00	149.09	14/11/23	Admin. Exp.
8	DD	Unity Trust Bank	Service charge	18.00	0.00	18.00	Paid	Admin. Exp.
9	DD	Easyweb	Email and website hosting	51.60	8.60	43.00	Paid	Admin. Exp.
10	JM2367	Whalley Education Foundation	Hire of meeting room - September	26.00	0.00	26.00	14/11/23	Other Exp.
11	15545	C. Ball Forestry	Fell and remove two trees	660.00	110.00	550.00	14/11/23	Amenity Exp.
12		Clerk	Purchase of Microsoft Licence	59.99	10.00	49.99	Paid	Admin. Exp.
13	12406	HMRC	Three months tax and NI	556.06	0.00	556.06	Paid	Sundry Exp.
14		PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
15	BPC/03/Oct/23	Stuart Greenwood	Gardening services	70.00	0.00	70.00	14/11/23	Ground Maint.
16		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		

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
Total:			22,692.00	0.00	4,656.00	300.00	415.57	28,063.57

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

Dates	Details	Administration Expenses					Amenity Expenses					BAG	VAT	Total
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses			
03/04/23	Easy Web					43.00							8.60	51.60
05/04/23	Dan's Lawn and Gardening Services (Plants)							19.89						19.89
05/04/23	Dan's Lawn and Gardening Services (Plants)							45.00						45.00
05/04/23	Stone Mason - Deposit											300.00		300.00
11/04/23	HMRC Cumbernauld		476.97											476.97
11/04/23	Dan's Lawn and Gardening Services (Contract March)							56.00						56.00
12/04/23	RVBC: Lease of land at back of car park									100.00				100.00
14/04/23	LCC: SpiD back plates investigation and consent									70.00				70.00
02/05/23	Easy Web					46.00							9.20	55.20
12/05/23	RVBC: Emptying of bins on Playing Fields								459.32				91.86	551.18
16/05/23	AER Accountants (Internal Audit)													200.00
16/05/23	Altham Parish Council (SpiDs)											158.40		158.40
16/05/23	ITSU (CCTV) Bay Horse									1,075.00			215.00	1,290.00
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
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 (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 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		476.97											476.97
17/07/23	Karen Heyworth - Plants and compost for planters											238.67	47.73	286.40
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 (Meeting Room)						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
09/10/23	Stuart Greenwood (Gardener Trafford Gardens) Sept.							70.00						70.00

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				
09/10/23	Whalley Education Foundation (Meeting Room)						26.00								26.00
09/10/23	C Ball Forestry (felling two conifers)							550.00							550.00
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
	TOTALS	3,931.20	1,510.00	338.60	1,923.52	359.99	318.00	1,208.81	3,494.27	6,271.45	1,377.52	5,813.67	2,623.03		29,170.06

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total receipts to date:	28,064	
Less total payments to date:	(29,170)	
Balance:	20,563.95	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 30/10/23:	20,563.95	

Comparisons as at 30/10/2023

	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	4,656
HMRC VAT Refunds:	1,084	992	0
Sundry and Other Grants:	541	300	716
Barrow Action Group:	10,979	0	0
	34,520	22,792	28,064
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	9,197	10,000	3,931.20
HMRC: Employers Tax and NIC:	1,860	2,000	1,510.00
Clerk expenses: Home use, milege etc.	688	700	338.60
General Administration:	239	200	117.98
Website and email hosting, software/hardware:	522	600	359.99
General Costs - Insurance:	777	1,000	0.00
General Costs - Audit fees and ICO:	200	200	240.00
General Costs - Legal fees:	0	0	1,174.40
General Costs - Room hire etc:	371	400	78.00
General Costs - LALC Subscripton:	319	317	631.14
	14,173	15,417	8,381.31
Amenity Expenses:	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	2,000	0.00
Car park rental: RVBC	100	100	100.00
Car park - maintenance:	0	400	3,910.00
Playing field - improvements:	1,420	2,000	0.00
Playing field - inspections:	70	100	74.95
Playing field - maintenance:	152	400	0.00
Playing field - bin emptying RVBC:	764	800	459.32
Ground maintenance - grass cutting RVBC:	704	800	0.00
Ground maintenance - Trafford Gardens plants etc.:	1,120	1,500	1,208.81
Amenity capital spend (benches CCTV, SpIDS etc.):	1,936	500	5,030.00
General maint., improvement. electric and other:	879	1,500	191.45
	8,645	10,100	10,974.53
Sundry Expenses:	£	£	£
Christmas trees, lights and bunting:	265	100	0.00
Remembrance Sunday - wreath etc:	235	200	0.00
Defibrillator costs:	0	200	574.90
Other Sundry Expenses:	304	400	802.62
	804	900	1,377.52
BAG:	£	£	£
Expenditure:	620	3,000	5,813.67
VAT on Expenses to be Reclaimed:	992	1,000	2,623.03
Total Expenditure:	£ 25,233	£ 26,417	£ 29,170
SUMMARY:			
Income:	34,520	22,792	28,064
Expenditure:	(25,233)	(26,417)	(29,170)
	9,286	(3,625)	-1,106
BALANCE:			
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	-1,106
Balance carried forward:	21,670	18,045	20,563.95

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									3,800.00				3,800.00
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	3,910.00	3,800.00	0.00	0.00	0.00	35,773.57
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	756.76	56.76	56.76	1,345.48
21	Gardening Services	Grnd Maint	120.89	126.96	106.00			204.06	70.00	80.00	70.00	70.00	70.00	70.00	987.91
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				308.00					964.80
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				100.00		191.77
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							670.48
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			556.00			2,066.00
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		150.00			637.69
34	Trafford Gard/Amenity etc.	Amenity Exp.			10.00		48.98	4,692.00	550.00						5,300.98
35	Insurance	Admin. Exp.												800.00	800.00
36	Room Hire	Admin. Exp.			26.00			26.00	26.00	26.00			26.00		130.00
37	Lengthsman	Grnd Maint									1,000.00				1,000.00
38	Training/Other Subs	Sundry Exp.					40.00			35.00					75.00
39	CCTV	Other Exp.		2,364.00	49.00				100.00						2,513.00
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/Remembrance/other	Sundry Exp.		223.98						275.00					498.98
Totals:			1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95	924.69	3,882.10	1,532.76	702.76	3,037.26	39,249.63
Actual Expenditure to Date									Forecast Expenditure						

2023/24 FORECAST	£
Forecast Income	35,774
Forecast Expenditure	39,250
Forecast Balance 2023/24	-3,476

EOY 2024 FORECAST	£
Balance at 31/10/23	20,563.95
Forecast Income - Nov. onwards	7,710
Forecast Spend - Nov. onwards	10,080
Forecast Balance EOY	18,194
EOY Forecast less BAG Funds	14,162

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	20,563.85				
Income		23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00					
Expenditure		1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95					
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					
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					
Statement Date:		30/04/23	31/05/23	30/06/23	31/07/23	31/08/23	30/09/23	31/10/23					

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:	6,286
Balance at 30/10/23:	4,032.71

Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

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

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

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

For Decision

Meeting Date:	8 November 2023
Title:	Draft Budgets for 2024 - 2025
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the preparations for the Council's 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2024-25.

