



## Parish Council Meeting Minutes

<b>Date:</b>	2 June 2025		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L Street (Chair), L Crook, D Chiappi, E Kinder		
<b>In attendance:</b>	Clerk to the Council S Dent and 3 members of the public.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	20:00

### 1. APOLOGIES FOR ABSENCE.

Cllr. Karen Heyworth.

### 2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 17 MARCH 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 was 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. It was proposed that as a detailed budget for RHS building works has previously been approved by the Parish Council, spending decisions on each item do not need to be brought to meetings for approval, unless any item exceeds the agreed budget. This will prevent any delays to building works between Council meetings.

Development works are on track against Phase 2 budget and savings have been made on the Phase 3 budget. The disabled lift is being ordered this week and has a 12-week lead time.

**RESOLVED THAT COUNCIL:**

- Authorise advance approval of payments to RHS in line with previously agreed budgets for Phases 2 and 3.

**8. UPDATE ON VILLAGE HALL OPERATIONAL PLANNING**

The Clerk provided a brief verbal report on progress with operational planning and potential governance structures. It was proposed to hold an extraordinary meeting to discuss governance planning in detail as a charity structure needs to be set up before the development works are complete and the building formally handed to the Parish Council.

**RESOLVED THAT COUNCIL:**

- a) Instruct the Clerk to explore governance options and timescales.
- b) Hold an extraordinary meeting to discuss and decide on which governance structure the Parish Council wishes to adopt.

**9. PARISH COUNCIL DOMAIN & EMAILS**

The Clerk provided a brief verbal report for information and decision. Parish Councils are recommended to move to a gov.uk domain and email address and it is likely this will become a formal requirement at some point in the near future. The PC's current website and email provider has provided detail on the cost and process for this which would increase the monthly payment by £5. Cllr Street's email box has reached capacity because of the volume of large files received and needs to be expanded.

**RESOLVED THAT COUNCIL:**

- Instruct the Clerk to confirm with EasyWebsites that the additional £5/month fee is the only cost involved and, if so, proceed with transferring to gov.uk addresses.
- Instruct the Clerk to explore the cost of increasing Cllr. Street's email capacity and proceed if reasonable.

**10. BAY HORSE & PLAYING FIELD CCTV**

Report of the Clerk provided outlining the state of CCTV on both sites for information and decision as the contract with ITUS is due for renewal. The playing field CCTV is regularly out of order and does not provide good footage when working due to a combination of weather conditions and the location of a boiler extract flue at the site. The CCTV in the Bay Horse provides good quality footage, front and back of the pub, but doesn't cover the village hall area, which will need coverage. Footage is stored on the main unit in the pub but the connection to the mobile app on the Clerk's phone regularly fails and can only be reinstated by calling the engineers to the main unit for a reset, which is disruptive as it is the landlord's home. There is a budget allocation in the village hall development costings for CCTV for the building.

**RESOLVED THAT COUNCIL:**

- Agreed to remove the playing field CCTV and cancel the SIM card attached to that unit
- Agreed to ask ITUS to quote for a system for the Village Hall, including exploring whether we can move the existing equipment from the Bay Horse or whether we need a new system and can offer the current one to the Bay Horse for their own use.

#### **11. MIDDLESRAW HILLS CARE HOME – REQUEST TO INSTALL SIGNAGE**

Report of the Clerk provided outlining a request from the new care home to install permanent signage on the side of the Village Hall building to help direct visitors to their site. The request was discussed by Councillors who unanimously agreed that as the Parish Council has not yet decided on its own marketing for the building it cannot make a decision at this time.

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

- Instruct the Clerk to respond to Middleshaw Hills Care Home and deny the request.

#### **12. ANNUAL PLAYGROUND INSPECTION**

The Clerk informed the Council that the formal annual playground inspection is due and provided a quote received for this from the company who carried out last year's inspection.

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

- Approved the Clerk to instruct The Play Inspection Co to go ahead with the inspection.

#### **13. AGREE LENGTHSMAN DUTIES**

Cllr Street gave a verbal report on the need to agree lengthsman duties for the coming months as some additional works are required. Wooden benches on the playing field need cleaning and painting/varnishing, the plastic benches are in good order. Agreed to leave the football nets off for now as the grass on the repaired areas is regrowing. The gate needs looking at and possibly could be repaired. Cllr Street will ask the RHS joiner to check out what is needed.

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

- Instruct the lengthsman on wooden bench works required and not to reinstall football nets yet.
- Ask RHS joiner to assess repair requirements for the entrance gate

#### **14. UPDATE ON WOODLAND PATH**

No further update received on legal progress with the Woodland Path. There is a concern that chasing our solicitors on the issue could incur unnecessary costs if there has still been no progress as the delay is coming from the other party's legal team.

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

- Not chase on this issue for now but to revisit at a future meeting.

#### **15. 'BARROW' STONE INSTALLATION, TRAFFORD GARDENS - UPDATE**

Cllrs Chiappi and Kinder have organised for the stone to be installed and the Parish Council needs to agree an exact location. Cllrs Kinder, Chiappi and Street will liaise with Ribble Valley Stone Masonry to clarify where it can be placed.

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

- Agree an exact location and confirm with RV Stone Masonry this will be a feasible spot

#### **16. COUNCILLOR REPORTS**

None.

## PART 2 ITEMS for DECISION/DISCUSSION

Council voted to move to Part 2 items and members of the public left. The Clerk left the meeting temporarily for this discussion item.

### 17. STAFFING MATTERS – CLERK’S HOURS

Cllr Street provided a verbal report on the additional and unpaid hours currently being worked by the Clerk on the village hall development which average at around five per week. This is likely to continue to be the case until the development is complete. Proposed that the Clerk’s hours be increased by up to five per week for the next three months for ‘project officer’ activity and claimed against the UKSPF funding.

#### RESOLVED THAT COUNCIL:

- Agree to increase the Clerk’s hours by up to five per week for the next three months (June-Aug inclusive) to cover the additional duties as ‘project officer’ on the UKSPF village hall development
- Review Clerk’s hours again in August

#### **S Dent**

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

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

**2025:** 21 July, 22 September, 17 November

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

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