



Parish Council Meeting – Draft Minutes

Date:	11 March 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth, L. Street, D. Chiappi and E Kinder.		
In attendance:	Clerk to the Council - Mike Hill, Borough Cllr. D. Birtwhistle, County Councillor G. Mirfin (part), PCSO Ailsa Gill, Ruth Thompson (representing the Olive Brance and Ribble Valley Foodbank) and two parishioners.		
Meeting started:	18:30	Meeting closed:	20:10

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1. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 29 JANUARY 2024 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 10 FEBRUARY 2024.

The above minutes were approved as correct 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 PCSO Ailsa Gill and thanked her for taking the time to attend the meeting. Ailsa updated members on the latest crime figures and noted that Barrow is rated as a low crime area.
- The Chair also welcomed Ruth Tompson who updated members on the work undertaken by the Ribble Valley Foodbank and The Olive Branch. Members were informed that at the Trinity Community Hub in Clitheroe (Parsons Lane) and at St. Pauls Church Longridge (Church Street) along with a 'grocery bank', advice and support was available from amongst other agencies; DWP, NHS and Citizens Advice Bureau.
- Questions regarding the renovation of 23-25 Old Row were answered during the Agenda Item 8 update.

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:

- Approve the accounts to date.
- Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- Approve Schedule of Payments as set out in the Table a below:

Table a:

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
	BAR1030	PMM Solutions Payroll Services	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
	01-477	Easy Web	Website and Email Hosting	56.76	9.46	47.30	Paid	Admin. Exp.
	sdebt28694	RVBC	Ground Maintenance Apr 2023 to Mar 2024	788.64	131.44	657.20	Paid	Amenity Exp.
	JM2485	Whalley Education Foundation	Room Hire (January 2024)	26.00	0.00	26.00	Paid	Admin. Exp.
	BPC 2024-01	AP Landscaping	Lengthsman Duties	382.32	0.00	382.32	Paid	Amenity Exp.
	LCO02833	Clear Insurance	Annual Insurance Renewal	761.06	0.00	761.06	Paid	Admin. Exp.
	3133001	Glasdon	Life belt for Barrow Brook Lodge	300.42	50.07	250.35	Paid	Amenity Exp.
Totals:				2,348.50	196.52	2,151.98		

Table b:

Summary of Receipts and Payments	
	£
Balance brought forward at 1st April 2023:	21,670
Add total receipts to date:	35,170
Less total payments to date:	(35,369)
Balance:	21,472.20
	£
Unity Trust Bank Balance as at 28/02/24:	21,472.20
	<i>If these two figures are different an explanation is required.</i>

6. RISK MANAGEMENT REGISTER AND POLICY.

The Clerk submitted a report seeking approval of the Risk Register and Policy attached as Appendix 1 to the Report.

Members were reminded that the Register was last adopted by Barrow Parish Council on 4 April 2022 and that the Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks.

RESOLVED THAT COUNCIL:

Agree to adopt the 2024/25 Risk Management Register and Policy.

7. ASSET POLICY AND REGISTER.

The Clerk submitted a report seeking approval of the Asset Register and Policy attached as Appendix 1 to the Report.

Members were reminded that Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

RESOLVED THAT COUNCIL:

Agree to adopt the 2024/25 Asset Policy and Register.

8. UPDATE ON THE TRANSFER OF OWNERSHIP OF 23-25 OLD ROW.

The Clerk submitted a report updating members on the transfer of ownership of 23-25 Old Row from LNT and to seek approval for the execution of legal deeds regarding two grants provided by RVBC from the UK Shared Prosperity Fund.

The Report noted that RVBC have requested that Grant Agreements between themselves and the Parish Council for the monies allocated under the UK's Shared Prosperity Fund for both the Car Park (£25,000) and 23-25 Old Row (£199,150) need to be Executed using the Corporate Common Seal of Barrow Parish Council.

The Report also noted that the Clerk has informed RVBC that the Parish Council does not have a Common Seal and is governed by Standing Orders.

The Clerk reminded members 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. Note the update on the transfer of ownership from LNT to the Parish Council.
2. Agree that legal deeds regarding the two grants provided by RVBC from the UK Shared Prosperity fund, can be executed by the Parish Council.
3. 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.
4. Nominate Councillors K. Heyworth and D. Chiappi to sign the necessary documents regarding the grants provided by RVBC from the UK Shared Prosperity Fund.

9. UPDATE ON THE TRANSFER OF OWNERSHIP OF THE WOODLAND PATH.

The Clerk provided a verbal update on the transfer of ownership from Roland Homes to the Parish Council and informed members that a draft Deeds of Transfer had been received by Watson Ramsbottom (WR) and comments on the Deed had been sent back to WR.

RESOLVED THAT COUNCIL:

Note the update.

10. UPDATE ON ACTION FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from previous meetings and on-going matters.

The Clerk reminded members that there are still funds available from the S104 allocation and members were requested to submit suggestions to the Clerk for discussion at the next Council meeting. The Clerk also reminded members that a report regarding the 'Fallen of Barrow' will be submitted to the April meeting of the Burial Committee.

RESOLVED THAT COUNCIL:

Agree to:

1. Remove the action regarding the coat of arms (30/01/2023 meeting).
2. The Chair sending a letter to the school thanking them for the pupil's design submissions.
3. A donation of £100 being made to the school, to be used for the purchase of books.
4. Submit suggestions to the Clerk for future expenditure from the S106 fund allocation.

11. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications 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

RESOLVED THAT COUNCIL:

Note the contents of the report.

12. COUNCILLOR REPORTS/UPDATES.

County Councillor Mirfin provided useful information and contacts on the operation of Village Halls..

RESOLVED THAT COUNCIL:

Thank Councillor Mirfin for the updates and information.

EXCLUSION OF PRESS AND PUBLIC.

RESOLVED THAT COUNCIL:

Agree that the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government act 1972.

13. BOUNDARY STONES.

The Clerk and Councillor Heyworth provided an updated on the delivery of the 'second' boundary stone.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

DATES OF FUTURE MEETINGS.

22 May, which will start at 6:00pm

All meetings start at 6:30pm and are held at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH.