



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 5 December 2022 at Whalley Old Grammar School, commencing at 6.30pm.

Members of the public are welcome to attend.

Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Council meeting held on 31 October 2022.**
- 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 (if any).**

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. Draft Budgets for 2023/24.**

Report of the Clerk (enclosed) to update members on the preparations for the 2023/24 budget and to seek their views on the level of expenditure and the services it intends to deliver in 2023/24.

- 7. Privacy Notice.**

Report of the Clerk (enclosed) to consider and approve a revised Notice.

- 8. Barrow Action Group Fund.**

Report by the Clerk (enclosed). Informing members of a request to the fund's Trustees by the Barrow Action Group to see if the Parish Council will consider accepting their funds as a charitable donation.

- 9. Request by Whalley Girl Guides.**

Report of the Clerk (enclosed), for members to consider a request for a financial contribution towards a visit by the girl guides to the Houses of Parliament and towards other girl guide activities.

ITEMS for INFORMATION and DISCUSSION:

10. Update from the PCSO.

Verbal update from Ailsa Gill

11. Planning Report.

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

12. Memorial Stones.

This item has been raised by a parishioner.

Discussions on a matter relating to the memorial stones removed from the school in Barrow.

13. Councillor Updates

Verbal updates from Councillors.

By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.

ITEM for DECISION:

14. Burial Committee.

Report for decision.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Agenda Item 2



Minutes Parish Council – Ordinary Meeting

Date:	31 October 2022		
Place:	Whalley Old Grammar School – Whalley, Clitheroe.		
Present:	Councillors: L Street (Chair), E. Kinder, D. Chiappi and L. Dewhurst		
In attendance:	Clerk to the Council, Cllr. Birtwhistle and one parishioner.		
Meeting started:	18:30	Meeting closed:	21:30

22/128 APOLOGIES FOR ABSENCE.

There were no apologies for absence.

The meeting noted that on 19 October 2022 and due to ill health, Jean Brown had resigned from the Council. Jean had been a parish councillor for around 30 years, firstly under Wiswell PC and latterly representing Barrow. The Chair wished Jean a speedy recovery from her recent illness and thanked her for the many years of dedicated service as a councillor and as chair to Barrow Parish Council. These sentiments were echoed by all present at the meeting.

22/129 APPROVE THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2022 (PREVIOUS MEETING).

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

22/130 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

22/131 PUBLIC PARTICIPATION.

One parishioner was present and wished to speak on Agenda Item 12, which was brought forward.

22/132 FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

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

Payee	Description	Gross £	VAT £	Net £	Min./Ref
Parish Clerk	Microsoft 365 annual subscription	59.99	10.00	49.99	General Admin.
Cllr. E Kinder	Planter (protect from dogs)	19.00	3.17	15.83	22/101 (b)
Cllr. E Kinder	Plants and sealer for planter	20.95	0.00	20.95	22/101 (b)
Whalley Educational Foundation	Room hire for September meeting	26.00	0.00	26.00	General Costs.
Altham Parish Council	Insight on SplDs	50.00	0.00	50.00	Sundry Expenses.
Parish Clerk	3 months expenses to 30/09/2022	292.60	0.00	292.60	Home Use/ Expenses.
Parish Clerk	3 months salary to 30/09/2022	1,872.00	0.00	1,872.00	Clerk Salary.
HMRC	3 months income tax and NI to 30/09/2022	477.78	0.00	477.78	HMRC Tax/NIC.
PM+M	Payroll services	33.30	5.55	27.75	General Admin.
Cllr. Chiappi	'Get Well' flowers for Jean Brown	54.50	0.00	54.50	Sundry Expenses.
Proludic	Spare parts for play equipment	182.28	30.38	151.90	Playing Field.
Oaklea Gardening	Maintenance Trafford Gardens (October) plus compost and plants for plot near Barrow sign.	101.25	0.00	101.25	Contract and 22/101 (b)
Totals		3,189.65	49.10	3,140.55	

22/133 CHRISTMAS PREPARATIONS

The Clerk submitted a report seeking members views and approvals for the Council's Christmas preparations.

Members are reminded that it has become a custom to purchase a Christmas tree from a local supplier, install it on Trafford Gardens and decorate it with Christmas lights. Members were also reminded that the lights in the trees at the Barrow Brook Trade Park small roundabout (which are permanently in situ.) will also be switched on.

It was noted that the lights were scheduled to be switched on from 25/26 November to 5/6 January and between the hours of 3pm. and 11pm.

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Approve up to £300 for the purchase of a Christmas tree for installation on Trafford Gardens.
3. To issue a newsletter in the new year.
4. Authorise the clerk to contact local volunteers (BAG) to inform them that the parish council would make a financial contribution and support any group that wished to hold a carol service.

22/134 TREE FELLING.

The Clerk submitted a report seeking a decision on the felling of trees.

Members were reminded that in April 2022 they commissioned a survey on the health of the trees on land owned by the Council. The Survey recommended that four trees should be felled (most had Ash die back), with one tree requiring urgent attention. Members were also reminded that any decision to fell trees should be considered alongside the Council's Tree Management Policy.

COSTS:

The clerk had received a quote from a local (Blackburn) arborist. The quote for felling one large Ash tree and remove all arisings and leaving the site clean and tidy was £2,000.

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Authorise the clerk to seek further quotes and report back to Council.

22/135 WHALLEY EDUCATIONAL FOUNDATION

The Clerk submitted a report asking members to consider a request by the Whalley Education Foundation to provide financial assistance. After discussing the request.

RESOLVED THAT COUNCIL:

Authorise the clerk to inform the Whalley Education Foundation that the Council would like to restate its commitment to help the Foundation in any way it could, but at the current time is unable to provide financial assistance. However, should the Foundation come close to achieving the necessary funds for carrying out the improvements at the Whalley Old Grammar School and Community Centre, it may reconsider its decision.

22/136 PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:
https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

22/137 WORKING GROUP UPDATE

The Chair of the Parishioner Consultation Working Group submitted a report updating members on the activities of the Group.

Members were reminded that at their meeting on 4 April 2022 they agreed to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and agreed to set up a Working Group that would consider how best to consult with parishioners. The first meeting of the Working Group was held on 28 July 2022 where the Group nominated Councillor E. Kinder as Chair.

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Request the Clerk to print additional questionnaires for issue to the residents of the Redrow estate and for distribution to customers of the Bay Horse Inn. (Note: Cllr Birtwhistle agreed to distribute the questionnaires to the Redrow residents.)
3. Authorise the Clerk to remove the requirement for the input of an email address on the online questionnaire.
4. Postpone the submission of a revised Action Plan until the January 2023 meeting.
5. Request Councillor Dewhurst to setup a Facebook page with links to the Council's website.

22/138 UPDATE FROM PREVIOUS MEETINGS

The Clerk submitted a report updating members on actions from previous meetings. In addition, members provided verbal updates on matters they had been involved with since the previous meeting and discussed actions going forward.

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Agree to provide £100 to Barrow Primary School to thank the children and teachers for helping with the design of a Barrow Parish crest.
3. Agree to purchase items to the value of up to £275 to commemorate Remembrance Sunday.

22/139 BARROW BROOK LODGE.

A parishioner raised issues regarding the lodge at Barrow Brook, including the state of the banking adjacent to Middle Lodge Road, and the concerns residents had that water could overflow the banking and flood the road during heavy rain, as had previously happened.

RESOLVED THAT COUNCIL:

1. Note the concerns of the parishioners.
2. Agree to liaise with LCC (who were scheduled to be on site within the next few days) and report back to the residents.

By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

22/140 BURIAL COMMITTEE

Members discussed the nomination of parish councillors to sit on the Burial Committee.

RESOLVED THAT COUNCIL:

1. As an interim provision, agree to send at least one councillor to Burial Committee meetings.
2. Agree that any new parish councillor will be the Council's nominee to the Burial Committee.

22/141 FUTURE MEETINGS

The next meeting will be held on January 30, 2023, starting at 6:30pm.

Signed by Chair:



Date:

05/12/22

Agenda Item 5

For Decision



Meeting Date: 05/12/2022

Title: **Finance Report to 29/11/2022**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

1. Approve the Report.
2. Approve the Schedule of Payments.

Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Minute Ref.
1	75283	Royal British Legion Industries	Unknown Tommy and Tommy signs	251.59	41.94	209.65	Paid	22/138 (3)
2	PCJ09	RBL Poppy Appeal	Wreath for Reembrance Sunday	25.00	0.00	25.00	Paid	Sundry Expenses
3	15586	C Ball Forestry	Fell Ash Tree at the rear of the playing field	480.00	80.00	400.00	21/12/22	22/134
4	JM2072	Whalley Education Foundation	Room hire for October Meeting	26.00	0.00	26.00	14/11/22	General admin.
Totals:				782.59	121.94	660.65		

Receipts for the period 1st April 2022 to 31st March 2023.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants		Sundry
04/04/2022	00204582	RVBC - 2022/23 precept	21,000	0.00	0.00	0.00	0.00	21,000
03/06/2022	Unity Bank	Balance as at 03/06/2022	0	0.00	0.00	0.00	100.00	100
15/09/2022	HMRC VTR	VAT Repayment	0	1,084.00	0.00	0.00	0.00	1,084
10/10/2022	accy049379	Concurrent Grant	0	0.00	915.00	0.00	0.00	915
14/10/2022	AP 2806765	Bio Diversity Grant from LCC	0.00	0.00	0.00	300.00	0.00	300
24/10/2022		Clr E. Kinder (duplicate payment)	0.00	0.00	0.00	0.00	40.16	40
01/11/2022		Oaklea Garden Services (duplicate payment)	0.00	0.00	0.00	0.00	101.25	101
Total:			21,000	1,084.00	915.00	300.00	241.41	23,540

Note:

Switch from Barclays Bank to Unity Trust Bank occurred 17/06/22 = £27,015.32
 Unity Trust bank had a balance of £100 on 16/06/22
 Unity Trust Balance after Switch = £27,115.32

Payments for the period 1st April 2022 to 31st March 2023

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses					Total
CHQ Stub	Bank Recon.	CHQ No.	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	VAT	Total
	01/04/22	DD	Easy Web					24.00						3.60	27.60
04/04/22	14/04/22	100232	LALC: Membership Subscription						319.41					-	319.41
04/04/22	14/04/22	100233	Oaklea Garden Services							56.25				-	56.25
04/04/22	11/04/22	100234	Clerk: Use of Home, Mileage and other expenses			144.30									144.30
		100235	Void												-
04/04/22		100236	HMRC		427.20										427.20
04/04/22	20/04/22	100237	PM+M Payroll Solutions				55.50							11.10	66.60
		100238	Void												-
12/04/22	19/04/22	100239	Clerk: 3 months salary	1,708.80											1,708.80
12/04/22	09/05/22	100240	Whalley Educational Foundation						65.00						65.00
12/04/22	04/05/22	100241	Purchase of bunting										39.55	7.90	47.45
12/04/22	25/04/22	100242	RVBC: lease of land at rear of Old Row Barrow									100.00			100.00
12/04/22	25/04/22	100243	RVBC: Ground Maintenance							346.80				69.36	416.16
		100244	Void												-
		100245	Void												-
		100246	Void												-
	03/05/22	DD	Easy Web					38.00						7.60	45.60
17/05/22	19/05/22	100247	Oaklea Garden Services:							56.25				-	56.25
17/05/22	20/05/22	100248	Joti Ltd: Jubilee Bench:									556.66		111.33	667.99
17/05/22	31/05/22	100249	Whalley Educational Foundation						26.00						26.00
17/05/22	23/05/22	100250	Stuart McGregor: Painting Barrow sign							44.00					44.00
17/05/22	25/05/22	100251	RVBC: Emptying bins on playing field								416.00			83.20	499.20
	01/06/22	DD	Easy Web					38.00						7.60	45.60
		100252	Void (mistake of amount on cheque)												-
01/06/22	15/06/22	100253	AER Accountants						200.00						200.00
01/06/22	17/06/22	100254	Mulberry Tree Management - Tree Assessment						150.00					30.00	180.00
01/06/22	22/06/22	100255	Notice Board Company									906.00		181.20	1,087.20
01/06/22	09/06/22	100256	Joti Ltd:Bench (Trafford Gardens Bench)									427.09		85.42	512.51

