

Meeting of the Parish Council – 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	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Account - Balance at 20/07/24:	9,251.68	

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 WWGJBC.

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. *S. Houghton*

Date. *4 September 2024*

A signed copy is on file.