

Annual Meeting of the Parish Council – Draft Minutes

Date:	22 May 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook, K. Heyworth, L. Street, D. Chiappi and E. Kinder		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle and County Councillor G. Mirfin. PCSOs Ailsa Gill and Frazer Pearce, and three members of the public.		
Meeting started:	18:30	Meeting closed:	19:00

Minute Reference 240522/AMPC/

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Crook was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Street was elected Vice Chair for the next 12 months.

3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.

The Chair signed the Declaration.

4. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

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

There were no declarations of interest.

6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 15 MAY 2023.

The minutes were approved and signed by Cllr. Crook who chaired the 15 May 2023 meeting.

7. PUBLIC PARTICIPATION.

The Chair welcomed PCSO Ailsa Gill and officer Frazer Pearce and thanked them for taking the time to attend the meeting. Ailsa updated members on road safety measures and the Road Watch Scheme and provided the latest crime figures, which included two antisocial incidents, four suspicious events, two vehicle crimes and a burglary.

8. EXTERNAL AUDIT MATTERS:

8.1. APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.

The Financial Statements to 31 March 2024 were approved.

8.2. TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.

The Chair signed Section 1.

8.3. TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.

The Chair signed Section 2.

9. APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES:

9.1. TO APPOINT AN AUDITOR FOR 2025/2026 AND 2026/2027.

Members agreed to re-appoint Alan Rogers FCA if available, if not available to appoint Diane Harvey.
Post meeting note: Alan Rogers is no longer available.

9.2. TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.

Members agreed that Cllrs. Kinder and Heworth would represent to Council at the PCLM.

9.3. LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.

Members agreed that Cllrs. Birtwhistle and Street would carry out this task.

9.4. COORDINATION OF PLANNING COMMENTS.

Members agreed that the Clerk would carry out this task.

9.5. MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Cllrs. Kinder and Heworth would liaise and monitor all aspects of the Scheme.

9.6. ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING - REPORTING DEFECRS ETC.

Members agreed that Cllr. Birtwhistle and the Clerk would carry out this task.

9.7. ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW) - REPORTING DEFECTS ETC.

Members agreed that Cllrs. Street and Birtwhistle would carry out these tasks.

9.8. COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that Cllr. Crook would carry out the liaison activities.

9.9. REMEMBRANCE SUNDAY.

Members agreed that the arrangements for the event would be carried out by the Clerk.

9.10. DEFIBRILLATOR ROUTINE CHECKS.

Members agreed that the Clerk would ask Gordon Fishlock if he is willing to continue to carry out this task.

9.11. CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.

This includes maintaining and improving Trafford Gardens and the Playing Fields, arranging litter picks, and trimming of overhanging branches, cleaning road signs, street name signs, lower-level streetlights, purchase, and disposal of the Christmas tree and arrange for Christmas lights. Maintain and improve the car park and associated land and maintain and improve 'unadopted' small plots of land.

Members agreed that the above tasks would be carried out by all Councillors.

OTHER ACTIVITIES:

The Clerk agreed to be the Council's representative on the Road Safety Working Group.

Members were reminded that the Parish Council:

- Employ a Lengthsman and a gardener and pay RVBC to cut the grass at Trafford Gardens and on the Playing Fields.
- Representative to the Whalley Educational Foundation is former councillor J. Strong and that nominations are for a three year-term to be renewed in 2026/27.
- Representatives to the Whalley, Wiswell and Barrow Joint Burial Committee, (sub-committee of Whalley Parish Council) are Cllrs. K. Heyworth and D. Chiappi and that nominations are for a three year-term to be renewed for 2026/27.

10. REVIEW THE COUNCIL'S POLICIES, PROCEDURES REGISTERS AND REGULATIONS.

Members reviewed all documents and agreed to review them in detail through the course of the next 12 months.

11. APPROVE MEETING DATES FOR 2024 AND 2025.

Members agreed to increase the frequency of Council meetings to one per month. An 'Interim' Council Meeting would be introduced, this 'Interim' meeting would only consider the transfer of ownership of the Woodland Path from Roland Homes and the transfer of ownership of 23-25 Old Row from LNT.

The following dates for the 'Ordinary' Parish Council Meeting were approved:

2024: 22 July, 23 September, 18 November. **2025:** 13 January, 17 March and 19 May.

The first meeting of the 'Interim' Parish Council was agreed as **Monday 24 June 2024.**

All meetings would start at 18:30 and continue to be held at Whalley Old Grammar School, Whalley.

Signed.

Date.