

Agenda - Parish Council Meeting

Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 4 September 2024**, at Pendleton Village Hall, commencing at 18:30.

Members of the public are welcome to attend.

- 1. Apologies for absence.**
- 2. Approve the minutes of the Parish Council Meeting held on 24 July 2024**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 4. Public participation. To receive questions and comments on any agenda item.**
This 30-minute session (time limit of five minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION/DISCUSSION

- 5. Finance Report.**
Report of the Clerk (enclosed) to approve the:
 - Accounts to date.
 - Schedule of Payments as set out in the report.
 - Reconciliation of Receipts and Payments as shown in the report.
- 6. Consider the appointment of a new Parish Councillor.**
For members to consider the appointment of a new Parish Councillor by co-option.

ITEMS for INFORMATION

- 7. Update on Actions from Previous Meetings.**
Report of the Clerk (enclosed) updating members on actions arising from the last meeting and outstanding actions from previous meetings.
- 8. Planning Report.**
Report of the Clerk (enclosed) for members to consider planning matters since the previous meeting.
- 9. 'State of the Village'.**
Update from Councillor Scholfield.
- 10. Councillor Reports.**
Reports from Councillors (enclosed).

11. Remembrance Sunday.

Update on preparations for Remembrance Sunday.

Michael Hill

Clerk and Responsible Financial Officer to Wiswell Parish Council.



07855 183 444



clerk@wiswellpc.org.uk



www.wiswellpc.org.uk



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Meeting of the Parish Council – Draft Minutes

Date:	24 July 2024		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), A. Scholfield, and O.M. Wrightson		
In attendance:	Clerk to the Council: Mike Hill and Borough Cllr. D. Birtwhistle		
Meeting started:	18:30	Meeting closed:	21:05

Minute Reference 240724/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Clemson.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 8 MAY 2024 AND THE ANNUAL MEETING ALSO HELD ON 8 MAY 2024.

The minutes of the two meetings 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.

There was no public participation at the 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 and note the incorrect wording on the Cash Flow Income/Expenditure tab.
- b. Approve the Reconciliation of Receipts and Payments as set out in the Report and in Table b below.
- c. Request the Clerk to add the period salary payments relate to.
- d. Approve the Schedule of Payments as set out in the Report and in Table a below:

Table a.

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1		NW Ambulance Service	Donation	100.00	0.00	100.00	Paid	Sundry Expenses
2	Amazon	Cllr. Hougjhton	Defib. Medical kit	16.74	0.00	16.74	Paid	Amenity Expenses
3	Stonehill	Cllr. Wrightson	Plants for War Memorial	17.94	0.00	17.94	Paid	Amenity Expenses
4	1122	Alan Rogers	Internal Auditor	200.00	0.00	200.00	Paid	Admin. Expenses
5		Sabden Parish Council	2024/25 Lengthsman Scheme	500.00	0.00	500.00	Paid	Amenity Expenses
6		Sabden Parish Council	2023/24 Lengthsman Scheme	450.00	0.00	450.00	Paid	Amenity Expenses
7	11152	HR Partner	Legal resource	149.76	24.96	124.80	Paid	Sundry Expenses
8		Clerk	Three month salary	990.10	0.00	990.10	Paid	Staff Costs
9	WPC-02-2024	Clerk	Three month expenses	241.97	0.00	241.97	25/07/24	Staff Costs
	P5RR2hh	PM+M	Payroll Services	33.33	5.55	27.75	DD	Admin. Expenses
		S. Walmsley Newlands	Plants	25.00	0.00	25.00	Late	Amenity Expenses
10	2503	HMRC Cumbernauld	Three month tax	247.40	0.00	247.40	Paid	Staff Costs
Totals:				2,972.24	30.51	2,941.70		

Table b.

Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2024:	6,009
Add total receipts to date:	10,231
Less total payments to date:	6,988.15
Balance:	9,251.68
	£
Unity Trust Bank Account - Balance at 20/07/24:	9,251.68

If these two figures are different an explanation is required.

6. VEXATION COMPLAINTS POLICY.

The Clerk submitted a report asking members to consider adopting a Vexation Complaints Policy.

The Clerk reminded members that the policy which is adapted from the Society of Local Council Clerks Model Documents is intended to identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious, and suggests ways of responding to such situations.

RESOLVED THAT COUNCIL:

Agree to adopt the Policy.

7. NOMINATIONS FOR A PARISH COUNCILLOR TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE (WWBJBC).

Members were reminded that due to the resignation of Judith Pursglove as a parish councillor, a vacancy had arisen for a councillor to represent the parish on the WWBJBC.

Cllr. Scholfield was nominated to the role, and the nomination was proposed and seconded.

RESOLVED THAT COUNCIL:

Agree the nomination of Cllr. Scholfield as the Parish Council representative on the WWBJBC.

8. RURAL ENGLAND PROSPERITY (REPF) – PROJECT UPDATE.

The Clerk submitted a report updating members on the REPF grant application and the timetable for delivering the various aspects of the project. Appendix 1 to the Report set out details of the project.

