



Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Wednesday 22 May 2024 at Whalley Old Grammar School, commencing after AGM.

**Members of the public are welcome to attend.**

## Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 11 March 2024.**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECISION/DISCUSSION:

- 5. Finance Report.**

Report of the Clerk (enclosed) to approve the:

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

- 6. Update on the Transfer of Ownership of 23-25 Old Row.**

Report of the Clerk (enclosed) updating members on the transfer of ownership and seeking approval for the engagement of a contractor to assist the Council in gaining planning permission and preparing a tender specification.

- 7. RVBC 50-Year Anniversary.**

Verbal report, updating members on the 50-year anniversary of the establishment of Ribble Valley Borough Council and the opportunity for the Council to plant a Giant Redwood tree.

### ITEMS for INFORMATION:

- 8. Update on Woodland Path.**

Verbal update from the Clerk.

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

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

**10. Planning Report.**

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

**11. Councillor Reports.**

Updates from Councillors.

**PART 2 - ITEM for INFORMATION:**

**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.

**12. Employment Matters**

Verbal update on matters relating to the burial committee.

*Mike Hill.*

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

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**Future Council Meetings:**

To be confirmed.

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# Agenda Item 2



## Parish Council Meeting – Draft Minutes

<b>Date:</b>	11 March 2024		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L. Crook (Chair), K. Heyworth, L. Street, D. Chiappi and E Kinder.		
<b>In attendance:</b>	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin (part), PCSO Ailsa Gill, Ruth Thompson (representing the Olive Brance and Ribble Valley Foodbank) and two parishioners.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:10

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**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 29 JANUARY 2024 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 10 FEBRUARY 2024.**

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

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

There were no declarations of interest.

**4. PUBLIC PARTICIPATION.**

- The Chair welcomed PCSO Ailsa Gill and thanked her for taking the time to attend the meeting. Ailsa updated members on the latest crime figures and noted that Barrow is rated as a low crime area.
- The Chair also welcomed Ruth Tompson who updated members on the work undertaken by the Ribble Valley Foodbank and The Olive Branch. Members were informed that at the Trinity Community Hub in Clitheroe (Parsons Lane) and at St. Pauls Church Longridge (Church Street) along with a 'grocery bank', advice and support was available from amongst other agencies; DWP, NHS and Citizens Advice Bureau.
- Questions regarding the renovation of 23-25 Old Row were answered during the Agenda Item 8 update.

**5. FINANCE REPORT.**

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- c. Approve Schedule of Payments as set out in the Table a below:

**Table a:**

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

**Table b:**

## Summary of Receipts and Payments

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

**6. RISK MANAGEMENT REGISTER AND POLICY.**

The Clerk submitted a report seeking approval of the Risk Register and Policy attached as Appendix 1 to the Report.

Members were reminded that the Register was last adopted by Barrow Parish Council on 4 April 2022 and that the Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks.

RESOLVED THAT COUNCIL:

Agree to adopt the 2024/25 Risk Management Register and Policy.

**7. ASSET POLICY AND REGISTER.**

The Clerk submitted a report seeking approval of the Asset Register and Policy attached as Appendix 1 to the Report.

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

RESOLVED THAT COUNCIL:

Agree to adopt the 2024/25 Asset Policy and Register.

## **8. UPDATE ON THE TRANSFER OF OWNERSHIP OF 23-25 OLD ROW.**

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

The Report noted that RVBC have requested that Grant Agreements between themselves and the Parish Council for the monies allocated under the UK's Shared Prosperity Fund for both the Car Park (£25,000) and 23-25 Old Row (£199,150) need to be Executed using the Corporate Common Seal of Barrow Parish Council.

The Report also noted that the Clerk has informed RVBC that the Parish Council does not have a Common Seal and is governed by Standing Orders.

The Clerk reminded members that the Council's Standing Orders Section 23a state that a legal deed shall not be executed on behalf of the Parish Council unless authorised by a resolution.