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses					
CHQ Stub	Bank Recon.	CHQ No.	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	VAT	Total
01/06/22	07/06/22	100257	Oaklea (Wheel barrow + plants at Barrow Sign)							66.10					66.10
01/06/22	07/06/22	100258	Oaklea Gardening (Improve Trafford Gardens)							600.00					600.00
01/06/22	08/07/22	100259	Cllr. E. Kinder (plants near Jubilee Bench)							46.98					46.98
01/06/22	12/08/22	100260	Parishoner Margaret Farrent (plants under N/B)							21.16					21.16
	30/06/22	UB	UB Service Charge				18.00								18.00
	01/07/22	DD	Easy Web					38.00						7.60	45.60
	01/07/22	UB	Three months Salary - Clerk	1,872.00											1,872.00
	07/07/22	UB	Cllr. E. Kinder (teak oil x 2 for new benches)							23.20					23.20
	20/07/22	UB	HMRC		477.78										477.78
	20/07/22	UB	Whalley Educational Foundation						52.00						52.00
	20/07/22	UB	Oaklea Gardening Services							56.25					56.25
	20/07/22	UB	Clerk (Purchase of Wooden Planter)									46.58		9.32	55.90
	20/07/22	UB	Clerk (Expenses for three months)			251.37									251.37
	22/07/22	UB	Sabden PC (cost of tarmac on playing fields)								1,420.00				1,420.00
	22/07/22	UB	PM+M Payroll Solutions (three months)				27.75							5.55	33.30
	22/07/22	UB	Sabden PC (Lenghtman Scheme)									1,500.00			1,500.00
	01/08/22	UB	Easy Web					38.00						7.60	45.60
	09/08/22	UB	Cllr. E Kinder (plants and sealer for planter)							40.16					40.16
	01/09/22	DD	Easy Web					38.00						7.60	45.60
	07/09/22	UB	Cllr. E Kinder (plants and sealer for planter)							40.16					40.16
	07/09/22	UB	Oaklea Gardening Services (July)							56.25					56.25
	07/09/22	UB	Oaklea Gardening Services (August)							56.25					56.25
	07/09/22	UB	Play Inspection Company								69.50			13.90	83.40
	27/09/22	UB	RVBC: Spider bin installation								347.57				347.57
	30/09/22	UB	Clerk: 3 months salary	1,872.00											1,872.00
	30/09/22	UB	UB Service Charge				18.00								18.00
	03/10/22	DD	Easy Web					43.00						8.60	51.60
	06/10/22	UB	Microsoft 365 Annual Subscription					49.99						10.00	59.99
	06/10/22	UB	Oaklea Gardening Services (September plus extras)							101.25					101.25
	17/10/22	UB	HMRC Cumbernauld		477.78										477.78

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses					
CHQ Stub	Bank Recon.	CHQ No.	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	VAT	Total
	01/11/22	DD	Easy Web					43.00						8.60	51.60
	01/11/22	UB	Purchasing 'Tommy's' Remembrance Sunday										209.65	41.94	251.59
	01/11/22	UB	Altham Parish Council										50.00		50.00
	01/11/22	UB	PM+M Payroll Solutions (three months)				27.75							5.55	33.30
	01/11/22	UB	Clerk: Use of Home, Mileage and other expenses			292.60									292.60
	01/11/22	UB	Whalley Educational Foundation						26.00						26.00
	01/11/22	UB	Cllr. E Kinder (plants)							20.95					20.95
	01/11/22	UB	Cllr. E Kinder (wooden planter x2)							19.00					19.00
	01/11/22	UB	Oaklea Gardening Services							56.25					56.25
	01/11/22	UB	Oaklea Gardening Services							101.25					101.25
	07/11/22	UB	Proludic (spare parts 1)								66.72			13.34	80.06
	07/11/22	UB	Proludic (spare parts 2)								85.18			17.04	102.22
	07/11/22	UB	Cllr. D. Chiappi (flowers for Jean Brown)										54.50		54.50
	28/11/22	UB	RBL PoppyAppeal										25.00		25.00
TOTALS				5,452.80	1,382.76	688.27	147.00	349.99	838.41	1,808.51	2,404.97	3,536.33	378.70	754.95	17,742.69

