



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 16th January 2025 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.

1.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
2.	Declaration of Interests	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
3.	To Approve the Minutes of the Previous Parish Council Meeting	
	3.1 To approve and confirm the accuracy of the Minutes of the meeting held Thursday 21 st November 2024.	
	3.2 To approve and confirm the accuracy of the Minutes of the Precept Budget meeting held Thursday 28 th November 2024.	
4.	To Receive the Minutes of other Committees/Meetings	
	4.1 To receive the minutes of the Planning Committee Thursday 21 st November 2024.	
	4.2 To receive the minutes of the WWB Joint Burial Committee 9 th October 2024.	
5.	Whalley Parish Council Casual Vacancy	
	To receive an update on the vacancy advertised by the Council.	
6.	To Adjourn the Meeting for Public Discussion	
	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)	
7.	Monthly Financial Report	
	To Authorise Accounts, Payments, Receipts & Balances for December 2024 & January 2025.	

8.	Internal Auditor	
	To discuss the appointment of a new independent internal auditor to evaluate the effectiveness of the Councils governance processes and control of finances.	
9.	Grant Applications 2024-25	
	To consider and determine requests for grant funding and donation requests under Local Government Act 1972 in this budget year.	Emailed to Cllrs.
10.	Speeding Awareness/Joint Working Group/Traffic Matters	
	10.1 To receive an update on speed awareness/prevention measures in Whalley/ to receive SpID Report LC83 10 King (outbound) December 2024. 10.2 To discuss the reply received from Highways re Wiswell Lane and the request for a Highways review.	
11.	Flooding	
	For Council to discuss and note the recent flooding in the village.	
12.	Planning Permission Whalley Sports Park	
	To receive an update on the preparation of the planning application for the Sports Park.	
13.	Parish Online Mapping	
	Cllr Vickers to report on the online mapping tool for Council to discuss the option of an annual subscription to the online mapping tool.	
14.	VE Day 80th Anniversary - 8th May 2025	
	To discuss and consider how to commemorate the 80th Anniversary of VE Day.	
15.	Partnership Meetings	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.	
16.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> • Rural Bulletins • Whalley Queen St RAG Reports • Trading Standards/Consumer Alerts • RVBC Updates • Neighbourhood/Stay In The Know • Invitation - Development of the 10-year vision and Masterplan for the newly named Clay Fields site at Whalley - elected members and invited guests only Wednesday 29 January 2025 • Waste Bins - King Street Whalley - verbal update • NALC Executive Bulletins and newsletters 	

17 .	Next Meeting Date	
	To approve the next meeting date of Thursday 20 th February 2025 at 7.30pm to be held at Whalley Old Grammar School.	

AGENDA ITEM 3.1 (5 PAGES)



"Together we aspire, together we achieve"

Whalley Parish Clerk
27 Waddow Grove
Waddington, Clitheroe
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M:07966 388843
E:clerk@whalleyparishcouncil.org.uk

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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. Attendance & Apologies	
Present: Cllr Allen, Cllr Ball, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall. Apologies: Cllr Carlton, Cllr Vickers. In Attendance: Liz Haworth, Parish Clerk & 3 members of the public.	2492/24
2. Declaration of Interests	
There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	2493/24
3. To Approve the Minutes of the Previous Parish Council Meeting	
It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 17 th October 2024.	2494/24
4. To Receive the Minutes of other Committees/Meetings	
It was resolved to receive the minutes of the Planning Committee Thursday 17 th October 2024.	2495/24
5. Whalley Parish Council Casual Vacancy	
A casual vacancy has arisen for the role of a parish councillor. As no election has been requested, as per the Representation of the People Act 1983, the council may fill the position by co-option. WPC intends to fill the vacancy and encourage interested residents to consider applying via advertising on the Parish Noticeboard, website & FB page. Interested applicants should register their interest by writing to the Clerk.	2496/24
6. To Adjourn the Meeting for Public Discussion	
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 member of the public wished to express their appreciation of the well-attended Remembrance Service held at the Church and War Memorial and that of Calderstones Cemetery held by the LSCFT.	2497/24

2024 Speed Survey		Comments:
Location:	LC27 Mitton Road (inbound)	
From	To	
27 October 2024	11 November 2024	
No. of Vehicles	56,217	7,244 vehicles were identified as exceeding the 30mph speed limit being 13% of vehicles recorded.
Ave Daily Vehicles	3,748	The highest speed in the survey was 55mph. Two vehicles were recorded as travelling at 55mph.
Max Speed	55	Where vehicles exceeded the speed limit the average speed was 33 mph which was consistent across the days of the week.
85th Percentile Speed	29.8	
50th Percentile Speed	26	
Average Speed	25.57	
Vehicles over speed limit	7,244	

The next SpID deployment will be 2nd December 2024 LC83 by 10 King Street (outbound)

12.2 The Council discussed the disappointing reply received from LCC Highways re Wiswell Lane illuminated sign, the request for a Highways review meeting, request for a footpath on Wiswell Lane, the A671 Branch Road, safety concerns about the exit road from the A671, safety concerns about the Sydney Avenue & Accrington Road junction, changing the extents of the 30mph speed limit on Accrington Road, marking the parking areas on Accrington Road and Parking restrictions on the approaches to the roundabout at Station Road, Clitheroe Road, and King Street.

LCC does not currently support or have plans to address most points of our requests. However, they have indicated the potential to consider placing a sign on Wiswell Lane when resources permit, though it would not be illuminated or include a speed limit sign. Additionally, discussions are planned regarding possible extensions to the waiting restrictions on Clitheroe Road and Station Road. LCC intends to consult with the police and district officers on this matter at the next Ribble Valley Traffic Liaison Meeting.

WPC intends to follow up on the importance of all of the points initially raised.

13. Planning Permission Whalley Sports Park

The pre-application fee has been made to the Planning Authority. Awaiting update from RVBC Planning.

14. Remembrance Sunday 10th November 2024

It was reported that the Remembrance Sunday event with the Churches and service at the War Memorial were well attended. It was noted that the road closure and PA system were instrumental in facilitating the proceedings and should be costed in again for next year's event. Additionally, the Calderstones Remembrance Service, organised by the LSCFT, was found to be a fitting and poignant event.

15. Consultation on introducing remote attendance and proxy voting

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. The consultation seeks responses from Council at all tiers of government. The consultation will last for 8 weeks from 24 October 2024.

