



Minutes

Parish Council – Ordinary Meeting

Date:	30 January 2023		
Place:	Whalley Old Grammar School – Whalley, Clitheroe.		
Present:	Councillors: L Street (Chair), L. Dewhurst, E. Kinder and D. Chiappi		
In attendance:	Clerk to the Council, Cllr. Birtwhistle, three parishioners including Stuart McGregor and Karen Heywood (BAG Chair) and three police officers.		
Meeting started:	18:30	Meeting closed:	21:15

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1 APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2 APPROVE THE MINUTES OF THE MEETINGS HELD ON 14 NOVEMBER 2022 AND 5 DECEMBER 2022

Both sets of minutes were approved as correct records 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.

The Chair welcomed officers from the Lancashire Constabulary including PCSO Ailsa Gill and Sergeant Duncan Hall. The officers updated members and the parishioners on a range of issues including traffic matters and anti-social behaviour.

5 FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and for payments as shown in the table below.

RESOLVED THAT COUNCIL:

1. Approve the accounts to date.
2. Approve the following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
Parish Clerk	3 month's salary to 31/12/22	1,872.00	0.00	1,872.00	Contract
Parish Clerk	3 month's expenses to 31/12/22	348.39	0.00	348.39	Sundry Expense
HMRC	3 month's income tax and NI to 31/12/22	476.97	0.00	476.97	Contract
Whalley Education Foundation	Room-hire - November meeting	26.00	0.00	26.00	General admin.
PM+M	Payroll services	33.30	5.55	27.75	Contract
Totals		2,756.66	5.55	2,751.11	

6 THE COUNCIL'S COMPLAINTS PROCEDURE.

The Clerk submitted a report requesting members to approve a revised and updated Complaint's Procedure.

Members were reminded that the complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken, or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

RESOLVED THAT COUNCIL:

Approve the Council's updated Complaints Procedure as set out in Appendix 1 to the Report.

7 CO-OPTION OF A PARISH COUNCILLOR.

The Clerk submitted a report for members to approve the filling of a casual vacancy for a Parish Councillor by co-option.

Member were reminded that due to the resignation of Cllr. Jean Brown, in October 2022 a Notice of Vacancy was placed on the Council's noticeboard and website and that there were no requests from parishioners requesting an election, hence the Council can fill the vacancy by co-option.

The report noted that one parishioner had expressed interest (by contacting the Clerk) in becoming a Councillor - Stuart McGregor. Members were reminded that Mr McGregor was a Barrow Parish Councillor until March 2019. Mr McGregor had stated that if he was co-opted he would only be available as a councillor until May 2023 and is willing to be the Council's representative on the Burial Committee.

RESOLVED THAT COUNCIL:

1. Unanimously approve Mr McGregor's co-option to the Parish Council.
2. Authorise the Clerk to inform RVBC of the co-option and complete the necessary paperwork.

8 PLANNING REPORT.

The Clerk submitted a report informing members of 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.

9 ACTION PLAN.

The Clerk submitted a report asking members to consider the parishioners views from the recent survey and agree a Plan of Action based on the survey results and the Council's plan of action considered at the 18 July 2022 Council meeting.

Members are reminded that the Action Plan would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities would come into play during 2023. The Report noted that the proposals would be designed to improve the parish for the benefit of all residents.

RESOLVED THAT COUNCIL:

1. Note the contents of the Report.
2. Agree to provide the Clerk with comments on the draft Action Plan prior to the next Council meeting.

10 CCTV NEXT STEPS.

The Clerk submitted a report asking members to consider the Council's next steps in the procurement of CCTV equipment.

Members were reminded that:

- On 15 November 2022 the Clerk, Councillor Street and Jon Harris from ITUS Security Systems (ITUS) carried out a site assessment regarding the possible locations of CCTV equipment in the Parish.
- Following the assessment, ITUS provided the Council with a general quotation for the cost of equipment and installation.
- 25% of any costs incurred by the Parish Council on the purchase of CCTV equipment can be claimed back via the Concurrent Grant Scheme.
- Once the exact locations and type of equipment had been agreed, ITUS would be asked to provide a formal quotation.

RESOLVED THAT COUNCIL:

1. Authorise the Clerk to contact ITUS to review the initial installations and provide a formal quotation.
2. Agree to contact the resident of the property overlooking the playing fields and seek permission to install a camera.

11 NEWSLETTERS.

Members discussed the issue of a Spring Newsletter.

RESOLVED THAT COUNCIL:

1. Agree for Members to submit proposed content to the Clerk prior to the next Council meeting.
2. Request the Clerk to submit a draft Newsletter to the next Council meeting.

12 COUNCILLOR UPDATES.

Verbal updates and discussions took place regarding the following items:

- **Grit bins.**
ACTION: Members to provide the locations where grit bins are required to the Parish Clerk.
- **The major roundabout at Barrow Brook.**
ACTION:
Cllr Birtwhistle to contact LCC Highways regarding the state of the roundabout at Barrow Brook/A59
- **The small roundabout at Barrow Brook.**
ACTION:
Cllr Birtwhistle contact RVBC regarding the unkept state of the roundabout.
- **The proposed Coat of Arms and Barrow Boundary Signs.**
ACTION:
Cllrs Street and Dewhurst to progress the matter.
- **The Woodland Path.**
ACTION:
Cllr Birtwhistle to continue to progress the matter.
- **The overgrown Hedge near the post box/Whiteacre Lane.**
ACTION:
The Clerk to contact LCC.
- **The Barrow boundary in relation to precept charges.**
ACTION:
The Clerk to contact RVBC regarding the matter.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED THAT COUNCIL:

Agree that under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

13 APPOINTMENT OF GARDENING SERVICES CONTRACTOR.

The Clerk submitted a report asking Council to consider the quotes set out in the Report and appoint a contractor to maintain the three flower beds at Trafford Gardens and provide other ad-hoc garden services.

RESOLVED THAT COUNCIL:

1. Agree to appoint Dan's Lawn and Garden Care on the terms set out in the report.
2. Authorise the Clerk to inform the successful contractor and draft a Service Contract.

14 DATES OF FUTURE MEETINGS.

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

- 13 March 2023
- 15 May 2023
- 17 July 2023
- 18 September 2023
- 13 November 2023

SUPPLEMENTARY AGENDA ITEMS:

15 NOMINATIONS FOR MEMBERS OF THE BURIAL COMMITTEE.

RESOLVED THAT COUNCIL:

Nominate Cllr Stuart McGregor as the Council's named nominee for the Burial Committee. Where possible the Council will aim to send one additional councillor, to each Burial Committee meeting.

16 KING'S CORONATION.

RESOLVED THAT COUNCIL:

1. Agree to contact parishioners on ideas for celebrating the King's Coronation.
2. Request the Clerk to report to the next Council meeting on proposals for celebrating the coronation.

17 NO COLD CALLING AREAS.

RESOLVED THAT COUNCIL:

Authorise the Clerk to contact LCC regarding the process for setting up 'No Cold Calling' areas.

18 BARROW BROOK LAKE.

RESOLVED THAT COUNCIL:

Discussed the issue of floating pallets and the amount rubbish and will monitor the situation.

SIGNED BY CHAIR:

DATE:

[A signed copy is on file.](#)