

Meeting of the Parish Council

Date:	6 March 2024		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), S. Clemson O.M. Wrightson and J. Pursglove.		
In attendance:	Clerk to the Parish Council: Mike Hill. PCS Ailsa Gill and Ruth Thompson (representing the Olive Branch and Ribble Valley Foodbank).		
Meeting started:	18:30	Meeting closed:	21:05

Minute Reference 240306/

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Scholfield.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 10 JANUARY 2024 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 9 FEBRUARY 2024.

Subject to an amendment of the location of the bollards under Agenda Item 10, 10 January meeting, 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.

- The Chair welcomed PCSO Ailsa Gill and thanked her for taking the time to attend the meeting. Ailsa updated members on the latest crime statistics and noted that there had been one log for Wiswell regarding a dispute between two parishioners and noted that Wiswell is rated as a low crime area.
- The Chair also welcomed Ruth Tompson who updated members on the work undertaken by the Ribble Valley Foodbank and The Olive Branch. Members were informed that at the Trinity Community Hub in Clitheroe (Parsons Lane) and at St. Pauls Church Longridge (Church Street) along with a 'grocery bank', advice and support was available from amongst other agencies; DWP, NHS and Citizens Advice Bureau.

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:

- Approve the accounts to date.
- Approve the Reconciliation of Receipts and Payments as set out in the Report and in Table b below.
- 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	Co-op	Cllr. Scholfield	Christmas Festivities	56.29	0.00	56.29	Paid	Sundry Expenses
2		Easy Websites	Provision of email and website hosting.	60.95	10.16	50.79	Paid	Admin. Expenses
3	WPC 04-2023	Clerk	Three months expenses to end of Dec. 2023	119.40	0.00	119.40	Paid	Admin. Expenses
4	ZB299158	ICO	Data Protection Fee - Renewal	40.00	0.00	40.00	Paid	Admin. Expenses
Totals:				276.64	10.16	266.48		

Table b.

Reconciliation of Receipts and Payments	
	£
Balance brought forward at 1st April 2023:	6,007
Add total receipts to date:	10,122
Less total payments to date:	8,028
Balance:	8,101
	£
Unity Trust Bank Account - Balance at 26/02/24:	8,101

If these two figures are different an explanation is required.

6. RISK MANAGEMENT POLICY AND REGISTER.

The Clerk submitted a report seeking approval of the Risk Register and Policy attached as Appendix 1 to the Report.

Members were reminded that the Register was last adopted by Wiswell Parish Council on 5 July 2022 and that the Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks.

RESOLVED THAT COUNCIL:

Agree to adopt the 2024/25 Risk Management Register and Policy.

7. RE-ADOPTION OF THE PARISH COUNCIL'S STANDING ORDERS.

The Clerk submitted a report seeking approval for the re-adoption of the Parish Council's Standing Orders as set out in Appendix 1 to the Report.

Members were reminded that they last approved the Standing Orders on 10 September 2018 and that the Standing Orders as set out in Appendix 1 to the Report, do not differ from those, and are adapted for use by Wiswell Parish Council from the Model Standing Orders 2018 (England) published by the National Association of Local Councils (NALC).

RESOLVED THAT COUNCIL:

Agree to re-adopt the Standing Orders as set out in Appendix 1 to the Report.

8. GRANT APPLICATIONS

The Chair provided a verbal update on the Parish Council's application for funding from the Rural England Prosperity Fund and noted that the application had been submitted and apologised that members had been offered a short period of time to consider the submission.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

The Clerk submitted a report updating members on actions arising from recent meetings and outstanding actions from previous meetings. The report noted that progress was being made on most of the agreed actions.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Action 7 from 10/01/2024 will be progressed by Councillor Clemson.
- c. Action 10a from 10/01/2024 meeting has been completed.
- d. Action 1a from 06/09/2023 meeting is no longer required.

10. PLANNING REPORT

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting.

Members discussed planning matters in general and several applications.

RESOLVED THAT COUNCIL:

Note the report.

11. COUNCILLOR REPORTS

Councillors Houghton, Scholfield and Wrightson provided status/update reports.

The Clerk reminded members that all councillors can provide Update Reports to the Clerk for inclusion in the Agenda Pack

RESOLVED THAT COUNCIL:

- a. Note the reports.
- b. Members agree to consider the Council's priorities are as set out in Councillor Wrighton's report (Notes from the Traffic and Road Safety Working Group) are send them to Councillor Wrightson.

12. ANNUAL MEETING OF THE PARISH COUNCIL (8 MAY 2024)

The Clerk reminded members that the next Council meeting will be the Annual Meeting of the Parish Council, where members will be required to elect a Chair and Vice Chair for the following 12 months.

By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.

13. EMPLOYMENT MATTERS NOT ON THE AGENDA.

The Chair updated members on matters relating to the ongoing Employment Tribunal.

PARISH COUNCIL MEETING DATES:

8 May. Starts at 6:00pm. All meetings are held at Pendleton Village Hall.

Signed by Chair. *S. Houghton*

Date. 08/05/24

A signed copy is on file.