2506/24

2507/24

2508/24

2509/24

	https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/	
	WPC supports Ribble Valley Borough Council approach on the attendance of meetings remotely but not for voting by proxy. Councillors are encouraged to respond individually to the consultation.	2510/24
16.	Partnership Meetings	
	Reports were received from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.	
	16.1 Ribble Valley Playing Fields Strategy (GM) Cllr Mirfin wanted to highlight the RVBC report to Community Services and the consultants report of the Playing Pitch Strategy to WPC.	2511/24
	16.2 Whalley Cumulative Impact Assessment (GM & JT) Licensing Committee Meeting 29/10/2024 Cllrs Mirfin & Threlfall attended the meeting with Cllr Mirfin speaking to the committee in support of the the CIA renewal.	2512/24
	16.3 RVBC Pavement Licensing Policy (GM) Cllr Mirfin wanted to highlight the RVBC report to Licensing Committee to WPC.	2513/24
	LCC Cllr Mirfin met with the Environmental Agency which he reported proved a disappointing outcome. Senior officers prohibited by regulatory systems as far as money that is available. Cllr Mirfin now has 1191 signatories to his petition and plans to write to the Secretary of State and Flooding Minister with the issues concerning Whalley.	2514/24
	Road resurfacing is due on Mitton Road in January 2025.	2515/24
	Cllrs Highton & Threlfall attended the Liaison Committee which included topics of remote attendance and proxy voting, Lancashire Devolution, and available grants for Christmas Lunch Clubs.	2516/24
	Cllr Allen attended the WEF meeting. It was reported that most of the building works have now been completed. They have seen an increase in growth income since the improvements.	2517/24
17.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> • Rural Bulletins • Whalley Queen St RAG Reports • Trading Standards/Consumer Alerts • RVBC Updates • Neighbourhood/Stay In The Know/Crome Figures October updates • Lancashire Parish and Town Council Conference Saturday 2 November • Waste Bins - King Street Whalley - verbal update • Ribble Valley Energy Saving Week • Whalley News items -GM 	2518/24

	<ul style="list-style-type: none"> • LCC Parish & Town Council Conference and Lancashire Association of Local Council's AGM, Parish and Town Council Conference slides – RV • NALC Executive Bulletin • Lancashire Safeguarding Adults Week • Home Safety for Dementia • Be a Councillor – toolkit • Hellicliffes submission update • CPRE • Springwood Drive resident email • Christmas Lunch Club Funds Grant 2024 - applications until Friday December 13th December 2024 	
	<p>Clr Mirfin has requested action by RVBC for cleaning up after the nighttime economy, drink bottles, litter and vomit.</p>	2519/24
	<p>Clr Ball reported that the Adam Cottam Almshouses trust held it AGM on 20th November. Clr Ball was re-elected as Chairman. Two Trustees have retired and it is necessary to appoint two new Trustees, one from WPC and one other. The Trust accounts are being examined before submission to the Charity Commission.</p>	2520/24
	<p>Clr Ball reporting on the Churchyard Committee noted that the laburnum tree stump has now been removed after its fall in early November. The Churchyard Committee will meet in the New Year to consider placing a sapling in its place.</p>	2521/24
	<p>Clr Ball commented on the state of the hedges on Station Road, that whilst they had been trimmed it was incomplete and the pavement still requires clearing.</p>	2522/24
	<p>Clr Threlfall attended the Village Hall Committee meeting. They are responding to a recent fire assessment and dealing with a leak in the ceiling.</p>	2523/24
	<p>Clr Highton reported that the Christmas Decorations should be illuminated this week, with the tree lights illuminated on 28/11/2024. WPC has taken delivery of 3 benches as agreed. The bins on King Street are still reported as being left out on the highway between collection days. Clerk to follow up.</p>	2524/24 2525/24 2526/24
18.	Next Meeting Date	
	<p>It was resolved to approve the next meeting date of Thursday 16th January 2025 at 7.30pm to be held at Whalley Old Grammar School.</p>	2527/24

Meeting Closed at 9.30pm

Signed by Chairman:

Date:

Councillor Martin Highton

AGENDA ITEM 3.2 (4 PAGES)



**WHALLEY
PARISH COUNCIL**

"Together we aspire, together we achieve"

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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 28th November 2024 in the Calder Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Precept Budget Planning 2025/26

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.	Attendance & Apologies	
	Present: Cllr Ball, Cllr Carlton, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen In Attendance: Liz Haworth (Parish Clerk)	2528/24
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda. LCC Cllr Representative in attendance.	2529/24
3.	Precept Budget Planning	
	A full discussion was had to plan and agree the budget for the expenditure of the forthcoming financial year. The calculations include for; <ul style="list-style-type: none">• An increase in external expenses including PAYE/HMRC, administration costs, training and audit fees.• Material costs, inflation, village maintenance, and contractual obligations will continue to be met.• Vale Gardens and the Parish Closed Churchyard will be maintained.• An amount of £10,000 has been allowed for a community project.• £10,000 funding for the QEII Village Sports Hall Project.• The Parish Council will continue to support the Remembrance Sunday Parade by maintaining the war memorial, laying wreaths, funding road closures and providing PA system equipment at a cost of appx £2,000.• Grants and donations amounting to £5000 will be available for application to resident local groups and organisations.• Speed prevention measures will continue throughout the village with SpID rota placements costing circa £2000.• Support to local businesses and residents will continue with the Christmas lights display throughout December costing £2,800.	2530/24

- Cash flow and earmarked and general reserves will continue to be monitored throughout the year.

Whalley Parish Council Precept Budget 2025/26									
	Actual 2023/24	Budget 2023/24	Actual to 31/11/2024	Projection to 31/3/2025	Total Projection 2024/25	Budget 2024/2025	Deficit/ Underspend	Proposed Budget 2025/26	
	B			C	D	F	E	G	
					B+C		F-D		
	£			£	£	£	£	£	
ADMINISTRATION									
1	Clerk's Salary/PAYE/HMRC	14,010	14,000	11,834	6,836	18,670	16,660	-2,010	21,000
2	Telephone/Broadband	180	180	120	60	180	180	0	180
3	Office Rent	520	520	347	173	520	520	0	520
4	Travel	10	320	38	45	83	320	237	250
5	Stationery/Admin/ICO	156	500	65	120	185	500	315	500
6	Website Services	815	588	588	303	901	800	-101	1,000
7	Computer/IT Security	79	0	79	0	79	0	-79	100
8	Advertising	0	350	0	0	0	350	350	250
9	Room Hire	382	300	248	112	360	300	-60	400
10	Insurance	1,173	1,250	1,382	0	1,382	1,250	-132	1,500
11	LALC/SLCC/CRE/PNFS Memberships	791	820	850	120	970	820	-150	1,000
12	Chairman's Allowance	0	100	0	0	0	100	100	100
13	Courses/Conferences	450	2,000	105	150	255	2,000	1,745	1,500
14	Audit Fees	670	650	920	0	920	650	-270	1,000
15	Bank Charges	0	0	0	0	0	0	0	0
	Sub Total	19,236	21,578	16,586	7,919	24,505	24,450	-55	29,300
MAINTENANCE & SUNDRIES									
16	Joint Burial Ground	0	0	0	0	0	0	0	0
17	Churchyard	7,032	8,200	2,984	12,616	15,600	9,400	-6,200	9,400
18	Vale Gardens	3,844	4,000	2,851	1,442	4,293	4,025	-268	4,200
19	Lengthsman	4,465	3,850	4,089	0	4,089	4,500	411	4,500
20	OGS Grass	0	0	350	0	350	0	-350	350
21	Bus Shelter	0	0	0	0	0	0	0	0
22	Other Maintenance	1,492	2,200	0	500	500	2,200	1,700	2,200
	Sub Total	16,833	18,250	10,274	14,558	24,832	20,125	-4,707	20,650
COMMUNITY									
23	Bench Audit	2,875	3,000	1,931	860	2,791	3,000	209	2,000
24	Community Project	29,350	10,000	0	10,000	10,000	10,000	0	10,000
25	Defibrillator	232	0	0	200	200	0	-200	400
26	Grants & donations	7,030	4,000	0	5,000	5,000	5,000	0	5,000
27	SpID and Highway	227	0	1,578	656	2,234	0	-2,234	2,000
28	QEII	27,540	0	293	5,000	5,293	10,000	4,707	10,000
29	War Memorial/Remembrance	1,261	100	966	1,000	1,566	1,600	34	2,000
30	Xmas Decorations/Lighting	3,385	2,500	3,463	2,300	5,763	2,500	-3,263	2,800
31	CCTV	575	0	0	0	0	0	0	0
	Sub Total	72,475	19,600	7,831	25,016	32,847	32,100	-747	34,200
	Contingency								
	TOTAL	108,544	59,428	34,691	47,493	82,184	76,675	-5,509	84,150

