



Members of Barrow Parish Council are summoned to attend a Council meeting on Monday 18 July 2022 at Whalley Old Grammar School, commencing at 7.00pm.

**Members of the public are welcome to attend.**

## Agenda

- 1. Apologies for absence.**
- 2. Approve the minutes of the Ordinary Council meeting held on 30 May 2022.**
- 3. To receive the draft minutes of the Open Parish Meeting and draft minutes of the Annual General Meeting both held on 30 May 2022.**
- 4. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**  
Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable interest in respect of matters contained in the agenda.
- 5. Public participation (if any).**

### ITEMS for DECISION:

- 6. Finance Report:**  
Report of the Clerk (enclosed) to approve the:
  - Accounts to date.
  - Payments as set out in the report.
- 7. Improving Parish Amenities.**  
Report of the Clerk (enclosed) to approve expenditure as set out in the report.
- 8. Renting Space at the rear of Old Row.**  
Report of the Clerk (enclosed) update following improvement to the road surface
- 9. Boundary Stones.**  
Report of the Clerk, requesting authority to apply to LCC for permission to install boundary stones.

### ITEMS for INFORMATION:

- 10. Planning Report.**  
Report of the Clerk (enclosed) to consider planning matters since the previous meeting.
- 11. Lengthsman Scheme.**  
Report of the Clerk (enclosed) to update members on the Lengthsman scheme.
- 12. LCC Parish and Town Council Charter 2022 – 2024.**  
Report of the Clerk (enclosed). Members are requested to consider the Charter and if appropriate ratify it.

**13. Parish Plan.**

Report by the Clerk setting out the Council's priorities for the short and medium term.

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

**ITEM for INFORMATION:**

**14. Burial Committee – verbal report by the Cllr. Brown.**

**15. Employment Matters – verbal report by the Chair,**

*Mike Hill.*

Clerk and Responsible Financial Officer to Barrow Parish Council.

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# Agenda Item 2



## Draft Minutes Parish Council - Ordinary Meeting

<b>Date:</b>	30 May 2022		
<b>Place:</b>	Calder Room - Whalley Old Grammar School		
<b>Present:</b>	Councillors: L Street (Chair), E Kinder, L Street, J Brown and L Crook		
<b>In attendance:</b>	Committee Clerk, Councillors D Birtwhistle, G Mirfin and two residents		
<b>Meeting started:</b>	19:50	<b>Meeting closed:</b>	21:35

Please note: this meeting was a continuation of the Annual General Meeting (separate minutes) which took place prior to this meeting.

### 22/087 FINANCE REPORT.

The Clerk submitted a report to seek approval for the payments shown in the table below.

RESOLVED THAT COMMITTEE:

- a. Approve the accounts to date
- b. Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due	Minute Ref.
2815	Mulberry	Tree Assessment	180.00	30.00	150.00	16/06/22	22/046
1070	AER Accountants Ltd.	Internal auditor fees	200.00	0.00	200.00	18/06/22	21/052
04-LT575	Corido (Joti)	Teak bench for Trafford Gardens	512.51	33.33	479.18	18/06/22	22/063 (2)
6871	Noticeboard Company	Post mounted notice board	1,087.20	181.20	906.00	24/06/22	22/063 (1)
722	Oaklea Gardening	Additional work at Trafford Gardens	600.00	0.00	600.00	26/06/22	22/063 (4)
-	Cllr Kinder	Purchase of plants	46.98	0.00	46.98	30/06/22	22/063 (4)
-	Cllr Brown	Purchase of plants	21.16	0.00	21.16	30/06/22	22/063 (5)
725	Oaklea Gardening	Additional work near the Barrow signpost	66.10	0.00	66.10	27/06/22	22/063 (3)
<b>Totals £:</b>			<b>2,713.95</b>	<b>244.53</b>	<b>2,469.42</b>		

## **22/088 GRANT REQUEST.**

Members considered a request for a £50 contribution towards a Jubilee party to be held on Wheatsheaf Close. Members were reminded that in early 2022, Ribble Valley Borough Council (RVBC) provided £500 to all Town and Parish Councils as a contribution towards the cost of Jubilee celebrations and commemorations.

RESOLVED THAT COMMITTEE:

1. Reject the grant request.
2. Authorise the Clerk to respond to the applicant explaining how the Council had spent the £500 from RVBC for the purchase of a commemorative bench which would benefit the whole community.

## **22/089 ANNUAL INTERNAL AUDIT REPORT**

The Clerk presented the Internal Audit Report which forms part of the Annual Governance and Accountability Return (AGAR).

Member were reminded that the objective of the audit is to examine the system of internal controls to ensure that the Parish Council obtain an adequate level of assurance for its activities.

The audit covers the following areas of activity:

- Payroll
- Creditors and Debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control

It was noted that all the key controls contained within the internal audit report were examined and these were found to be working satisfactorily.

## **22/090 PLANNING REPORT**

The Clerk submitted a report informing members of the relevant planning applications that had been submitted since the last meeting. No action was required.

## **22/091 JUBLIEE CELEBRATIONS**

Member were informed that bunting had been placed between the trees on Trafford Gardens and on the Barrow Brook roundabout. The Clerk reminded members that the 'Jubilee' bench would be delivered on Tuesday 14 June and that the Lengthsman had already prepared the area near the Barrow sign where it would replace the existing bench.