2. Introduction:

Members are reminded that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget. It should be noted that it is not lawful to set a precept unless a budget has been prepared and approved.

The budget process:

- a. Allows the Council to set a precept for the following year.
- b. Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
- c. Enables progress monitoring during the year by comparing actual spending against planned spending.

3. Next Steps:

The Council's precept requirement must be advised to Ribble Valley Borough Council by 22 December 2023. A draft budget is provided in Appendix 1 for consideration/amendment by the Council and includes proposed budgets for each of the headline expenditure categories used in previous years. Members are however required to consider what services it intends to deliver in 2024-25.

4. The Budget:

The budget tab as shown in Appendix 1 has 7 columns which cover:

1. Categories of expenditure.
2. Budget for 2023-24 as prepared in 2022-23.
3. Actual expenditure for 2023-24 (April to October).
4. Forecast expenditure for 2023-24 (November to March).
5. Projected annual out-turn (spend) for 2023-24.
6. Budget variance to projected annual out-turn for 2023-24.
7. Proposed budget for 2024-25 based on the continuation of existing services.

5. Reserves:

The Council must review its level of reserves and whilst there are no statutory levels only guidance, significant levels may give rise to comment by the Council's auditor.

Barrow Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2023 (p38 5.30-5.38) in that they are maintained at between three and twelve-months Net Revenue Expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure,

6. Members are recommended:

To note the contents of the report and Appendix 1 and to consider its expenditure and the services it intends to deliver in 2024-25.

Appendix 1



Meeting Date: November 13 2023

Title: Draft Budget by Expenditure Stream for 2024/25

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To consider the Council's Draft Budget for 2024/25.

Recommendations:

See main report.

Actual and Projected Receipts - 1 April 2023 to 31 March 2024. 31/10/23

Source		2032-24 Budget	2023-24 Apr-Oct Actual	Forecast 2023-24						2023-24 Projected Income £	Variance: Projected vs Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
1	RVBC Precept	21,000.00	22,692.00							22,692	1,692.00
2	HMRC VAT Return	992.00	0.00			3,800.00				3,800	2,808.00
3	RVBC Concurrent Grant	1,000.00	1,151.00							1,151	151.00
4	RVBC Coronation Grant	500.00	500.00							500	0.00
5	RVBC S106 Contribution	7,000.00	2,960.00		3,910.00					6,870	-130.00
6	RV in Bloom	0.00	45.00							45	45.00
7	LCC Bio Diversity Grant	300.00	300.00							300	0.00
8	Rental of Garage	100.00	100.00							100	0.00
9	Other	0.00	315.57							316	315.57
TOTAL		30,892.00	28,063.57	0.00	3,910.00	3,800.00	0.00	0.00	0.00	35,774	4,881.57

Actual and Projected Expenditure - 1 April 2023 to 31 March 2024. v 31/10/23

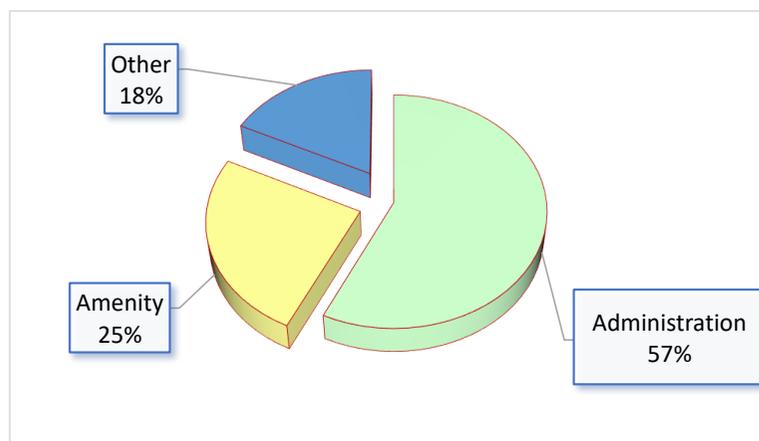
Administration Expenses		2023-24 Budget	2023-24 Apr-Oct Actual	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget £	2024-2025 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
1	Clerk: Salary.	10,000.00	3,931.20		2,059.20			2,059.20	8,050	-1,950.40	8,236
2	Clerk: Home use, expense, mileage etc.	700.00	338.60	149.09		150.00			638	-62.31	600
3	HMRC (Income Tax and NI).	2,000.00	1,510.00			556.00			2,066	66.00	2,224
4	General Administration: Consumables, training, bank and payroll charges.	200.00	117.98	35.00	51.30		100.00	51.30	356	155.58	250
5	Website/email hosting, soft/hardware	600.00	359.99	51.60	51.60	756.76	56.76	56.76	1,333	733.47	800
6	General Cost: Insurance	1,000.00	0.00					800.00	800	-200.00	850
7	General Costs: Audit fees and ICO:	200.00	240.00						240	40.00	500
8	General Costs: Legal fees:	0.00	1,174.40		500.00				1,674	1,674.40	250
9	General Costs: Room hire etc:	400.00	78.00	26.00			26.00		130	-270.00	150
10	General Costs: LALC Subscripton:	317.00	631.14						631	314.14	325
SUB TOTAL		15,417.00	8,381.31	261.69	2,662.10	1,462.76	182.76	2,967.26	15,918	500.88	14,185

Amenity Expenses		2023-24 Budget	2023-24 Apr-Oct Actual	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget	2024-2025 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
20	General maintenance etc.:	2,000.00	0.00		1,000.00				1,000.00	-1,000.00	250
21	Car park rental: RVBC	100.00	100.00						100.00	0.00	100
22	Car park: maintenance:	400.00	3,910.00						3,910.00	3,510.00	0
23	Playing field: capital spend:	2,000.00	0.00						0.00	-2,000.00	0
24	Playing field: inspections:	100.00	74.95						74.95	-25.05	80
25	Playing field:- maintenance:	400.00	0.00		150.00				150.00	-250.00	100
26	Playing field: bin emptying RVBC:	800.00	459.32						459.32	-340.68	500
27	Ground maint.: grass cutting RVBC:	800.00	0.00				450.00		450.00	-350.00	500
28	Ground maint.: Trafford Gard plants etc.:	1,500.00	1,208.81	80.00	70.00	70.00	70.00	70.00	1,568.81	68.81	1,250
29	Capital spend (benches, CCTV, etc.):	500.00	5,030.00	308.00					5,338.00	4,838.00	3,500
30	Other capital spend, improvement etc.:	1,500.00	191.45						191.45	-1,308.55	0
SUB TOTAL		10,100.00	10,974.53	388.00	1,220.00	70.00	520.00	70.00	13,242.53	3,142.53	6,280

