

**PENDLETON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
WEDNESDAY 6 FEBRUARY 2019 COMMENCING 7.30pm
AT PENDLETON VILLAGE HALL**

Present: Cllrs W R Whitwell (Chairman), G Whitwell (Vice-Chairman), Mrs R Cowperthwaite, R Saville and Mrs N Burnop.

In Attendance: Ms Lynne Olesinski (Parish Clerk).

2019/02/01 Apologies for Absence

Apologies had been received from Ribble Valley Councillor Mr Robert Thomson.

2019/02/02 Declarations of Interest

None.

2019/02/03 Minutes of the Meeting 7 November 2018

The Minutes were approved and signed.

2019/02/04 Matters Arising

Tree Surgeon – the Parish Clerk had e-mailed the quote received from Ken Linford. **RESOLVED** to obtain a further quote.

2019/02/05 Planning Applications

No new applications received.

2019/02/06 Finance Matters

(a) Accounts 2018/19

The above, having been circulated to the members prior to the meeting, were compared with the original bank statements. **RESOLVED** agreed, approved and signed.

(b) To authorize payments (2018/19)

RESOLVED – the following payment(s) were authorized:

PAYEE	INVOICE/CHQ NO	DETAILS	AMOUNT £
White Sands Media Limited	Invoice 2333 Chq No 100368	Website requirements	490.80
Sabden Borough Council	Chq No 200089	Shortfall re Lengthsman (Minute 2019/02/11 below refers)	297.00

(c) Following a brief discussion, it was **RESOLVED** the Parish Clerk's salary be increased to £550 per annum.

2019/02/07 Parish Council Policies and Procedures

Following review by the members, it was **RESOLVED** to agree and adopt the following policies and procedures and upload to the Website:

- Information Available Under the Model Publication Scheme
- Risk Assessment
- Code of Conduct
- Complaints Procedure
- Equal Opportunities Policy
- Financial Regulations
- General Privacy Notice
- Standing Orders

2019/02/08 Correspondence

The Parish Clerk had circulated a number of e-mails received from various bodies:

Neighbourhood Planning Meeting – no comments.
 Parish and Town Training – no comments.
 Communities Framework – no comments.
 Best Kept Village – no comments.
 LALC Meeting – no comments.
 Local Election, rate for hall hire – Cllrs Mrs R Cowperthwaite would respond.

The above were duly noted.

2019/02/09 Website

The Parish Clerk noted that the Website had now gone live. She further reported that the MacAphie Security software and Office 365 Licence would require renewing soon at an approximate cost of £200.00. Uploads to the site would be carried out by White Sands providing there were only a few. If not, the same would have to be review as to cost.

2019/02/10 Highway Issues

- (a) A59 – a lengthy discussion ensued in connection with the closure. The Parish Clerk reported she had been inContact with LCC (Minute 2018/11/19 refers) but had not received any response. **RESOLVED** – the Parish Clerk to chase.
- (b) Following brief discussions it was **RESOLVED** the Parish Clerk chase Open Reach regarding Main Street.
- (c) Blocked Drain – Cllrs Mrs R Cowperthwaite reported this which had now been resolved.

2019/02/11 Lengthsman

The Parish Clerk reported that following a meeting with Angela Whitwell re the above, the Parish Council had incurred a shortfall in the sum of £297.00. Following discussions as to utilization of the Lengthsman re the Village Hall it was **RESOLVED** – the Parish Clerk to forward a cheque to Sabden Parish Council. In the meantime, Cllr Mrs R Cowperthwaite would forward a cheque from the Village Hall Committee to the Parish Clerk to cover these costs that had been undertaken on behalf of the Village Hall.

2019/02/12 Report(s) on attendance re Outside Bodies

None.

2018/02/12 Date of next meeting

Wednesday 8 May 2018 for Annual Meeting followed by ordinary meeting.

The Chairman thanked the members for their attendance and closed the meeting at 8.20pm.

Signature_____ (Chairman) Date_____