RESOLVED THAT COUNCIL:

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

## **9. UPDATE ON THE TRANSFER OF OWNERSHIP OF THE WOODLAND PATH.**

The Clerk provided a verbal update on the transfer of ownership from Roland Homes to the Parish Council and informed members that a draft Deeds of Transfer had been received by Watson Ramsbottom (WR) and comments on the Deed had been sent back to WR.

RESOLVED THAT COUNCIL:

Note the update.

## **10. UPDATE ON ACTION FROM PREVIOUS MEETINGS.**

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

The Clerk reminded members that there are still funds available from the S104 allocation and members were requested to submit suggestions to the Clerk for discussion at the next Council meeting. The Clerk also reminded members that a report regarding the 'Fallen of Barrow' will be submitted to the April meeting of the Burial Committee.

RESOLVED THAT COUNCIL:

Agree to:

1. Remove the action regarding the coat of arms (30/01/2023 meeting).
2. The Chair sending a letter to the school thanking them for the pupil's design submissions.
3. A donation of £100 being made to the school, to be used for the purchase of books.
4. Submit suggestions to the Clerk for future expenditure from the S106 fund allocation.

#### **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](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

Note the contents of the report.

#### **12. COUNCILLOR REPORTS/UPDATES.**

County Councillor Mirfin provided useful information and contacts on the operation of Village Halls..

RESOLVED THAT COUNCIL:

Thank Councillor Mirfin for the updates and information.

#### **EXCLUSION OF PRESS AND PUBLIC.**

RESOLVED THAT COUNCIL:

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

#### **13. BOUNDARY STONES.**

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

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

**A signed copy is on file.**

#### **DATES OF FUTURE MEETINGS.**

22 May, which will start at 6:00pm

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

## Agenda Item 5

### For Decision



Meeting Date: 22/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

#### **Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

#### **Recommendations:**

1. Approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

## Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	BPC/8March/24	Stuart Greenwood (March 2024)	Garden Services	70.00	0.00	70.00	Paid	Amenity Exp.
2		Watson Ramsbottom Solicitors	Payment on Account 23-25 Old Row	500.00	0.00	500.00	Paid	Old Row
3	153887	Easyweb (DD)	Payroll services	33.30	5.55	27.75	Paid	Admin. Exp.
4	BPC 01-2024	Clerk	Three months expenses to end of March 2024	145.75	0.00	145.75	Paid	Admin. Exp.
5	BPC/8March/24	S. Greenwood Garden (Plants and Compost)	Plants and Compost	120.40	0.00	120.40	Paid	Amenity Exp.
6	JM2564	Whalley Education Foundation (March 2024)	Meeting room hire	26.00	0.00	26.00	Paid	Admin. Exp.
7		Watson Ramsbottom Solicitors	Searches	960.20	0.00	960.20	Paid	Old Row
8	sdebt29122	RVBC	Bin emptying on playing fields	582.40	97.06	485.34	Paid	Amenity Exp.
9	sdebt22313	RVBC	Lease of Car Park	100.00	0.00	100.00	Paid	Amenity Exp.
10	2425098	LALC	Annual Subscription	343.71	0.00	343.71	Paid	Admin. Exp.
11	893912412	HMRC Cumbernauld	Three months income tax	652.73	0.00	652.73	Paid	Admin. Exp.
12	153887	PM+M	Payroll services	33.30	5.55	27.75	Paid	Admin. Exp.
13		Sabden Parish Council	Lengthsman (final payment)	780.00	0.00	780.00	Paid	Amenity Exp.
14	6004	Mortimer Surveyors (23-25 Old Row)	Structural Survey	720.00	120.00	600.00	Paid	Old Row
15	BPC/9/April/24	Stuart Greenwood (April 2024)	Garden Services, Plants and compst	134.00	4.00	130.00	Paid	Amenity Exp.
16	308	Simon Gill	Fabricate lifebelt frame	50.00	0.00	50.00	Paid	Amenity Exp.
17	2024-010	Lengthsman	Labour and football nets	314.42	0.00	314.42	Paid	Amenity Exp.
<b>Totals:</b>				<b>5,566.21</b>	<b>232.16</b>	<b>5,334.05</b>		

