



Local Government Act 1972  
**Whalley Parish Council**

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on  
 Thursday 18<sup>th</sup> July 2024 in the Calder Room, Whalley Old Grammar School at 7.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

### Agenda

Agenda items should be submitted to the Clerk seven clear days before the meeting.  
 The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days  
 before the meeting.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	To record attendance and to receive apologies for absence.	
<b>2.</b>	<b>Declaration of Interests</b>	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
<b>3.</b>	<b>To Approve the Minutes of the Previous Parish Council Meeting</b>	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 20 <sup>th</sup> June 2024.	
<b>4.</b>	<b>To Receive the Minutes of other Committees/Meetings</b>	
	To receive the minutes of; 4.1 Planning Committee Thursday 20 <sup>th</sup> June 2024. 4.2 To receive the minutes of the Annual Meeting of the Parish Council 16 <sup>th</sup> May 2024. 4.3 To receive the minutes of the WWB Joint Burial Committee 10 <sup>th</sup> April 2024.	
<b>5.</b>	<b>To Adjourn the Meeting for Public Discussion</b>	
	To adjourn for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person)	
<b>6.</b>	<b>Partnership Meetings</b>	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.	
<b>7.</b>	<b>Speeding Awareness Initiative/Joint Working Group</b>	
	To receive an update on speed awareness/prevention measures.	JT
<b>8.</b>	<b>Planning Permission Whalley Sports Park</b>	
	To receive an update on the preparation of the planning application for the Sports Park and funding.	JS

<b>9.</b>	<b>Monthly Financial Report</b>	
	To Authorise Accounts, Payments, Receipts & Balances for July 2024.	
<b>10.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• RAG Updates</li> <li>• Trading Standards/Consumer Alerts</li> <li>• RVBC Updates</li> <li>• Neighbourhood/Stay In The Know updates/Crime Figures June</li> <li>• Onward Homes – Riddings Lane replacement benches approved</li> <li>• Letter from RAG resident – Taxi Stands</li> <li>• LCC / SLCC / LALC Partnership working</li> <li>• Co-op frontage works approved and work should be starting asap</li> <li>• LCC Old Sols Footbridge Works and Temporary Closure</li> <li>• RVBC Dog signs to be erected on Procters Field as requested</li> <li>• OPCC Consultation – Policy &amp; Partnerships, Crime Commissioner</li> <li>• Parish / Town Council relationship with County Councillors</li> <li>• Application for funding: Clive Grunshaw OPCC Summer Community Fund - deadline for applications 8.30am on Monday 15 July 2024.</li> <li>• Safety of Lithium ion Batteries and e-bikes and scooters</li> </ul>	
<b>11.</b>	<b>Exclusion of Press and Public - Vexatious Complaints Policy</b>	
	As this item involves the consideration of information which is likely to reveal the identity of an individual, it falls within the category of exempt information defined by Part 1 of Schedule 12A of the Local Government Act 1972. Members are requested to approve the exclusion of the public and press for the aforementioned reasons and proceed with the discussion of the agenda item in a closed session.	
<b>12.</b>	<b>Next Meeting Date</b>	
	To approve the next meeting date of Thursday 15 <sup>th</sup> August 2024 at 7.30pm to be held at Whalley Old Grammar School.	

Local Government Act 1972  
**Whalley Parish Council**

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on Thursday 20<sup>th</sup> June 2024 in the Calder Room, Whalley Old Grammar School at 7.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

**Minutes**

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Ball, Cllr Carlton, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Smith, Cllr Vickers. Apologies: Cllr Brown In Attendance: Liz Haworth Parish Clerk, Borough Cllr Mark Hindle, 3 members of the public.	2527/24
<b>2.</b>	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	2528/24
<b>3.</b>	<b>To Approve the Minutes of the Previous Parish Council Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 16 <sup>th</sup> May 2024.	2529/24
<b>4.</b>	<b>To Receive the Minutes of other Committees/Meetings</b>	
	It was resolved to receive the minutes of 4.1 Planning Committee Thursday 16 <sup>th</sup> May 2024. 4.2 Churchyard Committee Monday 25 <sup>th</sup> March 2024.	2530/24
<b>5.</b>	<b>To Adjourn the Meeting for Public Discussion</b>	
	The meeting was adjourned for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person)  A resident close to the bus station commented on agenda item 9 and was concerned and would strongly object to the consideration of a taxi stand on the bus station.  It was thought that the bus station was a poor location for the night-time economy, as it moved people to an unnecessary different location. It was considered that the Co-op carpark would be a more suitable location and the owners should be contacted to open communication.	2531/24