Other Expenses		2023-24 Budget	2023-24 Apr-Oct Actual	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget	2024-2025 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
40	Christmas trees, lights and bunting:	100.00	0.00	250.00					250.00	150.00	250.00
41	Remembrance Sunday - wreath etc:	200.00	0.00	25.00					25.00	-175.00	50.00
42	Defibrillator costs:	200.00	574.90						574.90	374.90	0.00
43	Other Sundry Expenses:	400.00	802.62						802.62	402.62	100.00
44	VAT on Items	0.00	2,623.03						2,623.03	2,623.03	
45	BAG	3,000.00	5,813.67						5,813.67	2,813.67	4,000.00
SUB TOTAL		3,900.00	9,814.22	275.00	0.00	0.00	0.00	0.00	10,089.22	6,189.22	4,400

TOTAL		2023-24 Budget	2023-24 Apr-Oct Actual	Forecast 2023-24					2023-24 Projected Spend £	Variance: Projected vs Budget	2024-2025 Proposed Budget
				Nov	Dec	Jan	Feb	Mar			
TOTAL		29,417.00	29,170.06	924.69	3,882.10	1,532.76	702.76	3,037.26	39,249.63	9,832.63	24,865

Category of Spend	£
Administration	14,185
Amenity	6,280
Other	4,400



Summary

	2023/24 £
Projected Income:	35,774
Projected Spend:	39,250
Projected Variance:	-3,476

Proposed Precept		£
Projected Variance 2023/24:	-3,476	
Proposed Budget 2024/25:	24,865	
Total funds required:	28,341	

Forecast balance 2023/24 to be c/f = £18,194

Previous Years					
Year	Tax Base	Band D Tax £	Tax Band % Change	Precept £	
2015/16	352	17.05		6,000	
2016/17	353	21.32	25.0%	7,525	
2017/18	402	21.32	0.0%	8,570	
2018/19	449	21.32	0.0%	9,575	
2019/20	484	23.00	7.9%	11,132	
2020/21	554	23.35	1.5%	12,935	
2021/22	618	23.35	0.0%	14,430	
2022/23	733	28.65	22.7%	21,000	
2023/24	773	29.36	2.5%	22,692	
Proposed Precept:	2024/25	811	34.95	19.0%	28,341

Proposed Precept:

Figure provided by RVBC.

Projected Variance 2023/24
+
Proposed Budget for 2024/25

If Capital spend reduced to £500 Tax Band Change = 6.4%
Band D £31.86 Precept = £25,341

If Capital spend reduced to £1,000 Tax Band Change = 8.5%

If Capital spend reduced to £1,500 Tax Band Change = 10.60%

Agenda Item 7

For Decision

Meeting Date:	13 November 2023
Title:	Memorial Plaque.
Submitted by:	Clerk and Responsible Financial Officer.

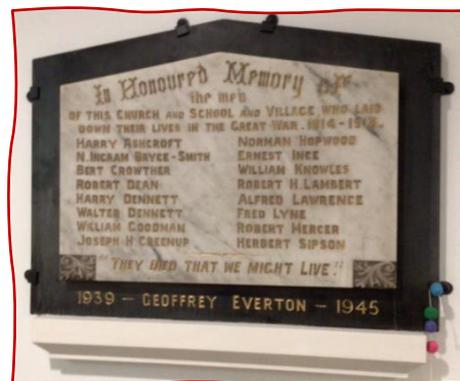
1. Purpose of the report.

To request members to consider the placement of a 'Fallen of Barrow' Memorial Plaque/Noticeboard on Trafford Gardens.

2. Background.

Members may recall that at their meeting in December 2022 a parishioner raised the matter of the memorial stones currently housed in Barrow Primary School and the United Reformed Church Clitheroe, and the possibility of the Council installing these stones as a permanent memorial to recognise the 'Fallen of Barrow'.

At that meeting, it was agreed that the Clerk would submit a report to a future meeting of the Council.



3. Update.

Earlier this year Councillors Kinder and Heyworth met with the Head of the school, who agreed to donate to the Council a granite stone plaque that is currently on display on a wall in the school corridor. It is believed other stones are stored in the Clitheroe Church.

4. Possible Location and type of Display.

It is envisaged that the donated plaque or a representation of it would be displayed on noticeboard, in a prominent location in the village. Trafford Gardens is the obvious location as the Council own the land. Before implementation the Council may wish to solicit the views of Trafford Garden residents.

Regarding the other stones see Appendix 1 to the report, consideration should be given to providing a permanent location in the Whalley, Wiswell and Barrow cemetery, which is jointly owned by the Council.



5. Costs.

The cost of a notice board depends on size and material used; the Council's current noticeboard cost £1,087. It would seem prudent to budget £2,500 to cover the cost of a larger noticeboard, installation and delivery.

6. Members are Recommended:

- a. To consider the report and decide if they wish to install a 'Fallen of Barrow' memorial plaque, and if so where it should it be located.
- b. To make enquires with the United Reform Church and the Burial Committee in relation to finding a permanent home for the other stones.

Appendix 1



FALLEN OF BARROW

Compiled by Mike Hill from information provided by Cllr David Birtwhistle for Barrow Parish Council. December 2022

Clitheroe The Times July 7, 1916.



PRIVATE A. LAWRENCE



PRIVATE F. LYNE

Official reports, from the 4th East Lancashire Regiment headquarters, have been received stating that the following, previously reported missing, are now believed killed:- Private W. Knowles, Private A. Lawrence, Private F. Lyne, all of Barrow.

All three of the Barrow men under report were most popular and respected. Private Lawrence was employed at the Printworks and was connected with St. Luke's Mission Room.

Private Knowles enjoyed popularity not only in Barrow but throughout a somewhat wide area. He became well known as a scorer for the village cricket team. He was joint secretary of the club and a supporter of club and team who never despaired. "Billy" was a firm friend of many and he will be a much missed in many circles, not least at Wiswell Mission Room and School, and by the Whalley C. E. M. S. Several in the office will remember him for innumerable kindly actions.

Private Fred Lynne was also a very popular and well-known young man. He was an active supporter of the cricket team, for years being scorer for the second eleven. He was connected with the village Congregational school and church, and with the Clitheroe P. S. A., being a regular attender.

With Private Knowles, he was employed as a clerk at the Printworks.

The sympathy of all will go out to the relatives of these men.

Clitheroe THE TIMES July 7th 1916



Clitheroe The Times – March 8, 1917.



WHALLEY

On Friday last, Mr. and Mrs. R. Mercer, of Barrow received an intimation from the Records Office at Preston, that their son, Lance Corporal R. Mercer, had been admitted into the 2nd Australian General Hospital Wimeroux, France, suffering from slight Pneumonia. In a recent letter to his parents, Lance –Corporal mercer stated that he had almost frozen to death and was suffering from a very severe cold. Though only 20 years of age, this is his second time in France,. He having joined the East Lancashire Regiment when 17 years of age.

Clitheroe THE TIMES March 8th 1917

DEATH IN MESOPOTAMIA

Mr. Jno. Dennett, Pendleton, was officially notified on Monday of the death, in hospital, on February 20th, of his son, Harry (6th East Lancashire Regiment) following open wounds sustained in Mesopotamia. He was 20 years of age and enlisted in 1914, being formerly employed in the Croft at Whalley Abbey Printing Co's. Works, living with relatives in Barrow.



