



## Parish Council Meeting – Draft Minutes

<b>Date:</b>	24 June 2024		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L. Crook (Chair), K. Heyworth, L. Street, D. Chiappi and E Kinder.		
<b>In attendance:</b>	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin and three members of the public.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:08

**240624/**

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 22 MAY 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.**

There were no specific questions from the public but a general discussion around Agenda Item 7 took place.

**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	1123	Accountant (AGAR)	Intenal Auditor	200.00	0.00	200.00	Paid	Admin. Exp.
2	DD	Easyweb (DD)	Web and email services	56.76	9.46	47.30	Paid	Admin. Exp.
3	Newlands	Stuart Greenwood	Plants and compost	25.00	0.00	25.00	Paid	Amenity Exp.
4	BPC/10/May/24	Stuart Greenwood (May)	Garden services	70.00	0.00	70.00	Paid	Amenity Exp.
5	372447	Stuart Greenwood (Derek Fox & Sons Timber)	Bark for Trafford Gardens	164.99	33.00	131.99	Paid	Amenity Exp.
6	34	Unity Trust Bank	Service charge	18.00	0.00	18.00	DD	Admin. Exp.
7	INV-3677	ITUS Security Systems	Annual service charge and SIM card fees	666.00	111.00	555.00	Paid	Amenity Exp.
8	123	Read Design	Planning Application	2,040.00	0.00	2,040.00	Paid	Old Row
9	ZZWS00163401	Clerk	Planning Fees (paid by clerk)	289.00	0.00	289.00	Paid	Old Row
10	ZB576439	Information Commissioner	GDPR Registration Annual Fee	40.00	0.00	40.00	01/08/24	Admin. Exp.
11		Clerk	Three months salary	2,288.00	0.00	2,288.00	28/06/24	Staff Costs
12	..12503	HMRC Cumbernauld	Three months tax and NI	652.73	0.00	652.73	15/07/24	Staff Costs
<b>Totals:</b>				<b>6,510.48</b>	<b>153.46</b>	<b>6,357.02</b>		

**Table b:**

## Summary of Receipts and Payments

	<b>£</b>	
Balance carried forward at 1st April 2024:	18,116	
Add total <b>receipts</b> to date:	29,141	
Less total <b>payments</b> to date:	(6,163)	
<b>Balance:</b>	<b>41,093.34</b>	If these two figures are different an explanation is required.
	<b>£</b>	
<b>Unity Trust Bank Balance as at 21/06/24:</b>	<b>41,093.34</b>	

**6. FOOTPATH AT TRAFFORD GARDENS.**

The Clerk provided a verbal update on the footpaths that front the houses on Trafford Gardens and reminded members that the footpaths were owned by the Parish Council and that they were in a poor state, with an abundance of weeds growing between the paving stones.

The Clerk also informed members that he had requested RVBC to weed the paths and the costs would be around £50.

RESOLVED THAT COUNCIL:

- a. Note the update.
- b. Approve the expenditure.

## **7. UPDATE ON 22-25 OLD ROW - TRANSFER OF OWNERSHIP.**

The Clerk provided a report updating members on the transfer of ownership of 22-25 Old Row and to seek approval for the Exchange of Contracts.

Members were reminded that at their meeting on 11 March 2024 they confirmed that as set out in the Council's Standing Orders, that any two parish councillors can sign on behalf of the Council any deed required by law and that they had nominated Cllrs. Heyworth and Chiappi to sign on behalf of the Parish Council.

RESOLVED THAT COUNCIL:

- a. Note the Report and Appendix 1 to the Report.
- b. Agree, that subject to agreement by LNT of the Contract of Sale, the Parish Council will Exchange Contracts. *Please note that Cllr. Heyworth abstained from voting on this proposal, but the proposal was carried with no objections.*
- c. Confirm that Cllrs. Heyworth and Chiappi can sign the exchange of contract documents on behalf 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 Homes. However, the Council's solicitors were still waiting for the final deeds of transfer to be returned from Roland Homes solicitors

RESOLVED THAT COUNCIL:

Note the update.

## **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.

## **9. EMPLOYMENT MATTERS.**

RESOLVED THAT COUNCIL:

- a. Approve the appointment of Mandy Richardson as Parish Clerk, who will be engaged for 15 hours per week.
- b. Agree that Michael Hill (current Clerk) will continue to be engaged for 6 hours per week and work specifically on the transfer of ownership of the Woodland Path and 22-25 Old Row.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

**A signed copy is on file.**

## **DATES OF FUTURE MEETINGS.**

2024: 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.