



## Parish Council Meeting - Minutes

<b>Date:</b>	13 March 2023		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L Street (Chair), L. Dewhurst, D. Chiappi and S. McGregor		
<b>In attendance:</b>	Clerk to the Council, Borough Cllr. D. Birtwhistle, two PCSO's including Ailsa Gill and Cllr. R. Pinder from Altham Parish Council.		
<b>Meeting started:</b>	18:35	<b>Meeting closed:</b>	21:25

**230313/**

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor E. Kinder.

**2. APPROVE THE MINUTES OF THE MEETINGS HELD ON 30 JANUARY 2023.**

The minutes were approved as a correct record of the meeting 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 two officers from the Lancashire Constabulary, including PCSO Ailsa Gill and Cllr. Rennie Pinder, the Chair at Altham Parish Council.

PCSO Ailsa Gill updated members on the latest crime statistics and had an input on Agenda Items 11 and 15 and on the use of SpIDs.

Cllr. Pinder provided members with the data collected from the SpID that was recently installed opposite Trafford Gardens and had monitored the speed of traffic travelling towards Whalley.

During the period of installation (07/02/23 to 19/02/23) the 85<sup>th</sup> Percentile Speed was 31.6 mph. This is considered low/good when compared to data collected from SpIDs in other areas of the Ribble Valley.

RESOLVED THAT COUNCIL:

1. Agree to repeat the SpID operation in around 6 weeks-time.
2. Request the Clerk to ask LCC to fit SpID back plates on the lampposts LCC had recently inspected.
3. Request members to inform the Clerk of additional lampposts where LCC could fit back plates..

## 5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and for payments as shown in the table below.

RESOLVED THAT COUNCIL:

1. Approve the accounts to date.
2. Approve the following payments:

PAYEE	DESCRIPTION	GROSS £	VAT £	NET £	MIN./ REF
RVBC	Annual charge for grounds maintenance at Trafford Gardens and Playing Fields	428.64	71.44	357.20	Contract
Whalley Education Foundation	Meeting room hire	26.00	0.00	26.00	Admin. exp
PM+M	Payroll Services (March Quarterly Charge)	33.30	5.55	27.75	Contract
Cllr. D Chiappi	Long service gift to ex Councillor Jean Brown	99.97	16.66	83.31	Sundry exp.
ITUS Security Systems	Provision of CCTV Equipment	6,120.00	1,020.00	5,100.00	230313/11
Dan's Lawn and Garden Care	Garden Plants for Trafford Gardens	25.49	4.25	21.24	22/121 (b)
Dan's Lawn and Garden Care	Contracted Garden Services	56.00	0.00	56.00	230130/10 (1)
Ribble Valley Stonemasonry	Supply and fit boundary stones	3,450	0.00	3,450	BAC Funds
Jati Ltd. (Corido)	Coronation Bench	660.00	110.00	620.00	BAC Funds
BHIB	Insurance renewal	777.39	0.00	777.39	230313/12
<b>Totals</b>		<b>11,676.79</b>	<b>1,227.9</b>	<b>10,518.89</b>	

## 6. THE COUNCIL'S EQUAL OPPORTUNITIES POLICY.

The Clerk submitted a report asking members to consider and approve a revised and updated Equal Opportunities Policy which was set out in Appendix 1 to the report.

The report noted that Barrow Parish Council's intention is to be an effective Equal Opportunities organisation in that it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

RESOLVED THAT COUNCIL:

Approve the Council's updated Equal Opportunities Policy as set out in Appendix 1 to the report.

## **7. THE COUNCIL'S FINANCE REGULATIONS.**

The Clerk submitted a report asking members to consider and approve an updated Finance Regulations which was set out in Appendix 1 to the report.

The report noted that the Council is responsible in law for ensuring its financial management is adequate and effective and that it had a sound system of internal control which facilitated the effective exercise of its functions, including arrangements for the management of risk.

RESOLVED THAT COUNCIL:

Approve the Council's updated Finance Regulations as set out in Appendix 1 to the report.

## **8. THE COUNCIL'S MODEL PUBLICATION SCHEME.**

The Clerk submitted a report asking members to consider and approve an updated Model Publication Scheme which was set out in Appendix 1 to the report.

Members were reminded that the Freedom of Information Act requires that every public authority has a publication scheme approved by the Information Commissioner's Office, and that it publishes the information covered by the scheme.

RESOLVED THAT COUNCIL:

Approved the Council's updated Model Publication Scheme as set out in Appendix 1 to the Report.

## **9. REVISED AND UPDATED ACTION PLAN.**

The Clerk submitted a report asking members to consider and approve a revised Plan of Action based on the Draft Plan submitted at the 30 January 2023 meeting and updated in line with Members comments.

Members were reminded that at the January meeting the Clerk submitted a Draft Action Plan and that Members agreed to provide comments on the Plan and requested the Clerk to report back to the March meeting with an updated Plan. This updated Plan was set out in Table 1 of the report.

The Report noted that the Action Plan should be viewed as a starting point for areas of activity over the short and medium term and that the aim of the Plan was to agree a small number of five or six achievable and measurable objectives, which along with routine duties would be allocated to the Clerk and individual councillors.