Private Harry Dennett.

Clitheroe THE TIMES March 8th 1917

Clitheroe The Times-July ??

WHALLEY

MISSING

As we announced in our last issue, Corporal H. Greenup of Barrow, is reported missing. Any information concerning him would be gratefully received by the relatives. Corporal Greenup was serving with the East Lancashire Regiment and leading a bombing party when last seen. His officer describes him as a very good non-commissioned officer.



Corporal H. Greenup

Clitheroe THE TIMES July



Clitheroe Advertiser - June 29, 1917.

Clitheroe Advertiser June 29th 1917.

PRIVATE A. DENNETT.

Private A. Dennett, of Old Row, Barrow, brother of the late Lance-Corporal W. Dennett, is in a convalescent camp in France, recovering from shell wounds and the effects of poison gas.



Clitheroe Advertiser - November 1, 1918



WHALLEY

“MY BRAVEST OFFICER.”

“HIS MEN WOULD FOLLOW HIM ANYWHERE.”

Mr. and Mrs. Hopwood, Barrow, are assured of the sympathy of every inhabitant of the village and district in the bereavement which has befallen them by the death of their youngest son, Sec. Lieut. Norman Hopwood, M. G. C. The blow fell on Monday, and was in the form of an official telegram. Subsequently, Major J. B. Smelter wrote :-

“I am deeply grieved to tell you your son was killed in action, yesterday, the 24th. He led his guns into action very bravely, and was doing extremely good work when a shell burst at his side, killing him instantaneously and the gunner who was with him. I brought his body out, together with another of his brother officers who fell at the same time, and, followed by all the officers of the Company, the Colonel of the Battalion, other officers, N. C. O's and men who knew him, we paid the last tribute and laid him to rest in a British Cemetery. A cross will be erected over his grave, which will mark his last resting place for all time. It is impossible to tell you the gloom it has cast over the whole battalion, in the loss of your son, for he was very popular amongst his brother officers, and his men so trusted him that they would follow him anywhere. My bravest officer, exceedingly good in his work and in the mess he was the life of our party. The whole of my company join me in tendering our deepest sympathy in your terrible loss. He fought bravely, and fell, and it can truly be said of him— one of the bravest of all heroes.”

Twenty one years of age, Lieut. Hopwood had a winning personality. He was educated at Blackburn Grammar School, where he captained the cricket XI. His love for the summer game also found expression at Barrow, where he availed himself of every opportunity of practising. With all the members of the village club he was hail-fellow-well-met. Deceased had adopted the profession of medicine and dentistry and was articled to Mr. T. Forrest, Church Street. After vainly trying to enlist on several occasions, he was eventually accepted, and threw up his studies two years ago to follow many of his friends into the Army, and first saw service in Italy, reaching France last Spring.

Clitheroe Advertiser November 1st 1918

Clitheroe Advertiser – November 12, 1920.

ROLL OF HONOUR UNVEILED AT BARROW

Members of the Barrow Working Men's Club and their friends assembled in good numbers on Saturday evening to pay a tribute of respect to those of their number who served their country during the war and particularly to the five men who gave their lives. The tribute takes the form of a handsomely framed and beautifully inscribed roll of honour—the work of Mr. J. Ashcroft, of Scott terrace, Clitheroe. The roll, hung in a prominent place in the club, is as follows:-

KILLED IN ACTION

SAMUEL HINDLE
ERNEST INCE
WILLIAM KNOWLES
JOHN CLARKSON
MILES OVERY

The following are the names of those members who served in H.M. forces:-

J.W.Booth	D. Devine	S. Hindle	J. Sparling
A. Booth	R. Devine	R.Hindle	R. Smithies
A. Bentley	D.Dawson	A. Ince	W. Standon
W. Baron	C. Everton	B. Kenny	G. Snape
R. Bamford	W. Exton	C. Leach	S. Salthouse
J. Barlow	J. Fenwick	H. Leigh	R. Seager
R. Barlow	L. Geldard	J. Lester	W. Sanderson
G. Bartlett	J. Hall	W. Lancaster	W. Smith
W. Bennett	John Hall	S. Moores	A. Thornber
R. Birtwell	J.Hoole	S. Myerscough	W. Ward
J. Barnes	N. Heys	T. Mc Cann	J. Wordon
I. Burgens	D. Henvey	G. Mitchell	J. Waldron
J. Bush	W. Hartley	J. Nutter	E. Walmsley
J. Costin	A. Horsley	W. Patefield	T. Wiggins
T. Carter	H. Heaton	L. Purnell	H. Washbrook
W. Cormick	S. Harris	W. E. Punchard	A. Washbrook
D. Chippendale	James Hargreaves	J. Price	E. Webster
I. Cole	J. Hargreaves	W. Ratcliffe	C. Walker
C. Caley	W. Hackett	J. Richardson	

Clitheroe Advertiser November 12th 1920.



Clitheroe Advertiser and Times- March 22, 1940

Clitheroe Advertiser and Times March 22nd 1940

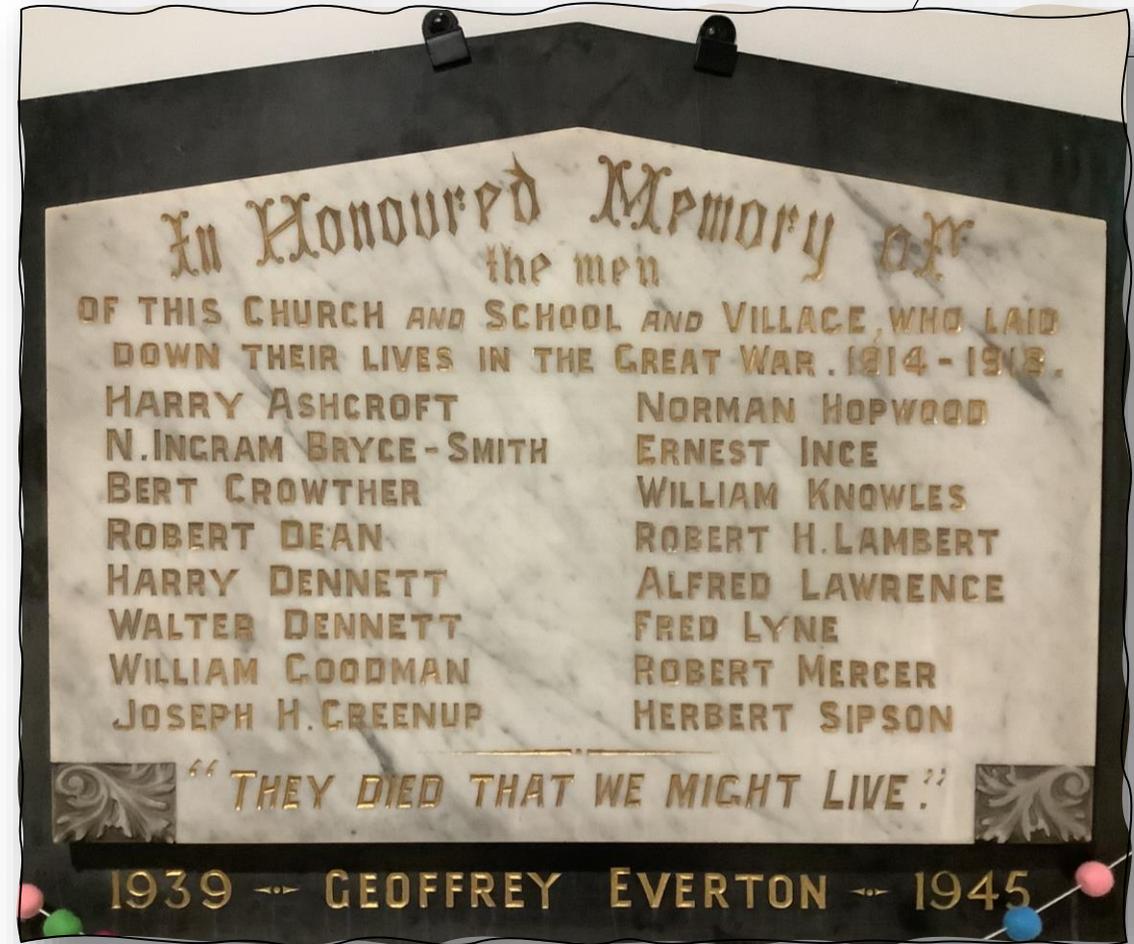
GUNNER ERNEST INCE.