	The Train Station was reported to be running as normal. Whalley in Bloom has planted on the platform. Some train cancellations have been reported as late-night engineering works but maybe also a shortage of train drivers.	2532/24
<b>6.</b>	<b>Partnership Meetings</b>	
	Reports were received from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.	
	Cllr Mirfin confirmed the roadwork traffic lights at Springwood had ended. LCC are to issue a letter of explanation as to what works have been carried out. LCC have been dealing with drainage issue on Broad Lane in conjunction with DW Holmes.	2533/24
	Cllr Mirfin attended a Lancashire Community Partnership Meeting at Hyndburn to discuss local policing and anti-social behaviour amongst other things.	
	Cllrs Highton & Threlfall attended the Whalley Police Partnership Stakeholder meeting on 23 <sup>rd</sup> May 2024. There was discussion around some danger that had occurred at the Abbey and the prolific use of illegal drugs in the area.	2534/24
<b>7.</b>	<b>Speeding Awareness Initiative/Joint Working Group</b>	
	To receive an update on speed awareness/prevention measures.	
	The Speed Awareness Group postponed their planned meeting, as they are awaiting information from Eddie Mills at LCC.	2535/24
	7.1 SpID report analysis and data reports from Accrington Road 12-23 May 2024. The data from the SpID report analysis was discussed. Reports available on WPC website. Next SpID is to be installed on Mitton Road from 24 <sup>th</sup> June 2024.	2536/24
	7.2 LCC update on Whalley Gateway, 30mph sign, and light on Wiswell Lane. WPC wrote requesting an update on previous correspondence regarding the installation of 'Welcome to Whalley' sign being installed on Wiswell Lane. LCC advise us that their officers are concentrating on safety critical remedial works to our highway network especially following the damage caused to it over the last few months and say may be able to further consider the parishes request later this summer. WPC will contact LCC in early August to see if they can take this matter forward for us.	2537/24
	The Council talked about the poor condition of the roads in the area. LCC are addressing potholes with a strategy to improve the condition of highways.	2538/24
	The road on the new estate was discussed which will open from the A671 to Clitheroe Road once the last house on the development has been built, sold and occupied, which should alleviate some of the traffic on Wiswell Lane.	2539/24
	It is highly recommended that members of the public report dangerous driving on Wiswell Lane.	2540/24

	WPC are to contact the Police Inspector James Hesketh and request a police camera car on Wiswell Lane.	2541/24
<b>8.</b>	<b>Planning Permission Whalley Sports Park</b>	
	Cllr Smith updated the members of the Council on communication with Nicola Hopkins at RVBC and is to arrange a meeting with Nicola and arrange for the planning application costs to be invoiced to WPC.	2542/24
<b>9.</b>	<b>Taxi Stands</b>	
	<p>Ribble Valley BC (“the Council”) are considering the possibility of introduction of additional Hackney Carriage stands in the loading bay outside Alta on Accrington Road, outside 41-43 King Street (near the Forum), and on the bus station on the land adjacent to Vale gardens which is marked as a bus stand Hackney Carriages are allowed to ply for hire, unbooked, either by being flagged down or by waiting on approved stands or ranks. By contrast, private hire journeys have to be pre-booked.</p> <p>The stands would be on a part time basis, avoiding loading hours, parking restricted hours and core bus times (between 6am and midnight) in the respective locations.</p> <p>WPC discussed and commented the loading bay outside Alta can only accommodate 2-3 vehicles, which is insufficient to meet demand. The same applies to the suggested location on King Street and would still result in double parking and vehicles u-turning on the main street. The bus station is also deemed unsuitable as it moves people further through the village unnecessarily and is opposed by residents of nearby properties.</p> <p>A more suitable and central location would be the car park by the Co-op. Enquiries regarding ownership would be necessary; to negotiate the use of the car park but this area is more appropriate in terms of size and centrality for the night-time economy.</p> <p>It was suggested that this could be developed into a marshalled taxi rank to facilitate the movement of people out of the village and into taxis. This initiative may require partial funding from the Borough Council and/or other sources, with detailed costings and management considerations to be addressed.</p> <p>Cllrs reported that there are companies providing these types of services in other towns, and marshalling could help mitigate the current issues of anti-social behaviour in the village following late-night drinking.</p> <p>We hope the RVBC takes this into careful consideration during the consultation process.</p>	2543/24