Precept Calculation 2025/26

Budget 2025/26

Cash Book & Earmarked & General Reserves as of 30/11/2024	113635
Less Expenditure Projection 1/12/2024 to 31/3/2025	47493
Total Predicted Year End Cash Book & Reserves Figure as of 31/3/25	66142

Plus Budget Expenditure for 2025/26 **84150**

Total Projected Cash Book, Reserves & Budget Figure 31/3/2026	150292
Earmarked & General Reserves as of 31/3/2026	66142
Budget Expenditure Projection 2025/2026 (precept 2025/26)	84150

Precept 2025/26 Request £84,150

Noted Reserves

Earmarked Reserves

Twinning Association	400
Bench (Molly Nutter)	1000
CCTV	10000
SpID	4000
QEII	1095

General Reserves	49647
Total	66142

Reserves: The Council must review its level of reserves and whilst there are no statutory level guidance, significant levels may give rise to comment by the Council's auditor.

Whalley Parish Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2023 (p38 5.30-5.38) in that they are maintained at between three and twelve-months Net Revenue Expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure,

<u>Proposed Precept</u>			Band D
Council Tax Base	equals		Council Tax
2025/26			
<u>84150</u>			
2014	equals		41.78

				Band D		
				Parish		
Parish Precept	Parish Precept	Tax Base	Parish Tax	Council	% change	
2023/24	2024/25	2024/25	2024/25	Tax	from	
				2025/26	2024/25	
Whalley	64753	76675	1914	40.06	41.78	4.29

Year	Precept % Amount Change	Precept £
2023/2024	1.3	64753
2024/2025	12.5	75975
2025/2026	10.76	84150

4. Precept Budget Calculation	
It was resolved to approve the Budget Planning to set the Precept 2025/26 figure at £84150.	2531/24

Signed by Chairman:

Date:

Councillor Martin Highton

AGENDA ITEM 4.1 (3 PAGES)



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

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Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Minutes

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

1.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cll Highton, Cllr Threlfall (Chairman), Cllr Mirfin. Apologies: Cllr Carlton, Cllr Vickers. In Attendance: Liz Haworth (Clerk), 2 members of the public.	172/24
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non-registrable interests in items for discussion on the agenda.	173/24
3.	To Approve the Minutes of the Previous Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 17 th October 2024.	174/24
4.	To review and consider the Planning applications received since October 2024 meeting.	
	Planning Applications received for consideration attached. Public Participation at the discretion of the Chairman (5 mins per person)	175/24

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0843 Received : 10/10/2024 Registered : 23/10/2024 Committee : 31/10/2024	22 The Sands Whalley BB7 9TL Application for tree works in a conservation area Prune silver birch. Decided - Final Decision APPROVED WITH CONDITIONS Date : 31/10/2024	David Hewitt	https://webportal.ribblesvalley.gov.uk/planningApplication/36895 Information Only

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0820 Received : 01/10/2024 Registered : 30/10/2024	Whalley Abbey The Sands Whalley BB7 9SS Alter or Extend a Listed Building Listed Building Consent for proposed new fire-rated boiler enclosure to the West Wing for new boilers; changing a vent in a window opening; changing of a window opening into a vent; replacement of West Wing extract flue with a plume to redirect the boiler ventilation away from the historic stonework; East Wing boiler room to have floor barrier installed as previously approved in 3/2017/0087; East Wing extract flue to be replaced with a plume to redirect the boiler ventilation away from historic stonework and inhabited rooms.	Kathryn Hughes	https://webportal.ribblevalley.gov.uk/planningApplication/36873 Emailed for WPC Consultation Noted
3/2024/0851 Received : 14/10/2024 Registered : 07/11/2024	4a Wiswell Lane Whalley BB7 9AF Applications for full consent Retrospective planning application for the retention of a single dwelling house and associated parking, soft and hard landscaping and associated works.	Stephen Kilmartin	https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2024%2F0851 Emailed for WPC Consultation Noted
3/2024/0880 Received : 22/10/2024 Registered : 31/10/2024	10 Manor Road Whalley BB7 9TE Certificate of Lawfulness - Proposed Certificate of Lawfulness for proposed external alterations to garage to create home office and storage (incidental living space).	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/36932 Noted
3/2024/0454 Received : 04/06/2024 Registered : 06/11/2024	Unit 7 Abbey Works King Street Whalley BB7 9SP Applications for full consent Regularisation of unauthorised addition of mezzanine floor and creation of bar/cafe upstairs.	Kathryn Hughes	https://webportal.ribblevalley.gov.uk/planningApplication/36508 Emailed for WPC Consultation WPC to object on inappropriate premises for use, fire assessments, access, licence granted without change of use.
3/2024/0855 Received : 14/10/2024 Registered : 12/11/2024	6 Pendle Drive Whalley BB7 9JT Application for tree works Crown lift T3 sycamore, reduce limb 10% to let in light; crown lift lower branches T4 oak; crown lift and remove epicormic growth from main stem of ash T2.	Alex Shutt	https://webportal.ribblevalley.gov.uk/planningApplication/36907 Information Only

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0895 Received : 04/11/2024 Registered : 05/11/2024	2 The Sands Whalley BB7 9TL Application for tree works in a conservation area Crown lift and thin 15% T1 Silver Birch, T2 Horse Chestnut, T3 Sycamore, T4 Acer, T5 Maple.	Alex Shutt	https://webportal.ribblevalley.gov.uk/planningApplication/36947 Information Only
3/2024/0865 Received : 22/10/2024 Registered : 12/11/2024	The Croft Care Home 84 King Street Whalley BB7 9SN Application for tree works in a conservation area Side pruning of two popular trees to bring them off neighbouring houses.	Alex Shutt	https://webportal.ribblevalley.gov.uk/planningApplication/36917 Information Only
3/2024/0920 Received : 08/11/2024 Registered : 13/11/2024	Land on the east side of Clerk Hill Road just to the south of the access to Whalley Golf Club off the west side of Clerk Hill Road Whalley Agricultural determination Prior notification of proposed agricultural storage building 18.26m long, 12.19m wide, 5.44m high to ridge, 3.65m high to eaves.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/36972 Information Only

5.	Acceptance of Emailed Objections/Comments on Planning Applications received before January's meeting of the committee.	
	It was resolved to allow temporary email submissions of objections or comments from Councillors for any planning applications requiring feedback before the next committee meeting in January 2025. Any responses will be reviewed and ratified by full committee at the January meeting.	176/24
6.	Reports/Updates/Other	
	Items arisen re planning / correspondence received since the last meeting.	177/24
7.	Next Meeting Dates	
	It was resolved to approve the date of the next meeting on Thursday 16 th January 2025 at 7pm at Whalley Old Grammar School.	178/24

Meeting Closed at 19:20

Signed by Chairman:

Councillor Richard Vickers

Date:

AGENDA ITEM 4.2 (4 PAGES)



WHALLEY PARISH COUNCIL

Whalley Parish Clerk
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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 9th October 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.

