

Meeting of the Parish Council – Minutes

Date:	8 May 2024		
Place:	Pendleton Village Hall, Pendleton.		
Present:	Councillors: S. Houghton (Chair), A. Scholfield, S. Clemson and O.M. Wrightson		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, and L. Street. In addition, PCSOs Ailsa Gill and Frazer Pearce and Police Constable Nick Fielding.		
Meeting started:	19:15	Meeting closed:	21:35

Minute Reference 240508/PCM

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Pursglove.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 6 MARCH 2024 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 25 MARCH 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.

The Chair welcomed PCSOs Ailsa Gill and Frazer Pearce and Police Constable Nick Fielding and thanked them for taking the time to attend the meeting.

Ailsa updated members on the latest crime statistics and discussed road traffic incidents concerning animals.

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.
- b. Approve the Reconciliation of Receipts and Payments as set out in the Report and in Table b below.
- c. 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		Pendleton Village Hall	Council meetings. 14 sessions at £15.	210.00	0.00	210.00	Paid	Admin. Expenses
2	INV-11081	HR Partner	Legal resource	223.20	37.20	186.00	Paid	Admin. Expenses
3	INV-11083	HR Partner	Legal resource	590.40	98.40	492.00	Paid	Admin. Expenses
4	..4302412	HMRC Cumbernauld	Three months income tax	247.60	0.00	247.60	Paid	Staff Costs
5	WPC 01-2024	Clerk	Three months expenses	218.50	0.00	218.50	Paid	Staff Costs
6		Unity Trust Bank	Three months service charge	18.00	0.00	18.00	Paid	Admin. Expenses
7		L. Dawson	Settlement payment	3,500.00	0.00	3,500.00	Paid	Sundry Expenses
8	DD	Easy Websites	Provision of email and website services	60.95	10.16	50.79	Paid	Admin. Expenses
9	2425123	LALC	Annual subscription	55.01	0.00	55.01	Paid	Sundry Expenses
10	P5RR2HH	PM&M	Three months service charge	33.00	5.55	27.75	DD	Admin. Expenses
Totals:				5,156.66	151.31	5,005.65		

Table b.

Reconciliation of Receipts and Payments	
	£
Balance brought forward at 1st April 2024:	6,009
Add total receipts to date:	9,166
Less total payments to date:	4,265.12
Balance:	10,909.71
	£
Unity Trust Bank Account - Balance at 29/04/24:	10,909.71

If these two figures are different an explanation is required.

6. THREE YEAR BUSINESS PLAN 2023/26 - REVIEW.

The Clerk submitted a report asking members to review and update the plan as required.

Members were reminded that they last approved the Business Plan at the Parish Council Meeting on 8 November 2023 and agreed to review it every six months.

RESOLVED THAT COUNCIL:

1. Regarding Section 4.1 of the Plan: Agree where possible to make use of existing WhatsApp groups to disseminate important information.
2. Agree to review the Plan in December 2024.

7. WISWELL OPEN GARDEN EVENT, SUMMER SOCIAL AND OTHER EVENTS.

Councillor Houghton updated members on the Open Garden Event which takes place on the 29 June.

Councillor Houghton informed members that defibrillator training that had been arranged for 16 and 30 May and recommended that the Parish provide a donation to the North West Ambulance Service who were providing the training.

RESOLVED THAT COUNCIL:

1. Thank Councillor Houghton for arranging the training.
2. Agree to provide a small donation to the North West Ambulance Service.

8. AUTHORISATION OF A LEGAL DEED.

The Clerk submitted a report seeking authorisation of a Legal Deed regarding the Rural England Prosperity Fund.

The Report noted that RVBC had requested that a Grant Agreement between themselves and the Parish Council, relating to the £13,536 allocated to the Council from the Rural England Prosperity Fund was required to be signed by the Parish Council.

Members were reminded that that the Council's Standing Orders Section 23a state that 'A legal deed shall not be executed on behalf of the Parish Council unless authorised by a resolution'.

RESOLVED THAT COUNCIL:

1. Agree that the Grant Agreement attached as Appendix 1 to the Report can be executed by the Parish Council.
2. Confirm, as set out in the Council's Standing Orders, that any two parish councillors can sign on behalf of the Council any deed required by law.
3. Nominate councillors Houghton and Scholfield as signatures to the Grant Agreement with Councillor Wrightson as a reserve signee.

9. LENGTHSMAN DUTIES.

Councillor Scholfield submitted a report for members to consider and comment on the duties undertaken by the Parish Lengthsman. Councillor Scholfield noted that the new Lengthsman had made a good start in carrying out his tasks.

RESOLVED THAT COUNCIL:

1. Note the Report.
2. Thank Councillor Scholfield for his work in coordinating the activities of the Lengthsman Scheme.

10. REPF GRANT APPLICATION

Councillor Houghton updated members on the Council's grant award from the Rural England Prosperity Fund (REPF).

Councillor Houghton reminded members that they had been awarded £13,536 for improving Coronation Garden and that work on the project would start in late May early June.

A brief discussion took place regarding the type of fencing to be erected at the rear of the garden and Councillor Houghton reminded members that several parishioners had been involved in discussions on how the garden could be improved, and these had formed part of the application submitted to RVBC.

It was noted that the application for funds for improving the War Memorial had not been successful.

RESOLVED THAT COUNCIL:

1. Thank Councillor Houghton for the update.
2. Request the Clerk to look for grants that could be used to improve the War Memorial and the area around it.

11. UPDATE ON ACTIONS FORM PREVIOUS MEETINGS.

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

RESOLVED THAT COUNCIL:

Regarding the meeting held on 10/01/2024:

1. Agree that Item 7 - Keep the Village Tidy leaflet, is no longer required.
2. Item 10: Install 'Considerate Parking' signs. Request Councillor Wrightson to look for appropriate signs, and find suitable locations where they can be placed.

12. 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.

13. ROAD SAFETY WORKING GROUP.

Councillor Wrightson presented a report updating members on actions from the last meeting of the Road Safety Working Group which took place on 31 January 2024.

RESOLVED THAT COUNCIL:

Note the report.

14. '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 (also see Item 9 above).

RESOLVED THAT COUNCIL:

Note the topics raised by Councillor Scholfield and consider solutions at the next and future meetings.

15. COUNCILLOR REPORTS.

Councillor Scholfield provide a status/update report.

RESOLVED THAT COUNCIL:

Note the report.

16. 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. Accept the offer and authorised the Clerk to inform RVBC.
2. Agree for members to consult with landowners and confirm to the Clerk a preferred location.

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.

17. EMPLOYMENT MATTERS NOT ON THE AGENDA.

Councillors Houghton and Scholfield updated members on the resolution of recent employment matters.

PARISH COUNCIL MEETING DATES:

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

Signed by Chair. *S. Houghton*

Date. 24/07/24

A signed copy is on file.