



Annual Meeting of the Parish Council

Date:	8 May 2024		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: Houghton, Scholfield, Clemson and Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllrs. D. Birtwhistle and L. Street.		
Meeting started:	18:30	Meeting closed:	19:10

Minute Reference 240508/AMPC/

- 1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.**
Cllr. Houghton was elected Chair for the next 12 months.
- 2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.**
Cllr. Scholfield was elected Vice Chair for the next 12 months.
- 3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.**
The Chair signed the Declaration.
- 4. APOLOGIES FOR ABSENCE.**
Apologies for absence were received from Cllr. Pursglove.
- 5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**
There were no declarations of interest.
- 6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 9 MAY 2023.**
The minutes were approved and signed by Cllr. Houghton who chaired the 9 May 2023 meeting.
- 7. PUBLIC PARTICIPATION.**
There was no public participation.
- 8. EXTERNAL AUDIT MATTERS:**
 - 8.1. APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.**
The Financial Statements to 31 March 2024 were approved.
 - 8.2. TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024.**
The Chair signed the Certificate of Exemption.
 - 8.3. TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.**
The Chair signed Section 1.
 - 8.4. TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.**
The Chair signed Section 2.

9. APPOINTMENTS AND NOMINATIONS FOR PARISH ACTIVITIES:

9.1. TO APPOINT AN AUDITOR FOR 2025/2026 AND 2026/2027.

Members agreed to re-appoint Alan Rogers FCA if available, if not available to appoint Diane Harvey.

9.2. TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.

Members agreed to continue to rotate attendance through the Clerk and councillors.

9.3. TO APPOINT A REPRESENTATIVE TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE.

The Chair will ask Cllr. Pursglove if she is willing to continue to be Wiswell's representative.

9.4. MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Cllr. Scholfield would continue to liaise and monitor all aspects of the Scheme.

9.5. ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.

Members agreed that Cllr. Scholfield would continue to liaise with LCC Highways.

9.6. ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Cllr. Houghton would monitor, and Cllr. Scholfield would report defects etc.

9.7. COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that Cllrs. Houghton, Clemson and Wrightson would carry out the liaison activities.

9.8. REMEMBRANCE SUNDAY.

Members agreed that the arrangements for the event would be carried out by the Clerk and liaison with volunteers and 'on-the-day' activities would be carried out by Cllrs. Houghton and Scholfield.

9.9. DEFIBRILLATOR ROUTINE CHECKS.

Members agreed that Cllr. Houghton would carry out the routine checks and the Clerk would keep the 'Circuit' updated.

9.10. TENDING CORONATIONS GARDEN

Members agreed that Cllr. Houghton would ask parishioners Sue Walmsley and Sarah Yeowart if they would continue to tend the garden.

9.11. CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.

Members agreed that this task would be carried out by Cllrs. Houghton and Scholfield.

9.12. OTHER ACTIVITIES:

- Cllr. Houghton agreed to continue to be the 'Flag Master'.
- The Clerk and Cllr. Scholfield agreed to continue to update the Notice Board.
- Cllr. Wrightson agreed to be the Council's representative on the Road Safety Working Group.

Members were reminded that the Parish Council's representative to the Whalley Educational Foundation is Cllr. Scholfield and that nominations are for a three year-term.

10. APPROVE MEETING DATES FOR 2024 AND 2025.

The following dates were approved:

2024: 3 July, 4 September, 6 November. **2025:** 8 January, 5 March and 7 May.

All meetings would start at 18:30 and continue to be held at Pendleton Village Hall, Pendleton.

Signed. *S. Houghton*

Date. 24/07/2024