17,742.69

Summary of Receipts and Payments

	£
Balance brought forward at 1st April 2022:	12,384
Add total receipts to date:	23,540
Less total payments to date:	-17,742.69

Balance: 18,182.04

Unity Trust Bank Balance as at 29/11/22: 18,182.04

If these two figures are significantly different an explanation is required.

Comparisons as at 29/11/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME	£	£	£
RVBC Precept:	14,430	21,000	21,000
RVBC Grants:	1,111	0	915
HMRC VAT Refunds:	290	0	1,084
Sundry and Other Income:	113	0	541
	15,944	21,000	23,540
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	5,044	7,488	5,453
HMRC: Employers Tax and NIC:	64	1,950	1,383
Clerk expenses: Home use, mileage etc.	785	650	688
General Administration:	0	200	147
Website and email hosting, software/hardware:	216	600	350
General Costs - Insurance:	1,009	1,200	0
General Costs - Audit fees:	200	200	200
General Costs - Legal fees:	35	0	0
General Costs - Room hire etc:	25	200	319
General Costs - LALC Subscripton:	279	290	319
	7,657	12,778	8,859
Amenity Expenses:	£	£	£
General Maintenance: Parish lengthsman etc.:	1,500	1,500	1,500
Car park rental: RVBC	100	100	100
Car park - maintenance:	0	400	0
Playing field - improvements:	15	2,500	1,420
Playing field - inspections:	68	100	70
Playing field - maintenance:	1,404	400	152
Playing field - bin emptying RVBC:	398	500	764
Ground maintenance - grass cutting RVBC:	0	420	347
Trafford Gardens - ground maintenance:	0	700	983
Amenity capital spend (benches etc.):	0	700	1,936
General maintenance and improvement:	692	1,500	479
	4,177	8,820	7,750
Sundry Expenses:	£	£	£
Burial Committee precept:	145	145	0
Christmas trees, lights and bunting:	300	400	40
Remembrance Sunday - wreath etc:	25	25	235
Defibrillator costs:	10	200	0
Miscellaneous expenses:	0	200	105
	480	970	379
VAT on Expenses to be Reclaimed:	222	0	755
Total Expenditure:	12,536	22,568	17,742.69
SUMMARY:	£	£	£
Income:	15,944	21,000	23,540
Expenditure:	(12,536)	(22,568)	(17,743)
	3,408	(1,568)	5,798
BALANCE:	£	£	£
Balance brought forward at 1 April:	8,975	12,384	12,384
Add surplus / less deficit from year:	3,408	(1,568)	5,798
Balance carried forward:	12,384	10,816	18,181

Agenda Item 6

For Decision



Meeting Date:	5 December 2022
Title:	Draft Budgets for 2023-24
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To update members on the preparations for the 2023-24 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2023-24

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:

1. Allows the Council to set a precept for the following year.
2. Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
3. 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 23 December 2022. 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 2023-24.

4 The Budget:

The budget as shown in Appendix 1 has 8 columns which cover:

1. Categories of expenditure.
2. Budget for 2022-23 as prepared in 2021-22.
3. Actual expenditure for 2022-23 (April to November).
4. Forecast expenditure for 2022-23 (December to March)
5. Projected annual out-turn for 2022-23
6. Budget variance to projected annual out-turn for 2022-23
7. Proposed budget/expenditure for 2023-24 based on the continuation of existing services.
8. Rationale for the proposed expenditure is provided in the Comments column.

