



## Parish Council Meeting Minutes

<b>Date:</b>	21 July 2025		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L Street (Chair), D Chiappi, E Kinder, K Heyworth		
<b>In attendance:</b>	Clerk to the Council S Dent and 1 member of the public. James from EasyWebsites present for part of the meeting to install new email addresses on Councillors' and Clerk's devices		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:30

### 1. APOLOGIES FOR ABSENCE.

Cllr. L Crook.

### 2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 2 JUNE 2025 AND THE COUNCIL EXTRAORDINARY MEETING HELD ON 24 JUNE 2025

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

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

None declared.

### 4. PUBLIC PARTICIPATION

Deferred to village hall update session.

### 5. FINANCE REPORT

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

#### RESOLVED THAT COUNCIL:

- Approved the accounts, payments and reconciliation.

### 6. PLANNING REPORT

Report of the Clerk provided to consider planning matters since previous meeting. There were no planning matters for comment.

### 7. UPDATE ON VILLAGE HALL DEVELOPMENT (22, 23-25 OLD ROW)

Cllr Street gave a verbal update on progress with the Village Hall development. Some minor snagging works have been listed and will be carried out in conjunction with installation of the lift in September. Three quotes

have been sought for the external groundworks, not yet received. Council to agree process for review and selection of a contractor for the groundworks, which needs to be done before the next formal PC meeting. Proposed to delegate authority to the Village Hall Operational Planning Committee to progress the selection and appointment of a contractor within the already agreed budget to avoid any delays with getting this work done.

**RESOLVED THAT COUNCIL:**

- Agreed that the Village Hall Operational Planning Committee progress the review of tenders and selection of a contractor once tenders are received.

**8. VILLAGE HALL OPERATIONAL PLANNING COMMITTEE – TERMS OF REFERENCE**

The Clerk provided a draft ToR for the new Village Hall Operational Planning Committee, proposing it has delegated powers under Section 102 of the Local Government Act 1972. This will enable ongoing operational set up of the village hall, within Council agreed budgets, to ensure target deadlines can be achieved.

**RESOLVED THAT COUNCIL:**

- a) Approve and adopt the Village Hall Operational Planning Committee Terms of Reference.

**9. VILLAGE HALL CHARITY – TRUST AGREEMENT & DRAFT GRANT AGREEMENT**

The Clerk provided a draft Trust Agreement for the formation of a charity to run and manage the village hall. The Clerk provided a draft Grant Agreement, proposing a small start-up grant of £3,000 be made to the Trust to cover Village Hall operating costs until regular income is established. This spend falls under S137 of the Local Government Act 1972 for expenditure which *'is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants'* and is well within the permitted spend rate of £11.10 per electorate for 2025/6.

**RESOLVED THAT COUNCIL:**

- Approve and sign the Trust Deed and instruct the Clerk to progress registration with Charities Commission and keep the Village Hall Operational Planning Committee updated.
- Agrees to make a grant of £3,000 to the newly established Barrow Village Hall Trust to assist with initial start-up and operational costs, and that the Clerk be authorised to execute a Grant Agreement with the Charity and arrange for transfer of funds once the Trust's bank account is open.

**10. TRANSFER OF WEBSITE & EMAILS TO GOV.UK ADDRESS**

EasyWebsites attended the meeting, as arranged in advance, to install the new email addresses on Councillors' and Clerk's devices. This ensures the PC is compliant with the new Assertion 10 directive which will be a mandatory requirement for the 2025/6 AGAR.

**11. BARROW STONE INSTALLATION, TRAFFORD GARDENS**

Cllrs. Chiappi and Kinder updated that the 'Barrow' stone is organised to be installed between the benches as the ground is suitably flat and stable at that location.

**12. COUNCILLOR REPORTS**

None.

## PART 2 ITEMS for DECISION/DISCUSSION

Council voted to move to Part 2 items and members of the public left.

### 13. PLAY EQUIPMENT INSPECTIONS

The Clerk provided a report on play equipment condition with recommendation that the Council:

1. Seek costs for repair/replacement of the faulty Hip Hop see-saw
2. Approve the more robust inspections process outlined in item 4 points 1 & 2 of the report
3. Review the budget for maintaining play equipment and repairing/replacing the Hip Hop as suggested in item 4 point 3 of the report

#### **RESOLVED THAT COUNCIL:**

- Agree all recommendations made and instruct the Clerk to commission an immediate playground inspection and action items 1, 2 and 3 above.

#### ***S Dent***

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

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#### **Future Council Meetings:**

**2025:** 22 September, 17 November

**2026:** 19 January, 16 March, 18 May

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