Gunner Ernest Ince, with the Clitheroe Territorials in France, is the younger son of Mr. and Mrs. Arthur Ince, of 26, Cockerill Terrace, barrow, and it was in France that he spent his twentieth birthday. His employment was that of apprentice pentographer in the engraving department at the Whalley Abbey Printing Company's works. He was also an active member of St. Luke's Mission Room, Barrow.



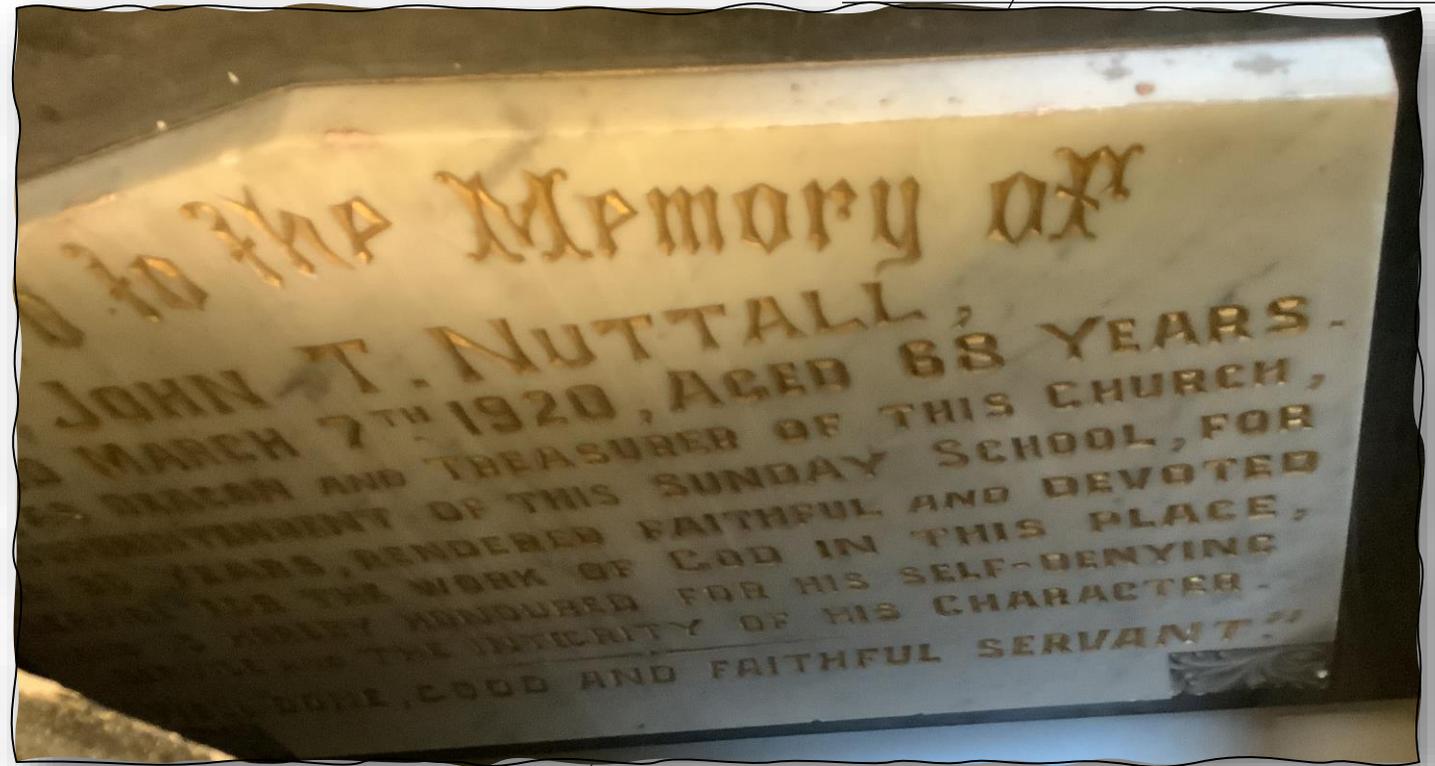
Gunner Ernest Ince

In Honoured Memory



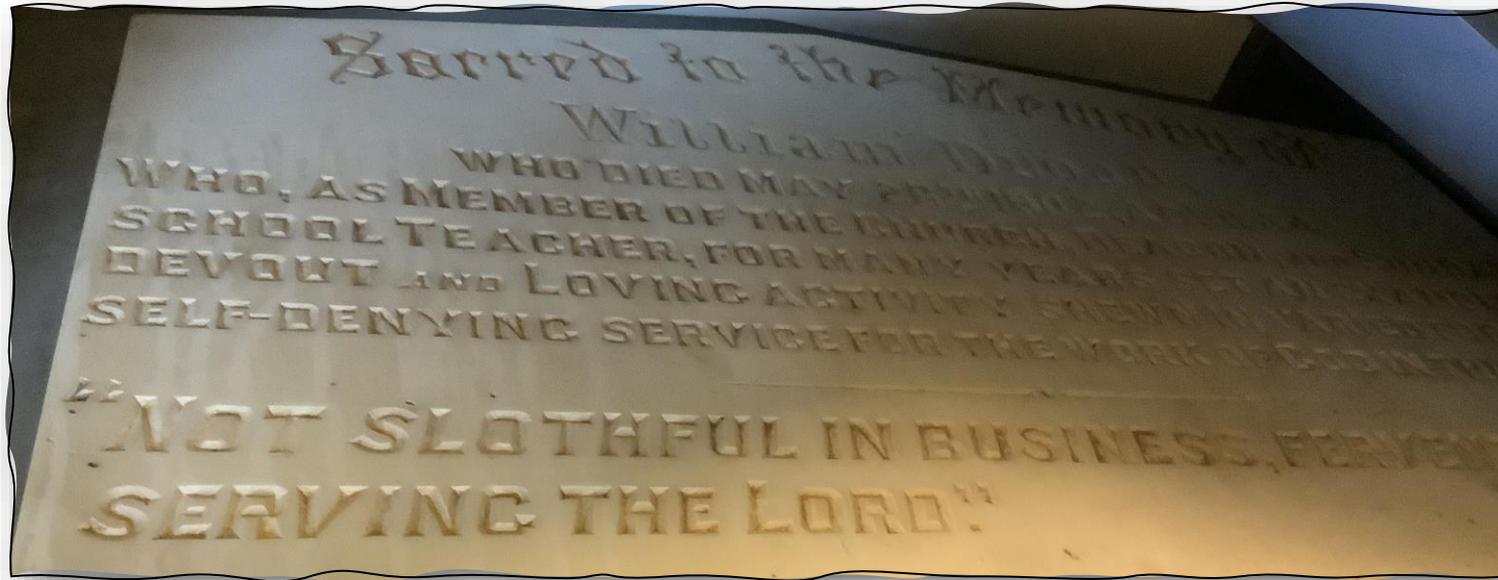
STONE ON DISPLAY IN BARROW PRIMARY SCHOOL.

In Honoured Memory (John T. Nuttall)



STONE HELD IN STORAGE.

In Honoured Memory (William Dunolly)



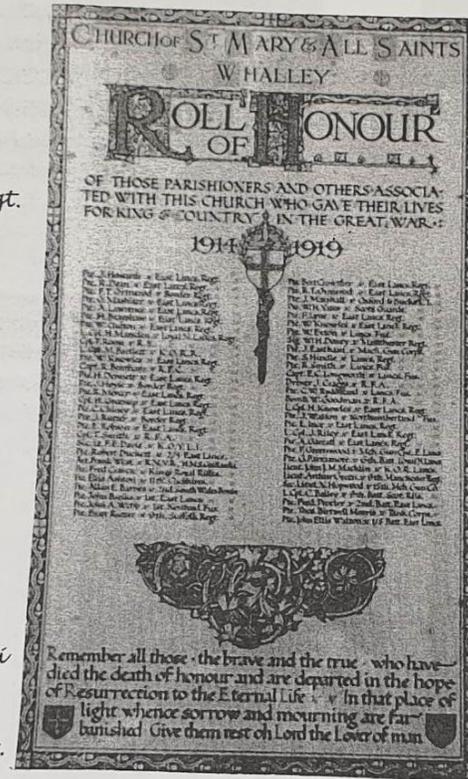
STONE HELD IN STORAGE.

Roll of Honour in Whalley Parish Church



THE GREAT WAR 1914-1919

Pte. J. Haworth * East Lanc's Regt.
 Pte. R. Dean * East Lanc's Regt.
 Pte. F. T. Omerod * Border Regt.
 Pte. G. Mashiter * East Lanc's Regt.
 Pte. A. Lawrence * East Lanc's Regt.
 Pte. H. Brayshaw * East Lanc's Regt.
 Pte. W. Clutton * East Lanc's Regt.
 L. Cpl. H. Marsden * Loyal North Lancs Regt.
 Cpl. F. Roose * R. E.
 L. Cpl. M. Bartlett * K. O. R. R.
 Pte. W. Knowles * East Lanc's Regt.
 Cpt. R. Bentham * R.F.C.
 Pte. H. Dennet * East Lanc's Regt.
 Pte. J. Hoyle * Border Regt.
 Pte. R. Mercer * East Lanc's Regt.
 Cpl. H. Greenup * East Lanc's Regt.
 Pte. C. Chinney * East Lanc's Regt.
 Pte. J. Rutter * Border Regt.
 Pte. E. Robson * East Lanc's Regt.
 Cpl. T. Smith * R. F. A.
 Sec. Lt. F. E. Davis * K.O.Y.L.I.
 Pte. Robert Duckett * 2/4 East Lancs.
 Art. Frank West * R.N.V.R. H.M.S. Cuilluadii
 Pte. F. Craven * Kings Loyal Rifles.
 Pte. Ellis Ashton * 11th Cheshire
 Pte. Allan E. Barnes * 2nd South Wales Border.
 Pte. John Banks * 1st East Lancs.
 Pte. John A. Webb. * 1st Northund Fus.