15.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	<ul style="list-style-type: none"> <li>• Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</li> <li>• Rural Bulletins</li> <li>• RAG Updates</li> <li>• Trading Standards/Consumer Alerts</li> <li>• RVBC Updates</li> <li>• Neighbourhood/Stay In The Know updates/Crime Figures May</li> <li>• PNFS</li> <li>• RVR News</li> <li>• Nab Lab, 35b King Street- Notice of Determination</li> <li>• Co-op frontage – works approved</li> <li>• COUNTY SERVICE TO COMMEMORATE THE 80th ANNIVERSARY OF D-DAY</li> <li>• OGS Grass Cutting Contract</li> <li>• TTRO Sabden Road, Whalley</li> <li>• TTRO Elker Lane, Pashmire Brow, Billington and Old Langho Road, Langho</li> <li>• TTRO to facilitate the Royal Lancashire Show 18.07.24 to 22.07.24</li> <li>• TEMPORARY CLOSURE OF FOOTPATHS FP0306043 BILLINGTON AND LANGHO &amp; FP0345024 WHALLEY, RIBBLE VALLEY</li> <li>• Lancashire Community Orchard Grant</li> <li>• Parish Liaison cancelled next meeting 12/9/2024</li> <li>• Licensing meeting 11/6/2024– Expiry of Whalley Cumulative Impact Assessment agenda item 5</li> <li>• Crowdfund Lancashire Summer Round 2024 opens on 12th June</li> <li>• Clitheroe Road Replacement sign – info update</li> </ul> <p data-bbox="280 1084 1273 1223">Cllr Mirfin commented on how LCC was being very active dealing with reports of concern such as pot holes, and members of the public must keep reporting on clean streets app <a href="https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/report-it-on-the-go/">https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/report-it-on-the-go/</a></p> <p data-bbox="280 1263 1273 1402">Cllr Threlfall has reported numerous concerns such as overgrown hedges on pavement on Station Road, long grass on A671, overgrown hedges on Accrington Road, Oakhill School Lights not working correctly and the missing height restriction on the bridge on Station Road.</p> <p data-bbox="280 1442 1273 1473">Proctors Field needs some dog signs – RVBC to be contacted</p> <p data-bbox="280 1514 1273 1545">Cllr Vickers updated that the fence at Lamb Roe has been completed.</p> <p data-bbox="280 1585 1273 1688">Whalley in bloom have contacted the parish council asking to put up a further two award signs at Vale Gardens. It was agreed in principle and Cllr Vickers has asked them to advise proposed location and fitting details.</p> <p data-bbox="280 1729 1273 1832">Cllr Highton commented on the recent press about Whalley’s night-time economy and that wheelie bins are being left out in abundance outside 2 King Street. RVBC to be contacted.</p>	<p data-bbox="1286 1077 1390 1108">2550/24</p> <p data-bbox="1286 1256 1390 1288">2551/24</p> <p data-bbox="1286 1435 1390 1467">2552/24</p> <p data-bbox="1286 1507 1390 1538">2553/24</p> <p data-bbox="1286 1610 1390 1641">2554/24</p> <p data-bbox="1286 1713 1390 1744">2555/24</p>

<b>16.</b>	<b>Next Meeting Date</b>	
	It was resolved to approve the next meeting date of Thursday 18 <sup>th</sup> July 2024 at 7.30pm to be held at Whalley Old Grammar School.	2556/24

Meeting Closed at 9.20pm

Signed by Chairman:

Date:

Councillor Martin Highton



Local Government Act 1972  
**Whalley Parish Council**  
**Planning Committee Meeting**

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on Thursday 20<sup>th</sup> June 2024 in the Calder Room, Whalley Old Grammar School at 7.15-7.30pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

**Minutes**

Agenda items should be submitted to the Clerk seven clear days before the meeting.