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 2021 (p38 5.31-5.33) in that they are maintained at between three and twelve-months Net Revenue 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 2023-24.

Agenda Item 6 - Appendix 1



Meeting Date: 05/12/2022

Title: **Draft Budget for 2023 -2024 v4**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To consider the Council's Draft Budget for 2023/24.

Recommendations:

See main report.

Potential Revenue 1st April 2023 to 31st March 2024.

Assumptions	Income Streams			Totals
	RVBC Precept	RVBC Grants	Other Grants	
Precept 2023/24	22,692			22,692
RVBC Concurrent Grant		652		652
Other grants			800	800
	22,692	652	800	24,144

Precept 2022/23 was £21,000

From LCC for Lengthsman Scheme and Bio Diversity Grant

Note regarding S106 expenditure:

In order for any payment to be made to the Council, Nicola Hopkins (RVBC) will need to seek approval from the RVBC Planning Committee.

In addition we will need to provide invoices for the work carried out, in line with the S106 extract (email from Sally at Redrow) that detailed the areas of improvement the Parish Council wished to pursue at the time.

Expenditure 1st April 2022 to 31st March 2023.

version 4.0 29/11/22 (MH)

Administration Expenses		2022-23 Budget	2022-23 Apr-Nov Actual	Forecast 2022-23				2022-23 Projected Total	Variance vs Budget	2023-2024 Proposed Budget
				Dec	Jan-23	Feb	Mar			
1	Clerk: Salary.	7,488.00	5,453.00	1,872.00	0.00	0.00	1,872.00	9,197.00	-1,709.00	9,735
2	HMRC: Employers Income Tax and NI.	1,950.00	1,383.00	0.00	478.00	0.00	0.00	1,861.00	89.00	1,960
3	Clerk expenses: Home use and mileage etc.	650.00	688.00	250.00	0.00	0.00	250.00	1,188.00	-538.00	1,200
4	General Admin.: Bank and payroll charges.	200.00	147.00	51.30	18.00	18.00	51.30	285.60	-85.60	300
5	Website & email, hosting, hardware and software	600.00	350.00	43.00	43.00	43.00	43.00	522.00	78.00	1,250
6	Other costs: Insurance	1,200.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00	0.00	1,200
7	Other: Audit, LALC, room hire and legal fees	690.00	838.00	26.00	426.00	26.00	26.00	1,342.00	-652.00	900
SUB TOTAL		12,778.00	8,859.00	2,242.30	965.00	87.00	3,442.30	15,595.60	-2,817.60	16,545

Comments
4% increase in salary
Purchase new laptop
Assumes 6 meetings and limited legal fees

Amenity Expenses		2022-23 Budget	2022-23 Apr-Nov Actual	Forecast 2022-23				2022-23 Projected Total	Variance vs Budget	2023-2024 Proposed Budget
				Dec	Jan-23	Feb	Mar			
20	General Maintenance: Parish Lengthsman	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500
21	Car park rental: RVBC	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00	100
22	Car park: Maintenance	400.00	0.00	400.00	0.00	0.00	0.00	400.00	0.00	500
23	Playing field: Improvements	2,500.00	1,420.00	0.00	0.00	0.00	0.00	1,420.00	1,080.00	0
24	Playing field equipment: Inspection	100.00	70.00	0.00	0.00	0.00	0.00	70.00	30.00	80
25	Playing field equipment: Maintenance	400.00	152.00	0.00	0.00	0.00	0.00	152.00	248.00	150
26	Playing fields: Bin emptying (RVBC)	500.00	764.00	0.00	0.00	0.00	0.00	764.00	-264.00	425
27	Grounds maintenance: Grass cutting (RVBC)	420.00	347.00	0.00	0.00	0.00	0.00	347.00	73.00	360
28	Trafford Gardens: Ground Maintenance	700.00	983.00	56.25	56.25	56.25	256.25	1,408.00	-708.00	0
29	Amenity Capital Spend	700.00	1,936.00	0.00	0.00	150.00	0.00	2,086.00	-1,386.00	1,000
30	General maintenance and improvements	1,500.00	479.00	0.00	0.00	0.00	0.00	479.00	1,021.00	0
SUB TOTAL		8,820.00	7,751.00	456.25	56.25	206.25	256.25	8,726.00	94.00	4,115