## **22/092 DATES OF FUTURE MEETINGS.**

The dates of future meetings were scheduled as follows:

- Monday 18 July
- Monday 5 September
- Monday 24 October
- Monday 5 December

All meetings to start at 7:00pm

*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 following agenda items.*

#### **22/093 BURIAL COMMITTEE**

Councillor Brown updated members on matters relating to the Burial Committee.

**The following items were added to the agenda as supplementary items.**

#### **22/094 ADMIRAL TAVERNS CAR PARK**

The Clerk informed members that RVBC had been in contact regarding an injury a resident claimed they had sustained while walking on the car park. The Clerk reminded members that whilst the car park is owned by RVBC it is leased to the Parish Council.

RESOLVED THAT COMMITTEE:

As a matter of urgency, will take measures to improve the road surface in and around the car park.

#### **22/095 WOODLAND PATH**

The Clerk noted the recent correspondence with residents regarding the state of the Woodland Path and access to the path. Members were reminded that this matter had been ongoing for some time.

Councillor Mirfin informed members that grants were available from the Lancashire Environmental Fund (LEF) for initiatives which benefit the environment, allow public access, and offer good value for money.

RESOLVED THAT COMMITTEE:

1. Agree that until discussions with the necessary parties had been concluded, no immediate action by the Parish Council is required regarding access to the path or the state of repair.
2. Authorise the Clerk to investigate the LEF grant scheme.

#### **22/096 BARROW ACTION GROUP (BAG) FUND AND BOUNDARY STONES**

Members noted that at a BAG meeting in September 2014 the Trustees agreed expenditure for the purchase and installation of two boundary stones.

RESOLVED THAT COMMITTEE:

Look to see if it is still the intention of the Trustees to purchase and install these boundary stones.

**Signed by Chair:**

**Date:**

# Agenda Item 3a



## Draft Minutes

### Parish Council - Annual Open Parish Meeting

<b>Date:</b>	30 May 2022		
<b>Place:</b>	Calder Room - Whalley Old Grammar School		
<b>Present:</b>	Councillors: J Brown (Chair), E Kinder, L Street, D Chiappi and L Crook		
<b>In attendance:</b>	Committee Clerk and two members of the public.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	19:00

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. APPROVE MINUTES of the OPEN PARISH MEETING HELD on 24 MAY 2021.**

Minutes of the 24/05/2021 meeting were approved as a correct record and signed by the Chair.

**3. ANNUAL REPORT BY THE CHAIR.**

The Chair welcomed everyone to the meeting and made the following comments:

- I am pleased to say that life in general concerning COVID-19 has much improved for everyone with the lifting of restrictions. Hopefully this will continue, and most people will be able to start living and enjoying their lives once again.
- Parish Clerk Mandy Richardson, who started work for BPC in May 2021, left in November after securing a full-time employment opportunity. After advertising the vacancy and following an interview Mike Hill started as Parish Clerk in January 2022.
- BPC has once again, had an extremely busy year with many issues to deal with. Barrow's population is still growing with the ongoing new house builds. The commercial growth is continuing, and the new units being built on Barrow Trade Park are almost complete.
- There are many ongoing issues being dealt with, many of them being difficult and time consuming. BPC are currently only allowed 5 Parish Councillor's and have requested that the number be increased to cover the work involved in our Parish. The process has been started with RVBC to allow this to happen but will take time.
- I would like to take this opportunity to thank our Parish Councillor's and our Borough Councillor David Birtwhistle, for their work this year. I would also like to thank our Parish Clerk Mike Hill, for his professionalism, enthusiasm, and hard work.
- I have decided to retire as Chairman this year but will still be continuing as a Parish Councillor representing Barrow residents.

**4. RECEIVE THE DRAFT FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2022.**

The Council's draft financial statements for the year ended 31st March 2021 (previously circulated) were presented. These showed an opening balance of £8,975.36 as of 1 April 2021, income of £15,944.05 and expenditure of £12,535.09 leaving a balance carried forward at the year-end of 31 March 2022 of £12,384.32.

**5. OPEN FORUM.**

The following matters were raised by members of the public:

- The dilapidated state of the old pub, the strip of road that leads to the car park (behind the old pub) and the car park itself. The parishioners were informed that the old pub and the road leading to the car park were owned by the Trafford Housing Trust who are a private (limited by guarantee) company, and that RVBC owned the car park but lease it to the Parish Council. The parishioners were also informed that discussions with the Trafford Trust regarding the old pub and the slip road are ongoing, that the Parish Council are looking to make the car park surface as safe as possible and that within the next six months the area should see a significant improvement.
- The excessive speed of vehicles using Whalley Road and Hey Road. Members acknowledged that this was an issue and would contact the office of Lancashire's Police and Crime Commissioner to see if measures could be introduced to mitigate the problem.
- Unsociable behaviour. Parishioners were informed that any unsociable behaviour should be reported to the police (see details below).

Clitheroe and Whalley police on 01200 458 766 or the Police Crime Prevention Officer on 01200 458 711 or the local PCSO for Barrow who is Ailsa Gill at [ailsa.gill@lancashire.police.uk](mailto:ailsa.gill@lancashire.police.uk)

**Signed by Chair:**

**Date:**

# Agenda Item 3b



## DRAFT MINUTES Parish Council - Annual General Meeting

<b>Date:</b>	30 May 2022		
<b>Place:</b>	Calder Room – Whalley Old Grammar School		
<b>Present:</b>	Councillors: J Brown, E Kinder, L Street, D Chiappi and L Crook		
<b>In attendance:</b>	Committee Clerk, Councillors D Birtwhistle and G Mirfin (part)		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	19:45

### **22/073 TO ELECT A CHAIRMAN FOR THE NEXT 12 MONTHS.**

Cllr L Street was elected as Chairman.

### **22/074 TO ELECT A VICE CHAIRMAN FOR THE NEXT 12 MONTHS.**

Cllr L Crook was elected as Vice-Chairman.

### **22/075 CHAIR AND VICE CHAIR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE FORM.**

Councillors L Street and L Crook signed the Declaration Acceptance of Office Form.

### **22/076 APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

### **22/077 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**

There were no declarations of interest.

### **22/078 APPROVE MINUTES OF THE AGM HELD ON 24 MAY 2021**

The minutes were approved and signed by the Chairman.

### **22/079 APPROVE THE MINUTES OF THE COMMITTEE MEETING HELD ON 9 MAY 2022**

The minutes were approved and signed by the Chairman.

### **22/080 PUBLIC PARTICIPATION**

The following matters were raised by members of the public at the earlier Open Parish Meeting and were further discussed at this meeting:

- The dilapidated state of the old pub, the strip of road that leads to the car park (behind the old pub) and the car park itself. The parishioners were informed that the old pub and the road leading to the car park were owned by the Trafford Housing Trust who are a private (limited by guarantee) company, and that RVBC owned the car park but lease it to the Parish Council.

The parishioners were also informed that discussions with the Trafford Trust regarding the old pub and the slip road are ongoing, that the Parish Council are looking to make the car park surface as safe as possible and that within the next six months the area should see a significant improvement.



- The excessive speed of vehicles using Whalley Road and Hey Road.  
Members acknowledged that this was an issue and would contact the office of Lancashire’s Police and Crime Commissioner to see if measures could be introduced to mitigate the problem.
- Unsociable behaviour.  
Parishioners were informed that any unsociable behaviour should be reported to the police (see details below).

Clitheroe and Whalley police on 01200 458 766 or the Police Crime Prevention Officer on 01200 458 711 or the local PCSO for Barrow who is Ailsa Gill at [ailsa.gill@lancashire.police.uk](mailto:ailsa.gill@lancashire.police.uk)

**22/081 FINANCIAL STATEMENTS TO 31 MARCH 2022**

RESOLVED THAT COMMITTEE:

Approve as a correct record the Financial Statements to 31 March 2022

**22/082 AGAR 2021/2022 FORM 2 (CERTIFICATE OF EXEMPTION)**

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign the Certificate of Exemption

**22/083 AGAR 2021/2022 SECTION 1 (GOVERNANCE STATEMENT)**

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign Section 1 - Governance Statement

**22/084 AGAR 2021/2022 SECTION 2 (ACCOUNTING STATEMENT)**

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign Section 2 – Accounting Statement

**22/085 APPOINTMENT OF REPRESENTATIVES FOR 2022/2023**

RESOLVED THAT COMMITTEE:

Appoint the following Councillors:

Body	Spaces	Appointed/Comments
Barrow Primary School – Governor	1	To be re-considered when new members appointed to the Council.
Whalley, Wiswell and Barrow Joint Burial Committee	2	Councillor J Brown as an interim measure. One place vacant
Parish Council Liaison Committee	2	Councillors: L Crook and E Kinder

**22/086 WORK CARRIED OUT BY MEMBERS AND VOLUNTEERS**

RESOLVED THAT COMMITTEE:

Agree that Cllr Chiappi would continue to inspect Barrow Playing Fields and that Gordon Fishlock would carry out the routine checks on the parish defibrillators. Gordon is a first responder and has a great deal of experienced in this matter.

Signed:..

Date:..

# Agenda Item 6

## For Decision



Meeting Date: 18/07/2022

Title: **Finance Report to 27/05/2022**

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 the payments to be made.

### **Recommendations:**

1. Approve the Report.
2. Approve the Schedule of Payments.

## Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Minute Ref.
1	JM1954	Whalley Educational Foundation	Room hire for Council meetings x 2	52.00	0.00	52.00	02/07/22	22/037
2		Local resident.*	Contribution to fuel used in improving the Admiral Taverns car park.	300.00	0.00	300.00	20/07/22	22/064 (b)
3		Parish Clerk	Salary: 01/04/22 to 30/06/22	1,872.00	0.00	1,872.00	01/07/22	
4		Parish Clerk	Expenses: 01/04/22 to 30/06/22	251.37	0.00	251.37	01/07/22	
5		HMRC	Income tax: 01/04/22 to 30/06/22	468.00	0.00	468.00	22/07/22	
6		HMRC	Employer NIC	9.78	0.00	9.78	22/07/22	
7	BAR61030	PM+M	Payroll Services: 01/04/22 to 30/06/22	33.30	5.55	27.75	22/07/22	22/021 (d)
8	736	Oaklea Gardening	Maintain Trafford Gardens	56.25	0.00	56.25	29/07/22	Contract
9		Parish Clerk	Wooden Planter	55.90	9.32	41.62	26/07/22	22/063 (3)
10		Sabden Parish Council	Tarmac: Area in front of basketball net and entrance to the play area.	1,420.00	0.00	1,420.00	30/07/22	21/055
11		Sabden Parish Council	Contribution to Lenghtsman Scheme 2022/23	1,500.00	0.00	1,500.00	30/07/22	This meeting
12		Cllr. Kinder	Sealer for new benches	23.20	0.00	23.20	19/07/22	22/063 (2)
<b>Totals:</b>				<b>6,041.80</b>	<b>14.87</b>	<b>6,021.97</b>		