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

Bank			Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Sundry	
08/04/2024	00204582	RVBC - Precept payment	28,341.00					28,341.00
<b>Total:</b>			<b>28,341.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,341.00</b>

## Schedule of Payments made for the period 1st April 2024 to 31st March 2025

Dates	Details	Administration Expenses						Amenity Expenses				Old Row			Total		
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Admin. Expenses	Garden Maintenance	Playing Field	Other Expenses	Sundry Expenses	BAG	W/Path	Admin		Build	VAT
02/04/24	Stuart Greenwood Garden Services (March 2024)							70.00									70.00
02/04/24	Watson Ramsbottom												500.00				500.00
03/04/24	Easyweb (DD)					47.30										9.46	56.76
04/04/24	Clerk - three months expenses to end of March 24			145.75													145.75
04/04/23	Stuart Greenwood Garden (Plants and Compost)							120.40									120.40
04/04/24	Whalley Education Foundation (March 2024)				26.00												26.00
08/04/24	Watson Ramsbottom												960.20				960.20
08/04/24	RVBC - Bin emptying															97.06	582.40
08/04/24	RVBC - Car Park Lease										100.00						100.00
11/04/24	LALC Subscription						343.71										343.71
15/04/24	HMRC Cumbernauld - Three months Income Tax		652.73														652.73
25/04/24	PM+M Payroll Services				27.75											5.55	33.30
25/04/24	Lengthsman (final payment)							780.00									780.00
26/04/24	Mortimer Surveyors (23-25 Old Row)												600.00		120.00		720.00
01/05/24	Easyweb (DD)					47.30										9.46	56.76
07/05/24	Simon Gill lifebelf structure									50.00							50.00
07/05/24	Stuart Greenwood - Garden Services (April)							134.00									134.00
																	-
	<b>TOTALS</b>	<b>0.00</b>	<b>652.73</b>	<b>145.75</b>	<b>53.75</b>	<b>94.60</b>	<b>343.71</b>	<b>1,104.40</b>	<b>485.34</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,060.20</b>	<b>0.00</b>	<b>241.53</b>	<b>5,332.01</b>

# Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	18,116	
Add total <b>receipts</b> to date:	28,341	
Less total <b>payments</b> to date:	(5,332)	
<b>Balance:</b>	<b>41,124.51</b>	<i>If these two figures are different an explanation is required.</i>
	£	
<b>Unity Trust Bank Balance as at 13/05/24:</b>	<b>41,124.51</b>	