Comments
Assume we will re-fill potholes
Purchase new benches and tables will come from S106 monies
Assume small increase in charges from RVBC
Assume small increase in charges from RVBC
Further improvements to Trafford Gardens will come from S106 monies
Memorial stone, CCTV, SpiDS
Behind car park and Woodland path will come from S106 monies

Sundry Expenses		2022-23 Budget	2022-23 Apr-Nov Actual	Forecast 2022-23				2022-23 Projected Total	Variance vs Budget	2023-2024 Proposed Budget
				Dec	Jan-23	Feb	Mar			
40	Burial Committee	145.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	0
41	Christmas tree, lights and bunting.	400.00	40.00	0.00	250.00	0.00	0.00	290.00	110.00	350
42	Remembrance Sunday: Wreath etc.	25.00	0.00	25.00	0.00	0.00	0.00	25.00	0.00	30
43	Defibrillator	200.00	0.00	0.00	0.00	250.00	0.00	250.00	-50.00	0
45	Micellaneous expenditure	200.00	105.00	0.00	0.00	0.00	0.00	105.00	95.00	200
SUB TOTAL		970.00	145.00	25.00	250.00	250.00	0.00	670.00	300.00	580

Comments
New constitution will remove any precept
Assumes bunting for King's coronation
Assumes new pads for both defibs. From S106 monies

TOTALS		2022-23 Budget	2022-23 Apr-Nov Actual Spend	Dec	Jan-23	Feb	Mar	2022-23 Projected Spend	Variance vs Budget	2023-2024 Proposed Budget
		22,568.00	16,755.00	2,723.55	1,271.25	543.25	3,698.55	24,991.60	-2,423.60	21,240

Comments

Summary	2022/23
Income:	23,540
Projected Spend:	24,992
Expected Variance:	-1,452

Proposed Precept	
Expected Variance 2022/23:	-1,452
Proposed Spend 2023/24:	-21,240
Total:	-22,692

Previous Year's Precepts				
Year	Tax Base	Band D Tax £	% 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%	9,572
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
Proposed Precept: 2023/24	773	29.36	2.5%	22,692

Proposed Precept:

Figure provided by RVBC.

Agenda Item 7

For Decision



Meeting Date:	5 December 2022
Title:	General Privacy Notice
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to approve a revised and updated General Privacy Policy.

2 Introduction:

Members will be aware that Barrow Parish Council holds personal data about employees, residents, suppliers, and other individuals for a variety of Council purposes. Indeed, when a person contacts the Parish Council they usually provide personal information in order that the Council can deal with any enquiry. Members will also be aware that the Council is required to process all personal data lawfully, fairly and in a transparent manner.

Appendix 1 sets out the Council's updated and revised General Privacy Notice which explains how the Council will comply with its obligations.

3 Members are recommended:

To approve the Council's updated General Privacy Notice as set out in Appendix 1 to this report.



For Information

Privacy Notice

Adopted: 05/12/2022

Chairman: Cllr. L Street

Minute Ref.: xxxx

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

1. Barrow Parish Council's (the Council) right to process information:

The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1); (a) (b) and (e).

- a. Processing is with consent of the data subject.
- b. Processing is necessary for compliance with a legal obligation.
- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

2. When you contact the Council:

When you contact the Council, the information you provide such as name, address, email address, phone number and organisation will be processed and stored to enable the Council to contact you, respond to your correspondence and provide information to access the Council's facilities and services. Your personal information will not be shared or provided to any third party without your prior permission.

3. Information Security:

The Council has a duty to ensure the security of personal data. The Council will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and the Council's Policies; copies of these policies can be requested and are available on the Council's website.