 Pte. Evan Rutter * 9th Suffolk Regt.



Pte. Bert. Crowther * East Lanc's Regt.
 Pte. R. T. Ormerod * East Lanc's Regt.
 Pte. J. Marshall * Oxford & Bucks. L.I.
 Pte. W.M. Yates. * Scotts Guards.
 Pte. F. Lynne * East Lanc's Regt.
 Pte. W. Knowles * East Lanc's Regt.
 Pte. W. Exton Lanc's Fusl.
 Sig. W.H. Doxey * Manchester Regt.
 Pte. J. Eastham * Mach Gun Corps
 Pte. S. Hindle * Lanc's Regt.
 Pte. R. Smith * Lanc's Fusl.
 Cpt. E. C. Longworth * Lanc's Fus.
 Driver J. Craggs * R.F.A.
 Pte. C. W. Rydeheard * Lanc's Fus.
 Bomb. W. Goodman * R. F. A.
 L. Cpl. H. Knowles * East Lanc's Regt.
 Pte. J. Walton * Northumberland Fus.
 Pte. E. Ince * East Lancs Regt.
 L. Cpl. J. Riley * East Lanc's Regt.
 Pte. A. Garrat * East Lanc's Regt.
 Pte. F. Greenwood * Mch. Gun Cps East Lancs.
 Pte. G Parramore * 6th Batt Loyal North Lanc's
 Lieut. John J. M. Macklin * K.O.R. Lanc's
 Lieut. Arthur Green * 9th Manchester Regt.
 Sec. Lieut. N. Hopwood * 15th Mach Gun corps
 L. Cpl. C. Bailey. * 9th Batt Sc o'ts Rfls.
 Pte. Fred Proctor * 2nd Batt East Lanc's
 Pte. Thos. Birtwell-Morris * Tank Corps.
 Pte. John Ellis Walton * 1/5 Batt East Lanc's



Let's We Forget

For Decision

Meeting Date:	13 November 2023
Title:	Grant Application.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the Council's application for funding from the Rural England Prosperity Fund (REPF), which is being administered by Ribble Valley Borough Council.

2. Introduction.

Members may be aware 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.

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 is attached as Appendix 1 to this Report.

3. Expression of Interest.

Before Expression of Interest and Output and Outcome Forms can be completed the Council will need to decide which project it wishes to spend any grant funding on.

