



Parish Council Meeting – Draft Minutes

Date:	22 July 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth, L D. Chiappi and E Kinder.		
In attendance:	Projects Officer – M Hill, Clerk to the Council M Richardson and four members of the public.		
Meeting started:	18:30	Meeting closed:	20:05

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1. APOLOGIES FOR ABSENCE.

Apologies from Councillor L Street were accepted.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 24 JUNE 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.

There were no specific questions from the public but a general discussion.

5. UPDATE ON WOODLAND PATH - TRANSFER OF OWNERSHIP.

Verbal update by the Projects Officer on the transfer of ownership.

RESOLVED THAT COUNCIL:

- a. Note the update.

6. UPDATE ON 22-25 OLD ROW - TRANSFER OF OWNERSHIP.

The Projects Officer gave a verbal update and stated that the Deed of Transfer would be signed by LNT and Barrow Parish Council on 23 July 2025 to take ownership of 22-25 Old Row. Councillors Elizabeth Kinder, Diane Chiappi and Karen Heyworth will sign on behalf of Barrow Parish Council, accompanied by the Project Officer at Watson Ramsbottom Solicitors.

Planning permission the redevelopment of 22-25 Old Row had been submitted for approval to Ribble Valley Borough Council. The Parish Council awaits a decision. The proposed redevelopment will require a Building Regulation Approval Application fee of £640 and a further Building Regulation Inspection Fee of £900 upon completion of the work.

The car park to the rear of Old Row requires additional work to bring it up to desired quality standard. This will require additional capital funding and an initial approach to Ribble Valley Borough Council for this additional funding had been made by the Projects Officer. Early indications are positive.

In accordance with Tender Regulations, the Parish Council has put out to tender the contract to renovate Old Row and transform it into the Barrow Community Hub. The deadline for submission of tenders is the 9th of August 2024. It was advised by the Projects Officer a Parish Meeting should take place on Monday 12th August 2024 to open, review and appoint a contractor. Time is of the essence as renovation of the outside of the building is the main priority, to coincide with the completion of the Care Home.

RESOLVED THAT COUNCIL:

- a. Note the costs of Building Regulation Application and Inspection Fees.
- b. Note the update of the Projects Officer to secure additional funding to upgrade the car park to the rear of Old Row.
- c. Note the Deed of Transfer will be signed by Councillors Heywood, Chiappi and Kinder on 23 July 2024
- d. Agree that a meeting will take place of the Parish Council on Monday 11 August 2024 to review the Tender Submissions and appointment of a Contractor.

The Project Officer left the meeting.

7.FOOTPATH AT TRAFFORD GARDENS.

Ribble Valley Borough Council has treated the footpath at the front of the houses on Trafford Gardens for a small fee, previously agreed. It was reported by Councillor Heyworth that there was an ant infestation and the pointing between the paving slabs requires inspection and possible attention.

RESOLVED THAT COUNCIL:

- a. Agree that the Clerk contact Ribble Valley Borough Council to seek advice on the above and report back to the next meeting.

8.UPDATE ON ACTION.

A verbal update was provided by the newly appointed Clerk.

9.PLANNING REPORT.

Report of the Clerk (enclosed) to consider planning matters since previous meeting.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.

10.COUNCILLOR REPORTS.

The second 'Barrow' stone sign was ready to be installed.

RESOLVED THAT COUNCIL:

- a. A short list of locations should be drawn up by Councillor Karen Heywood and Clerk, following discussions and further advice from the Highway Agency (Lancashire County Council) a report back at the next Parish Council Meeting.
- b. Parish Councillors that attend the 'Think Tank' initiative with Barrow Primary School felt there was potentially a missed opportunity to work more collaboratively with residents, children and the Parish Council.

Councillor Heywood stated that the Giant Redwood tree was ready for delivery and installation in the Parish. The chosen site was on the Parish Council Playing fields. The laburnum trees at Trafford Gardens were awaiting inspection by Ribble Valley Borough Council.

RESOLVED THAT COUNCIL:

- a. Councillor Heywood and the Clerk speak with Ribble Valley Borough Council Tree Officers progress.

Councillor Diane Chippia reported that there was a persistent problem with goal clips being stolen from the newly installed football nets on the Playing Fields.

RESOLVED THAT COUNCIL:

- a. The Parish Council agreed to pilot the use of the cable ties due to the clips being easily removable.
- b. The Clerk to chase up progress on the installation of CCTV monitoring signs for the Playing Fields and rear of Old Row.

Councillor Lucy Crooke reported the overgrown brambles on the footpath is between Dogwood Lane and Blackthorn Drive on Whalley Road Barrow Clitheroe on the south side-Oakfield, Whalley Road, Barrow, BB7 9AW, although reported on Love Clean Streets as actioned, this is not correct. Councillor Lucy Crooke reported lack of progress on the cutting back of the hedge highlighted by a Parishioner and reported by the Parish Council. Redrow have responsibility for maintenance and was cut in February 2024. Contact had been made with Lancashire County Council by the Clerk but to date no response has been received:

RESOLVED THAT COUNCIL:

- a. Note the above update and the Clerk to contact LCC Love Clean Streets to state the job has not been completed.
- b. .

A member of the public informed the Parish Council of a dangerous tree at the end of Aspen Crescent.

RESOLVED THAT COUNCIL:

- a. Report the location to Ribble Valley Borough Council Tree Officers.

11. FINANCE REPORT.**RESOLVED THAT COUNCIL APPROVE:**

- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.
- Resolution - Councillor Lucy Crook to be added as a signatory to the Barrow Parish Council Unity Current Bank Account.
- Resolution to add the recently recruited Clerk as the administrator of the account to view the account and submit payments for authorisation.
- Resolution to investigate other Payroll providers, with the intention of seeking to reduce the increased cost of administering Payroll following the recent increase in costs with the current service provider.

Table a)

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	DD	Easyweb (DD)	Web and email services	56.76	9.46	47.30	DD	Admin. Exp.
2		Mike Hill	Project Officer Salary	429.00	0.00	343.20	31/07/24	Staff Cost
3		HMRC Cumbernauld	Project Officer (NI £0 and Tax- £85.90)	85.95	0.00	85.95	22/08/24	Staff Cost
4		Mandy Richardson	Clerks Salary	1,023.00	0.00	818.40	31/07/24	Staff Cost
5		HMRC	Clerk (NI £36.57 and Tax £204.60)	241.17	0.00	241.17	22/08/24	Staff Cost
6		Mandy Richardson	Clerks Expenses 1 -17 July 2024	37.15	0.00	0.00	31/07/24	
7	JM2649	Whalley Educational Foundation	Room Hire	28.00	0.00	28.00	24/07/23	Amenity Exp.
8		Read Design	Community Hub Redevelopment (Build)	900.00	0.00	900.00	24/07/23	Amenity Exp.
9		Stuart Greenwood	Contracted hours (June 2024)	70.00	0.00	70.00	24/07/23	Admin. Exp.
10		Stuart Greenwood	Additional Work 1 hour (June 2024)	20.00	0.00	20.00	24/07/23	Garden Maint
11		PM&M	Payroll	33.30	5.55	27.75	31/07/24	Admin. Exp.
12	No 2024-014	AP Landscaping	Clips - Football nets	5.59	0.00	5.59	24/07/23	Playing Fields
12	No 2024-014	AP Landscaping	Lengthsman Maintenance	108.00	0.00	108.00	24/07/23	Playing Fields
Totals:				3,037.92	15.01	2,695.36		

Table b)

Summary of Receipts and Payments	
	£
Balance carried forward at 1st April 2024:	18,116
Add total receipts to date:	29,141
Less total payments to date:	(15,139)
Balance:	35,792.34
	£
Unity Trust Bank Balance as at 30/06/24:	35,792.34

If these two figures are different an explanation is required.

M Richardson

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Future Council Meetings:

2024: 23 September and 18 November.

2025: 13 January, 17 March and 19 May.
