



# Barrow Parish Council

## Three Year Business Plan

### October 2023 to October 2026



## Version Control

Version	Author	Date	Revision/Changes	Approved by
0.1	Mike Hill - Clerk	15/10/23	First Draft	
1.0	Mike Hill - Clerk	13/11/23	No changes to above	Council Meeting 13/11/23

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## 1. Vision.

Barrow Parish Council aims to be a positive, efficient, and reliable organisation and meet the needs of the parish through its:

- ⇒ Commitment to parishioners.
- ⇒ Awareness of the needs of all parishioners.
- ⇒ Active communications within and for the parish.

The Council seeks to promote and improve the quality of parish life by using the knowledge of groups and individuals within the parish and by making efficient and positive use of its income.



It will strive to be pro-active in the introduction of measures that will enable the community to thrive in a safe, friendly and comfortable environment, with special emphasis on community engagement, especially for new residents.

## 2. About Barrow Parish Council.

Barrow Parish Council is the first tier of local government and as such is the closest to the community, with a key role to play in promoting the parish by representing its interests to other agencies such as Ribble Valley Borough Council (RVBC), Lancashire County Council (LCC) and Lancashire Constabulary.

Within its limited remit, the Council monitors, and reports on planning matters, as well as monitoring and reporting on amenity and highway issues. It works to influence decision makers at Borough and County

# Parish Council

level and strives to improve the quality of parish life by providing a range of services to meet local need. These range from maintaining the three village defibrillators, benches and picnic tables, verges, public rights of way and the upkeep of the Playing Fields, Trafford Gardens, and the Old Row carpark. In addition, the Council installs the Christmas tree and Christmas lights at Trafford Gardens and Barrow Brook.

Parishioners elect 5 parish councillors every four years. The Council elects a Chair and a Vice-Chair annually in May. Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish.

### 2.1 Current Councillors:

				
Lucy Crook <i>Chair</i>	Diane Chiappi <i>Vice Chair</i>	Karen Heyworth	Elizabeth Kinder	Lee Street



## 4. Business Plan Objectives and Activities:

### 4.1 Parish benefits and community engagement:

- ⇒ To provide a channel of communication for the views and expressions of the local community and to be responsive to its needs and aspirations.
- ⇒ To represent the parish of Barrow and to improve the facilities, infrastructure, and overall amenity for all parishioners.

This will be achieved by being a professional and competent Parish Council, which is open and accountable and ensures sound fiscal management of Parish Council resources.

Action	Measure
Ensure continuous communication and engagement with residents and village groups.	<ul style="list-style-type: none"> <li>● Councillors to be involved with existing village groups.</li> <li>● Look to hold advice surgeries and public meetings.</li> <li>● Issue a twice-yearly Parish newsletter and other newsletters, as necessary.</li> <li>● Maintain the Parish Facebook page.</li> <li>● Ensure the Council's website and noticeboard are up to date.</li> </ul>
Donations to parish organisations	Donations considered on request.

### 4.2 Parish Council administration:

- ⇒ To ensure the ongoing administration of the Council and the facilitation of the Parish Council's activities.
- ⇒ Continue to seek and improve established channels of communication and find new ways of engaging and communicating with parishioners.

Action	Measure
Ensure functional Council meetings are in place and statutory obligations are met.	<ul style="list-style-type: none"> <li>● Hold six meetings per year including an Annual Meeting of the Parish Council.</li> <li>● Ensure Council agendas are posted on the Council's website and noticeboard at least three working days before the meeting</li> </ul>
Council transparency.	<ul style="list-style-type: none"> <li>● Public sessions are available at all meetings.</li> <li>● Ensure meeting minutes are available on the Council's website in a timely manner.</li> </ul>
Ensure all actions from the Parish Council meeting are completed.	<ul style="list-style-type: none"> <li>● 'Action Sheet' issued after each meeting.</li> <li>● Actions reviewed at each Council meeting.</li> </ul>
Liaison with LCC and RVBC.	County and Borough Councillors to attend Council meetings, provide updates, and answer questions.

Action	Measure
Liaison with Lancashire Constabulary.	<ul style="list-style-type: none"> <li>• Ensure the Council has updates from the PCSO.</li> <li>• The Council to function as a conduit between the parishioners and the PCSO.</li> </ul>

### 4.3 Parish Council development:

- ⇒ To provide all Councillors and the Parish Clerk with the knowledge to enable them to contribute to the advancement and improvement of the Council.
- ⇒ To ensure Councillors keep abreast of new opportunities and policies.
- ⇒ To improve Council activities by encouraging Councillors and the Parish Clerk to develop their skills through appropriate training.

Action	Measure
Ensure all Councillors, as a minimum, receive basic training.	<ul style="list-style-type: none"> <li>• All new councillors attend Councillor training provided by Lancashire Association of Local Councils (LALC).</li> <li>• Ensure all Councillors receive an individual training record, which will be provided to Councillors each year.</li> <li>• All Councillors involved in planning matters attend a planning training course provided by LALC.</li> <li>• All Councillors attend the Code of Conduct Training provided by RVBC.</li> </ul>
Maintain links with LALC to ensure the Council has the best advice.	<ul style="list-style-type: none"> <li>• Ensure the Council continues its LALC membership.</li> <li>• At least one Council representative attends the annual Parish and Town Council Conference.</li> </ul>
Ensure Councillors have the knowledge to enable them to contribute to the advancement and improvement of the Council	<ul style="list-style-type: none"> <li>• Provide all Councillors with information to ensure compliance with statutory instruments and financial regulations.</li> <li>• Provide the opportunity for Councillors to request individual training requirements as necessary.</li> </ul>

## 4.4 Financial planning and control:

- ⇒ To ensure the ongoing financial viability of the Council.
- ⇒ To ensure the Financial Budget is monitored on a regular basis and that any anomalies are highlighted to the Parish Council for action.
- ⇒ A financial report will be presented at each meeting of the Partish Council.

Action	Measure
Set and monitor annual budgets.	<ul style="list-style-type: none"> <li>● Budget to be set annually to inform precept requirement for the following year.</li> <li>● Annual precept form to be submitted to RVBC by the deadline.</li> <li>● Actual to Budget monitoring reports to be presented to each Council meeting.</li> </ul>
Ensure internal audit is procured by the Council	At the Annual Meeting of the Parish Council an internal auditor will be appointed for the following year.
Perform internal annual audit.	<ul style="list-style-type: none"> <li>● The Internal Auditor will provide an annual audit report detailing actions to be completed by the next internal audit.</li> <li>● Ensure all matters arising from the internal audit are actioned in a prompt and appropriate manner.</li> </ul>
Annual Governance and Accountability Return (AGAR).	Ensure AGAR is submitted in a timely manner and complies with all legal obligations and maintains transparency by making the documents publicly available.

## 4.5 Strategic planning/key projects:

The following activities/objectives are included in the Parish Council’s Three-Year Plan:

- ⇒ Ensure continued communication with LCC, RVBC and other agencies and groups to discuss areas for improvement regarding parking, road signage and road markings, road safety in general, planning and planning enforcement, road verge and hedgerow maintenance, weed control on pavements, and edge maintenance of carriageways.
- ⇒ Work with RVBC on the provision of public and dog waste bins.
- ⇒ Continue a rolling program of bench and picnic table maintenance and renewal.
- ⇒ Improvement of communication and engagement with parishioners, by maintaining and enhancing the Council’s social media presence and increasing the opportunities for parishioners to meet up.
- ⇒ Continue to maintain the current CCTV installations and address the need for additional CCTV in and around the village including Barrow Brook.
- ⇒ Ensure that the Council’s Action Plan is updated on a regular basis and includes feedback from parishioners.

- ⇒ Continue the programme of village improvements including a revamp of the area at the rear of the 'Old Row' car park and the two small verges one near the 'Barrow Sign' and one near 'Berties' bench.
- ⇒ Continue to assess the viability of converting old/unused buildings within the village including the disused properties at 23-25 Old Row into a community centre/village hall.
- ⇒ Continue the potential transfer of ownership of the Woodland Footpath at Barrow Brook Grange to the Parish Council.
- ⇒ Continue to explore the possibility of improving the Barrow Brook Lodge with a view to making it a village amenity.
- ⇒ Ensure that the Council's funds are spent on projects identified as providing, improving, replacing, or maintaining infrastructure that supports the development of the Parish and parishioners.

Action	Measure
Ensure continuing engagement with RVBC and LCC	Councillor attendance at meetings arranged by RVBC and LCC and are reported at Parish Council meetings.
Ensure the Parish Council continues to respond to all planning applications as a statutory consultee.	<ul style="list-style-type: none"> <li>• The Council to nominate a Councillor who has responsibility to deal with the coordination of comments on planning applications.</li> <li>• The Parish Clerk, and Borough Councillors; Street and Birtwistle continue to consult with RVBC on behalf of the Council on planning and planning enforcement matters.</li> </ul>
Ensure succession planning for the Chair, Vice Chair and Clerk	<ul style="list-style-type: none"> <li>• Encourage 'newer' councillors to seek nomination as Vice Chair and ensure they lead meetings throughout the year.</li> <li>• Look to appoint a person to shadow the Parish Clerk.</li> </ul>
Review Action Plan	Standard Agenda Item at each Council meeting.
Review this Business Plan	To be reviewed every six months.

## 4.6 Committees and Groups:

Members of the Council will continue to represent the Parish at the:

- Parish Council Liaison Meeting.
- Whalley, Wiswell and Barrow Joint Burial Committee.
- RVBC's Road Safety Working Group.

Action	Measure
Ensure continued membership of the groups.	Membership of the groups to be reviewed at the Annual Meeting of the Parish Council.



## 5. Business Plan review.

As some of the areas covered in the Business Plan are ongoing and will cover more than one financial year, the Parish Council will review the Business Plan on a 6-month basis in March and September each year, thereby ensuring that it is updated regularly and that any further actions identified during the period are included or, where appropriate, are signed off as having been completed.

The areas of activity will relate to the budget which is set in December of each year and finalised the following January. This budget will also include projected spend for regular items of expenditure.



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