1.	Attendance & Apologies																																																																																																																																																																																																																																																											
	Present: Cllr Carlton, Cllr Highton (Chairman), Cllr Scholfield, Cllr Vickers. Apologies: Cllr Allen, Cllr Chiappi, Cllr Heyworth, Cllr Threlfall. In Attendance: Liz Haworth (Clerk)	88/24																																																																																																																																																																																																																																																										
2.	Declaration of Interests																																																																																																																																																																																																																																																											
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	89/24																																																																																																																																																																																																																																																										
3.	To Approve the Minutes of the Previous WWBJBC Meeting																																																																																																																																																																																																																																																											
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 th July 2024.	90/24																																																																																																																																																																																																																																																										
4.	Financial Reports July, August and September 2024.																																																																																																																																																																																																																																																											
	<p>It was resolved to Approve the Accounts, Payments, Receipts & Balances for July, August and September 2024.</p> <table border="0"> <tr> <td colspan="2">WWB Joint Burial Committee</td> <td colspan="2">Cash Book</td> <td colspan="2">JULY 2024</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="10">Minutes Approved Ref No:</td> </tr> <tr> <td>Chq No.</td> <td>Date</td> <td>Inv Ref</td> <td>Payee / Payer</td> <td>Description</td> <td>Current</td> <td>Reserve</td> <td>Total</td> <td>VAT</td> <td>Net</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£</td> <td>£</td> <td>£</td> <td>£</td> <td>£</td> </tr> <tr> <td>DD</td> <td>01/07/2024</td> <td></td> <td>Easy Websites</td> <td>Website Services</td> <td>(21.96)</td> <td></td> <td>(21.96)</td> <td>(3.66)</td> <td>(18.30)</td> </tr> <tr> <td>BACS</td> <td>03/07/2024</td> <td>168</td> <td>Dignity Langshaws</td> <td>Verrill 801RC</td> <td>1,545.00</td> <td></td> <td>1,545.00</td> <td></td> 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WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book		AUGUST		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net	
					£	£	£	£	£	
DD	01/08/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)	
BACS	02/08/2024	154	Hounslow	Hounslow P103	610.00		610.00		610.00	
BACS	02/08/2024		L Dawson	Credit	10.00		10.00		10.00	
BACS	16/08/2024	169	Brian Price Ltd	England	1,895.00		1,895.00		1,895.00	
Bankline	19/08/2024		E Haworth	Salary	(491.29)		(491.29)		(491.29)	
Bankline	19/08/2024		E Haworth	HMRC ITEs 36.60 NIE54.60 ENIE94.19	(285.39)		(285.39)		(285.39)	
Bankline	19/08/2024		E Haworth	Re-imburement Stationary	(43.20)		(43.20)		(43.20)	
Bankline	19/08/2024		E Haworth	Re-imburement Cemetery Markers	(168.72)		(168.72)		(168.72)	
Bankline	19/08/2024		HR Partner	HR Services	(23.76)		(23.76)	(3.96)	(19.80)	
Bankline	19/08/2024	542	Abbey Gardening Services Lt	Grounds Maintenance (July)	(552.00)		(552.00)	(92.00)	(460.00)	
Bankline	19/08/2024	JM2689	WEF	Room Hire	(19.00)		(19.00)		(19.00)	
Bankline	19/08/2024	Z3897	Tree Check Ltd	Tree Inspection Report	(324.00)		(324.00)	(54.00)	(270.00)	
BACS	27/08/2024		LCC GCF	Parish Champion Grant - Shed	644.99		644.99		644.99	
BACS	30/08/2024		L Dawson	Credit	10.00		10.00		10.00	
INT	30/08/2024		Reserve Account	Credit interest		73.43			73.43	
Movement in Month					1,240.67	73.43	1,314.10	(149.96)	1,464.06	
Cash Book Balance at START of Month					5,581.15	61,615.40	67,196.55			
Cash Book Balance at END of Month					6,821.82	61,688.83	68,510.65			
Bank Reconciliation					Current	Reserve	Overall			
					£	£	£			
<i>Bank Statement Balance at START of month</i>					5,581.15	61,615.40	67,196.55			
								0.00		
								0.00		
Cash Book Balance at START of month					5,581.15	61,615.40	67,196.55			
WWB Joint Burial Committee					Cash Book		SEPTEMBER		2024	
Minutes Approved Ref No:										
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	VAT	Net	
					£	£	£	£	£	
D/D	02/09/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)	
BGC	02/09/2024		HMRC	VAT Return	1,103.42		1,103.42	1,103.42		
Bankline	04/09/2024	19356	Zurich Insurance	Insurance	(670.31)		(670.31)		(670.31)	
Bankline	23/09/2024		E Haworth	Salary	(499.85)		(499.85)		(499.85)	
Bankline	23/09/2024		HMRC	ITE138.80 NIE55.54 ENIE95.80	(290.14)		(290.14)		(290.14)	
Bankline	23/09/2024	597	Abbey Gardening Services	Grounds Maintenance (August)	(552.00)		(552.00)	(92.00)	(460.00)	
BGC	27/09/2024		L Dawson	Credit	10.00		10.00		10.00	
BGC	27/09/2024		Dignity/Talbot Funeral Ser Whittle P104		510.00		510.00		510.00	
INT	30/09/2024		Reserve Account	Credit Interest		75.97			75.97	
Movement in Month					(410.84)	75.97	(334.87)	1,007.76	(1,342.63)	
Cash Book Balance at START of Month					6,821.82	61,688.83	68,510.65			
Cash Book Balance at END of Month					6,410.98	61,764.80	68,175.78			
Bank Reconciliation					Current	Reserve	Overall			
					£	£	£			
<i>Bank Statement Balance at START of month</i>					6,821.82	61,688.83	68,510.65			
								0.00		
								0.00		
Cash Book Balance at START of month					6,821.82	61,688.83	68,510.65			
5.	To receive an update on the Cemetery Ground Works									
	5.1 The spoil has now been removed from the bottom of the graveyard.									
	5.2 The path edgings of the lower pathside plots have now been replaced.									
6.	Cemetery Clean Up Day									
	6.1 The cemetery inspection and maintenance day, held on 25th September 2024, was attended by two members and the clerk. Dead flowers and plants were cleared from graves, and items extending beyond the memorials were placed on memorial stone bases for the attention of plot holders. Non-permitted items, such as solar lights or glass, were either set aside for collection or, if broken, discarded in the bins as per Cemetery Policy.									
	6.2 It was resolved to approve the next inspection and maintenance day to be held 26 th February 2025, to include the removal of Christmas wreaths.									