The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Ball, Cllr Carlton, Cllr Highton, Cllr Mirfin, Cllr Threlfall (Chairman), Cllr Smith, Cllr Vickers. Apologies: Cllr Brown In Attendance: Liz Haworth Parish Clerk, 2 members of public.	
2.	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non-registrable interests in items for discussion on the agenda.	
3.	<b>To Approve the Minutes of the Previous Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 16 <sup>th</sup> May 2024.	
4.	<b>To review and consider the Planning applications received since May 2024 meeting.</b>	
	Planning Applications received for consideration attached.  Public Participation at the discretion of the Chairman (5 mins per person)	Applications for Consultation Emailed to Cllrs

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0351  Received : 09/05/2024 Registered : 10/05/2024	15 Nethertown Close Whalley BB7 9SF <b>Non-Material amendment</b> Non material amendment to planning permission 3/2023/0438 involving alterations to doors and windows.	Emily Pickup	<a href="https://webportal.ribbonvalley.gov.uk/planningApplication/36407">https://webportal.ribbonvalley.gov.uk/planningApplication/36407</a>  <b>Noted.</b>

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0214  Received : 13/03/2024 Registered : 21/05/2024	<b>Unit 45 Mitton Business Park Mitton Road Whalley BB7 9YE</b> <b>Applications for full consent</b> Regularisation of change of use from Class B2/B8 (general industrial) to Class E (commercial business and service), provision of mezzanine floor and extension of opening hours to 6.30am to 9.00 pm Monday to Friday, 7.00 am to 4.00 pm on Saturdays and 7.00 am to 1.00 pm on Sundays.	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36270">https://webportal.ribblevalley.gov.uk/planningApplication/36270</a>  <b>Emailed to WPC for Consultation</b>  WPC are to raise concerns with RV about the Business Park transitioning into a Retail Park.
3/2024/0400  Received : 21/05/2024 Registered : 30/05/2024	<b>Whalley Railway Viaduct Broad Lane Whalley BB7 9RS</b> <b>Alter or Extend a Listed Building</b> Approval of details reserved by condition 5 (traffic management plan) of listed building consent 3/2024/0083.	Kathryn Hughes	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36456">https://webportal.ribblevalley.gov.uk/planningApplication/36456</a>  <b>Noted.</b>
3/2024/0361  Received : 10/05/2024 Registered : 23/05/2024	<b>2 George Street Whalley BB7 9TH</b> <b>Applications for full consent</b> Demolition of utility room, garage and wall to front garden. Construction of two-storey extension to side and rear, single-storey extension to side, new double garage to rear and new vehicular accesses to front and rear, including parking spaces for two cars.	Emily Pickup	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36417">https://webportal.ribblevalley.gov.uk/planningApplication/36417</a>  <b>Emailed to WPC for Consultation</b> WPC to highlight traffic management for blue light services to access the back lane area at all times.
3/2024/0403  Received : 22/05/2024 Registered : 04/06/2024	<b>Oakhill College Wiswell Lane Whalley BB7 9AF</b> Erection of eight two-storey, open-market dwellings with means of access, associated works and landscaping (pursuant to variation of conditions 2 (approved plans), 5 (landscaping) and 9 (closure of northern access) of planning permission 3/2018/1124 in order to regularise the difference between the approved plans and what has been built.)	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36459">https://webportal.ribblevalley.gov.uk/planningApplication/36459</a>  <b>Emailed to WPC for Consultation</b>  <b>Noted.</b>
3/2024/0402  Received : 22/05/2024 Registered : 30/05/2024	<b>Oakhill College Wiswell Lane Whalley BB7 9AF</b> <b>Discharge of Conditions</b> Approval of details reserved by condition 7 (boundary treatment) from planning permission 3/2018/1124.	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36458">https://webportal.ribblevalley.gov.uk/planningApplication/36458</a>  <b>Noted.</b>
3/2024/0425  Received : 28/05/2024 Registered : 07/06/2024	<b>Brook House Farm Mitton Road Whalley BB7 9PF</b> <b>Applications for full consent</b> Proposed roofing over existing yard area to create a machinery store.	Lucy Walker	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36480">https://webportal.ribblevalley.gov.uk/planningApplication/36480</a>  <b>Emailed to WPC for Consultation</b> <b>Noted.</b>

