



Parish Council Meeting – Minutes

Date:	29 August 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Crook (Chair), K. Heyworth, L D. Chiappi and E Kinder. Lee Street		
In attendance:	Projects Officer – M Hill, Clerk to the Council M Richardson, Borough Councillor David Birtwhistle and one member of the public.		
Meeting started:	18:30	Meeting closed:	22.00

290824/

1. APOLOGIES FOR ABSENCE.

No apologies were received.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 22 JULY 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. MOTION MOVED AT THE MEETING TO CHANGE THE ORDER OF BUSINESS

In accordance with Barrow Parish Council Standing Orders (10 v) Councillor Crook proposed and it was accepted that Part 2 Agenda Item 11 (Exclusion of the Press and Public) Update on the Tender Process and refurbishment of 22, 23-25 Old Row be discussed as the first item on the agenda.

Mike Hill Projects Officer for Barrow Parish Council and Ribble Valley Borough Councillor David Birtwhistle attended and participated in the discussion.

Barrow Parish Council signed contract of Sale on the 23 July 2024 LNT (Sellers Solicitors) had taken 4 weeks to respond. On the 28 August 2024, the Sellers Solicitors requested further amendments to the Contract of Sale for the acquisition of the 22, 23-25 Old Row.

The Projects Officer for the Village Hall had resigned from the Barrow Parish Council position one month early.

Barrow Parish Council has received four Tender submissions for the refurbishment Old Row. Three of the four tender bids exceeded the funding allocated from Ribble Valley Borough Council for the refurbishment of 22, 23-25 Old Row.

RESOLVED THAT THE COUNCIL:

1. To accept the three proposed revised conditions of Sale for the purchase of 22, 23-25 Old Row: New Sale of Contract amendments:

- a. Requirement to keep relevant area clear to allow seller to conduct S278 Works to junction be accepted.

- b. Requirement for prioritisation of the exterior works so that it is tidy and presentable by 18 October 2024
- c. Reversion to original plan enclosed be accepted.

2. Reassessment of the Tender Specification and approve the division of the refurbishment work into three phases as follows:

- **Phase 1:** focus on completing the exterior of the buildings 22, 23-25 Old Row to meet the contract deadline of October 18th, 2024.
- **Phase 2:** Make the ground floor interior fully functional to generate income and prepare for remodelling of the upstairs for future development.
- **Phase 3:** Development of the 22 Old Row 2024 to take place following identification of further funding
- The Barrow Parish Council Appointed Architect, for the Old Row project be consulted on the proposed phasing of work and future project management role to sign off work completed by the appointed contractor.

3. Arrange Interviews with the Tender Bidders to clarify:

- Discuss the available budget and determine whether the contractor is willing to reassess the tender application and consider splitting the project into three phases (as above).
- Gain a greater understanding of the tender applications submitted and review the applicant's portfolio of similar past projects.
- Confirm that the bidders have the necessary qualifications, health and safety certifications and insurance policies required for this project.

4. PUBLIC PARTICIPATION.

One Member of the public was in attendance and discussion focussed on providing an update on the proposed acquisition and refurbishment of Old Row. The original proposed timescales had slipped (information supplied to Councillors prior to meeting).

Due to the strict regulations governing Barrow Parish Council (Standing Orders Barrow Parish Council Paragraph 18) it had to adhere to Public Contracts Regulations 2015. Barrow Parish Council empathised with the delays. The Council reaffirmed all steps were being to reduce the delays.

5. FINANCE REPORT

- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.
- Resolution – Following the resignation of the Project Officer, take the necessary steps to remove permissions to administer the Barrow Parish Council Unity Current Bank Account.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		Mike Hill	Project Officer Salary (Aug)	429.00	0.00	343.20	31/08/24	Staff Cost
2		HMRC Cumbernauld	P32 August 24	345.56	0.00	345.56	22/09/24	Staff Cost
3		Mandy Richardson	Clerks Salary (Aug)	1,072.50	0.00	856.14	31/08/24	Staff Cost
4	JM2649	Whalley Educational Foundation	Room Hire (July 24)	28.00	0.00	28.00	31/08/24	Amenity Exp.
5	BPC/12/July/24	Stuart Greenwood	Trafford Gardens	70.00	0.00	70.00	31/08/24	Garden Maint
6	2024-020	A P Landscaping Ltd	Playing Fields Maintenance	108.00	0.00	108.00	31/08/24	Playing Fields
7	573ND	Roy Cattermole	Removal of Rowan Trees - Trafford Gardens	336.00	56.00	280.00	31/08/24	Garden Maint
Totals:				2,389.06	56.00	1,750.90		

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	18,115.52	
Add total receipts to date:	30,904.30	
Less total payments to date:	-23,870.52	
Balance:	25,149.30	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <i>£4 Overpayment Watson/Ramsbott 24/07/24</i> </div>
	£	
Unity Trust Bank Balance as at 20/08/24:	25,153.30	

6. UPDATE ON TREE REMOVAL AT BARROW PLAYING FIELDS

Councillors considered a report requesting authorisation for the expenditure to remove of an Ash Tree on the boundary of Barrow Parish Council Playing Fields.

RESOLVED THAT COUNCIL:

- a. Subject to checking this tree is located on Barrow Parish Council owned land, the Clerk be given authority to seek three quotes and appoint a contractor based on price and availability to conduct the work promptly.

8.UPDATE ON PAYROLL SERVICES

A report was considered to review the expenditure on Payroll Services for Barrow Parish Council. The Council had received quotes from three new providers.

RESOLVED THAT COUNCIL

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- a) The Council terminate the contract with the existing provider and appoint AP Bookkeeping Services for period of six months and review.

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. UPDATE ON ACTIONS

A report of the Clerk, on the action points from last meeting was considered.

RESOLVED THAT COUNCIL:

- a. Note the contents of the report.

11. COUNCILLOR REPORTS.

No Councillor Reports presented.

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.