7.	Memorial Safety	
	At a previous meeting, the committee decided to repair damaged or unsafe memorial stones, rather than laying them flat, in order to uphold the cemetery's high standards. A total of 45 memorials have been addressed by a BRAMM-registered stonemason. The costs, which will be recovered from plot holders who will be contacted soon, included £190 for refitting ground anchors and £30 for applying adhesive to flags, with charges allocated accordingly.	96/24
8.	Storage Shed	
	The Cemetery has received a Parish Champion Grant for £644.99 to purchase a shed to keep maintenance equipment and items tidy and secure. It was resolved to approve the site of the shed and create a base for the shed at a cost of £750.	97/24
9.	Gates	
	The committee discussed the quotes received to replace the 2 large entrance gates and resolved to employ SD Cox to carry out the works at a cost of £2300.	98/24
10.	Benches	
	The committee resolved to contact the owners of benches in poor condition around the cemetery, asking them to either renovate, replace or remove the benches. The cemetery is offering a bench memorial scheme for £950, covering a 10-year period (details available at https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/Memorial%20Bench%20Policy%20&%20Application%20Form.pdf). Alternatively, bench holders may choose to purchase and maintain their own bench, retaining ownership and responsibility for its upkeep throughout its lifespan.	99/24
11.	Tree Report	
	The committee reviewed the tree inspection report and resolved to contact a tree surgeon to quote for the recommended works. Cllr Vickers to follow up.	100/24
12.	Website	
	It was resolved for the Cemetery to have its own website to enable clarity to display cemetery specific information to plot holders and users at a cost of £25.30 per month. Whalley, Wiswell & Barrow Parish Councils will display uniformed information and a link to the new Cemetery website on their respective websites.	101/24
13.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. An item was discussed following contact from the office of Jonathan Hinder MP.	102/24
13.	Next Meeting Dates	
	It was resolved to approve the next meeting date of Wednesday 8 th January 2025 at 7.00pm at Whalley Old Grammar School.	103/24

Meeting closed at 8.10pm

Signed by Chairman:

Date:

Councillor Martin Highton

AGENDA ITEM 7 (2 PAGES)

Whalley Parish Council
Approved Minutes Ref No:

Cash Book

DECEMBER 2024

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	01/05/2025		Easy Web	Website/Email Services	(86.75)			(86.75)	(14.46)	(72.29)
Bankline	20/12/2024	257742	E Haworth	Reimbursement Stationery	(5.99)			(5.99)	(1.00)	(4.99)
Bankline	20/12/2024		E Haworth	Salary/Office/Travel	(1,217.75)			(1,217.75)		(1,217.75)
Bankline	20/12/2024		HMRC	IT£297.20 NI£35.06 ENI£100.50	(432.76)			(432.76)		(432.76)
Bankline	20/12/2024		Royal British Legion	2 x wreaths	(100.00)			(100.00)		(100.00)
Bankline	20/12/2024		Clitheroe Methodist Circuit (Whal	Elevensies Grant	(376.66)			(376.66)		(376.66)
Bankline	20/12/2024	1214	Ark Plastics Ltd	Refurbished benches	(1,032.00)			(1,032.00)	(172.00)	(860.00)
Bankline	20/12/2024	1101	Stately Lighting Ltd	Christmas Lighting	(2,304.00)			(2,304.00)	(384.00)	(1,920.00)
Bankline	20/12/2024	663	Abbey Gardening Services Ltd	Vale Gardens (November)	(327.60)			(327.60)	(54.60)	(273.00)
Bankline	20/12/2024	653	Abbey Gardening Services Ltd	Parish Churchyard (November)	(418.80)			(418.80)	(69.80)	(349.00)
Bankline	20/12/2024	2.1E+08	E-On Next	Vale Gardens Electricity	(17.26)			(17.26)		(17.26)
Bankline+	20/12/2024	45	Altham Parish Coucil	King Street SpID	(163.30)			(163.30)		(163.30)
Bankline	20/12/2024	Z3952	Tree Check Ltd	Tree Report Parish Churchyard	(456.00)			(456.00)	(76.00)	(380.00)
Movement in Month					(6,938.87)	0.00	0.00	(6,938.87)	(771.86)	(6,167.01)
Cash Book Balance at START of Month					30,834.52	1,095.00	81,705.68	113,635.20		
Cash Book Balance at END of Month					23,895.65	1,095.00	81,705.68	106,696.33		

Bank Reconciliation

	NW Curr £	NW QE2 £	Skipton £	Overall £
<i>Bank Statement Balance at START of month</i>	30,834.52	1,095.00	81,705.68	113,635.20
				0.00
				0.00
Cash Book Balance at START of month	30,834.52	1,095.00	81,705.68	113,635.20

Whalley Parish Council
Approved Minutes Ref No:

Cash Book

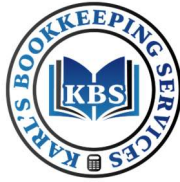
JANUARY 2025

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	02/01/2025		Easy Web	Website/Email Services	(86.75)			(86.75)	(14.46)	(72.29)
Bankline	20/01/2025		E Haworth	Salary/Office/Travel	(1,223.15)			(1,223.15)		(1,223.15)
Bankline	20/01/2025		E Haworth	Reimbursement ICO	(40.00)			(40.00)		(40.00)
Bankline	20/01/2025		HMRC	IT£297.20 NI£35.06 ENI£100.50	(432.76)			(432.76)		(432.76)
Bankline	20/01/2025	2.2E+08	E-On Next	Vale Gardens Electricity	(17.85)			(17.85)		(17.85)
Bankline	20/01/2025	682	Abbey Gardening Services Ltd	Vale Gardens (December)	(327.60)			(327.60)	(54.60)	(273.00)
Bankline	20/01/2025	678	Abbey Gardening Services Ltd	Parish Churchyard (December)	(418.80)			(418.80)	(69.80)	(349.00)
Movement in Month					(2,546.91)	0.00	0.00	(2,546.91)	(138.86)	(2,408.05)
Cash Book Balance at START of Month					23,895.65	1,095.00	81,705.68	106,696.33		
Cash Book Balance at END of Month					21,348.74	1,095.00	81,705.68	104,149.42		

Bank Reconciliation

	NW Curr £	NW QE2 £	Skipton £	Overall £
<i>Bank Statement Balance at START of month</i>	23,895.65	1,095.00	81,705.68	106,696.33
				0.00
				0.00
Cash Book Balance at START of month	23,895.65	1,095.00	81,705.68	106,696.33

AGENDA ITEM 8



Karl's Bookkeeping Services

22 Bowness Road, Padiham, Burnley, Lancashire, BB12 8PA

Liz Howarth
Whalley Parish Council
Whalley Old Grammar School Community Centre
Station Road
Whalley
Clitheroe
Lancashire
BB7 9RH

BY EMAIL

Date: 30th November 2024

Dear Liz

It was a pleasure meeting with you on 20th November 2024. As we discussed, I am delighted to enclose my quotation to undertake the Independent Examination/Internal Audit work for Whalley Parish Council.

My quote is for a flat fee of £175.00.

This amount payable will cover the following services:

- Examine Income and Expense invoices, bank receipts and bank payments as a test sample of 4 to 6 transactions
- Check monthly Bank Reconciliations
- Check adequate recording Petty cash/VAT/Payroll
- Compare all the above against the Parish Accounts spreadsheet.
- Check the accuracy of Parish's Asset register and insurance cover, risk assessments, minutes and public rights notice.
- Check completion of Section 1(Governance) and Section 2(Accounting)
- Completion of AGAR form 3 Part 3, relevant to the Internal Audit.
- Provide an Internal Audit Report for the council's approval.

I look forward to hearing from you and hopefully working with you and supporting your Parish Council.

Yours sincerely,

Karl Pierre Baldwin
Karl's Bookkeeping Services
07597564726
karlsbookkeepingservices@gmail.com

Mobile: 07597564726
Website: www.karlsbookkeepingservices.co.uk
Email: karlsbookkeepingservices@gmail.com

Licensed and regulated by
Institute of Certified Bookkeepers
Practice Licence No. 20223



AGENDA ITEM 9

Summary of Grant Applications & Donation Requests 2024-25

Organisation	Purpose	£ Amount Requested
WEF	To renovate the Hall of the Old Grammar School after water damage from leak.	£2625
Whalley In Bloom	Purchase of both annual and perennial plants and compost etc for both spring/summer and autumn/winter planting as well as replacement of equipment and planters as required. Text	£1500
Whalley Table Tennis Club	Coaching development groups	£500
Little Green Bus	Providing door-to-door, safe, caring and professional transport services for the most elderly and often immobile and vulnerable members of your parish.	A donation (£300 2023-24)

AGENDA ITEM 10.1

2024-2025 Speed Surveys	
Location:	10 King Street LC83 (Outbound)
From	To
1 December 2024	15 December 2024
No. of Vehicles	78,087
Ave Daily Vehicles	5,372
Max Speed	45
85th Percentile Speed	24.1
50th Percentile Speed	19.1
Average Speed	19.22
Vehicles over speed limit	650

Comments:

650 vehicles were identified as exceeding the 30mph speed limit being less than 1% of vehicles recorded.

The highest speed in the survey was 45mph. Five vehicles were recorded as travelling at 45mph.

Where vehicles exceeded the speed limit the average speed was 33 mph which was consistent across the days of the week.

Next SpID deployment will be 20th January 2025 at LC26 by 63 Mitton Road (outbound)

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AWAITING FURTHER INFORMATION AT TIME OF AGENDA

FULL SPID REPORTS AVAILABLE ON WPC WEBSITE

<https://www.whalleyparishcouncil.org.uk/other-documents.php>

AGENDA ITEM 13 (7 PAGES)

Parish Online Mapping

Report to Whalley Parish Council 16th January 2024

WPC ASSET MAPPING

Purpose:

The initial mapping project was to identify assets belonging to WPC to record location and description.

Benches has reached presentation point (next WPC meeting) for discussion / amendment and evaluation to subscribe to the app.

Assessment:

Good Points.

Extensive Classifications Covering Assets / Statistical Geography / Visual Presentation of Asset Register / Relatively Inexpensive

Bad Points.

Clumsy to use / possibly just on Apple Mac ?