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0398  Received : 15/05/2024	<b>Unit 26 Mitton Road Business Park Whalley BB7 9YE Variation of Condition</b> Application for change of use of part of class B2/B8 unit (general industry/storage) to Sui Generis Mixed Use (retail, warehouse, photo studio, sorting office). Proposed opening hours Monday - Friday 8.00am - 6.00pm, Saturdays 9.00am to 4.30pm, Sundays and Bank Holidays 10.00am to 4.00pm (pursuant to variation of condition 4 of permission 3/2023/0833 to only allow for the storage, display and retail sale of musical instruments by 'Reidy's Home of Music', as well as ancillary offices).	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36454">https://webportal.ribblevalley.gov.uk/planningApplication/36454</a>  <b>Emailed to WPC for Consultation</b>  WPC has concerns about Retail on the Business Park and the opening hours

<b>5. Reports/Updates/Other</b>	
Items arisen re planning / correspondence received since the last meeting. LCC Comments;	
<ul style="list-style-type: none"> <li>• 21 Abbots Court</li> <li>• 35B King Street</li> <li>• Unit 45 Mitton Road Business Park</li> </ul>	
<b>6. Next Meeting Dates</b>	
It was resolved to approve the date of the next meeting on Thursday 18 <sup>th</sup> July 2024 at 7pm at Whalley Old Grammar School.	

Meeting closed at 7.27pm.

Signed by Chairman:  
Councillor John Threlfall

Date:

Local Government Act 1972  
**Whalley Parish Council**  
**Annual Meeting of the Council**

Members of the Council, you are summoned to the Annual Meeting of the Parish Council to be held on Thursday 16<sup>th</sup> May 2024 in the Calder Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

**Minutes**

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

<b>1.</b>	<b>To Elect a Chairman</b>	
	Cllr Martin Highton was nominated for Chairman of the Parish Council. The nomination was unanimously agreed. Cllr Highton signed the Declaration of Acceptance of Office as Chairman.	2490/24
<b>2.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Caroline Allen, Cllr Clifford Ball, Cllr June Brown, Cllr Judith Carlton Cllr Martin Highton, Cllr Ged Mirfin, Cllr Jonathan Smith, Cllr John Threlfall, Cllr Richard Vickers. In Attendance: Liz Haworth Clerk, 2 members of the public.	2491/24
<b>3.</b>	<b>Vice Chairman</b>	
	Cllr John Threlfall was nominated for Vice Chairman of the Parish Council. The nomination was unanimously agreed.	2492/24
<b>4.</b>	<b>Representatives on Committees and other Outside Bodies</b>	
	It was resolved to review and nominate representatives to Committees and Outside Bodies.  It was resolved to nominate the Councillors as representatives of the Council to the appointments below.	2493/24

<b>Representatives to Committees &amp; *Outside Bodies</b>	<b>Councillor(s)</b>
*Adam Cottam Trust (3 members to serve for 4 yrs (ending 2027)	C Allen, C Ball, J Brown
Churchyard Committee	C Allen, C Ball, M Highton, J Threlfall
*LALC Ribble Valley Area Committee	R Vickers
*Parish Liaison Committee	M Highton, J Threlfall

<b>Representatives to Committees &amp; *Outside Bodies</b>	<b>Councillor(s)</b>
Planning Committee	Full Council, J Threlfall (nominated as Chairman)
*Speed Working Party Group	J Threlfall
*QEII Playing Fields Trust	J Brown
*Village Hall Committee	J Threlfall
Whalley, Barrow and Wiswell Joint Burial Committee	C Allen, J Carlton, M Highton, J Threlfall, R Vickers
*Whalley Education Foundation (2 members to serve for 3 yrs, current term (2022-2025))	C Allen, J Brown