3.1 Funding options which have been discussed previously.

The Woodland Path: The path is not yet owned by Council and as members are aware the Council is waiting for the search report from Watson Ramsbottom and the Wayleave Agreement and draft transfer from the other side.

23-25 Old Row: Conversations have taken place regarding an offer from LNT to purchase, for a nominal fee, 23-25 Old Row. Even if the Council were to purchase the properties, the funds available from the REPF are unlikely to be sufficient to make good the old pub and convert it into a building the Council could use.

Plot of land at the rear of the car park: The Council has for some time considered improving this area and converting it into a community garden, with a small allotment for school activities and a permanent structure for use by the school, the Council and residents. The improvement of this area would meet several of REPF's desired outcomes by reducing carbon footprint and providing an amenity for use by a range of parishioners. In addition, if the Council were not to improve this area it would look at odds with LNT's plans to landscape the immediate area around the car park and the land adjacent to the plot of land. In summary, requesting a grant from the REPF for developing the plot of land at the rear of the car park would seem an obvious choice for members to consider.

4. Members are recommended:

- a. To 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 car park as set out in this Report.

Additional information on the Prosperity Fund can be found on the RVBC's website.



Barrow Parish Council

Three Year Business Plan

October 2023 to October 2026



Version Control

Version	Author	Date	Revision/Changes	Approved by
0.1	Mike Hill - Clerk	15/10/23	First Draft	

1. Vision.

Barrow Parish Council aims to be a positive, efficient, and reliable organisation and meet the needs of the parish through its:

- ⇒ Commitment to parishioners.
- ⇒ Awareness of the needs of all parishioners.
- ⇒ Active communications within and for the parish.

The Council seeks to promote and improve the quality of parish life by using the knowledge of groups and individuals within the parish and by making efficient and positive use of its income.



It will strive to be pro-active in the introduction of measures that will enable the community to thrive in a safe, friendly and comfortable environment, with special emphasis on community engagement, especially for new residents.

2. About Barrow Parish Council.

Barrow Parish Council is the first tier of local government and as such is the closest to the community, with a key role to play in promoting the parish by representing its interests to other agencies such as Ribble Valley Borough Council (RVBC), Lancashire County Council (LCC) and Lancashire Constabulary.

Within its limited remit, the Council monitors, and reports on planning matters, as well as monitoring and reporting on amenity and highway issues. It works to influence decision makers at Borough and County

Parish Council

level and strives to improve the quality of parish life by providing a range of services to meet local need. These range from maintaining the three village defibrillators, benches and picnic tables, verges, public rights of way and the upkeep of the Playing Fields, Trafford Gardens, and the Old Row carpark. In addition, the Council installs the Christmas tree and Christmas lights at Trafford Gardens and Barrow Brook.

Parishioners elect 5 parish councillors every four years. The Council elects a Chair and a Vice-Chair annually in May. Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish.

2.1 Current Councillors:

				
Lucy Crook <i>Chair</i>	Diane Chiappi <i>Vice Chair</i>	Karen Heyworth	Elizabeth Kinder	Lee Street

4. Business Plan Objectives and Activities:

4.1 Parish benefits and community engagement:

- ⇒ To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations.
- ⇒ To represent the parish of Barrow and to improve the facilities, infrastructure, and overall amenity for all parishioners.

This will be achieved by being a professional and competent Parish Council, which is open and accountable and ensures sound fiscal management of Parish Council resources.

Action	Measure
Ensure continuous communication and engagement with residents and village groups.	<ul style="list-style-type: none"> ● Councillors to be involved with existing village groups. ● Look to hold advice surgeries and public meetings. ● Issue a twice-yearly Parish newsletter and other newsletters, as necessary. ● Maintain the Parish Facebook page. ● Ensure the Council's website and noticeboard are up to date.
Donations to parish organisations	Donations considered on request.

4.2 Parish Council administration:

- ⇒ To ensure the ongoing administration of the Council and the facilitation of the Parish Council's activities.
- ⇒ Continue to seek and improve established channels of communication and find new ways of engaging and communicating with parishioners.

Action	Measure
Ensure functional Council meetings are in place and statutory obligations are met.	<ul style="list-style-type: none"> ● Hold six meetings per year including an Annual Meeting of the Parish Council. ● Ensure Council agendas are posted on the Council's website and noticeboard at least three working days before the meeting
Council transparency.	<ul style="list-style-type: none"> ● Public sessions are available at all meetings. ● Ensure meeting minutes are available on the Council's website in a timely manner.
Ensure all actions from the Parish Council meeting are completed.	<ul style="list-style-type: none"> ● 'Action Sheet' issued after each meeting. ● Actions reviewed at each Council meeting.
Liaison with LCC and RVBC.	County and Borough Councillors to attend Council meetings, provide updates, and answer questions.

Action	Measure
Liaison with Lancashire Constabulary.	<ul style="list-style-type: none"> • Ensure the Council has updates from the PCSO. • The Council to function as a conduit between the parishioners and the PCSO.

4.3 Parish Council development:

- ⇒ To provide all Councillors and the Parish Clerk with the knowledge to enable them to contribute to the advancement and improvement of the Council.
- ⇒ To ensure Councillors keep abreast of new opportunities and policies.
- ⇒ To improve Council activities by encouraging Councillors and the Parish Clerk to develop their skills through appropriate training.

Action	Measure
Ensure all Councillors, as a minimum, receive basic training.	<ul style="list-style-type: none"> • All new councillors attend Councillor training provided by Lancashire Association of Local Councils (LALC). • Ensure all Councillors receive an individual training record, which will be provided to Councillors each year. • All Councillors involved in planning matters attend a planning training course provided by LALC. • All Councillors attend the Code of Conduct Training provided by RVBC.
Maintain links with LALC to ensure the Council has the best advice.	<ul style="list-style-type: none"> • Ensure the Council continues its LALC membership. • At least one Council representative attends the annual Parish and Town Council Conference.
Ensure Councillors have the knowledge to enable them to contribute to the advancement and improvement of the Council	<ul style="list-style-type: none"> • Provide all Councillors with information to ensure compliance with statutory instruments and financial regulations. • Provide the opportunity for Councillors to request individual training requirements as necessary.

4.4 Financial planning and control:

- ⇒ To ensure the ongoing financial viability of the Council.
- ⇒ To ensure the Financial Budget is monitored on a regular basis and that any anomalies are highlighted to the Parish Council for action.
- ⇒ A financial report will be presented at each meeting of the Partish Council.

Action	Measure
Set and monitor annual budgets.	<ul style="list-style-type: none"> ● Budget to be set annually to inform precept requirement for the following year. ● Annual precept form to be submitted to RVBC by the deadline. ● Actual to Budget monitoring reports to be presented to each Council meeting.
Ensure internal audit is procured by the Council	At the Annual Meeting of the Parish Council an internal auditor will be appointed for the following year.
Perform internal annual audit.	<ul style="list-style-type: none"> ● The Internal Auditor will provide an annual audit report detailing actions to be completed by the next internal audit. ● Ensure all matters arising from the internal audit are actioned in a prompt and appropriate manner.
Annual Governance and Accountability Return (AGAR).	Ensure AGAR is submitted in a timely manner and complies with all legal obligations and maintains transparency by making the documents publicly available.

