



## Parish Council Meeting – Minutes

<b>Date:</b>	13 November 2023		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L. Street (nominated chair), E. Kinder and K. Heyworth		
<b>In attendance:</b>	Clerk to the Council, Borough Cllr. D. Birtwhistle and four parishioners.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	20:30

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**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors, Crook and Chiappi.

In the absence of both the Chair and Vice Chair, Councillor L. Street was nominated as Chair for the meeting.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18 SEPTEMBER 2023.**

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.**

A discussion regarding Planning Application 3/2023/0153, (Care Home) took place. Parishioners were updated on the erection of 3 dwellings and the proposed demolition of nos. 23-25 Old Row (which includes the 'Old' pub) and the possible purchase of these dwellings by the Parish Council.

The Clerk informed members that he had received a call regarding fireworks being set off prior to and after 5 November and the excessive noise made by some of the fireworks. This complaint was reiterated by a participant to the meeting.

RESOLVED THAT COUNCIL:

Agree, that leading to up to bonfire night 2024, the Parish Council in any Newsletter it issues and on its social media platforms will request that people are considerate in their use of fireworks.

## 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:

- a. Approve the accounts to date.
- b. Approve the payments set out in the table below:

Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
PKF Littlejohn	AGAR Audit Fees	252.00	42.00	210.00	Paid	BAG
PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
Stuart Greenwood	Gardening services	70.00	0.00	70.00	Paid	Ground Maint.
Play Inspection Company	Play equipment inspection	89.94	14.99	74.95	Paid	Playing Field
Watson Ramsbotton	Search fees - Woodland Footpath	674.40	0.00	674.40	Paid	General Admin.
Clerk	Three months salary	2,059.20	0.00	2,059.20	Paid	Admin. Exp.
Clerk	Three months expenses	149.09	0.00	149.09	14/11/23	Admin. Exp.
Unity Trust Bank	Service charge	18.00	0.00	18.00	Paid	Admin. Exp.
Easyweb	Email and website hosting	51.60	8.60	43.00	Paid	Admin. Exp.
Whalley Education Foundation	Hire of meeting room - September	26.00	0.00	26.00	14/11/23	Other Exp.
C. Ball Forestry	Fell and remove two trees	660.00	110.00	550.00	14/11/23	Amenity Exp.
Clerk	Purchase of Microsoft Licence	59.99	10.00	49.99	Paid	Admin. Exp.
HMRC	Three months tax and NI	556.06	0.00	556.06	Paid	Sundry Exp.
PMM Solutions	Payroll Services	33.30	5.55	27.75	Paid	Admin. Exp.
Stuart Greenwood	Gardening services	70.00	0.00	70.00	14/11/23	Ground Maint.
LALC	Training Whistlestop Tour for new councillors	35.00	0.00	35.00	14/11/23	Admin. Exp.
<b>Totals:</b>		<b>4,837.88</b>	<b>196.69</b>	<b>4,641.19</b>		

## 6. BUDGET CONSIDERATIONS FOR 2024/25.

The Clerk submitted a report updating members on the preparations for the 2024-25 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2024-25.

The Report reminded members that Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

The Report also noted that Barrow Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance, March 2023 (p38 para 5.30-5.38) in that they are maintained at between three and twelve-months of Net Revenue Expenditure.

RESOLVED THAT COUNCIL:

- a. Note the contents of the Budget Report and Appendix 1.
- b. Approve a budget for 2024-25 of £28,341
- c. Authorise the Clerk to inform RVBC of the precept request.

## 7. 'FALLEN OF BARROW' MEMORIAL PLAQUE.

The clerk submitted a report requesting members to consider the placement of a 'Fallen of Barrow' Memorial Plaque/Noticeboard on Trafford Gardens. Members were reminded that at their meeting in December 2022 a parishioner raised the matter of the memorial stones currently in storage in Barrow UFC Primary School and the possibility of the Council finding a permanent and suitable home for them.

RESOLVED THAT COUNCIL:

- a. Defer any decision on installing a plaque until further information is available regarding the possible transfer of ownership to the Parish Council of 23-25 Old Row.
- b. Agree that the Council's nominees to the Burial Committee make enquires regarding the possibility of the memorial stones having a permanent home in the cemetery, which is jointly owned by the Parish Council.

## **8. THREE YEAR BUSINESS PLAN AND GRANT APPLICATION**

The Clerk submitted a report updating members on the Council's application for funding from the Rural England Prosperity Fund (REPF), which is being administered by Ribble Valley Borough Council.

The Report noted that the Prosperity Fund covers the period April 2023 to March 2025. Whilst official confirmation is not yet available, it is understood that the funding will be apportioned 25% (£108,420) in 2023-24 and 75% (£325,260) in 2024-25.

The Report also noted that to apply for a grant of more than £10,000 applicants are required to provide a three-year Business Plan. In addition, all applicants are required to submit an Expression of Interest Form and an Output and Outcome Form. The Council's draft Business Plan was attached as Appendix 1 to the Report.

Members were reminded that before the Expression of Interest and Output and Outcome Forms can be completed the Council would need to decide which project it wishes to spend any grant funding on. The Report set out the following options which members had discussed previously and which meet the guidelines for grant funding.:

- The Woodland Path.
- 23-25 Old Row.
- Plot of land at the rear of the Old Row car park.

RESOLVED THAT COUNCIL:

- a. Note the contents of the Report and Appendix 1.
- b. Approve the draft Business Plan.
- c. Request the Clerk to submit an Expression of Interest Form and an Output and Outcome Form to RVBC for a £45,000 grant from the REPF for developing the plot of land at the rear of the Old Row car park.

## **9. PARISH COUNCIL'S LAPTOP**

The Clerk provided a verbal update on the state of the Council's laptop which was purchased in 2015 and is in need of major repair.

RESOLVED THAT COUNCIL:

Approve the purchase of a new laptop to the value of £1,000.

## **10. UPDATE ON THE CARE HOME DEVELOPMENT AND 23-25 OLD ROW.**

Borough Councillor David Birtwhistle provided a verbal update on the new care home development and 23-25 Old Row and the possible purchase of these dwellings by the Parish Council.

Councillor Birtwhistle stated that the information the Parish Council needs in order to make an informed decision on any transfer of ownership, would be available in 3 – 4 months.

RESOLVED THAT COUNCIL:

Subject to certain criteria being met, which includes financial assistance being made available to the Parish Council for:

- a. Making good the properties and bringing them back into day-to-day use.
- b. The ongoing upkeep of the properties.

Are supportive in the transfer of ownership of 23-25 Old Row to the Parish Council for use as a community asset.

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**11. UPDATE ON ACTION FROM PREVIOUS MEETINGS.**

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

RESOLVED THAT COUNCIL:

Agreed expenditure of up to £400 for a lifebelt and the necessary fittings for installation at Barrow Brook lodge.

**12. 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](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

Note the contents of the report.

**DATES OF FUTURE MEETINGS.**

2024: 29 January, 11 March and 13 May.

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

Please note that prior to the next meeting, Members will hold an Advice Surgery starting at 6:00pm

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE: 29/01/2024.**

**COUNCILLOR LUCY CROOK**

**A SIGNED COPY IS ON FILE**