<b>5.</b>	<b>WPC Policies</b>	
	It was resolved to confirm the Parish Council Policies are up to date.	2494/24
<b>6.</b>	<b>Parish Council Meetings</b>	
	<p>It was resolved to agree the dates of the annual calendar of meetings.</p> <p>Meetings of the Council will remain as every third Thursday of the month, except December.</p> <p>Meetings will be held at 7.30pm in the Calder Room of Whalley Old Grammar School Community Centre, Station Road, Whalley BB7 9RH, preceded by the Planning Committee meeting at 7pm.</p> <p>June 20<sup>th</sup> 2024  July 18<sup>th</sup> 2024  August 15<sup>th</sup> 2024  September 19<sup>th</sup> 2024  October 17<sup>th</sup> 2024  November 21<sup>st</sup> 2024  Budget Precept Setting Meeting November 2024 date TBC  January 16<sup>th</sup> 2025  February 20<sup>th</sup> 2025  March 20<sup>th</sup> 2025  April 17<sup>th</sup> 2025  Annual Meeting of the Parish May 1<sup>st</sup> 2025  Annual Meeting of the Council May 15<sup>th</sup> 2025</p> <p>Meeting Dates to be displayed on WPC Noticeboard and WPC website.  <a href="https://www.whalleyparishcouncil.org.uk/meeting-dates.php">https://www.whalleyparishcouncil.org.uk/meeting-dates.php</a></p>	2495/24

<b>7.</b>	<b>Next Annual Meeting of the Parish Council</b>	
	It was resolved to agree the date of the next Annual Parish Meeting of 15 <sup>th</sup> May 2025.	2496/24

Meeting Closed at 7.10pm

*Draft Minutes Subject to Confirmation*

Signed by Chairman..... Date .....

Cllr Martin Highton



Local Government Act 1972

**Whalley Parish Council**

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 10<sup>th</sup> April 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

**Minutes**

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Chiappi, Cllr Heyworth, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Cllr Carlton, Cllr Pursgrove. In Attendance: Liz Haworth, Clerk, Cllr Scholfield, Mike Hill (Barrow Clerk), one member of the public.	45/24
<b>2.</b>	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	46/24
<b>3.</b>	<b>To Approve the Minutes of the Previous WWBJBC Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 <sup>th</sup> January 2024.	47/24
<b>4.</b>	<b>Cemetery Checks</b>	
	Members of the Committee attended a Cemetery Clean Up Session on Wednesday 20 <sup>th</sup> March 2024. Time was spent tidying graves of broken items, dead flowers and seasonal wreaths.	48/24
	A number of memorials are in breach of the rules and grave owners are to be written to and reminded of the Cemetery Rules.	49/24
	Maintaining the Cemetery's standards and upkeep is crucial, as it ensures the health and safety of our contractors and volunteers. Grave holders must comply with the Cemetery's rules to facilitate high-quality ground maintenance.	50/24
	Unpermitted items such as glass were removed from graves and placed by the bin storage area.	51/24
	Items left behind graves were removed and depending on condition were either disposed of or left by the bin storage area.	52/24

	<p>Pathside Plot Plants and Memorial items must not exceed the plinth area of the plot. The number of ornaments and other objects was exceeded on several plots and will either need to be addressed or will be removed by the Committee.</p> <p>No items must spill out into the lawn areas as this disrupts the grass cutting and ground maintenance. These items will be removed.</p> <p>No glass items are permitted for obvious reasons, no spiked items, or solar lights and will be removed.</p> <p>The graves will continue to be monitored for care.</p> <p>The path edgings need some maintenance work and will be attended to once the weather improves.</p> <p>Watering Cans are to be purchased and kept by the water taps.</p> <p>The next Committee Clean up Session will be held on Wednesday 26<sup>th</sup> June 2024 at 2pm.</p>	<p>53/24</p> <p>54/24</p> <p>55/24</p> <p>56/24</p> <p>57/24</p> <p>58/24</p> <p>59/24</p>
<b>5.</b>	<b>Memorial Safety</b>	
	<p>Memorials with Safety Issues requiring repair are ongoing. The Cemetery Grave Digger and Memorials will be addressing these over the coming months.</p>	60/24
<b>6.</b>	<b>Removal of Spoil</b>	
	<p>The spoil from the bottom of the graveyard has still to be removed. The poor ground conditions have affected progress as we don't want to damage the lawns under these wet conditions.</p>	61/24
<b>7.</b>	<b>Memorial Stones and Information Board</b>	
	<p>A discussion took place to consider the report sent in by Barrow Parish Council.</p> <p>7.1. To find a permanent home for the memorial stones currently kept at Barrow School.</p> <p>It was resolved that the Barrow Representatives would investigate the features of the memorial stones and whether they would be affected by being outdoors. Details will be sought as to the number of stones and area they would require to be displayed.</p> <p>7.2. The placement of an Information Notice board.</p> <p>It was resolved that the Committee would consider the placement of an Information Notice Board. Further details are to be provided at a further meeting.</p>	<p>62/24</p> <p>63/24</p> <p>64/24</p>
<b>8.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <p>The clerk gave an update of recent communications and general information on the grounds.</p>	65/24