RESOLVED THAT COUNCIL:

1. Request Members to have a final review of the Plan and send any suggested amendments to the Clerk by the end of April.
2. Agree that if no further amendments are sent to the Clerk the first achievable and measurable objectives would be those highlighted in yellow in Tables 1 and 2 of the Report.
3. Agree to review the Report at the Council's next meeting, as a consequence of any councillor changes that may occur after the Parish and Borough Council elections.

## **10. GRIT BIN**

The Clerk submitted a report asking members to consider the purchase of a grit bin.

Members will recall that at their meeting on January 30 they agreed to provide locations where any grit bin would be located. No locations were provided to the Clerk. The report noted that LCC would replenish the grit in any bin the Council procure.

RESOLVED THAT COUNCIL:

Agree to delay the purchase of any grit bin until suitable locations were identified.

## **11. CCTV**

The Clerk submitted a report asking members to consider the purchase and installation of CCTV equipment as set out in the Report and in Appendix 1.

Members were reminded that at their meeting in January they authorised the Clerk to contact ITUS Security Systems (ITUS) to review the quotation previously provided and request a formal quotation. On 28 February the Clerk and Councillor Street met with ITUS and reviewed the Council's requirements. Following the meeting, ITUS provided the Council with a firm quotation which was set out in Appendix 1 to the report.

RESOLVED THAT COUNCIL:

1. Agree the purchase and installation of CCTV equipment as set out in the report and Appendix 1.
2. Request the Clerk to seek clarification on ITUS's ongoing maintenance charges.

## **12. INSURANCE RENEWAL**

The Clerk submitted a report asking members to consider and approve the Council's insurance renewal. Members were reminded that the Council's current insurance is due for renewal on 31 March 2023.

The Report noted that the Clerk had obtained two quotations and that the quotes included insurance premium taxes and administration fees.

RESOLVED THAT COUNCIL:

1. Agree to renew the Council's insurance with BHIB on a three-year term at £777.39 per annum.
2. Authorise the Clerk to make the necessary arrangements with BHIB.

## **13. PLANNING REPORT.**

The Clerk submitted a report informing members of 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](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

1. Note the contents of the report.
2. Agree for Members to forward any considerations relating to application 3/2023/0153 – Old Row, to the Clerk.

## **14. NEWSLETTER.**

The Clerk reminded members that at the meeting on 30 January they agreed to submit proposed content for the Newsletter to the Clerk prior to the March meeting. The Clerk noted that no content had been received.

RESOLVED THAT COUNCIL:

Note the verbal update.

## **15. SETTING UP 'NO COLD CALLING ZONES'**

The Clerk submitted a report informing members of the process for setting up 'No Cold Calling Zones.'

RESOLVED THAT COUNCIL:

Note the Report.

## 16. COUNCILLOR UPDATES AND UPDATES ON ACTIONS FROM PREVIOUS MEETINGS:

### a. **The major roundabout at Barrow Brook. Councillor Birtwhistle.**

Post meeting update: LCC have ordered works to replace the chevron sign on the roundabout and the damaged directional signpost. LCC will inspect the obscured signage and take action to ensure the signage remains clearly visible including contacting the landowner if necessary.

### b. **The small roundabout at Barrow Brook. Councillor Birtwhistle.**

ACTION: Cllr Birtwhistle to contact RVBC regarding the unkept state of the roundabout.

### c. **Public and Dog Bins at Aspen Crescent. Councillor Birtwhistle.**

RVBC are apparently willing to install a dog bin, if the Parish Council are willing to pay for it.

ACTIONS: RVBC to confirm they will empty any new bin and Redrow to confirm they are willing for the bin to be installed on their land.

### d. **The Woodland Path. Councillor Birtwhistle.**

The MD of Rowland Homes has promised to get things moving and is going to write to the directors of the management company (four residents of Barrow Brook) to see if they are willing to transfer the title over to the Parish Council.

ACTION: Cllr Birtwhistle to continue to progress the matter.

### e. **Plot of land at the rear and in the corner of the Bay Horse car park. (*Potential horticultural club and well-being hub*). Councillor Birtwhistle.**

ACTION: Cllr Birtwhistle to continue to progress the matter.

### f. **Bus Shelter at Barrow Brook. The Clerk.**

LCC have agreed to install a bus shelter in April.

ACTION: Clerk to continue to progress the matter.

### g. **The Barrow boundary in relation to precept charges. The Clerk.**

ACTION: The Clerk to continue to progress the matter.

### h. **Coat of Arms and Barrow Boundary Signs. Cllrs. Street and Dewhurst.**

ACTION: Cllrs. Street and Dewhurst to progress the matter.

### i. **Location of a flagpole. The Clerk.**

ACTION: The Clerk to continue to progress the matter of where it can be located.

### j. **Defibrillator. Councillor Birtwhistle.**

ACTION: As a matter of some urgency Councillor Birtwhistle to continue to progress the matter.

## 17. DATES OF FUTURE MEETINGS.

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

- 15 May 2023 (after Borough and Parish elections)
- 17 July 2023
- 18 September 2023
- 13 November 2023

SIGNED BY CHAIR:

DATE:

*A signed and dated copy is on file.*