The Clerk reminded members that RVBC had approved a grant application of £13,536. The report noted that after the grant had been awarded, it had become apparent that two elements of the project could not be delivered and that recently RVBC had informed the Parish Council that the funding allocated for these two elements could be used on other aspects of the Council's initial application.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request Cllr. Houghton keep members updated on the project delivery.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions arising from recent meetings and ongoing matters from previous meetings.

RESOLVED THAT COUNCIL:

- a. Regarding the meeting held on 08/05/2024:
Agree that Item 4 (Use of existing WhatsApp groups) can be marked as complete.
- b. Regarding the meeting held on 05/07/2023:
Agree that Item 6 (Community Ownership Fund) is no longer required.
- c. Regarding Ongoing Matters:
Cllr. Scholfield informed members that the Chalker House construction will start on 27 July.

10. PLANNING REPORT

The Clerk submitted a report informing members of the recent planning applications, planning decisions and the status of previously approved applications.

RESOLVED THAT COUNCIL:

Note the report.

11. 'STATE OF THE VILLAGE'.

Councillor Scholfield provided topics for consideration regarding the village and updated members on the work carried out by the new Lengthsman.

RESOLVED THAT COUNCIL:

Thanked Cllr. Scholfield for the update.

12. PARISH COUNCILLOR VACANCY.

The Clerk submitted a report updating members on the process of co-opting a new Parish Councillor. The Clerk reminded members that since the resignation of Judith Pursglove the Council had a councillor vacancy.

The report noted that it is not desirable for electors in a particular ward to be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; or to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request that the Clerk and Cllr. Houghton start the process of publicising the vacancy.

13. GIANT REDWOOD TREE SCHEME.

The Clerk updated members on the offer from RVBC (as part of their 50-Year anniversary celebrations) to provide a Giant Redwood Tree to all parishes within the Ribble Valley.

RESOLVED THAT COUNCIL:

1. Confirm that after deliberations with landowners, there is little interest for planting a Giant Redwood in the village.
2. Request the Clerk to provide updates on the 'Small Woodland' scheme.

14. COUNCILLOR REPORTS.

Councillor Scholfield provide a status/update report.

RESOLVED THAT COUNCIL:

Note the report.

15. CLERK AND RFO DUTIES GOING FORWARD.

Cllr. Houghton updated members on the change of duties of the current Clerk who will become the Responsible Financial Officer with reduced hours, hence the Council has a vacancy for a Parish Clerk.

RESOLVED THAT COUNCIL:

Requested Cllr. Houghton start the process of advertising the vacancy.

16. DEALING WITH COMPLAINTS. (PART 2 ITEM)

Members discussed matters relating to a past complaint.

RESOLVED THAT COUNCIL:

Agree to discuss the matter at a future meeting of the Parish Council.

PARISH COUNCIL MEETING DATES:

2024: 4 September, 6 November. **2025:** 8 January, 5 March and 7 May.

Signed by Chair.

Date.

A signed copy is on file.

Agenda Item 5

For Decision



Meeting Date: 04/09/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Area of Spend
1	FAY33	Easy Websites	Provsion of email and website hosting	58.31	9.72	48.59	DD	Admin. Exp
Totals:				58.31	9.72	48.59		

Receipts for the period 1st April 2024 to 31st March 2025.

Remittance			Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
02/04/2023	accy054257	Precept 2024/25	9,166.00					9,166.00
19/06/2024	410767	Bio Diversity and PROW Grant				800.00		800.00
03/07/2024		Donation from Open Gardens Event to Residents Fund					265.00	265.00
10/06/2024	9441	Ribble Valley in Bloom			80.00			80.00
Total:			9,166.00	0.00	80.00	800.00	265.00	10,311.00

Payments for the period 1st April 2024 to 31st March 2025

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	REPF	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.					
02/04/24	Clerk - Three months expenses			218.50										218.50
02/04/24	Settlement to L. Dawson									3,500.00				3,500.00
03/04/24	Easy Websites (DD)					50.79							10.16	60.95
09/04/25	LALC Subscription									55.01				55.01
15/04/23	HMRC Cumbernald - three months tax		247.60											247.60
15/04/24	HR Partner						124.80						24.96	149.76
25/04/24	PM+M Payroll Services				27.75								5.55	33.30
01/05/24	Easy Websites (DD)					50.79							10.16	60.95
03/05/24	Contribution to Lenghtsman Scheme 24/25								500.00					500.00
03/05/24	Contribution to Lenghtsman Scheme 23/24								450.00					450.00
03/06/24	Easy Websites (DD)					50.79							10.16	60.95
03/06/24	AER Accountants (AGAR Audit)				200.00									200.00
03/06/24	Stonehill (Cllr. Wrightson) plants for WM								17.94					17.94
04/06/24	Cllr. Houghton defib kit								16.74					16.74
04/06/24	North West Ambulance (donation)									100.00				100.00
28/06/24	Clerk - 3 months salary to end of June 2024	990.10												990.10
30/06/24	Unity Bank Service Charge (3 months)				18.00									18.00
01/07/24	Easy Websites (DD)					50.79							10.16	60.95
15/07/24	HMRC Cumbernald		247.40											247.40
22/07/24	Susan Walmsley Newlands Plants								25.00					25.00
24/07/24	PM+M Payroll Services				27.75								5.55	33.30
29/07/24	Clerk - 3 mnths expenses end of June 2024			241.97										241.97
01/08/24	Easy Websites (DD)					48.59							9.72	58.31
	TOTALS	990.10	495.00	460.47	273.50	251.75	124.80	0.00	1,009.68	3,655.01	0.00	0.00	86.42	7,346.73