**9. Financial Reports January, February & March 2024.**

It was resolved to Approve Accounts, Payments, Receipts & Balances.

66/24

WVB Joint Burial Committee				Cash Book	JANUARY		2024		
Approved Minutes Ref No:									
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	02/01/2024		Easywebsites	Web Services	(21.96)		(21.96)	(3.66)	(18.30)
BACS CR	02/01/2024	142	S Brown	Reserved Plot RC828	560.00		560.00		560.00
BACS CR	08/01/2024	137	Champs Funeral	Holden CE794	1,320.00		1,320.00		1,320.00
Bankline	10/01/2024		L Dawson	Pay (19/08/23-04/09/23)& IT Adj	(354.28)		(354.28)		(354.28)
CR	17/01/2024	148	Turner	Reserved Plot P100	130.00		130.00		130.00
BACS CR	22/01/2024	145	Pyett	Blackledge CE535 Grant Trf	55.00		55.00		55.00
Bankline	22/01/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	22/01/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	22/01/2024	364	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
BACS CR	24/01/2024	147	Fitzpatrick	O'Saughnessy W65	920.00		920.00		920.00
BACS CR	24/01/2024	146	William Alty & Son	Cross CE008	2,070.00		2,070.00		2,070.00
BACS CR	25/01/2024	149	Uttley Memorials	Bean 241	30.00		30.00		30.00
CHQ CR	30/01/2024	134	Gaskill	Reserved Plot RC828	750.00		750.00		750.00
CR INT	31/01/2024		Interest	Reserve Account Interest		80.09	80.09		80.09
<b>Movement in Month</b>					<b>4,155.40</b>	<b>80.09</b>	<b>4,235.49</b>	<b>(93.66)</b>	<b>4,329.15</b>
Cash Book Balance at START of Month					5,728.48	61,091.70	66,820.18		
<b>Cash Book Balance at END of Month</b>					<b>9,883.88</b>	<b>61,171.79</b>	<b>71,055.67</b>		

  

WVB Joint Burial Committee				Cash Book	FEBRUARY		2024		
Approved Minutes Ref No:									
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	01/02/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
DPC	05/02/2024	152	Stevenson Memorials	O'Connor 4528	30.00		30.00		30.00
BGC	06/02/2024	144	Langshaw Calverly	Whitham CE647	775.00		775.00		775.00
BAC	08/02/2024	140	F Quigley	Tattersall 352	460.00		460.00		460.00
BGC	09/02/2024	155	Kenneth Fraser Ltd	Ireland 668	30.00		30.00		30.00
BAC	13/02/2024	151	Barnes	Parker W67	920.00		920.00		920.00
Bankline	19/02/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	19/02/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	19/02/2024	JM2493	WEP	Room Hire	(20.00)		(20.00)		(20.00)
Bankline	19/02/2024	498	David Uttley	Grave Digging Services	(950.00)		(950.00)		(950.00)
Bankline	19/02/2024	387	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	22/02/2024	150	Champs Funeral Services	White W66	860.00		860.00		860.00
CR INT	29/02/2024		Interest	Reserve Account Interest		70.47	70.47		70.47
<b>Movement in Month</b>					<b>779.68</b>	<b>70.47</b>	<b>850.15</b>	<b>(93.66)</b>	<b>943.81</b>
Cash Book Balance at START of Month					9,883.88	61,171.79	71,055.67		
<b>Cash Book Balance at END of Month</b>					<b>10,663.56</b>	<b>61,242.26</b>	<b>71,905.82</b>		

  

WVB Joint Burial Committee				Cash Book	MARCH		2024		
Approved Minutes Ref No:									
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net
					£	£	£	£	£
D/D	01/03/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)
BAC	01/03/2024	153	Ministry of Justice	Grimshaw CE0022	1,830.00		1,830.00		1,830.00
BAC	19/03/2024		HMRC	PAYE Refund	332.89		332.89		332.89
BAC	20/03/2024		HMRC	VAT Reclaim	909.17		909.17	909.17	0.00
Bankline	25/03/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	25/03/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	25/03/2024	4925741	Water Plus	Water Charges	(215.39)		(215.39)		(215.39)
Bankline	25/03/2024	504	David Uttley	Grave Digging Services	(660.00)		(660.00)		(660.00)
Bankline	25/03/2024	413	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	25/03/2024	11082	HR Partners	Jan Ad Hoc HR Support	(1,982.16)		(1,982.16)	(330.36)	(1,651.80)
Bankline	25/03/2024	11084	HR Partners	Feb Ad Hoc HR Support	(1,059.84)		(1,059.84)	(176.64)	(883.20)
Bankline	28/03/2024		L Dawson	Settlement	(5,000.00)		(5,000.00)		(5,000.00)
CR INT	28/03/2024		Interest	Reserve Account Interest		68.12	68.12		68.12
<b>Movement in Month</b>					<b>(7,170.65)</b>	<b>68.12</b>	<b>(7,102.53)</b>	<b>312.17</b>	<b>(7,414.70)</b>
Cash Book Balance at START of Month					10,663.56	61,242.26	71,905.82		
<b>Cash Book Balance at END of Month</b>					<b>3,492.91</b>	<b>61,310.38</b>	<b>64,803.29</b>		

**10. Next Meeting Dates**

It was resolved to approve the next meeting date of Wednesday 10<sup>th</sup> July 2024 at 7.00pm at Whalley Old Grammar School.

67/24

Meeting Closed at 8pm.

Signed by Chairman:  
Councillor Martin Highton

Date:

# AGENDA ITEM 9

Whalley Parish Council  
Approved Minutes Ref No:

## Cash Book

JULY 2024

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	01/07/2024		Easy Web	Website/Email Services	(90.71)			(90.71)	(15.12)	(75.59)
BGC	09/07/2024		SLCC	CiLCA Support	150.00			150.00		150.00
Bankline	22/07/2024		E Haworth	Salary	(1,096.31)			(1,096.31)		(1,096.31)
Bankline	22/07/2024		E Haworth	Office Expenses	(58.33)			(58.33)		(58.33)
Bankline	22/07/2024		HMRC	IT£281 NI£28.63 ENI£89.41)	(399.04)			(399.04)		(399.04)
Bankline	22/07/2024	514	Abbey Gardening Services Ltd	Parish Churchyard (June)	(418.80)			(418.80)	69.80	(488.60)
Bankline	22/07/2024	537	Abbey Gardening Services Ltd	Vale Gardens (June)	(327.60)			(327.60)	54.60	(382.20)
Bankline	22/07/2024	538	Abbey Gardening Services Ltd	OGS Grass Contract (June)	(84.00)			(84.00)	14.00	(98.00)
Bankline	22/07/2024		EON	Vale Gardens Electricity	(16.92)			(16.92)		(16.92)
Bankline	22/07/2024		WEF	Room Hire (June)	(28.00)			(28.00)		(28.00)
			Abbey Gardening Services Ltd	Old Grammar School Grass Contract						
					<b>(2,369.71)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,369.71)</b>	<b>123.28</b>	<b>(2,492.99)</b>
Cash Book Balance at START of Month					69,902.95	1,095.00	54,819.15	125,817.10		
<b>Cash Book Balance at END of Month</b>					<b>67,533.24</b>	<b>1,095.00</b>	<b>54,819.15</b>	<b>123,447.39</b>		

## Bank Reconciliation

	NW Curr £	NW QE2 £	Skipton £	Overall £
<i>Bank Statement Balance at START of month</i>	69,902.95	1,095.00	54,819.15	125,817.10
				0.00
				0.00
Cash Book Balance at START of month	69,902.95	1,095.00	54,819.15	125,817.10