



Parish Council Meeting - Minutes

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|-------------------------|---|------------------------|-------|
| Date: | 15 May 2023 | | |
| Place: | Whalley Old Grammar School, Whalley, Clitheroe. | | |
| Present: | Councillors: L. Crook (Chair), L. Street, D. Chiappi and E. Kinder | | |
| In attendance: | Clerk to the Council, Borough Cllr. D. Birtwhistle and one parishioner. | | |
| Meeting started: | 18:30 | Meeting closed: | 21:25 |

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1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor K. Heyworth.

2. APPROVE THE MINUTES OF THE MEETING HELD ON 13 MARCH 2023.

The minutes were approved as a correct record of the meeting 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 was no additional public participation (see 15/05/23 Parish Meeting Minutes.)

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 |
|----------------------------|--|-----------------|---------------|-----------------|---------------------------------------|
| RVBC | Lease of land at the rear of Old Row, Barrow | 100.00 | 0.00 | 100.00 | Contract |
| LALC | Annual Subscription | 315.57 | 0.00 | 315.57 | Admin. Exp |
| LCC | Attach 3 SplD back plates | 70.00 | 0.00 | 70.00 | 22/125 |
| Clerk | Purchase of Coronation Signs | 223.98 | 0.00 | 223.98 | Amenity Exp. <i>Other</i> |
| RVBC | Charges for emptying bins on Playing Fields | 551.18 | 91.96 | 459.22 | Amenity Exp. <i>Playing Fields</i> |
| AER Accountants | Internal Auditor Fees | 200.00 | 0.00 | 200.00 | Admin. Exp. <i>Other Exp.</i> |
| Altham Parish Council | Provision and Installation of SplDs and data | 158.40 | 0.00 | 158.40 | 22/125 |
| Dan's Lawn and Garden Care | Contracted Garden Services (April) | 56.00 | 0.00 | 56.00 | 230120/10 (1) |
| Dan's Lawn and Garden Care | Garden plants (Pieris Jap.) | 17.98 | 3.00 | 14.98 | Ground Maint. |
| Dan's Lawn and Garden Care | Garden plants | 23.00 | 0.00 | 23.00 | Ground Maint. |
| Dan's Lawn and Garden Care | Garden plants and compost | 29.98 | 4.99 | 24.99 | Ground Maint. |
| Cllr. Heyworth | Oil and Microfibre Cloth. Treating new bench | 30.00 | 5.00 | 25.00 | BAC FUNDS |
| Clerk | Expenses | 160.40 | 0.00 | 160.40 | Admin. Exp. |
| ITUS Security Systems | Supply and install HD CCTV at Bay Horse | 1,290.00 | 215.00 | 1,075.00 | 2230313/10/1 |
| ITUS Security Systems | Supply and install HD CCTV a Playing Fields | 1,074.00 | 179.00 | 895.00 | 2230313/10/1 |
| Totals | | 4,300.49 | 498.95 | 3,801.54 | |

6. LANPAC MEMBERSHIP.

The Clerk submitted a report asking members to consider becoming an associate member of the Lancashire Partnership Against Crime (LANPAC).

LANPAC is a collaboration between Lancashire Constabulary, Lancashire Businesses and Public Services, its aim is to reduce levels of crime and disorder across the county.

RESOLVED THAT COUNCIL:

Decide not to become a member of LANPAC.

7. PURCHASE OF ADDITIONAL CHRISTMAS LIGHTS.

Members considered the purchase of additional Christmas lights for installation on the roundabout at Barrow Brook Trade Park.

RESOLVED THAT COUNCIL:

1. Agree to purchase additional Christmas lights of up to £500.
2. Authorise the Clerk to contact the Lengthsman regarding the type of lights required and their installation.

8. REMOVAL OF LARGE CONIFER.

The Clerk submitted a report asking members to consider a complaint received from a resident regarding a large conifer overhanging their property behind the Old Row carpark. The report noted that the conifer is growing on land owned by the Council. The Clerk confirmed that the tree is not subject to a Tree Preservation Order and can be removed/chopped down.