\*No receipt for this Item

Contract of  
Employment

Delivery  
charge £5.95

# Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
04/04/2022	00204582	RVBC - 2022/23 precept	21,000	0.00	0.00	0.00	0.00	21,000
<b>Total:</b>			<b>21,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,000</b>

## Payments for the period 1st April 2022 to 31st March 2023

Dates		(NC) = Not Cleared (DD) = Direct Debit		Administration Expenses						Amenity Expenses					
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC/ NIC	Home Use & Expenses	General Admin.	Website	General Costs	Ground Maint.	Playing Field	Improve Amenity	Sundry Expenses	VAT	Total
	01/04/22	DD	Easy Web					24.00						3.60	27.60
04/04/22	14/04/22	100232	LALC: Membership Subscription						319.41						319.41
04/04/22	14/04/22	100233	Oaklea Garden Services							56.25				-	56.25
04/04/22	11/04/22	100234	Clerk: Use of Home, Mileage and other expenses			144.30									144.30
		100235	Void												-
04/04/22		100236	HMRC		427.20										427.20
04/04/22	20/04/22	100237	PM+M Payroll Solutions				66.60								66.60
		100238	Void												-
12/04/22	19/04/22	100239	Clerk: 3 months salary	1,708.80											1,708.80
12/04/22	09/05/22	100240	Whalley Educational Foundation: £65.00						65.00						65.00
12/04/22	04/05/22	100241	Purchase of bunting: £47.45										39.55	7.90	47.45
12/04/22	25/04/22	100242	RVBC: lease of land at rear of Old Row Barrow									100.00			100.00
12/04/22	25/04/22	100243	RVBC: Ground Maintenance							416.16					416.16
		100244	Void												-
		100245	Void												-
		100246	Void												-
	03/05/22	DD	Easy Web					38.00						7.60	45.60
17/05/22	19/05/22	100247	Oaklea Garden Services:							56.25				-	56.25
17/05/22	20/05/22	100248	Joti Ltd: Jubilee Bench:									667.99			667.99
17/05/22		100249	Whalley Educational Foundation: £26.00 (NC)												-
17/05/22	23/05/22	100250	Stuart McGregor: Painting Barrow sign									44.00			44.00
17/05/22	25/05/22	100251	RVBC: Emptying bins on playing field								499.20				499.20
		100252	Void (mistake of amount on cheque)												-
<b>TOTALS</b>				<b>1,708.80</b>	<b>427.20</b>	<b>144.30</b>	<b>66.60</b>	<b>62.00</b>	<b>384.41</b>	<b>528.66</b>	<b>499.20</b>	<b>811.99</b>	<b>39.55</b>	<b>19.10</b>	<b>4,691.81</b>

4,691.81

# Summary of Receipts and Payments

£

Balance brought forward at 1st April 2022: 12,384

Add total receipts to date: 21,000

Less total payments to date: (4,692)

**Balance:** 28,693

£

**Barclays Bank Account Balance at 27 May 2022:** 28,693  
*Date of the last bank statement*

If these two figures are significantly different an explanation is required.

Payments not cleared:	Ref.	£
<i>Hire of meeting room</i>	100249	26.00
<i>Accountants</i>	100253	200.00
<i>Tree inspection</i>	100254	180.00
<i>Noticeboard</i>	100255	1,087.20
<i>Trafford Gardens Bench</i>	100256	512.51
<i>Oaklea Gardening</i>	100257	66.10
<i>Oaklea Gardening</i>	100258	600.00
<i>Cllr. Kinder (plants)</i>	100259	46.98
<i>Margaret Farran (plants)</i>	100260	21.16

£

(2,740)

25,953

# Comparisons as at 27/05/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>
RVBC Precept:	14,430	21,000	21,000
RVBC Grants:	1,111	0	0
HMRC VAT Refunds:	290	0	0
Sundry and Other Income:	113	0	0
	<b>15,944</b>	<b>21,000</b>	<b>21,000</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff Costs - Clerk's salary:	5,044	7,488	1,709
Staff Costs - Employers Tax and NIC:	64	1,950	427
Staff Costs - postage, stationary, phone etc.):	785	650	144
General Admin.:	0	200	67
Website - hosting and maintenance:	216	600	62
General Costs - Insurance:	1,009	1,200	0
General Costs - Audit fees:	200	200	0
General Costs - Legal fees:	35	0	0
General Costs - training, meetings etc:	25	200	65
General Costs - LALC Subscripton:	279	290	319
	<b>7,657</b>	<b>12,778</b>	<b>2,793</b>
<b>Amenity Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Parish lengthsman scheme:	1,500	1,500	0
RVBC - car park rental:	100	100	100
Car park - maintenance:	0	400	0
Playing field - renovation and maintenance:	15	2,500	0
Playing field - inspection fee:	68	100	0
Playing field - annual service:	1,404	400	0
RVBC - bin emptying:	398	500	499
RVBC - ground maintenance:	0	420	416
Trafford Gardens - ground maintenance	0	700	113
General maintenance and improvement	692	1,500	712
	<b>4,177</b>	<b>8,120</b>	<b>1,840</b>
<b>Sundry Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Burial Committee precept:	145	145	0
Christmas trees, lights and bunting:	300	400	40
Remembrance Sunday - wreath:	25	25	0
Defibrillator costs:	10	200	0
Sundry donations:	0	200	0
Amenity Improvement (Bench, NB etc.)	0	700	0
	<b>480</b>	<b>1,670</b>	<b>40</b>
<b>VAT on Expenses to be Reclaimed:</b>	<b>£</b>	<b>£</b>	<b>£</b>
	222	0	19
<b>Total Expenditure:</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>12,536</b>	<b>22,568</b>	<b>4,692</b>
<b>SUMMARY:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income:	15,944	21,000	21,000
Expenditure:	(12,536)	(22,568)	(4,692)
	<b>3,408</b>	<b>(1,568)</b>	<b>16,308</b>
<b>BALANCE:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward at 1 April:	8,975	12,383.72	12,384
Add surplus / less deficit from year:	3,408	(1,568)	16,308
Balance carried forward:	<b>12,384</b>	<b>10,816</b>	<b>28,692</b>