Tabular data difficult to access / share

Brief Overview of Map x 3 for presentation

BENCHES

BUS STATION

Style - metal ends / “plastic wood“ centres / existing replacement style

Front / 4 / 1 Daniel Flynn Memorial

Back / 3 / 1 Vera Whitehead Memorial

All above in good condition

VALE GARDENS / style as bus station

Road side / 6 / 1 Walter Peace Memorial , 1 Leslie Hindle Memorial

All above in good condition

Play Area

4 / style as bus station

All above in good condition

Library

Wood / at entrance / tba

Church

TBA

QEII area

TBA

Railway Station

TBA

Mitton Road

1 / At Alms Houses

Good Condition

Clitheroe Road / Flower Area

1 / Style As Bus Station

Grassed Area / 1 Wood / Named

Cemetery Entrance

1 / Good

Cemetery Total / 14 Inc 10 Named

Front

3 New / Unnamed

1 Wood / Clitheroe Round Table / Poor

Woodland

1 Wood / Poor / Name ?

1 Wood / Poor / Jackson

1 Wood / V Poor / Name ?

Mid Point

1 Wood / Poor / Thomas

1 Wood / Poor / Homer

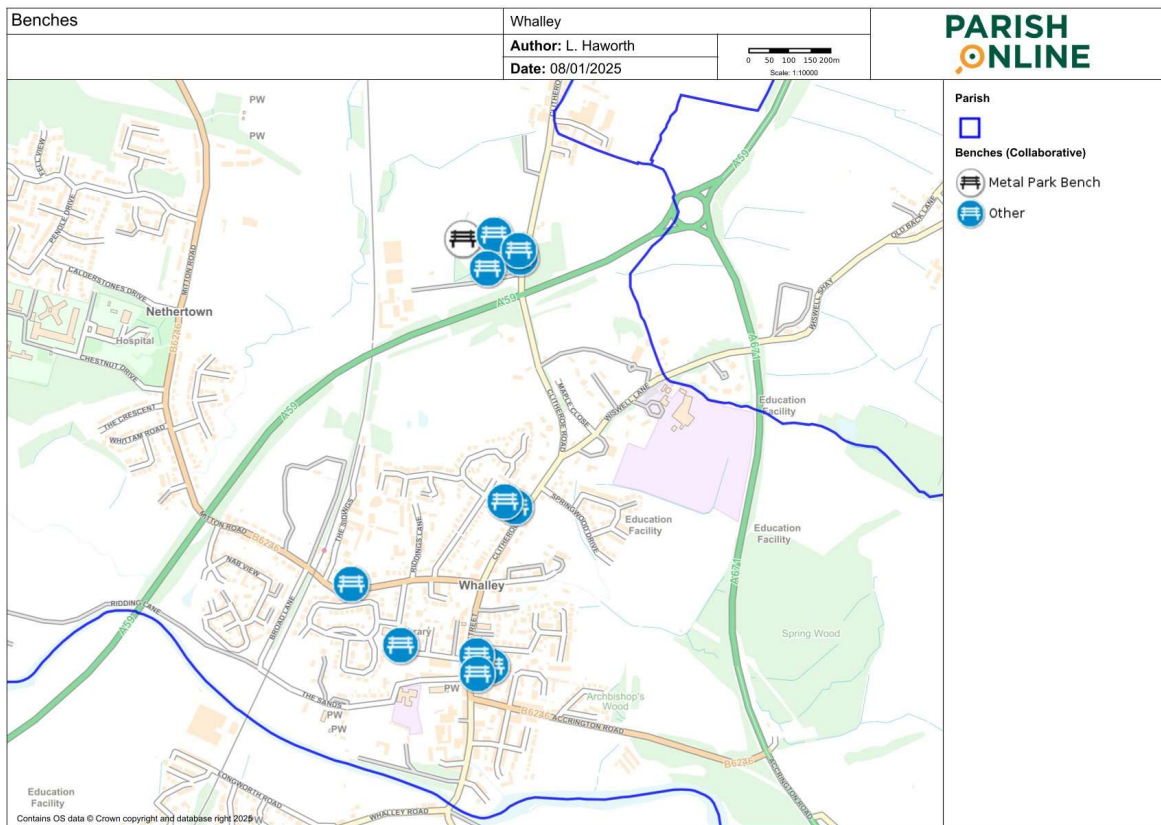
1 Wood / Poor / Wroughton

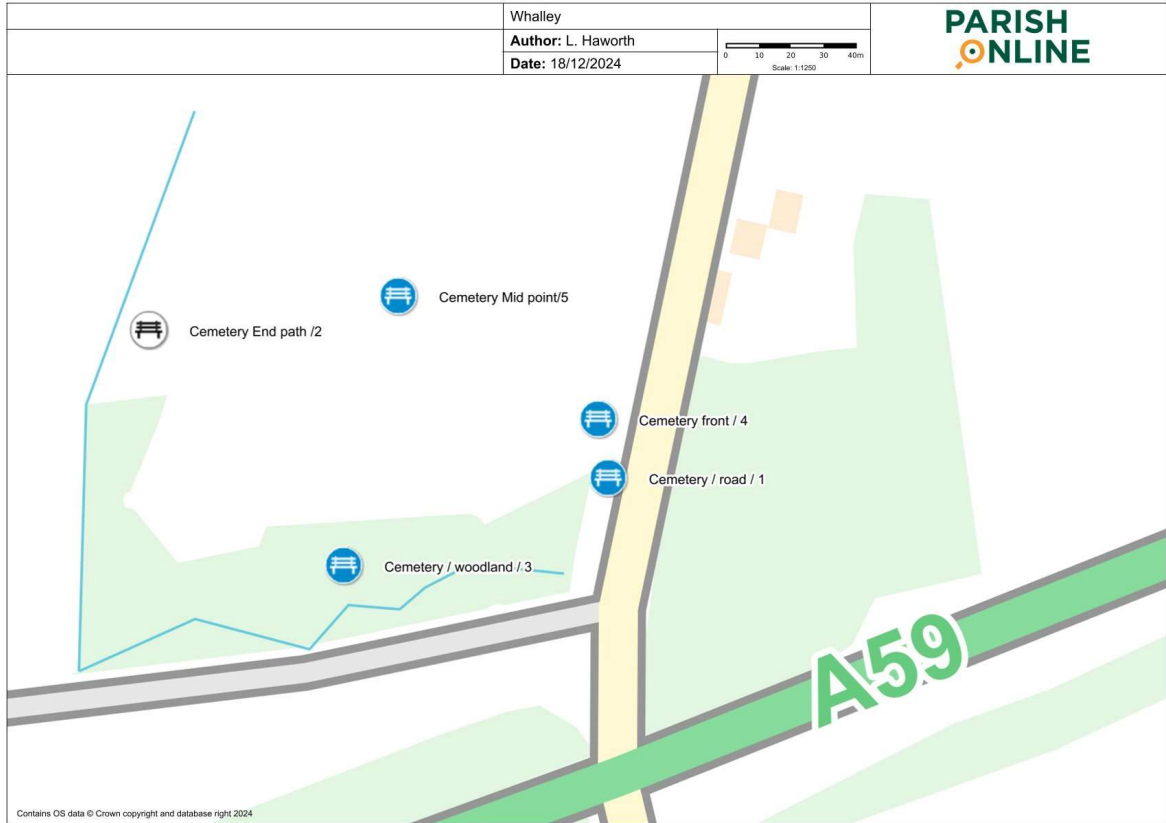
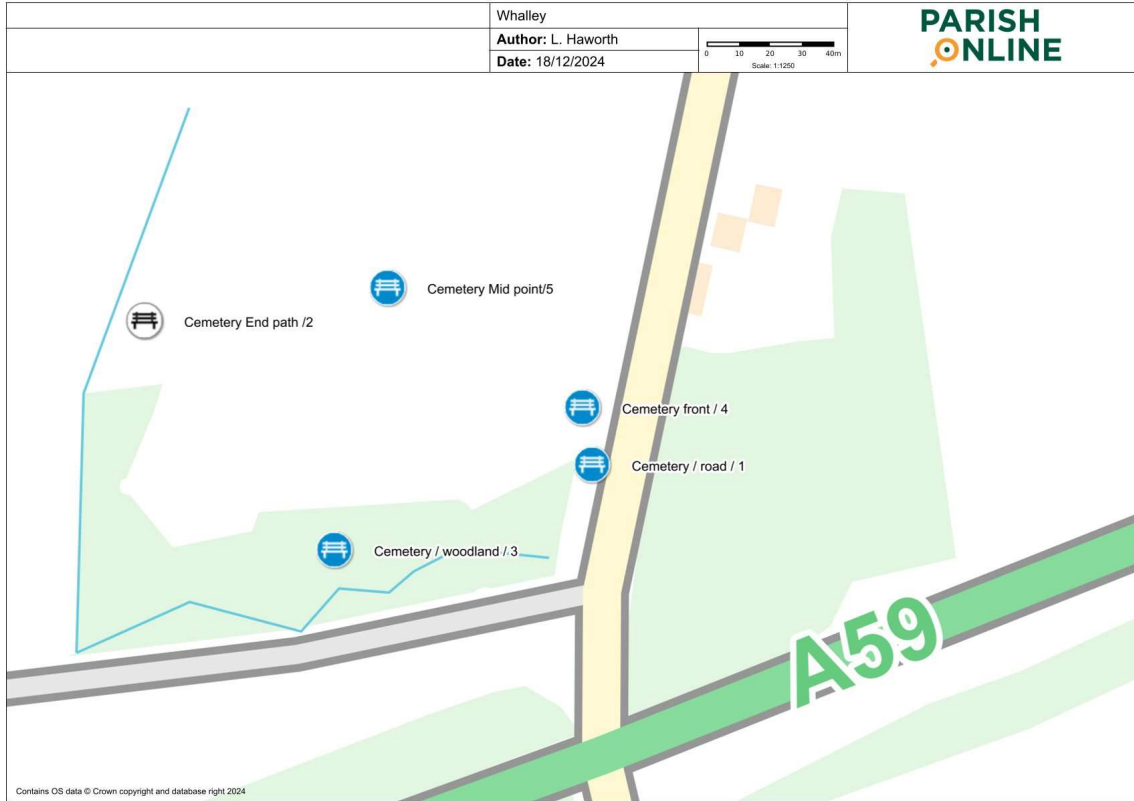
1 Wood / Fair / Oslille