Check: 7,346.73

Reconciliation of Receipts and Payments

	£	
Balance brought forward at 1st April 2024:	6,009	
Add total receipts to date:	10,311	
Less total payments to date:	7,346.73	
Balance:	8,973.10	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 26/08/24:	8,973.10	

Comparisons as at 26/08/24

	FINAL ACCOUNTS 2023/24	AGREED BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME			
	£	£	£
RVBC Precept:	7,965.00	9,166	9,166
RVBC Concurrent Grant:	0.00	0	0
RVBC in Bloom Grant:	0.00	0	80
Other RVBC Grants including REPF:	0.00	0	0
RVBC Coronation Grant:	500.00	0	0
Other Grants:	600.00	300	800
HMRC VAT Refunds:	513.30	325	0
Sundry and Other Income:	0.00	0	265
Residents Fund	543.65	0	0
	10,121.95	9,791	10,311
EXPENDITURE			
Staff Costs:			
	£	£	£
Clerk's salary:	4,155	4,080	990
Home use, expenses and mileage:	565	640	460
HMRC:	697	1,020	495
	5,417.40	5,740	1,946
Administration Expenses:			
	£	£	£
Consumables (Ink and Paper etc):	54	50	0
Website hosting and emails:	607	810	252
Microsoft 365 Licence subscription:	0	80	0
Payroll and Bank Service Charges:	183	200	74
Other website expenses:	0	0	0
GDPR and IT:	40	40	0
Insurances:	517	405	0
Audit and legal fees	1,014	200	325
Room hire:	210	0	0
Training, books etc:	70	0	0
	2,694.85	1,785	650
Amenity Expenses:			
	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	750	950
Grnd. Maint. Coronation Garden, War Mem.:	234	100	43
Amenity Maint. Noticeboard and Benches:	85	0	0
Amenity Maint. Phonebox, Defib, Grit bin:	14	0	17
Best kept village and other expenditure:	0	150	0
	332.72	1,000	1,010
Sundry Expenses:			
	£	£	£
Settlement	0	0	3,500
LALC subscription:	51	52	55
Christmas tree:	350	350	0
Remembrance Sunday:	168	25	0
Contingency:	0	200	0
Other Sundry expenditure:	851	200	100
	1,419.59	827	3,655
IDENTIFIED EXPENDITURE			
	£	£	£
Residents Fund:	0	0	0
REPF:	0	0	0
VAT on Expenses to be Reclaimed:	256	300	86.4
	£	£	£
Total Expenditure:	10,120.28	9,652	7,346.73
SUMMARY:			
	£	£	£
Income:	10,122	9,791	10,311
Expenditure:	(10,120)	(9,652)	(7,347)
	1.67	139	2,964
BALANCE:			
	£		£
Balance brought forward at 1 April:	6,007		6,009
Add surplus / less deficit from year:	2		2,964
Balance carried forward to April 2024:	6,009		8,973.10

Cash flow forecast for the period 1st April 2024 to 31st March 2025

		Actual Income					Forecast Income							
INCOME		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	9,166.00												9,166
2	RV in Bloom					80.00								80
3	HMRC VAT Return								500.00					500
4	Concurrent Funding						90.00							90
5	Other Grants			800.00										800
6	Residents Fund				265.00									265
7	REPF (against expenditure)													0
Totals:		9,166.00	0.00	800.00	265.00	80.00	90.00	0.00	500.00	0.00	0.00	0.00	0.00	10,901

		Actual Expenditure					Forecast Expenditure								
EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin.	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	60.95	731
21	LALC Subs. & Training	Sundry	55.01												55
22	Accountant, Legal Fees	Admin.	149.76		200.00										350
23	Office Consumables	Admin.											80.00		80
24	Clerk and RFO Salary	Staff Costs			990.10			990.10			1,100.00			1,100.00	4,180
25	Defibrillator	Sundry			16.74						990.10				1,007
26	Unity Bank: Service Fee	Admin.			18.00			18.00			18.00			18.00	72
27	HMRC Income Tax	Staff Costs	247.60			247.40			248.00			248.00			991
28	PM+M Payroll services	Admin.	33.30			33.30			45.00			45.00			157
29	Clerk Expenses	Staff Costs	218.50			241.97			180.00			180.00			820
30	Coronation Garden etc.	Amenity			17.94	25.00									43
31	Insurance	Admin.								525.00					525
32	Remembrance Sunday	Sundry									25.00				25
33	ICO GDPR Charge	Sundry											40.00		40
34	Phone Box/NB/Grit Bin	Sundry													0
35	Room Hire	Admin.					15.00		15.00		15.00		15.00		60
36	Lengthsman	Grnd Maint		950.00					150.00						1,100
37	Other Subs & Expenses	Sundry			100.00										100
38	Christmas Expenses	Sundry								350.00	60.00				410
40	Settlement	Sundry	3,500.00												3,500
41	REPF	REPF													0
Totals:			4,265.12	1,010.95	1,403.73	608.62	75.95	1,069.05	698.95	585.95	2,559.05	593.95	195.95	1,178.95	14,246.22