# Agenda Item 7

**For Decision**

<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Improving Parish amenities.</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

For members to consider the purchase of a new bench to replace the one located near the bus stop at the Golf Club end of Barrow, to consider the purchase of a larger refuse bin for installation on Barrow Playing Fields and to approve expenditure to move the Barrow sign to a new location.

In addition, if the Committee agree to purchase a new bench it is recommended that they consider approving no more than £200 to improve the area where the bench is to be located.

## 2. Introduction.

Members will be aware that the Parish Council:

- Play an integral role in improving the amenities available to parishioners.
- Have a duty to maintain its current assets.

## 3. Bench on Whalley Road at the Golf Club end of the Village.

Any new bench will replace the one shown in the images below.





The current bench has been situ for a considerable number of years and is long past its best. Once removed, consideration will be given to see if it can be cleaned and repaired and used elsewhere in the village. As the bench is situated next to a bus stop and a footpath it would be well used.

It should be noted that the small area where the bench is located is in 'Old Barrow' and seems to have been overlooked with the housing developments taking place at the other end of the village.

The cost to replace the bench with a 1.8m (6 feet) long Teak bench similar to the one purchased for Trafford Gardens (image below) would be around £515 including VAT and delivery charges. I have assumed any installation charges would be met by the credit the Council has in the Lengthsman scheme.



With the installation of a new bench, it would seem an opportune time to give the entire area a spruce up. Cutting back the over-grown shrubs, cleaning the flags under the bench, and providing a general tidying up can be undertaken by the Lengthsman as can the on-going maintenance of the area. It goes without saying that the necessary permissions and approvals will be obtained before any work commences, the Lengthsman will also take into consideration any wild-life issues before hedge cutting takes place.

Members are reminded that at the meeting on 9 May they approved £200 to improve the area near the Barrow sign, this has made a positive difference to the small plot of land and been recognised by parishioners in comments they have made.

#### 4. Waste Bin Located in the Playing Fields.

Currently there are three bins on the Playing Fields one provided and emptied by McDonalds and two provided by RVBC which Barrow Council currently pay £499 annually for emptying.



The black hooded bin (highlighted) has less capacity than the burgundy bin and the hood is frequently dislodged which attracts birds and allows wind to scatter rubbish onto the field. The cost to replace the black hooded bin with a burgundy bin like the one currently in situ is set out below:

Item	Cost £
Burgundy bin	21.12
Spider and pad lock	160.00
Paving stone	3.58
Labour	72.00
<b>Total less VAT</b>	<b>256.70</b>

#### 5. Barrow Sign.

Members will be aware that the Barrow sign located on Whalley Road (see below) is difficult to see when approaching via car.



Sign as seen by drivers, after the hedge was cut back.



Sign as seen by pedestrians

The Clerk has been in contact with Lancashire County Council (LCC) regarding the possibility of moving the sign. LCC have said they would have no issues if the sign was moved to the rear of the bench see below:



LCC do however make the following points:

- If the Council are going to use any type of lifting equipment from the back of a wagon or machinery, the Council would need to ensure the requirements set out in Chapter 8 Traffic Management are met (*the provision of a safe passage for pedestrians etc. so they are not being forced to walk into the road*).
- Any employed contractors would need full public liability insurance for working in the Highway.

## 6. Recommendations:

Members are recommended to:

- a. Approve the purchase and installation of a new bench as set out in the report.
- b. Approve, subject to the necessary permissions and approvals being obtained, expenditure of no more than £200 to improve the pocket of land where the bench is to be located.
- c. Approve the replacement of the black hooded bin with a burgundy bin with spider attachment as set out in the report and authorise the Clerk to contact RVBC to make the necessary arrangements.
- d. Authorise the clerk to arrange for the resitting of the Barrow sign to a location to be agreed and report back to members with associated costs.

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# Agenda Item 8

**For Decision**

<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Renting Space at the rear of Old Row.</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

For members to **reconsider** a request by Asad Ejaz, trading under the name of 'Crust n Slice' to rent space on the land at rear of Old Row (behind the disused public house) for the sale of pizzas (see image below).



## 2. Background:

Members are reminded that at their meeting on 9 May 2022 they approved the application in principle with the provision that the Council first improve the surface of the car park.

