



Parish Council Meeting – Minutes

Date:	17 July 2023		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), L. Street, D. Chiappi, K. Heyworth and E. Kinder		
In attendance:	Clerk to the Council, Borough Cllr. D. Birtwhistle and County Councillor Ged Mirfin (part).		
Meeting started:	18:30	Meeting closed:	20:45

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1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE MEETING HELD ON 5 MAY 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.

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
NPOWER	Electric usage for defib and Christmas lights (2021/22)	65.43	3.12	62.31	Contract
Karen Heyworth	Bench oil Coronation bench	30.00	5.00	25.00	BAG
Easy Web	Web and email hosting	55.20	9.20	46.00	Contract
Whalley Education Foundation	Meeting room hire	26.00	0.00	26.00	Admin. Exp.
Cllr. Karen Heyworth	Print consumables	31.78	5.30	26.48	Admin. Exp

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
Dan's Lawn and Gardening Services	Gardening services	56.00	0.00	56.00	Contact
Clerk	Purchase of pad for defib at gym.	91.74	15.29	76.45	Other Exp.
LCC	Erect 3 SpID back plates	120.00	20.00	100.00	Other Exp.
Cllr. Chiappi	Resident gift card for allowing CCTV installation	49.00	0.00	49.00	Sundry Exp.
Cllr. Karen Heyworth	Plants for under noticeboard	10.00	1.67	8.33	Ground Maint.
Dan's Lawn and Gardening Services	Plants	50.00	6.67	43.33	Ground Maint.
Ark Plastics	Benches and picnic tables	3,552.00	592.00	2,960.00	230515/10
NPOWER	Electric usage defib and Christmas lights (2022/23)	62.25	3.11	59.14	Contract
Watson Ramsbottom	Legal fees (on account) Woodland Footpath	500.00	0.00	500.00	Other Exp.
Clerk	Three-month salary to 30 June 2023	1,872.00	0.00	1,872.00	Contract
Unity Bank	Three-month service charge	18.00	0.00	18.00	Contract
Easy Web	Web and email hosting	55.20	9.20	46.00	Contract
Altham Parish Council	Installing SpIDs on two deployments	308.40	0.00	308.40	Sundry Exp.
Easy Web	Web and email hosting	51.60	8.60	43.00	Contract
HMRC Cumbernauld	Tax for three months to June 30 2023	476.97	0.00	476.97	Contract
Ark Plastics	Composite planters	2,268.00	378.00	1,890.00	BAG
PM+M	Payroll Services for three months to June 30	33.30	5.55	27.75	Contract
Clerk	Three months expenses to June 30 2023	178.20	0.00	178.20	Contract
Totals		9,961.07	1,062.71	8,898.36	

6. ASSET POLICY REGSITER.

The clerk submitted a report seeking approval of an updated Asset Policy and Register, attached as Appendix 1 to the Report. The report noted that local councils must maintain an Asset Register to ensure fixed assets are appropriately safeguarded. The Council's Asset Register will be confirmed each year, however as the register is a working document, it will be update and amended, as necessary.

RESOLVED THAT COUNCIL:

Approve and adopt the 2023/24 Asset Policy and Register as set out in Appendix 1 to the Report.

7. COUNCILLOR ADVICE SURGERIES.

The clerk submitted a report asking members to consider holding Councillor Advice Surgeries.

The report noted that currently the Parish Council allocates a slot for public participation at each of its parish meetings, recently members had suggested that the Council could be more pro-active and hold Advice Surgeries. Such surgeries would enable members to meet residents, discuss their concerns, and build an understanding of what actions, if any, can tackle issues raised. The report also noted that several Ribble Valley parish councils hold advice surgeries.

RESOLVED THAT COUNCIL:

1. Request the clerk to report back to the Council with a suggested venue, date, time, and attendees for the first surgery.
2. Agree to consider future surgeries after the initial surgery had taken place.

8. ADDITIONAL NOMINEE FOR THE BURIAL COMMITTEE.

The clerk submitted a report requesting members to consider filling the vacancy the Council has on the Burial Sub-Committee of Whalley Parish Council, formerly the Whalley, Wiswell and Barrow Joint Burial Committee (WWBJBC).

Members were reminded that at the Annual Meeting of the Parish Council on 15 May 2023 they nominated Councillor Heyworth to be the Council's representative on the sub-committee and one place remained vacant.

RESOLVED THAT COUNCIL:

1. Nominate Councillor Diane Chiappi to fill the vacancy the Council has on the Burial Committee,
2. Request the Clerk to inform the Burial Committee of the Council's decision.

9. NEW ACTIONS AND UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings, attached as appendices to the report.

RESOLVED THAT COUNCIL:

1. Agree to continue to chase LCC on the installation of CCTV equipment at Barrow Brook and respond to the latest LCC correspondence. Action: Clerk and Councillor Street.
2. Agree to seek confirmation that the local school are willing to install a flagpole on their property. Action: Councillor Kinder.
3. Agree that if the 'third' defib is not installed by the end of July, a different location to the one being pursued by Councillor Birtwhistle be sought. Action: Clerk and Councillor Birtwhistle.
4. Agree to organise a litter pick around Barrow Brook Lodge on Saturday 29 July 2023. Action: All members to attend on the day, Councillor Crook to organise the necessary clothes, refuse bags, pickers, and high vis jackets etc. and promote the event on social media.
5. Agree to appoint Stuart Greenwood at a cost of £70 per month to take care of the flowerbeds on Trafford gardens and other ad-hoc gardening work as required. Action: Clerk and Councillor Kinder to make the necessary arrangements.

6. Agree that permission be sought from the agent/owner of Barrow Brook Lodge for the Council to install a lifebelt on the lodge and establish the costs of purchasing and installing a lifebelt and any grants available. Action: Clerk and Councillor Birtwhistle.

10. SPID DATA.

The clerk submitted a report updating members on data collected from recent SpID deployments along Whalley Road. The report noted over the five deployments the maximum speed logged was 70mph and the speed at which 85% of all vehicles travelled was 32.4mph.

RESOLVED THAT COUNCIL:

Agree for the Clerk to arrange the deployment of SpIDS on columns 55 and 143 on Whalley Road in mid-September.

11. WOODLAND FOOTPATH.

The Clerk submitted a report updating members on the possible adoption by the Council of the Woodland Footpath running along the East to West boundary of the Barrow Brook Grange estate.

The report noted that the Clerk has engaged the services of Watson Ramsbottom to seek legal advice on the possible transfer and to understand any obligations the Council would be taking on if the transfer/adoption were to take place.

RESOLVED THAT COUNCIL:

1. Note the report.
2. Request the Clerk to report back to Council once Watson Ramsbottom have concluded their work.

12. 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.

13. COUNCILOR UPDATES (NOT COVERED ELSEWHERE).

Councillor K. Heyworth provided an update regarding the Burial Committee (minutes of the last Burial Committee meeting) and members discussed the possibility of employing a part-time 'junior' Clerk to shadow the current clerk.

RESOLVED THAT COUNCIL:

Note the minutes of the Burial Committee and request the Clerk to pursue the appointment of a 'junior' clerk.

14. EMPLOYMENT MATTERS.

The Chair updated members on the Clerk's annual appraisal, increases in salary and 'use of home' expenses.

RESOLVED THAT COUNCIL:

Note the Clerk's annual appraisal and increases in salary and 'use of home' expenses.

DATES OF FUTURE MEETINGS.

2023: 18 September, 13 November.

2024: 8 January, 11 March and 13 May.

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

SIGNED BY CHAIR:

DATE:

Signed and dated copy on file.