1 Wood / Fair / Treadwell

End Path

2 Wood / Steel / Fair / Wroughton





OTHER ASSET MAPPING / in progress or pending

DEFIBRILLATORS / located at

Bus Station

Primary School

Old Grammar School

Village Hall

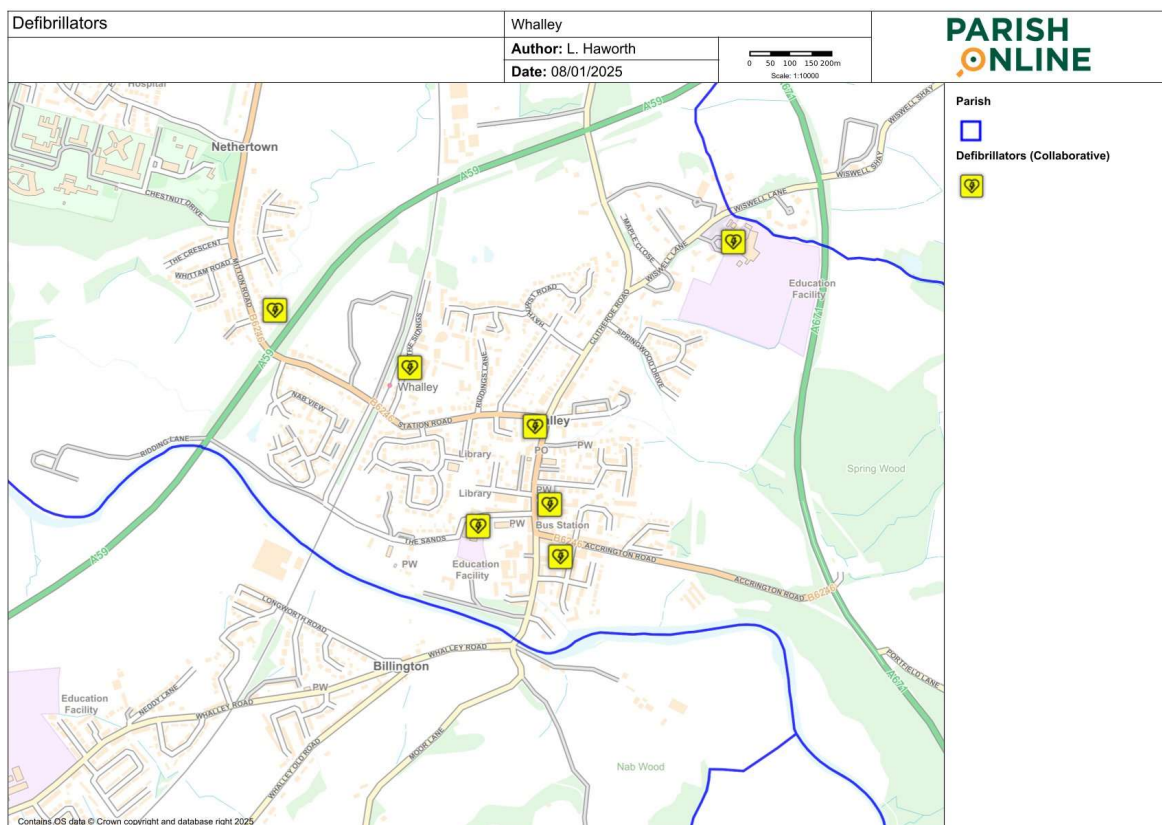
The Sidings / Unit 1

Cricket Club /Mitton Road

Oak Hill College

17 Beech Drive / Calderstones

Unit 22 / Mitton Road Ind Estate



BUS SHELTERS

3 / Bus Station

1 / King Street

LAMP STANDARDS

3 / Bus Station

LAND

Vale Gardens

Bus Station

Whalley Cemetery / Shared Asset.

NOTICE BOARDS

Vale Gardens

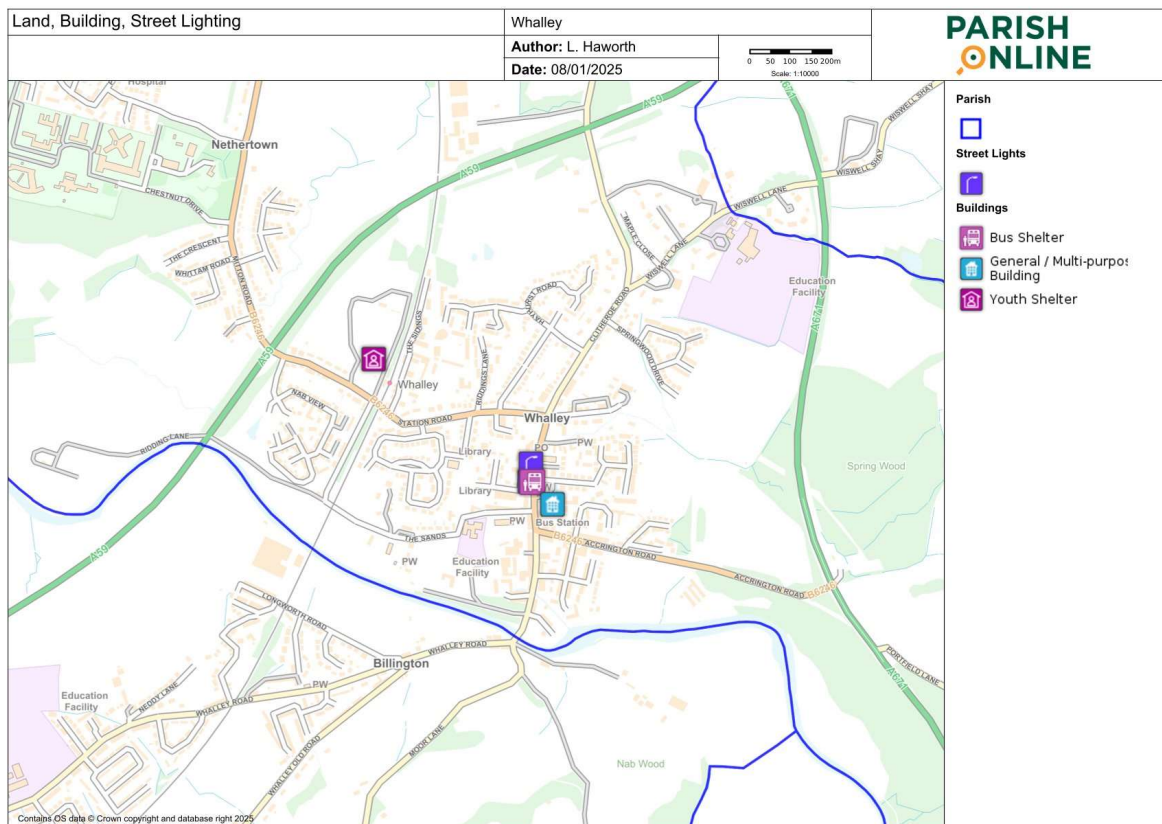
BLUE PLAQUES

Vale Gardens

Opp War Memorial

5 King Street

Nethertown Railway Bridge



Recommendation:

I recommend that the Council take out a 12 month subscription and take the opportunity to achieve a pdf library related to all assets mapped and tabulated as per 2025 / 2026.

Reviewed quarterly .

Cllr Richard Vickers

8/1/2025