Members also noted that any future agreement to rent space should be on a rolling 2-month basis and as the carpark is used by the residents of the village, the patrons of the local public house and people dropping off and picking up their children from the nearby primary school, a suitable space cannot be guaranteed to be available when required. The Clerk informed both RVBC and Mr Asad of the Council's decision.

## 3. Recommendations:

Now that the road surface has been improved members are recommended to authorise the Clerk to inform both RVBC and Mr Asad that his applications is now approved. Noting that any contract would be on a rolling 2-month basis and that the Council cannot guarantee the availability of a suitable space.

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# Agenda Item 9

**For Decision**

<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Boundary Stones</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

For members to consider a request by Councillor Jean Brown a Trustee of the Barrow Action Group Funds (BAG) for Barrow Parish Council to apply to Lancashire County Council (LCC) for a license to locate boundary stones at either end of the village.

## 2. Background:

Members are reminded that BAG was initially set up by a group of independent villagers to fund the development of a community centre. The Trustee Agreement stated that if by the 31 January 2002 there was no prospect of a building, property or suitable land becoming available for a community centre, the trustees would canvass Barrow residents and seek suggestions as to the use of the fund. To this end, in September 2014 the trustees approved the installation of two boundary stones at a cost of £6,200.

Councillor Brown has recently been in contact with LCC and has been told a license (free of charge) is required to install boundary stones and that Barrow Parish Council need to apply for this licence.

## 3. Suggested Sites for the Boundary Stones

BAG have proposed the following sites both are on Whalley Road.

**First Site** (see image below): The stone would be located on the small-grassed area adjacent to the pavement, in front of Audley House. There is a bus stop on the site and an old wooden bench.



**Second Site** (see image below): The stone would be located on the large, grassed area, set back and in front of the new Redrow housing development, adjacent to Dogwood Lane and near the mini roundabout/junction with Whalley Road and Whiteacre Lane.



**Alternate Site:** Members should note that for the Whalley end of the parish, several councillors had previously suggested that any boundary stone should be placed adjacent to the Whalley geographical boundary. It should also be noted that the placement of the 'black and white' Barrow sign, may influence any decision.

#### 4. Style, Size and Lettering:

I am advised that BAG have not finally decided on the size and style of the boundary stones, but they do not expect them to be very large or too 'fancy'. The word Barrow would be transcribed on the front of the stones with an inscription below.

#### 5. Recommendations:

Members are recommended to approve the request and authorise the Clerk to apply to Lancashire County Council for a license to install two boundary stones, subject to Councillors approving the:

- a. Sites where the stones are to be located (see paragraph 3 above) and
- b. The style and size of the stones and the wording on the stones.

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# Agenda Item 10

## For Information



<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

To inform members of the planning applications relating to Barrow received by Ribble Valley Borough since the last Committee Meeting.

### 2. Applications since the last Committee Meeting:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website by using the link below:

[https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

- 8 July: No applications.
- 1 July: No applications.
- 24 June: No applications.
- 17 June: No applications.
- 10 June: No applications
- 1 June: No applications
- 27 May: See below (non-material amendment)

<b>3/2022/0489</b>	Non-Material amendment	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 20/05/2022	<b>Development Address:</b> Former Waste Water Treatment Works Whalley Road <b>Barrow</b> BB7 9AP	Non Material Amendment of planning application 3/2021/1059. Proposed minor changes to building dimensions and levels.	374085 439184
<b>Officer:</b>	Ben Taylor 01200 425111		

### 3. Members are recommended:

To note the contents of the report and set out any actions relating to the planning applications mentioned.

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# Agenda Item 11

For Information/Decision



<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Lengthsman Scheme</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

## 1. Purpose of the report.

To update members on the Lengthsman Scheme and seek approval for the 2022/23 scheme contribution.

## 2. Background:

Members are reminded that the modern “Lengthsman” scheme is the re-incarnation of an old concept where a locally employed person would carry out maintenance work which the local community identified as being important.

## 3. Concurrent Function Grant:

Members are also reminded that an element of the cost of the Lengthsman scheme is met by RVBC in the form of the Concurrent Function Grant Scheme.

*Note: Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council.*

The concurrent functions grant scheme was approved by RVBC’s Policy and Finance Committee in November 2008 and supports parish and town councils with net revenue expenditure on the following concurrent functions:

- Burial grounds
- Bus shelters
- Footpaths
- Footway lighting
- Litter collection
- Dog waste bins
- Parks and play areas
- **Parish lengthsman (from 2017)**

RVBC reimburses parish councils with 25% of expenditure that is net of other methods of support, VAT, and any administration costs.



#### 4. Current Financial Status:

The table below sets out the current financial status of the Lengthsman Scheme.

Income:	£
General funds carried forward from 2020/21	785.52
PROW funds carried forward from 2020/21	440.00
Parish contribution - 2021/22	1,500.00
Uplift of 20% via AONB fund	300.00
<b>Total income for 2021/22</b>	<b>3,025.52</b>
Expenditure	£
Cost of work to 31/03/22	1,893.00
Materials used by the Lengthsman to 31/03/22	446.32
<b>Total expenditure during 2021/22</b>	<b>2,339.32</b>
Balance as of 31 March 2022 (c/forward to 2022/23)	686.20

Please note that during 2022/23 an additional £500 in grants are anticipated from the PROW Scheme and £300 from the new Bio-Diversity Scheme. Angela Whitwell from Sabden (Lengthsman Scheme Administrator) will be opting Barrow into these two Schemes.