Forecasts				
2024/2025	£		End of Year (March) 2025	£
Forecast Income	10,901		Balance at 26/08/24	8,973.10
Forecast Expenditure	14,246		Forecast Income - Sept. onwards	590.00
Forecast Balance 2024/25	-3,345		Forecast Spend - Sept. onwards	6,881.85
			Forecast Balance EOY 2024/25	2,681.25
			Forecast balance less Res. Fund	1,872.60

For reference:
Balance EoY March 2024 = £6,009

2024-2025 - Unity Trust Bank Statements													
DETAILS	2023/24	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,007.16	6,008.83	10,909.71	9,898.76	9,239.03	8,951.41							
Income	10,121.95	9,166.00	0.00	800.00	265.00								
Expenditure	10,120.28	4,265.12	1,010.95	1,403.73	608.62								
Closing/Interim Balance	6,008.83	10,909.71	9,898.76	9,295.03	8,895.41								
Unity Bank Statements	6,008.83	10,909.71	9,898.76	9,295.03	8,951.41								
Statement Date:		30/04/24	31/05/24	30/06/24	31/07/24								

Residents Fund - Summary

	£
Total amount of fund transferred:	543.65
Gross Expenditure April 2023 to 31 March 2024:	0.00
Gross Expenditure April 2024 to 31 March 2025:	0.00
Donations April 2024 to 31 March 2025:	265.00
Balance at 26/08/24:	808.65

Residents Fund (ring-fenced donation).

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.

b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.

Agenda Item 7

For Information



Meeting:	4 September 2024
Title:	Updates on Actions from Previous Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings.

Please note a list of all actions including those completed is available on the Council's website in the Agenda Tab, by selecting the meeting date and agenda item 'Update on Actions from Previous Meetings'.

2. Update on Actions from 24/07/2024 Council Meeting:

Minute	Action	Who	Update
240724/ 5	Add period salary payments relate to.	Clerk	Complete
7	Inform Whalley PC of Cllr. Scholfield's nomination to the WWBJBC	Clerk	Complete
8	Keep members updated on REPF project delivery.	Cllr. Houghton	On-going
9a	Mark Item 4 (WhatsApp) from 08/05/24 as complete.	Clerk	Complete
9b	Mark Item 6 (Ownership Fund) from 05/07/23 as no longer required.	Clerk	Complete
12	Start process of advertising the councillor vacancy.	Cllr. Houghton and Clerk	Complete
13	Provide updates on the 'Small Woodland' scheme.	Clerk	On-going
15	Start the process of advertising the clerk vacancy.	Cllr. Houghton	On-going
16	Discussions on past employment matters to be resumed.	All	On-going

3. Update on Actions from 08/05/2024 Council Meeting:

Minute	Action	Who	Update
240524/ 4	1. Make use of existing WhatsApp groups to disseminate important information	All	Complete
	2. Review Three Year Business Plan in December 2024	Clerk	On going.

4. Update on Actions from 25/03/2024 Extraordinary Council Meeting:

Minute	Action	Who	Update
240325/ 4	c. Request HR Partner to inform the claimant of the Council's decisions.	Clerk	Complete
	d. Continue to engage with the Council's insurers.	Cllr Houghton and Scholfield	Complete
	e. Conduct a 'Lessons Learned' review.	Clerk	On going.

5. Update on Actions from 10/01/2024 Council Meeting:

Minute 240110/	Action	Who	Update
7	'State of the Village': Issue a 'Keep the Village Tidy' leaflet in March/April 2024.	Cllr. Clemson	No longer required
8	Best Kept Village Competition: Consider entering the 2025 competition in January 2025.	Members	Noted
10	Update from Previous Meetings: a. Consider purchasing and installing 'Considerate Parking' signs.	Cllr. Wrightson	?

6. Outstanding Actions and Updates from 06/09/2023 Council Meeting:

Minute 230906/	Action	Who	Update
11	c. Arrange a training course on planning related matters. <i>Currently over-subscribed waiting on new dates.</i>	Clerk	Ongoing
	d. Draft a letter for the Clerk to send to LCC Highways regarding several issues that impact the village and seeking a meeting with someone from Highways Team.	Cllr. Scholfield and Clerk	?

7. Outstanding Actions and Updates from 05/07/2023 Council Meeting:

Min.	Action	Who	Update
230705/4	Continue to liaise with LCC regarding encroaching vegetation and with RVBC regarding road sweeping.	Cllr. Scholfield	On going.
230705/6	Community Ownership Fund: Investigate grants for bringing disused village assets into use.	Clerk	No longer required
	Investigate available grants for purchase of the silhouette. (c)	Clerk	On going.

8. Outstanding Actions and Updates from 09/05/2023 Council Meeting:

Min.	Action	Who	Update
230509/9	Parishioner Responses to Parish Precept: <i>Set out specific ways to improve communications</i> with parishioners, so they fully understand the activities the Parish Council undertake.	Members	On going. See also 240524/4.2

9. Ongoing Matters for Discussion and Consideration:

Once complete items will be removed from this table.