4.5 Strategic planning/key projects:

The following activities/objectives are included in the Parish Council’s Three-Year Plan:

- ⇒ Ensure continued communication with LCC, RVBC and other agencies and groups to discuss areas for improvement regarding parking, road signage and road markings, road safety in general, planning and planning enforcement, road verge and hedgerow maintenance, weed control on pavements, and edge maintenance of carriageways.
- ⇒ Work with RVBC on the provision of public and dog waste bins.
- ⇒ Continue a rolling program of bench and picnic table maintenance and renewal.
- ⇒ Improvement of communication and engagement with parishioners, by maintaining and enhancing the Council’s social media presence and increasing the opportunities for parishioners to meet up.
- ⇒ Continue to maintain the current CCTV installations and address the need for additional CCTV in and around the village including Barrow Brook.
- ⇒ Ensure that the Council’s Action Plan is updated on a regular basis and includes feedback from parishioners.

- ⇒ Continue the programme of village improvements including a revamp of the area at the rear of the 'Old Row' car park and the two small verges one near the 'Barrow Sign' and one near 'Berties' bench.
- ⇒ Continue to assess the viability of converting old/unused buildings within the village including the disused properties at 23-25 Old Row into a community centre/village hall.
- ⇒ Continue the potential transfer of ownership of the Woodland Footpath at Barrow Brook Grange to the Parish Council.
- ⇒ Continue to explore the possibility of improving the Barrow Brook Lodge with a view to making it a village amenity.
- ⇒ Ensure that the Council's funds are spent on projects identified as providing, improving, replacing, or maintaining infrastructure that supports the development of the Parish and parishioners.

Action	Measure
Ensure continuing engagement with RVBC and LCC	Councillor attendance at meetings arranged by RVBC and LCC and are reported at Parish Council meetings.
Ensure the Parish Council continues to respond to all planning applications as a statutory consultee.	<ul style="list-style-type: none"> • The Council to nominate a Councillor who has responsibility to deal with the coordination of comments on planning applications. • The Parish Clerk, and Borough Councillors; Street and Birtwistle continue to consult with RVBC on behalf of the Council on planning and planning enforcement matters.
Ensure succession planning for the Chair, Vice Chair and Clerk	<ul style="list-style-type: none"> • Encourage 'newer' councillors to seek nomination as Vice Chair and ensure they lead meetings throughout the year. • Look to appoint a person to shadow the Parish Clerk.
Review Action Plan	Standard Agenda Item at each Council meeting.
Review this Business Plan	To be reviewed every six months.

4.6 Committees and Groups:

Members of the Council will continue to represent the Parish at the:

- Parish Council Liaison Meeting.
- Whalley, Wiswell and Barrow Joint Burial Committee.
- RVBC's Road Safety Working Group.

Action	Measure
Ensure continued membership of the groups.	Membership of the groups to be reviewed at the Annual Meeting of the Parish Council.

5. Business Plan review.

As some of the areas covered in the Business Plan are ongoing and will cover more than one financial year, the Parish Council will review the Business Plan on a 6-month basis in March and September each year, thereby ensuring that it is updated regularly and that any further actions identified during the period are included or, where appropriate, are signed off as having been completed.

The areas of activity will relate to the budget which is set in December of each year and finalised the following January. This budget will also include projected spend for regular items of expenditure.



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

Minute 230918	Action	Who	Update
5	Finance Report: Initiate the payments as set out in the report.	Clerk	Complete
7	Lengthsman Scheme: <ul style="list-style-type: none"> • Inform Sabden Parish Council, that Barrow wish to withdraw from the Scheme. • Request a final statement of account and pay any outstanding balance. • Get quotes for a replacement Lengthsman. • Get quotes for new/used standard size goalposts and nets for the Playing Field. 	Clerk	Waiting to find a replacement Lengthsman. After review current goal posts staying in situ. New net in spring.
8	Traffic and Road Safety Working Group: Complete the mapping activity and respond to the Working Group Street and Clerk Cllr. Complete	Clerk and Cllr. Street	Complete.
9	Update on Actions from Previous Meetings: a. Publicise the first Advice Surgery to be held at 6:00pm on 18 November.	All members and Clerk	Noted
	b. Find the type and size of lifebelt required at the Barrow Brook Lodge.	Cllr. Street	?
10	Remembrance Sunday: Order a wreath	Clerk	Complete
12	Councillor Updates: Provide details of available grants relating to the purchase and conversion of old/disused buildings to a community amenity.	Clerk	Complete. Details circulated to 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.	Surgery to be held prior to the meeting at Whalley Grammar School 13/11/23
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. See report.
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 Clerk	Complete. Need to purchase Lifebelt

Minute				
230717/	Item	Action	Who	Update
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.	Need to purchase lights.
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	Need sign for playground

Minute				
230515/	Item	Action	Who	Update
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	Footpath finished Clerk to submit report to RVBC
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
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.

Minute 230313/Item		Action	Who	Update
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	?
16 d	Plot of land at rear and corner of Bay Horse car park	Potential horticultural club and well-being hub.	Cllr Birtwhistle/Clerk	See report 13/11/23.
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	See 23/07/17/9.2 Note 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 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	Cllrs. to suggest location.
	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	Also see 23/07/17/11
	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 12



For Information

Meeting Date:	13 November 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.

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

2. Weekly applications relating to Barrow:

- 01 September: None
- 08 September: None
- 15 September: None
- 22 September: None
- 29 September: See below.

3/2023/0714	Application for tree works	Development Description:	Grid Reference
DATE VALID: 15/09/2023	Development Address: Woodland to rear of Sheepfold Crescent Barrow BB7 9XS	Tree Works - T169 (Ash) to be felled due to ash dieback.	374006 438031
Officer:	Alex Shutt 01200 425111		

- 06 October: None
- 13 October: None
- 20 October: None
- 27 October: See below:

3/2023/0819	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 10/10/2023	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 01200 425111		

3. Weekly decisions relating to Barrow.

- 01 September: None
- 08 September: None
- 15 September: None
- 22 September: None
- 29 September: See below.

3/2023/0609	Barrow Applications for full consent	Development Description: Proposed detached garden room and conversion of attached garage to utility room and snug.	Grid Reference 373892 437987
Decision Date: 27/09/2023	Development Address: 25 Middle Lodge Road Barrow BB7 9XS		
Officer: Decision Type:	Emily Pickup APPROVED WITH CONDITIONS		

- 06 October: See below:

3/2023/0622	Wiswell Applications for full consent	Development Description: Proposed rear conservatory with balcony above.	Grid Reference 373668 438425
Decision Date: 02/10/2023	Development Address: 1 Brambles Close Barrow BB7 9BF		
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS		

- 13 October: None
- 20 October: None
- 27 October: None

4. Members are recommended:

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