# Comparisons as at 13/05/2024

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
	£	£	£
<b>INCOME</b>			
RVBC Precept:	22,692.00	28,341	28,341
RVBC S106, concurrent and other grants:	8,566.00	6,000	0
HMRC VAT Refunds:	3,196.84	4,000	0
LCC, rentals, sundry and other grants:	715.57	500	0
Barrow Action Group:	0.00	0	0
	<b>35,170.41</b>	<b>38,841</b>	<b>28,341</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>			
	£	£	£
Clerk's salary:	8,278	8,236	0
HMRC: Employers Tax and NIC:	2,066	2,224	653
Clerk expenses: Home use, mileage etc.	726	600	146
General Administration inc. service charges	201	250	28
Website and email hosting, software/hardware:	588	800	95
General Admin. - Insurance:	761	850	0
General Admin.- Audit fees and ICO:	240	500	0
General Admin. - Legal fees:	1,174	250	0
General Admin. - Room hire etc:	156	150	26
General Admin. - LALC Subscripton training:	701	325	344
	<b>14,891</b>	<b>14,185</b>	<b>1,290.54</b>
<b>Amenity Expenses:</b>			
	£	£	£
General maint and lengthsman.:	383	250	780
Car park rental: RVBC	100	100	100
Car park - maintenance:	3,910	0	0
Playing field - improvements:	0	0	0
Playing field - inspections:	75	80	0
Playing field - maintenance:	0	100	0
Playing field - bin emptying RVBC:	459	500	485
Ground maintenance - grass cutting RVBC:	0	500	0
Garden maintenance, plants etc.:	2,411	1,250	324
Amenity capital spend (benches CCTV, SpiDS etc.):	5,280	3,500	0
Electric and other:	363	0	0
Woodland Path:	0	0	0
Old Row - Admin and Legal:	0	0	2,060
Old Row - Design and Build:	0	0	0
	<b>12,982</b>	<b>6,280</b>	<b>3,750</b>
<b>Sundry Expenses:</b>			
	£	£	£
Christmas trees, lights and bunting:	300	250	0
Remembrance Sunday - wreath etc:	0	50	0
Lifebelt and Defibrillator costs:	752	0	50
Other Sundry Expenses:	961	100	0
	<b>2,013</b>	<b>400</b>	<b>50</b>
<b>BAG:</b>			
	£	£	£
Net Expenditure:	<b>5,814</b>	<b>4,000</b>	<b>0</b>
<b>VAT on Expenses to be Reclaimed:</b>			
	£	£	£
	3,025	0	242
<b>Total Expenditure:</b>			
	£	£	£
	<b>38,725</b>	<b>24,865</b>	<b>5,332</b>
<b>SUMMARY:</b>			
	£	£	£
Income:	35,170	38,841	28,341
Expenditure:	(38,725)	(24,865)	(5,332)
	<b>(3,555)</b>	<b>13,976</b>	<b>23,009</b>
<b>BALANCE:</b>			
	£		£
Balance brought forward at 1 April:	21,670	2023/24 balance carried forward:	18,116
Add surplus / less deficit for the year:	(3,555)	2024/25 Balance to date:	23,009
Balance to be carried forward:	<b>18,116</b>	Overall Balance:	<b>41,124.51</b>

## Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

2024-2025

INCOME		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	28,341.00												28,341.00
2	RV in Bloom	RVBC Grant					45.00								45.00
3	HMRC VAT Return	VAT Repay									3,500.00				3,500.00
4	Concurrent Funding	RVBC Grant							1,500.00						1,500.00
6	S106 Contribution	RVBC Grant													0.00
7	Other Income	Other				100.00									100.00
8	Other Funding	LCC													0.00
Totals:			28,341.00	0.00	0.00	100.00	45.00	0.00	1,500.00	0.00	3,500.00	0.00	0.00	0.00	33,486.00

2024-2025

EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	IT and Easy Websites	Admin. Exp.	56.76	56.76	56.76	56.76	56.76	56.76	1,056.76	56.76	56.76	56.76	56.76	56.76	1,681.12
21	BAG Expenditure	BAG					3,000.00								3,000.00
22	RVBC Payments	Other Exp	682.40										800.00		1,482.40
23	LALC Subscription	Sundry Exp.	343.71												343.71
24	Accountant and PKF LJ	Admin. Exp.		200.00				255.00							455.00
25	Office Consum/Licenses	Admin. Exp.		250.00											250.00
26	Clerk Salary	Staff Costs			2,288.00			2,288.00			2,288.00			2,288.00	9,152.00
27	Defibrilator	Sundry Exp.													0.00
28	Bank charges	Admin. Exp.			18.00			18.00			18.00			18.00	72.00
29	HMRC Income Tax	Staff Costs	652.73			653.00			653.00			653.00			2,611.73
30	PM+M Payroll services	Admin. Exp.	33.30			33.00			33.00			33.00			132.30
31	Clerk Expenses	Staff Costs	145.75			150.00			150.00			150.00			595.75
32	Trafford Gard/Amenity etc.	Amenity Exp.	190.40	70.00	70.00	200.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	1,090.40
33	Insurance	Admin. Exp.												800.00	800.00
34	Room Hire	Admin. Exp.	26.00		28.00		28.00		28.00		28.00		28.00		166.00
35	Lengthsman/Other Maint	Grnd Maint	780.00	750.00	150.00		150.00		150.00						1,980.00
36	Training/Other Subs	Sundry Exp.													0.00
37	CCTV	Other Exp.		150.00				100.00							250.00
38	NPower	Other Exp.												100.00	100.00
39	Other Legal	Admin. Exp.													0.00
40	Playing Fields	Amenity Exp.		150.00											150.00
41	Xmas/Remebrance/other	Sundry Exp.		25.00							250.00				275.00
42	Woodland Path	W/Path		500.00											500.00
43	Old Row - Admin.	Old Row	2,180.20		3,100.00										5,280.20
44	Old Row - Build	Old Row													0.00
Totals:			5,091.25	2,151.76	5,710.76	1,092.76	3,304.76	2,787.76	2,140.76	126.76	2,710.76	962.76	954.76	3,332.76	30,367.61

2024/25 FORECAST	£
Forecast Income	33,486
Forecast Expenditure	30,368
<b>Forecast Balance 2024/25</b>	<b>3,118</b>

EOY 2025 FORECAST	£
Balance at 13/05/24	<b>41,124.51</b>
Forecast Income - May onwards	5,145
Forecast Spend - May onwards	25,276
<b>Balance EOY</b>	<b>20,993</b>
EOY Forecast less BAG Funds	16,960

<b>For reference:</b>
<b>Balance EOY 2023/24 = £18,116</b>
<b>Balance EOY 2023/24 less BAG Funds = £14.083</b>

### 2024-2025 - Unity Trust Bank Statements

DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance b/forward from 31 March 2023:	18,115.52	41,365.27										
Income 2024/25:	28,341.00											
Expenditure 2024/25:	5,091.25											
Balance :	<b>41,365.27</b>											
Unity Trust Statement Balance:	<b>41,365.27</b>											
<b>Statement Date:</b>	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25

# BAG Fund - Summary of Expenditure

	£
<b>Total BAG Fund</b>	<b>10,979.11</b>
<b>Gross Expenditure to 31 March 2023:</b>	<b>660.00</b>
Gross balance carried forward to April 2023:	<b>10,319.11</b>
<b>Gross Expenditure April 2023 to 31 March 2024:</b>	<b>6,286.40</b>
Net Expenditure April 2023 to 31 March 2024:	5,813.67
Gross balance carried forward to April 2024:	<b>4,032.71</b>
<b>Gross Expenditure April 2024 to 31 March 2025:</b>	<b>0.00</b>
Net Expenditure April 2024 to 31 March 2025:	0.00
Gross Balance at 13/05/24:	<b>4,032.71</b>

## **Barrow Action Group (ring-fenced donation).**

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

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

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

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

# Agenda Item 6

## Report for Decision



<b>Meeting Date:</b>	<b>22 May 2024</b>
<b>Title:</b>	<b>Transfer of ownership of 23-25 Old Row to the Parish Council and Engagement of Contractor</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer.</b>

### 1. Purpose of the report.

To update members on the transfer of ownership of 23-25 Old Row from LNT, and to seek approval for the engagement of a contractor to assist the Council in gaining planning permission and the preparation of a tender specification.

### 2. Update:

- All the searches have been returned and issued to Members for comment.
- The Council have had a Structural Survey returned which has been issued to Members for comment.
- A revised draft Contract for Sale (subject to planning permission) has been drafted by Watson Ramsbottom (WR) and was issued to Members for comment. It has now been sent to LNT.
- Deeds of Covenant have been submitted to WR.  
*A Deed of Covenant is a legal document that states that a leaseholder agrees to undertake specific obligations laid out by the freeholder or landlord. It largely affects leasehold properties and is required when leasing or buying a leasehold property.*

**Note:** 23-25 Old Row would be transferred to the Council as freehold, with vacant possession.

### 3. Engagement of a Contractor (Architect):

Members will be aware that the Parish Council is required to submit planning applications for both the old pub/restaurant and the cottage. The cottage would be for change of use (domestic to commercial).

In addition, the Council needs to prepare a tender specification setting out the work the Council require to be undertaken to bring both buildings back into use as a village hall (old pub) and community space (cottage).

Read Design Ltd. (Louise Read MRICS) has provided a quotation for assisting the Council in submitting the planning applications and preparing a tender specification. See Section 3.1.

### 3.1 Quotation for Work:

See table below:

	Work to be Undertaken (Not VAT Payable)	£
1	Full measured survey of the ground and first floor plans of the former restaurant/ public house and adjacent cottage (excluding the cellars), external elevations and site plan (where access allows). Drafting up of existing plans and elevations to scale.	1,400 – 1,600
2	Preparation of proposed scheme drawings following discussions on the recent site visit. £600.00 (no vat payable).	600
3	Once the proposed plans have been approved, submission of change of use planning application. £300.00 (no vat payable).	300
4	Preparation of working drawings and specification of works, detailing the works to be carried out to the building to implement the proposed village hall/ office scheme. This information will form the tender package to enable quotations for the works to be obtained. Including submission of documents to building control for building regulations approval and dealing with any queries/ liaising with the structural engineer.	1,800 - 2,100
	Rate for additional work e.g.: <ul style="list-style-type: none"><li>• Sending out tender documents.</li><li>• Analysis of tender returns.</li><li>• Involvement with the tender process and contract administration.</li><li>• Onsite involvement.</li></ul>	60 per hour

The quotation does not include the following:

- Fees payable to RVBC (planning fees and building regulation fees).
- Bat (the mammal) survey. The one we have may need updating.
- Location plan.
- Tree and Topographical surveys.
- Structural engineers calculations/ design if needed.
- Proposed electrical layouts, any SBEM/ EPC certificates building control may request.
- Highways information relating to swept path analysis.

The Parish Council will also need to provide any contractor with pre-construction information such as asbestos reports etc. prior to works commencing onsite.

**Note:** Not all the information listed above will be required, but the Council can request it if they wish.

#### 4. Members are recommended:

1. To note the update on the transfer of ownership from LNT to the Parish Council.
2. Accept the quotation from Read Design Ltd.
3. Authorise the Clerk to inform Read Design Ltd. of the Council's decision to engage them on the terms set out in the report.

# Agenda Item 9

## For Information



<b>Meeting Date:</b>	<b>22 May 2024</b>
<b>Title:</b>	<b>Update on Actions from Previous Meetings</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the Report

To update members on actions from previous meetings.

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

### 2. Actions from the Council meeting held on Monday 11/03/2024.

Minute				
240311/	Item	Action	Who	Update
4	Transfer of Ownership 23-25 Old Row	Visit WR office with ID information, regarding the signing of deeds.	Cllrs. Heyworth and Chiappi	Complete
10.2	Barrow Primary School	Send letter to school thanking them for the pupil's design submissions.	Cllr. Crook	?
10.3		Donation to School of £100	Clerk	Need School's Bank Details.
10.4	S106	Suggestions for spending the remaining S106 funds.	All	Suggestions required.

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

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

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

Minute				
231113/	Item	Action	Who	Update
4	Public Participation	Leading up to bonfire night the Council on its social media platforms request people are considerate in their use of fireworks.	All	Noted
7	Fallen of Barrow	Make enquires regarding the memorial stones having a permanent home in the cemetery.	Councillors Heyworth and Chiappi.	Ongoing

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

Minute				
230804/	Item	Action	Who	Update
4 (5)	Section 106 Funds	Provide the Clerk with recommendation for other S106 expenditure	All	Suggestions required.