The Council will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council at any time.

4. Children (Under 18):

The Council will not process any data relating to a child without the express parental/guardian consent of the child concerned.

5. You can contact the Council's Data Protection Officer for the following reasons:

5.1 Access to information.

You have the right to request access to the information the Council holds on you.

5.2 Information correction.

If you believe that the information the Council holds about you is incorrect, you may contact the Council to update it and keep your data accurate.

5.3 Information deletion.

If you wish the Council to delete information about you.

5.4 Right to object.

If you believe your data is not being processed for the purpose it was collected.

5.5 Rights related to automated decision making and profiling.

The Council does not use any form of automated decision making or the profiling of individual personal data.

6. In Summary:

In accordance with the law, the Council will only collect information that is necessary for correspondence and service provision.

The Council:

- Does not use profiling.
- Does not sell or pass your data to third parties.
- Does not use your data for purposes other than those specified.
- Will make sure your data is stored securely.
- Will delete all information deemed to be no longer necessary.
- Will constantly review its Privacy Policies to keep them up to date in protecting your data. Note that you can request a copy of the Council's policies at any time.

7. Complaints:

If you have a complaint regarding the way your personal data has been processed, please contact the Council's Data Information Officer; clerk@barrowparishcouncil.org.uk or the Information Commissioners Office:

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

Telephone: 0303 123 1113

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Agenda Item 8

For Decision



Meeting Date:	5 December 2022
Title:	Barrow Action Group Fund
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider a request by the Barrow Action Group Fund

2 Introduction:

The Trustees of the Barrow Action Group Fund (Councillors Chiappi and Kinder) have received a request from the Barrow Action Group to see if Barrow Parish Council would be willing to accept their current funds (over £10,000) as a charitable donation. The request is made with the following provisos:

- a. That the donated funds are ring-fenced, in that they can only be used to improve the parish amenity.
- b. That suggestions made by the Chair of the Action Group (currently Karen Heyworth) on how to spend the donated funds (subject to point a above) be considered favourably by the Council.

3 Members are recommended:

To consider the request.

Agenda Item 9

For Decision



Meeting Date:	5 December 2022
Title:	Girl Guides
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider a request by Whalley Girl Guides.

2 Introduction:

The Clerk has received an approach from the Leader of the 2nd Whalley Girl Guides for a contribution towards the cost of a trip they are organising.

The Girl Guides are a volunteer led community group and have 20 girls aged between 10 and 13 years and are organising a trip to London in February 2023. The trip will include a visit to the Houses of Parliament along with various Girl Guiding activities.

3 Background:

The Leader of the Group and three of the girls live in Barrow and four currently attend Barrow Primary School. Currently there are no Rainbows, Brownies, or Guides groups in Barrow. The nearest group is the one in Whalley, hence 'Barrow Guides' attend the Whalley Group, who meet weekly at the Methodist church.

4 Members are recommended:

To consider the request.

Agenda Item 11

For Information



Meeting:	5 December 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of the planning applications relating to Barrow received by Ribble Valley Borough since the last Committee Meeting.

2. Applications since the last Committee Meeting:

Members are reminded that the weekly 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

- 25 November: See below:

3/2022/1006	Prior notification for the installation a	Development Description:	Grid Reference
DATE VALID: 16/11/2022	Development Address: Total Food Services Ltd North Road Barrow BB7 9QZ	Installation of roof mounted PV panels to produce clean electricity to support business operation at the property. System Size: AC - 150kW.	373947 438343
Officer:	Stephen Kilmartin 01200 425111		

- 18 November: None
- 11 November: See below:

3/2022/1041	Certificate of Lawfulness - Proposed	Development Description:	Grid Reference
DATE VALID: 04/11/2022	Development Address: 1 Ash Close Barrow BB7 9FF	Certificate of Lawfulness for a proposed single storey rear extension.	373792 438038
Officer:	Sarah Heppell 01200 425111		

- 4 November: None
- 28 October: None
- 21 October: None

3. Members are recommended:

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

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