Item	Action
Freemasons Public House: Condition and business use of 2, Old Back Lane and associated waste handling.	Continue to monitor business activities which affect the village
Vicarage Fold - Acceptance by LCC that it is a public highway: The resident of Vicarage House is still pursuing the matter.	Continue to monitor and support.
David Holmes Construction - Chalker House, Whiteacre Lane: Works starting 27/07/204.	Cllr. Scholfield to monitor.

10. Actions from meetings shown below are complete.

- 05/07/2022 - Council Meeting.
- 06/09/2022 - Council Meeting.
- 01/11/2022 - Council Meeting.
- 12/12/2022 - Extraordinary Council Meeting.
- 03/01/2023 - Council Meeting.
- 07/03/2023 - Council Meeting.
- 08/11/2023 - Council Meeting.
- 22/01/2024 - Extraordinary Council Meeting.
- 09/02/2024 - Extraordinary Council Meeting.
- 06/03/2024 – Council Meeting.

11. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.

Agenda Item 8

For Information



Meeting Date:	4 September 2024
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting that relate to Wiswell.

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Note. The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options

2. Applications received by RVBC since the last Council Meeting.

Note. For most applications, RVBC's Planning Department email a letter to the Parish Clerk requesting comments by a certain date. These comments are collated by Councillor Houghton, sent to the Parish Clerk who submits them to RVBC.

Application:	3/2024/0509 – 5 July
Proposal:	Proposed change of use of land for the siting of four holiday lodges with associated parking, access and amenity areas. Revision to scheme approved under 3/2020/0981 and 3/2022/1022 part retrospective (pursuant to variation of condition 12 (occupancy) of planning permission 3/2023/0281). Location:
Location:	Land at Morans Farm Pendleton Road Wiswell BB7 9B
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	Wiswell PC comments submitted

3. Applications approved by RVBC since the last Council Meeting.

Application:	3/2024/0267 – 28 June
Proposal:	Two-storey side extension, new pitched roof over existing side extension, single-storey rear extension and alterations to veranda, new front porch and new peak roof at front.
Location:	Fair View Pendleton Road Wiswell BB7 9BU
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	Work Commenced during August 2024.

4. Status of recently approved applications.

Please note the **Status** of an approved application is based on information provided by Council Members from their observations.

Application:	3/2024/0267 – 28 June
Proposal:	Two-storey side extension, new pitched roof over existing side extension, single-storey rear extension and alterations to veranda, new front porch and new peak roof at front.
Location:	Fair View Pendleton Road Wiswell BB7 9BU
Link:	Planning Application - Ribbles Valley Borough Council
Status:	Work commenced during August 2024

7 June 2024:

3/2024/0184	Wiswell	Grid Reference
Applications for full consent	Development Address:	374647 437205
Decision Date: 06/06/2024	Hillside Moor Lane Wiswell BB7 9DG	Development Description: Replacement dwelling and relocation of vehicle access. Resubmission of 3/2023/0223.
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	

Status: Work in progress – foundation level.

24 May 2024:

3/2024/0234	Wiswell	Grid Reference
Applications for full consent	Development Address:	374637 437491
Decision Date: 22/05/2024	23 Pendleton Road Wiswell BB7 9DD	Development Description: Proposed demolition of garage and outbuilding. Construction of two-storey extension to side and single storey extension to rear. Creation of new window on side elevation and creation of new parking area.
Officer: Decision Type:	Emily Pickup APPROVED WITH CONDITIONS	

Status: Work commenced during August 2024 – site clearance.

26 January 2024:

3/2023/0900	Wiswell	Grid Reference
Alter or Extend a Listed Building	Development Address:	374494 437382
Decision Date: 26/01/2024	Vicarage Barn Cottage Old Back Lane Wiswell BB7 9BS	Development Description: Listed Building Consent for replacement of roof lights, replacement and alteration to internal partition walls, replacement of staircase, replacement of windows, replacement of front door, replacement of bathroom and kitchen fittings, formation of new ground floor WC in entrance hall.
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	

Status: Not yet commenced.

8 December 2023:

3/2023/0791	Wiswell	Grid Reference
Applications for full consent	Development Address:	374666 437513
Decision Date: 08/12/2023	27 Pendleton Road Wiswell BB7 9DD	Development Description: Proposed demolition of existing porch and detached garage and construction of replacement garage with single-storey link building to rear.
Officer: Decision Type:	Emily Pickup APPROVED WITH CONDITIONS	

Status: Not yet commenced.

1 December 2023:

3/2023/0281	Wiswell	Grid Reference 375296 438345
Decision Date: 01/12/2023	Applications for full consent Development Address: Land at Morans Farm Pendleton Road Wiswell BB7 9BZ	Development Description: Proposed change of use of land for the siting of four holiday lodges with associated parking, access and amenity areas. Revision to scheme approved under 3/2020/0981 and 3/2022/1022 part retrospective.
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS	

Status: Finishing work is progress for three lodges, fourth lodge at foundation level.

15 September 2023:

3/2023/0566	Wiswell	Grid Reference 375224 438207
Decision Date: 13/09/2023	Applications for full consent Development Address: Brentwood Pendleton Road Wiswell BB7 9BZ	Development Description: Proposed new vehicular access. Resubmission of application 3/2023/0038.
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS	

Status: Work completed during August 2024.

14 July 2023:

3/2023/0370	Wiswell	Grid Reference 374686 437531
Decision Date: 13/07/2023	Applications for full consent Development Address: 29 Pendleton Road Wiswell BB7 9DD	Development Description: Proposed demolition of existing porch and creation of a new central porch, window and roof light to front elevation. All existing windows to be replaced with new timber framed double glazed units. Existing flat roof to be replaced with a new parapet roof. New door and bi folding doors at the rear and stone surround to existing bay. External landscaping to rear and side garden.
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS	

Status: Work commenced in July 2024.

5. Members are recommended:

- a. To note the contents of the report.
- b. Set out any actions relating to the planning matters mentioned.

Meeting Date:	4 September 2024
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor Houghton.

Appendix 2 – Councillor Wrightson

Appendix 3 – Councillor Scholfield

Appendix 3a – Councillor Scholfield – Background to Road Safety Working Group report.

3. Members are recommended:

To consider the reports.

Meeting of LALC Ribble Valley Area Committee - 25 July

After a gap of many years and thanks to the persistence of Mike Hill the LALC Ribble Valley Area Committee has been reinstated. 28 of the 40 Parish Councils in the Ribble Valley subscribe to LALC. Mike is currently chairing the group with myself in the supporting role of vice chair. At this initial meeting the role of the group was defined as:

- a. A forum for influencing the agenda of PC Liaison meetings.
- b. An opportunity to share good practice regionally / nationally
- c. An opportunity to focus on discussions / training around key areas
- d. A catalyst for local networks as appropriate (PC clerks for example)
- e. A vehicle for lobbying RVBC / LCC officers and elected Members

The work of the group is supported by a LALC representative (John Ashworth) and the honorarium appointment of a committee secretary (Greera Norse)

Three priority areas for future discussion were identified

- a. Grants / sources of funding. How to apply and criteria for successful applications
- b. Highways
- c. Planning

The next meeting of the group is scheduled for October 2024 with a venue of Read and Simonstone. All Parish Councillors will be informed of the date and are free to attend.

Coronation Garden

The eagle eyed amongst you will have seen that work has started on the refurbishment of Coronation Garden, the first phase of which will be completed by the time of this meeting. This will include:

- a. Coping stones along the top of the wall. Fresh pointing to the wall as required.
- b. Shelving fitted on the inside of the phone box to accommodate a small lending library.
- c. The installation of a heritage lamppost (to be sourced and installed by Bruce Mitchel)
- d. Stonework for the entrance to the garden (again through the support of Bruce Mitchell)

Future work (Autumn / Spring) will include:

- e. Refurbishing of the original garden sign commemorating the coronation of queen Elizabeth II.
- f. Two commemorative plaques (platinum jubilee, and Charles III Coronation)
- g. New wooden trellis at the rear of the garden.
- h. Mini allotment area including planting of fruit bushes
- i. Ladder planter (wall of pumping station) and planting
- j. Sourcing of troughs / bird bath (as appropriate). Plants for troughs
- k. New noticeboard
- l. Replacement of cracked paving stones (three possibly four) and repointing of paving stones.
- m. Pruning of garden and replacing / restocking as required
- n. Purchase / planting of Spring bulbs
- o. Potentially A bug hotel.

With thanks to Adam Pearson for all his hard work and to Bruce Mitchell for sourcing and installing the heritage lamppost. Thanks also to fellow councillors, Mike, Maureen, Edmund, Sue Walmsley and Sarah Yeowart for their ideas and support with the project.

Clerk Appointment

At the time of writing we have advertised the post and have received a significant amount of interest in the role including six firm applications. Job descriptions and person specifications were provided to applicants on request and following a shortlisting process we will be conducting interviews.

Road Safety Working Group – Decision required from the Parish Council

The Chair of the Road Safety Group met with LCC May 2024 and submitted our Parish reports. It has taken some time, but LCC have now responded to our requests. In summary LCC will not support any speed limit reductions or changes to junctions. To get any action on these points we would need to lobby politicians to make amendments to the LCC Highways Strategy Paper, due to be reviewed next year, 2025. The officers we are dealing with deliver the strategy, they don't own it.

In terms of budget, LCC will not financially support any of the projects. There are potential funding opportunities we can apply for elsewhere, which we will do as a group. The aim is for Parishes to fund 50% of the costs with grants to provide 50% and to find funding for the smaller Parishes with little hope of using precepts (eg. Ramsgreave). Any works undertaken by LCC would have to be paid for in advance.

For Wiswell, the following summarises the requests we made and the unedited comments from LCC with rough estimated costs.

Decisions to be made:

- **Do we accept the LCC decisions? Do we want to continue this work?**
- **Do we accept that 50% of costs may need be met by the precept?**

Further work if wish to continue: Andrew is making an application to the Road Safety Trust with a small grant of up to £50k – Parish Councils to submit a 'Community' voice on behalf of their Parish. Support Andrew as much as possible with grant applications. Gain support of County Councillors to include road safety initiatives in the new LCC Highways and Transport Strategy Paper.

The impetus for Whalley is to do something about Wiswell Lane – Whalley would welcome support from Wiswell.

Wiswell Location	Description	20 mph speed limit	30 mph speed limit	Gateway with Physical Measurements	Gateway without Physical Measurements	Hazard Road Signs	SLOW road surface signs	Speed limit countdown signs	Other	LCC comments (further notes added post meeting in May)	Actual Road safety 5 year	Indicative Costs
Wiswell Lane entry from A671	Pedestrian in road signs									Dealing with items 1,2,3 & 4. The number of pedestrian in road signs appears excessive within a rural village. Verge space may be difficult to provide signs that won't be damaged by passing traffic.	2 x slight peds 2023	450
Wiswell Shay entry from A671	Pedestrian in road signs x2									as above		900
Pendleton Road	Pedestrian in road signs x3									as above		1350
Whiteacre Lane A59 Bridge	Pedestrian in road signs x2									as above		900
Wiswell Shay	Reinstate x2 SLOW on road surface									The two SLOW markings on Wiswell Shay appear to be in good condition circa 2023 SV.	No collisions	650
Pendleton Road junction Old Back Lane	Reinstate x2 SLOW on road surface									No evidence of missing markings. LCC no objection.	No collisions	750
Pendleton Road approaching Cunliffe Lane	SLOW road surface									No LCC objection	No collisions	325
Whiteacre Lane bend into tunnel of trees	x2 SLOW on road surface									Road marking will straddle full width of carriageway and surface condition may result in limited lifespan.	No collisions	325
Junction Cunliffe Lane & Pendleton Rd	Blind spot mirror									The location does not meet LCC criteria for a highway mirror and LCC would not support.	No collisions	0
Wiswell Shay/Road intersection with A671	Investigate option to reduce safety concerns									The junction access was modified recently. The stagger arrangement and layout would require significant redesign to satisfy highway requirements the location does not meet LCC criteria for further interventions. Junction ADS and junction warning sign from Burnley/ Blackburn direction.	4 x slight collisions	
Wiswell costs (not inc design order)												5650

1. Works done in the village:

- Litter picking.
- Fallen branches removed from Pendleton Road and Old Back Lane with the help of a resident.
- Some gulleys cleared of silt and leaves after the heavy rains.

2. Continued to liaise with RVBC concerning damage to the road surface at the bottom of Vicarage Fold when the Polling Station was removed and reported it to LCC at RVBC's request.

3. Reported leaking hydrant valve on Pendleton Road to United utilities who repaired it within 3 days.

4. Reports to LCC Highways.

New:

- Rusty bollards by the notice board including an offer to repaint them under the auspices of Wiswell PC.
- LCC responded to a blocked gully by the Cunliffe Lane triangle with '*no action to be taken*', presumably because there is a second gully nearby.
- Formally reported the dead ash on Pendleton Road and provided a photograph. This was picked up by Cllr. Wrightson afterwards and LCC have agreed to remove the tree imminently.

Previous:

- For the dyke on Cunliffe Lane near the pumping station, LCC have promised to do work, but nothing has happened. LCC have a very extensive back log of similar work, and we will continue to monitor this. This goes back to 2023 and affects a gully by the entrance to Clarkewood Close.
- A resident of Back Lane asked for support concerning the lack of action by LCC following further flooding. This goes back 25-years, and a formal letter is being prepared for the Clerk to send. This has been held up by dealing with other reports. There is steady recovery in rental income, particularly with the new multi-purpose Ribble Room upstairs.

5. Whalley, Wiswell and Barrow Joint Burial Committee:

Minutes of 10 July and revised policy were circulated to members. The next meeting is on 9 October.

6. Whalley Educational Foundation:

Meeting held on 22 July was open to the public but none attended. The rebuilt single storey extension is almost finished and looks wonderful. Resurfacing of the car park has been delayed due to funding challenges.

7. Liaison with Lengthsman:

The new Lengthsman is continuing his duties and is generally responding well to requests for extra work.

8. Protruding utility chamber with concrete cover, Pendleton Road, between Orchard Cottage and Wiswell Old Hall Farm entrance:

Previously reported to Openreach but response is difficult to achieve. Has been reported again and this time a conversation with a member of the 'damage team' was possible. There has been no response, nor apparent action, after eight months and this will be escalate.

9. Lack of response from LCC to e-mails:

I still need to find other ways to elicit a response concerning Public Realm Policy and bus stops on Wiswell Lane as LCC just do not respond to general enquiries. A formal complaint may be appropriate. (From early 2024).

Appendix 3a

Road Safety Working Group Report to Wiswell PC Meeting 4 September 2024 - Oi Mei Wrightson Observations and Comments - Alan Scholfield

These notes have been prepared to provide more background to the locations described in Oi Mei's report and to encourage support as shown below..

A Decisions

Some of the LCC comments and responses do not reflect the reality that villagers see on a daily basis and should be challenged with LCC more deeply. See below.

Although the original thrust of applying 20 mph Speed Limits in villages was not acceptable to LCC, the related work is proving very useful and should be continued. The increased level of contact between LCC and parish councillors is to be welcomed.

I find it quite audacious that LCC should expect parishes to pay towards safety improvements when they are the responsible Highway Authority. Residents already pay for highways through the precept and other taxes. For example, in some cases, we now lack hazard markings that used to exist and should not be expected to pay for replacing those.

The application to the Road Safety Trust is a very good idea as a possible source of Finance.