When making their decision, members were asked to consider the Council's Tree Management Policy and the views of other residents and the nearby school.

RESOLVED THAT COUNCIL:

Agree to remove the tree and authorise the clerk to make the necessary arrangements.

9. CCTV UPDATE AND POLICY.

The Clerk submitted a report updating members on the installation of the CCTV equipment and to consider the Council's draft CCTV Policy and Procedures attached as Appendix 1 to the report.

The report noted that cameras have now been installed at the front and rear of the Bay Horse public house and on property overlooking the Playing Fields.

RESOLVED THAT COUNCIL:

1. Request Cllr. Street to review the Policy and Procedures and send comments to the Clerk.
2. When the Policy and Procedures are approved, authorise the Clerk to make the necessary arrangements as set out in the report and the approved Policy and Procedures.
3. Agree that the Clerk and two councillors will have day-to-day responsibility for the system. Note that the members would ensure that the Council and the system complies with legal obligations including an individuals' rights to access data.

10. UTILISING SECTION 106 CONTRIBUTIONS.

The Clerk submitted a report updating members on the Section 106 contributions available to the Council and to seek approval of expenditure as set out in the report.

The report noted that the Section 106 funds (£13,469) is available to the Council in relation to Planning Application Number: 3/2019/1085. The erection of 21 dwellings on Redrow Phase 5, and partial re-plan of the development approved under planning permission 3/2018/0924 to change the tenure of 7 dwellings: vehicular access, car parking, landscaping treatment and associated engineering operations at land southwest of Barrow and west of Whalley Road Barrow.

RESOLVED THAT COUNCIL:

1. Approve expenditure of Section 106 funds as set out in this report, for the purchase of picnic tables and benches for replacing those currently situated on the Playing Fields to be capped at £4,000.
2. Authorise the Clerk to liaise with Councillors Kinder and Chiappi and get a minimum of two quotes for the picnic tables and benches and submit these details to RVBC for the release of S106 funds.
3. Approve expenditure of £1,000 for improving the footpath at the rear of the Old Row Car Park.
4. Authorise the clerk to get a minimum of two quotes for improving the footpath and submit these details to RVBC for the release of S106 funds.
5. Request Members to provide the Clerk with recommendations (in line with the Legal Agreement) for other expenditure, for example improving the football pitches on the Playing Field.

11. ANNUAL INTERNAL AUDIT.

The Clerk submitted a report informing members of the results of the 2022/23 Annual Internal Audit. The report noted that the Annual Audit forms part of the Annual Governance and Accountability Return (AGAR) and that the objective of the audit was to examine the system of controls to ensure that the Parish Council has an adequate level of assurance for its activities.

The audit was carried out by Alan Rogers FCA on 27/01/23 and 24/04/23 and covered:

- Payroll.
- Creditors and debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control.

The Audit Report noted that all the Council's key controls had been examined and were found to be working satisfactorily.

RESOLVED THAT COUNCIL:

Received the Audit Report.

12. 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:

1. Note the contents of the report.
2. Request Members to forward any considerations relating to application 3/2023/0153 – LNT Care Developments, Old Row to the Clerk.

13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The clerk submitted a report updating members on actions from previous meetings and on ongoing actions as set out in the Action Plan (Appendix 1 to the Report).

RESOLVED THAT COUNCIL:

1. Note the report.
2. Provide updates to the Clerk as necessary.

14. COUNCILOR UPDATES.

Councillor D. Birtwhistle provided an update regarding the defibrillator, dog bins and the Woodland Path.

RESOLVED THAT COUNCIL:

Note the updates and ask Councillor Birtwhistle to action the defibrillator as a matter of urgency.

15. DATES OF FUTURE MEETINGS.

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 Community Centre, Station Road, Whalley, BB7 9RH

SIGNED BY CHAIR:

DATE:

Signed copy on file

17/07/2023