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

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

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

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

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

Minute 230130/Item		Action	Who	Update
12	Woodland Path	Continue to progress the matter	Cllr Birtwhistle	Deeds of Transfer being prepared

**9. Actions from meetings shown below are complete.**

- 13/03/2023 Council meeting
- 21/12/2023 Extraordinary Council meeting.
- 15/05/2023 Council meeting.
- 18/09/2023 Council meeting.
- 10/02/2024 Extraordinary Council meeting.

**10. Members are recommended:**

To note the report and the ongoing actions.

# Agenda Item 10

## For Information



<b>Meeting Date:</b>	<b>22 May 2024</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 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](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:

15 March:

<b>3/2024/0167</b>	Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b> 374476 438773
<b>DATE VALID:</b> 04/03/2024	<b>Development Address:</b> Park Farm Whalley Road Barrow BB7 9BD	Proposed erection of agricultural building.	
<b>Officer:</b>	Emily Pickup 01200 425111		

12 April:

<b>3/2024/0244</b>	Applications for full consent	<b>Development Description:</b>	<b>Grid Reference</b> 374155 437895
<b>DATE VALID:</b> 27/03/2024	<b>Development Address:</b> 19 Whiteacre Lane Barrow BB7 9BJ	Proposed single-storey extension to rear.	
<b>Officer:</b>	Emily Pickup 01200 425111		

26 April:

<b>3/2024/0305</b>	Application for tree works	<b>Development Description:</b>	<b>Grid Reference</b> 374116 437949
<b>DATE VALID:</b> 24/04/2024	<b>Development Address:</b> 18 Oak Tree Drive Barrow BB7 9JZ	Prune overhanging branches from two oak trees on adjacent land.	
<b>Officer:</b>	Alex Shutt 01200 425111		

### 3. Weekly Decisions.

5 April:

<b>3/2024/0007</b>	<b>Barrow</b>		<b>Grid Reference</b>
	Applications for full consent	<b>Development Description:</b>	373850 437996
<b>Decision Date:</b> 03/04/2024	<b>Development Address:</b> 37 Middle Lodge Road Barrow BB7 9XS	Conversion of existing single-storey double garage to annexe and erection of garden shed.	
<b>Officer:</b>	Emily Pickup		
<b>Decision Type:</b>	APPROVED WITH CONDITIONS		

26 April:

<b>3/2024/0167</b>	<b>Wiswell</b>		<b>Grid Reference</b>
	Applications for full consent	<b>Development Description:</b>	374476 438773
<b>Decision Date:</b> 24/04/2024	<b>Development Address:</b> Park Farm Whalley Road Barrow BB7 9BD	Proposed erection of agricultural building.	
<b>Officer:</b>	Emily Pickup		
<b>Decision Type:</b>	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.

# Agenda Item 11

## For Information



<b>Meeting Date:</b>	<b>22 May 2024</b>
<b>Title:</b>	<b>Councillor Reports</b>
<b>Submitted by:</b>	<b>Council Members – Collated by the Clerk</b>

**1. Purpose of the report.**

For members to consider the Reports submitted by Parish Councillors.

**2. Councillor Reports:**

Appendix 1 - Councillor K. Heyworth

Please note that Councillor Crook presented her Annual Report at the Annual Parish Meeting.

**3. Members are recommended:**

To consider the reports.

## Update from Parish Council Liaison Meeting (11/04/24)

The following items were discussed:

1. Electric vehicle charge points, including charge points on lamp posts. Allocated £10.1m.
2. 50th anniversary of RVBC to plant trees in every borough (Giant Redwood) .
3. Tony has sorted the bus routes for Salisbury, Settle and Newton. Sounds a very good service.
4. Report on LCC draft on finance Please DELETE.
5. Roefield swimming pool was talk of rebuilding.
6. LCC regarding footpaths and walk-ways please report to them.
7. There is funding towards footpaths etc. contact Anthony Gaffney.
8. Ribble Valley in Bloom grants claim before end of April (on web site).

**Next meeting 20th June 2024**

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