



Parish Council Meeting – Draft Minutes

Date:	22 May 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth, L. Street, D. Chiappi and E Kinder.		
In attendance:	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin.		
Meeting started:	18:30		Meeting closed: 20:05

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1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2024

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

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

Public participation took place at the Annual Parish Meeting and the Annual Meeting of the Parish Council both of which preceded this meeting.

5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- c. Approve Schedule of Payments as set out in the Table a below:

Table a:

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	BPC/8March/24	Stuart Greenwood (March 2024)	Garden Services	70.00	0.00	70.00	Paid	Amenity Exp.
2		Watson Ramsbottom Solicitors	Payment on Account 23-25 Old Row	500.00	0.00	500.00	Paid	Old Row
3	153887	Easyweb (DD)	Payroll services	33.30	5.55	27.75	Paid	Admin. Exp.
4	BPC 01-2024	Clerk	Three months expenses to end of March 2024	145.75	0.00	145.75	Paid	Admin. Exp.
5	BPC/8March/24	S. Greenwood Garden (Plants and Compost)	Plants and Compost	120.40	0.00	120.40	Paid	Amenity Exp.
6	JM2564	Whalley Education Foundation (March 2024)	Meeting room hire	26.00	0.00	26.00	Paid	Admin. Exp.
7		Watson Ramsbottom Solicitors	Searches	960.20	0.00	960.20	Paid	Old Row
8	sdebt29122	RVBC	Bin emptying on playing fields	582.40	97.06	485.34	Paid	Amenity Exp.
9	sdebt22313	RVBC	Lease of Car Park	100.00	0.00	100.00	Paid	Amenity Exp.
10	2425098	LALC	Annual Subscription	343.71	0.00	343.71	Paid	Admin. Exp.
11	893912412	HMRC Cumbernauld	Three months income tax	652.73	0.00	652.73	Paid	Admin. Exp.
12	153887	PM+M	Payroll services	33.30	5.55	27.75	Paid	Admin. Exp.
13		Sabden Parish Council	Lengthsman (final payment)	780.00	0.00	780.00	Paid	Amenity Exp.
14	6004	Mortimer Surveyors (23-25 Old Row)	Structural Survey	720.00	120.00	600.00	Paid	Old Row
15	BPC/9/April/24	Stuart Greenwood (April 2024)	Garden Services, Plants and compst	134.00	4.00	130.00	Paid	Amenity Exp.
16	308	Simon Gill	Fabricate lifebelt frame	50.00	0.00	50.00	Paid	Amenity Exp.
17	2024-010	Lenghtsman	Labour and football nets	314.42	0.00	314.42	Paid	Amenity Exp.
Totals:				5,566.21	232.16	5,334.05		

Table b:

Summary of Receipts and Payments	
	£
Balance carried forward at 1st April 2024:	18,116
Add total receipts to date:	28,341
Less total payments to date:	(5,332)
Balance:	41,124.51
	£
Unity Trust Bank Balance as at 13/05/24:	41,124.51

If these two figures are different an explanation is required.

6. TRANSFER OF OWNERSHIP OF 23-25 OLD ROW TO THE PARISH COUNCIL AND ENGAGEMENT OF A CONTRACTOR.

The Clerk submitted a report updating members on the transfer of ownership of 23-25 Old Row from LNT, and to seek approval of the engagement of a contractor to assist the Council in gaining planning permission and in the preparation of a tender specification.

The Report noted that 23-25 Old Row would be transferred to the Council as freehold and with vacant possession.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Accept the quotation from Read Design Ltd.
3. Authorise the Clerk to inform Read Design Ltd. of the Council's decision to engage them on the terms set out in the report

7. RVBC 50-YEAR ANNIVERSARY.

The Clerk provided a verbal update on the 50-year anniversary of the establishment of Ribble Valley Borough Council and the opportunity for the Council to plant a Giant Redwood tree.

RESOLVED THAT COUNCIL:

1. Agree to plant a Giant Redwood Tree.
2. Authorise the Clerk to inform RVBC of this decision.
3. Request all members to suggest a suitable location for the tree and report back to a future meeting of the Parish Council.

8. UPDATE ON THE TRANSFER OF OWNERSHIP OF THE WOODLAND PATH.

The Clerk provided a verbal update on the transfer of ownership from Roland Homes to the Parish Council and informed members that a draft Deeds of Transfer had been received by Watson Ramsbottom (WR) and comments on the Deed had been sent back to Rowland Homs.

RESOLVED THAT COUNCIL:

1. Agree that the Council wish to proceed with the transfer on the terms as they are currently drafted.
2. Authorise the Clerk to Inform Watson Ramsbottom of the Council's decision.

Post meeting note: *An updated version of the HM Land Registry Document was circulated to members on 30/05/24 for consideration.*

9. UPDATE ON ACTION FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings and on-going matters. The Clerk reminded members that there are still funds available from the S104 allocation and members were requested to submit suggestions to the Clerk for discussion at the next Council meeting.

RESOLVED THAT COUNCIL:

Agree:

1. That the Chair will send a letter to the school thanking them for the pupil's design submissions.
2. All members will submit suggestions to the Clerk for future expenditure from the S106 fund allocation.

10. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

11. COUNCILLOR REPORTS/UPDATES.

Cllr. Heyworth provided a report updating members on the last meeting of the Parish Council Liaison Meeting.

RESOLVED THAT COUNCIL:

Note the report.

OTHER MATTERS FOR CONSIDERATION

a. Barrow Primary School - Social Think Tank Initiative.

The chair updated members on the above initiative.

RESOLVED THAT COUNCIL:

1. Request the Chair to contact the school Head and ask for a list of questions that may require a response from the Parish Council.
2. Request members to provide the Chair with responses to questions raised by the school before the 24 June Council Meeting.
3. Request the Clerk to add the Think Tank Initiative as an agenda Item to the next meeting of the Parish Council.
4. Request the Clerk to add the School's Questionnaire to the Council's website.
5. Agree that the Chair will add details of the Initiative to the Council's social media platforms.
6. Request that the Chair, Borough Cllr. Birtwhistle, County Cllr. Mirfin and Cllr. Heyworth attend the school meeting on 1 July 2024 at 13:15.

EXCLUSION OF PRESS AND PUBLIC.

RESOLVED THAT COUNCIL:

Agree that the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government act 1972.

12. EMPLOYMENT MATTERS.

The Clerk updated members on recent employment matters concerning the Joint Burial Committee.

SIGNED BY CHAIR FOR THE MEETING:

DATE: /2024

A signed copy is on file.

DATES OF FUTURE MEETINGS.

2024: 24 June, 22 July, 23 September, 18 November.

2025: 13 January, 17 March, 19 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH.