



## Parish Council Meeting Minutes

<b>Date:</b>	17 November 2025	
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.	
<b>Present:</b>	Councillors: L Street (Chair), L Crook, E Kinder, K Heyworth, D Chiappi	
<b>In attendance:</b>	Clerk to the Council S Dent and 3 members of the public.	
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b> 20:30

### 1. APOLOGIES FOR ABSENCE.

None.

### 2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 22 SEPTEMBER 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 new specific planning matters for comment.

#### RESOLVED THAT COUNCIL:

- Will respond to all applications it is specifically asked to comment on, including where there are no objections.

## 7. DEFIBRILLATORS – CONSUMABLES REQUIRED

The Clerk advised one set of defibrillator pads was due to expire end November and another at the end of January. The third set is good until end April 2026. All batteries are fine.

### RESOLVED THAT COUNCIL:

- Agreed the Clerk purchase replacement pads for the two defibrillators expiring in November and January.

## 8. VILLAGE HALL

The Clerk provided a report on progress with operational planning for information and to approve a change of planned governance structure from Charitable Trust to Charitable Incorporated Organisation (CIO) based on advice from Community Futures (local ACRE representatives). A draft CIO Constitution for the charity, Barrow (Lancashire) Village Hall, was provided by the Clerk. This had been drawn up using the Charities Commission template and with guidance from Community Futures.

Cllr Street updated verbally on general minor snagging works and some additional external works to make the outdoor shed safe. A final retention of 2.5% for the main contractors will be held back until March to ensure no further snagging is required.

General discussion around white goods still required. As spend is under budget in other areas, due to savings with donated items, there is budget left to purchase a cooker and dishwasher for the main kitchen and bottle cooler fridges and a glasswasher for the bar area.

The village hall charity will need its own bank account to more easily separate its finances from the PC. The simplest route is to open a second account with Unity Bank as the authorisation mandate will be the same as for the PC account.

Discussion around planned opening events on 3<sup>rd</sup> and 6<sup>th</sup> December and a planned Christmas Drop-in event on 16<sup>th</sup>, for which the Clerk had submitted a request to RVBC for a Christmas Lunch Club Grant. Funding for drinks and food for all three events is required from PC funds. The Village Hall Committee will meet on 24<sup>th</sup> November to plan the events for 3<sup>rd</sup> and 6<sup>th</sup> December.

### RESOLVED THAT COUNCIL:

- Agreed to adopt the CIO Constitution for the Village Hall charity and lodge this with the Charities Commission. Cllr. Street moved to motion and Cllr. Crook seconded this.
- Agreed to purchase lockable bottle cooler units and glasswasher for Bar Area
- Instructed the Clerk to open a second bank account with Unity Bank for the village hall
- Agreed the £3k grant to the village hall previously approved will be transferred to the new account. The grant agreement stipulates that any unused funds after 12 months will return to the PC.
- Agreed budgets of £150 for the event on 3<sup>rd</sup> December for RVBC officers; £400 for the public opening event on 6<sup>th</sup> December; and a top-up to a maximum of £300 for the Christmas drop-in event on 16<sup>th</sup> December if needed.

## 9. CHRISTMAS TREE & LIGHTS 2025

The tree has been ordered and will be installed by the supplier. The on/off timings of lights have been agreed with the electric supplier on the same basis as for 2024.

## **10. RVBC LUNCH CLUB FUND CHRISTMAS 2025**

Item discussed under 8. Village Hall. The Clerk submitted a request to RVBC for a grant from this fund. Two local volunteers are working with the Clerk to organise this event. Barrow Primary School has agreed that a group of children will attend and perform Christmas Carols. As the outcome of the grant application is unknown, the PC approved a budget for the event if needed (see Item 8 above).

## **11. COUNCILLOR VACANCY**

Cllr. Chiappi formally resigned on 10<sup>th</sup> November, due to other commitments needing her time. Whilst she had been willing to give notice for this, to help with the upcoming events to open the village hall, RVBC advised that resignations are immediate. In accordance with Section 87 (2) of the Local Government Act 1972, the Clerk posted a casual vacancy notification on the public noticeboard on 14<sup>th</sup> November. This allows 14 days for at least 10 residents to call an election. If 10 requests are not received, the PC can then start the co-option process. The Chair thanked Cllr. Chiappi for her longstanding and valuable contribution to the PC.

## **12. AGAR CONCLUSION & MATTERS ARISING**

The Clerk gave a verbal update on the conclusion of the 2024-25 Audit. The PC passed the audit, apart from one 'except for' item which relates to the Risk & Asset Register not having been updated during the year. The Council had delayed updating the register until the village hall was complete as it and all contents purchased will need adding. The Clerk will add a Risk & Asset Register review to the January PC meeting. The Clerk advised that the UKSPF grant funding had significantly increased the cost of the audit and this would also be the case for the 2025-26 audit. The Clerk will add the expected increased audit fee to the 2025-6 budget.

## **13. COUNCILLOR REPORTS**

None.

### ***S Dent***

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### **Future Council Meetings:**

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

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