



## Annual Meeting of the Parish Council - Minutes

<b>Date:</b>	15 May 2023		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L. Street (Chair), L. Crook, D. Chiappi E. Kinder, and former councillor S. McGregor.		
<b>In attendance:</b>	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, and a Barrow parishioner.		
<b>Meeting started:</b>	18:20	<b>Meeting closed:</b>	19:10

Minute Reference 230515/AM/

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

Councillor L. Crook was elected Chair for the next 12 months.

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

Councillor D. Chiappi was elected Vice Chair for the next 12 months.

**3. FOR CHAIR AND VICE CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORMS.**

Councillors Crook and Chiappi signed the appropriate forms.

*Post meeting note: The Clerk has submitted the forms to RVBC.*

**4. APOLOGIES FOR ABSENCE.**

Apologies were received from Councillor K. Heyworth.

**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 HELD ON 30 MAY 2022.**

The minutes were approved and signed by Councillor L. Street who Chaired the meeting held on the 30 May 2022.

**7. ACCEPTANCE OF OFFICE AND NOTIFICATION OF MEMBERS DISCLOSABLE PECUNIARY INTEREST.**

All Councillors signed the appropriate forms. Note that Cllr. K. Heyworth had signed the forms prior to the meeting.

*Post meeting note: The Clerk has submitted all forms to RVBC.*

**8. PUBLIC PARTICIPATION.**

There was no additional public participation (see 15/05/23 Parish Meeting Minutes.)

**9. EXTERNAL AUDIT MATTERS:**

**9.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2023.**

The Financial Statements to 31 March 2023 were approved.

**9.2 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2022/2023.**

The Chair signed Section 1.

**9.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2022/2023.**

The Chair signed Section 2.

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**10. APPOINTMENTS AND OTHER PARISH ACTIVITIES:**

**10.1 TO APPOINT AN AUDITOR FOR 2023/2024 AND 2024/2025.**

Members authorised the Clerk to seek additional quotations.

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

Members agreed that Councillors L. Crook and E. Kinder would attend the meetings.

**10.3 TO APPOINT A REPRESENTATIVE TO WHALLEY EDUCATIONAL FOUNDATION.**

Members agreed that the Clerk would ask J. Strong if he would continue to be the Council's representative.

**10.4 TO APPOINT TWO REPRESENTATIVES TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE. (FUTURE SUB-COMMITTEE OF WHALLEY PARISH COUNCIL).**

Councillor K. Heyworth was appointed as Barrow representative from when the new arrangements are in place. One place remains vacant.

**10.5 LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.**

Members agreed that Councillors L. Street and D. Birtwhistle would carry out this task.

**10.6 PLANNING: COORDINATION OF COMMENTS AND 'EXPERT' INPUT.**

Members agreed that the Clerk would continue to carry out this task.

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

Members agreed that the Clerk would continue to liaise and monitor all aspects of the Lengthsman Scheme.

**10.8 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.**

Members agreed that Borough Councillor D. Birtwhistle and the Clerk would continue to carry out this task. Members also encouraged residents to use the 'Love Clean Streets' app. and report defects themselves.

**10.9 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.**

Members agreed that Borough Councillor D. Birtwhistle would continue to carry out this task.

**10.10 COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.**

Members agreed that the Cllr. L Crook and the Clerk would continue to carry out this task.

**10.11 REMEMBRANCE SUNDAY.**

Members agreed that the Clerk would continue to carry out this task.

**10.12 DEFIBRILLATOR ROUTINE CHECKS.**

Members agreed that Gordon Fishlock would be asked if he is willing to carry out these checks.

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

*Maintain and improve 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 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 these tasks be undertaken by Borough Councillor D. Birtwhistle, the Clerk, and councillors Chiappi and Kinder.

Members also authorised the Clerk to contact the Lengthsman regarding improving the Playing Field football pitches.

**11. APPROVE MEETING DATES FOR 2023 AND 2024.**

The following dates were approved.

2023: 17 July, 18 September, 13 November.

2024: 8 January, 11 March and 13 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School, Whalley, Clitheroe.

Signed. *Lucy Crook*

Date. 22 May 2024

A signed copy is on file.