We have a good relationship with our County Councillor and he has recently supported ourselves and Barrow PC on cleaning the A59 which was completed in August.

We already work closely with both Whalley and Barrow PCs on highway matters and this should continue.

B LCC responses to parish proposals

1 - 4 Extra pedestrian signs

I agree with the LCC position, the A671 junction is already over cluttered with signs. Additional pedestrian signs are normally installed in unusual or exceptional circumstances eg near an old people's home or when a footpath crosses a high speed road. Roads without footpaths are not unusual in Ribble Valley villages. Some pedestrian signs are already installed - No Footway for 650 yds - which actually is not very helpful. There should not be much discussion about removing the temporary 'new speed limit' sign at Whiteacre Lane bridge - it has been there over ten years.

5 Two lost SLOW markings at Wiswell Shay

Pendleton Road was resurfaced two years ago and the previous road markings were replaced in stages after pressure from Wiswell PC. There were four SLOW markings previously at Wiswell Shay, one on each side of the two sharp, blind bends. Only two were used at the far ends when the markings were refreshed which does not provide the same level of hazard warning. The missing two SLOW markings should be reinstated at LCC cost.

6 Two lost SLOW markings at Wiswell Shay / Pendleton Road / Old Back Lane junction

These markings which existed years ago were lost at a previous resurfacing and should be replaced. Many vehicles and cyclists just do not slow down on the bend with poor visibility.

7 SLOW marking on Pendleton Road before Cunliffe Lane

Very pleased that LCC have 'no objection'!

8 Proposed SLOW marking on Cunliffe Lane bend before the 'tunnel of trees'

Disappointing that LCC do not maintain their road surfaces so that they are suitable for white markings. We should continue to push for this. Whiteacre Lane has several areas in poor condition in Barrow as well as Wiswell. There are regularly reported.

9 Blind spot mirror at Cunliffe Lane / Pendleton Road junction

Response as expected but it would be interesting to know what the criteria actually are?

10 Wiswell Shay / Wiswell Lane / A671 junction

The pass-behind junction has not been altered in principle recently although there might have been slight adjustments to the markings. The right turn lane to Wiswell is narrow. There are regular near misses at this junction which go unreported with traffic turning right towards Whalley and cutting the corner particularly and ignoring the markings.

Vegetation management along this stretch of the A671 and also the nearby A59 in Wiswell parish warrants extra attention (by exception, not standard) because the frequency of grass cutting may have been reduced to twice a year. Very dirty road signs are also a challenge on these stretches of road and warrant urgent attention. Visibility splays and distances are not met for many of the road signs and the junction itself. Extra grass cutting should be applied to help drivers turning out onto the A671. The N-W & S-E corners are the priority. Several reports have been made over the years.

In addition, for pedestrian safety on Wiswell Lane towards the Whalley boundary near Bramley Meade, there is an opportunity to create a basic grass footpath on the western verge by removing and managing the existing vegetation. There does not seem to be any process to allow an initiative like this reach the LCC wish list of safety improvement projects. I am sure that Whalley PC would also support this.

C Barrow proposals (not shown in the report)

We should support Barrow PC on improvements to the mini-roundabout at the bottom of Whiteacre Lane. Many drivers on the major road just do not understand that it is a roundabout and make no attempt to slow down or give way to traffic from the right.

D Whalley proposals (not shown in the report)

Whalley PC have proposed 'gateway' arrangements on three principal access routes but have omitted Wiswell Lane. Here, they would like a boundary sign at least although finding a suitable position on or near the boundary is not easy. We should support them on this initiative noting that there are six properties in Wiswell on the Whalley side of the A671.

Alan Scholfield
Wiswell PC
26 August 2024

Actions for Remembrance Sunday 2024

Actions for Sunday 10 November	Who/ Status
Contact Jonathan Carmyllie, Vicar of Whalley, and confirm the time. In recent years this has been 9am, because of clergy shortages. vicar@whalleypc.org.uk Confirm that he will bring service sheets as usual.	Clerk
Invite Paddy Brown from Whalley to play the bugle - padtbrown@gmail.com. Needs to be done as soon as the time is confirmed.	Clerk
Invitations:	Clerk
1. Jonathan James Hinder	
2. Mayor and Mayoress of Ribble Valley	
3. Oakhill College (representative staff and pupils)	
4. Barrow Parish Council New MP	
Arrange a wreath, British Legion, Janet Bargh. Can be delivered or collected.	Clerk
Liaise with RVBC re Events and (NO) Road Closure. I used these words last year: <i>The memorial itself is located on the gable end of the old school on Pendleton Road at the junction with Back Lane. Pendleton Road is wide at this point and we station three marshals with high visibility jackets to control any traffic which attempts to pass. Traffic is light at that time on a Sunday morning, the service lasts only 15 to 20 minutes and around 30 people usually attend around the memorial. We reconsider this every year and a full, formal road closure is not necessary. Indeed, it would be very expensive considering the costs that would be imposed by LCC for publicity and traffic management. LCC themselves do not issue road closure notices for their own 'minor works' of even longer duration.</i>	
Near the Day	
Flyer and distribution, usually 10-14 days before.	
Support on the day for the flag,	
Three traffic wardens	
Read the lesson and read the list of names from the memorial.	Alan/ Steve