Based on 2021/22 expenditure and the Council's planned activities, it would seem sensible that a contribution of £1,500 should be made for 2022/23.

#### 5. Other Considerations:

From 1 April 2022 the Lengthsman's hourly rate was raised to £16/hour.

Angela Whitwell Scheme Administrator (Sabden) informs me that Philip (Lengthsman) has been contracted for some 16 years and in that time has only had one increase to his hourly pay rate and has been working on his current rate for at least 8 years.

Angela also informs me that having taken advice from the countryside service and the AONB Team and having spoken with other parishes throughout Lancashire who contract Lengthsman, rates vary between £15/hr to £20/hr with the common level being £18/hr.

#### 6. Members are recommended:

To note the contents of the report and approve expenditure of £1,500 as a contribution to the 2022/23 Lengthsman's Scheme.

# Agenda Item 12

## For Information



<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>LCC Parish and Town Council Charter 2022 - 2024</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

Members are requested to consider the Charter (Appendix 1) and if appropriate ratify it.

**2. Introduction**

Appendix 1 to this report sets out a revised and updated Parish and Town Council Charter, which sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. The Charter was revised in conjunction with parish and town councils and endorsed at the Parish and Town Council Conference in March 2022.

**3. Members are recommended:**

To consider the Charter and if appropriate ratify it.

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# Appendix 1



## Better Working Between Lancashire County Council and Parish and Town Councils

**Parish & Town Council Charter 2022-2024**

Communication • Consultation • Contacts

## **Foreword**

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

### **County Councillor Peter Buckley**

Cabinet member for community and cultural services

February 2022

## Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

## Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.

## About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

## How we will work better together:

### 1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

### Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

## 2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils ([www.lalc.org.uk](http://www.lalc.org.uk)) and the Society of Local Council Clerks ([www.slcc.co.uk](http://www.slcc.co.uk)) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.



### **3. Providing access to services**

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

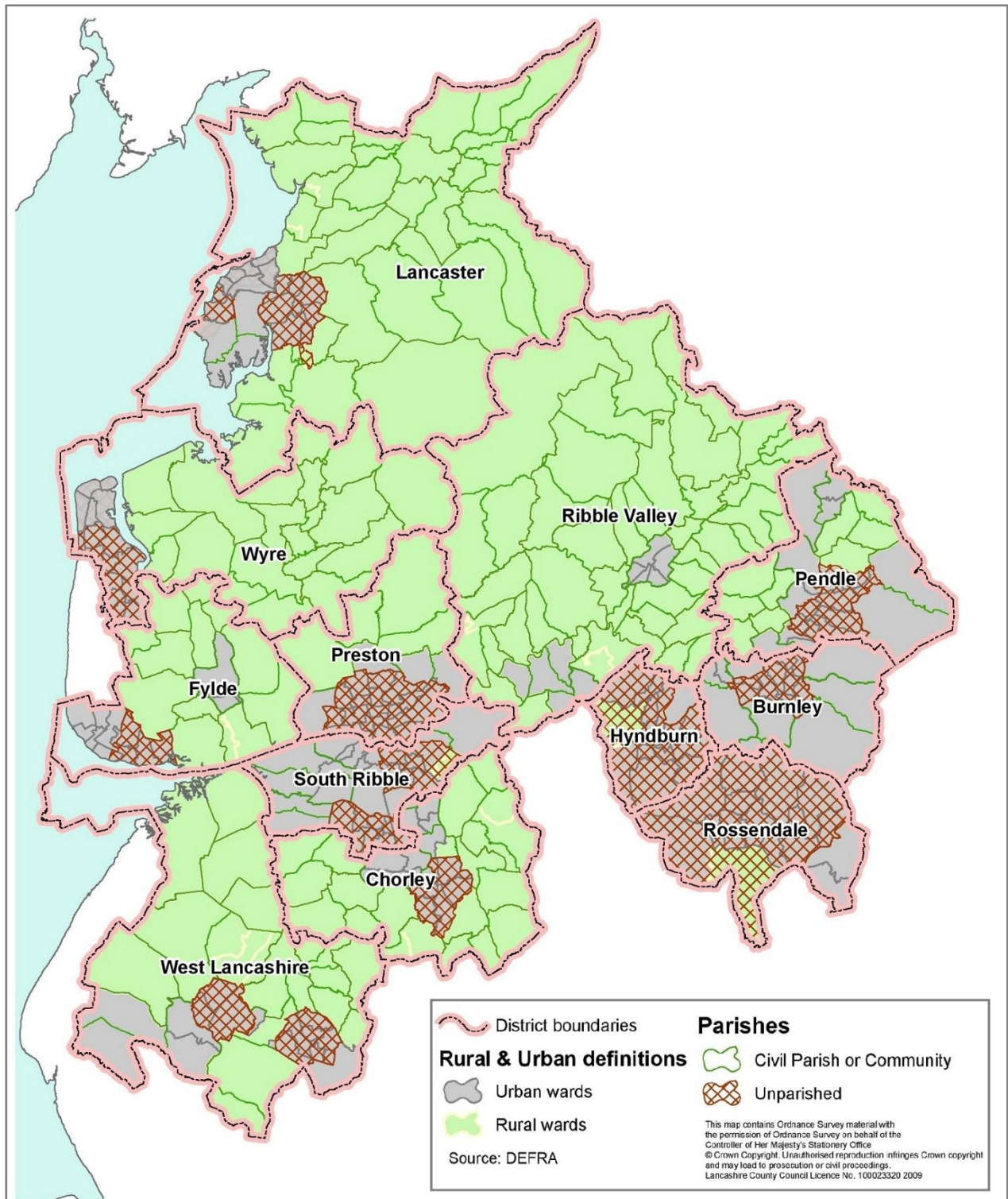
Parish & Town Councils will:

- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

### **4. Implementation, monitoring and review**

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

**Parished and Unparished areas and Urban & Rural definitions**



## **How to contact LCC**

### **Contact Us webpage:**

<https://www.lancashire.gov.uk/council/get-involved/contact/>

### **Parish and Town Council webpage:**

<https://www.lancashire.gov.uk/parish-and-town-councils/>

### **Highways matters:**

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: [highwaysdistrictlead@lancashire.gov.uk](mailto:highwaysdistrictlead@lancashire.gov.uk)

### **Send a compliment or comment or make a complaint to the Council:**

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

### **List of County Councillors:**

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

### **Parish and Town Council general enquiries email:**

[parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)

## **Useful LCC Phone Numbers**

### **General Enquiries (Mon-Fri, 8am-5pm):**

Email [enquiries@lancashire.gov.uk](mailto:enquiries@lancashire.gov.uk)

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

### **Out of hours emergency contact details:**

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

### **Libraries:**

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

### **Schools:**

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

### **Highways, NoWcard and Blue Badges:**

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

**Waste and Recycling:**

Waste helpline 0300 123 6781

**Births, deaths and marriages:**

Registrars and certification service 0300 123 6705

**Social care:**

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

**Partner Organisations Emergency Phone Numbers**

**Gas leaks and major electricity hazards (e.g. overhead cables, pylons)**

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

**Personal gas & electricity issues (e.g. interruption of supply):**

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

**Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):**

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

**Environment Agency (e.g. pollution, flooding involving rivers/sea):**

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

**District Council Contact Details**

Burnley Borough Council	01282 425011	<a href="http://www.burnley.gov.uk">www.burnley.gov.uk</a>
Chorley Borough Council	01257 515151	<a href="http://www.chorley.gov.uk">www.chorley.gov.uk</a>
Fylde Borough Council	01253 658658	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Hyndburn Borough Council	01254 388111	<a href="http://www.hyndburnbc.gov.uk">www.hyndburnbc.gov.uk</a>
Lancaster City Council	01524 582000	<a href="http://www.lancaster.gov.uk">www.lancaster.gov.uk</a>
Pendle Borough Council	01282 661661	<a href="http://www.pendle.gov.uk">www.pendle.gov.uk</a>
Preston City Council	01772 906900	<a href="http://www.preston.gov.uk">www.preston.gov.uk</a>
Ribble Valley Borough Council	01200 425111	<a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a>
Rossendale Borough Council	01706 217777	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>
South Ribble Borough Council	01772 625625	<a href="http://www.southribble.gov.uk">www.southribble.gov.uk</a>
West Lancs Borough Council	01695 577177	<a href="http://www.westlancs.gov.uk">www.westlancs.gov.uk</a>
Wyre Borough Council	01253 891000	<a href="http://www.wyre.gov.uk">www.wyre.gov.uk</a>

# Agenda Item 13

## For Information



<b>Meeting:</b>	<b>18 July 2022</b>
<b>Title:</b>	<b>Parish Action Plan</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 1. Purpose of the report.

Members are requested to consider the areas of activity as set out in the report and confirm that they are the Council's priorities for the short and medium term.

### 2. Background:

Members will recall at its meeting on 4 April 2022 they agreed to consult with parishioners to ensure their views could best be reflected in the decision-making process and in this regard agreed to set up a working group that would consider how best to consult with parishioners. It was envisaged that parishioners' views could form the basis of a Parish Action Plan. Unfortunately the working group has not met.

### 3. Action Plan:

The Parish Action Plan (below) should be viewed as a starting point for possible areas of activity over the short and medium term. After consultation with parishioners, the Working Group can develop the Plan and members can agree to add, amend, and set out a matrix of importance. The Action Plan would be a dynamic document with flexibility in both the areas of activities and their priorities, and that new activities and revised priorities will come into play during the year. Note that the proposals should be designed to improve the parish for the benefit of all residents.

<b>Areas of Activity</b>	<b>Proposals</b>
Woodland Path	Look to own and improve the area to promote active travel.
Boundary stones	Look to install stones at either end of the village.
Car park at the rear of Old Row	Make further improvements and landscape the area.
Trafford Gardens	Look to enhance this major village asset.
Playing fields	Purchase new play equipment.
Speeding	Investigate the use of SPiDs and other traffic calming measures on Whalley Road and Barrow Brook Trade Park
Parish Councillors	Look to increase the number of councillors.
Elicit parishioners' views	Continue with the Working Group.

#### 4. Recommendations:

Members are recommended to:

- a. Consider the Areas of Activity and Proposals as set out in the report.
- b. Confirm that they are the Council's priorities in the short and medium term.
- c. Confirm the importance of each area of activity.
- d. Authorise the Clerk to report back to this Committee at regular intervals on the progress of each area of activity.

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