

# Pendleton Parish Council

Clerk: Becky Moon

[www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [parishclerk@pendletonparishcouncil.org.uk](mailto:parishclerk@pendletonparishcouncil.org.uk)

## Local Government Act 1972 Meeting of Pendleton Parish Council

Wednesday 6<sup>th</sup> November 2024 at 7:30pm at Pendleton Village Hall, Pendleton

R. Moon (Clerk & RFO)

### Minutes

1. Introduction, Attendance and Apologies for absence	Attachments
<p>Chair to welcomed Councillors and members of the public, and to explain the process for any public participation at Agenda point 4.</p>	
2. Attendance and Apologies for absence	
<p>In attendance Chair Cllr Robert Whitwell, Cllr Brian Marsden, Cllr Ruth Cowperthwaite, and Cllr Nicola Dobson</p> <p>Also in attendance RVBC Cllr David Birtwhistle, the Clerk and four members of the public.</p> <p>Members were informed that Cllr Karen Czapowski had informed the Clerk of her resignation.</p> <p>Mr Wilf Monk had expressed interest at becoming a councillor. Cllr Cowperthwaite nominated, and this was seconded by Cllr Dobson.</p> <p><b>RESOLVED – Cllr Wilf Monk was co-opted onto Pendleton Parish Council. The acceptance of office form was signed by both Cllr Monk and the Clerk. Cllr Monk to forward a completed Pecuniary Interest Form to the Clerk.</b></p>	
3. Declarations of interest	
<p>None received.</p>	
4. Public Participation (max 5 mins per person)	
<p>To adjourn and hear from members of the public wishing to speak at the meeting.</p> <ul style="list-style-type: none"> <li>Residents of the Village addressed the Members with concerns of the state of the Brook which runs through the village. It was noted that the brook is overgrown with Himalayan balsam other weeds. It was noted that the subject had been brought up at a recent Village Hall meeting. Residents compared how Waddington Brook is better maintain, the Clerk was also the Clerk for Waddington informed the Members and Residents that the Brook in Waddington to the best of her knowledge does not get cleaned out by residents or Parish Council Lengthsman. The</li> </ul>	

# Pendleton Parish Council

Clerk: Becky Moon

[www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [parishclerk@pendletonparishcouncil.org.uk](mailto:parishclerk@pendletonparishcouncil.org.uk)

	residents were encouraged to report the brook issues to on the Love Clean Streets app. Further discussions by the Members were to be continue in session.									
<b>5.</b>	<b>Minutes of previous Meeting</b>									
	To resolve to confirm the accuracy of the Minutes of Pendleton Parish Council meeting held on Tuesday 6 <sup>th</sup> August 2024 - to be signed off by the Chair.  <b>RESOLVED – Minutes for meetings 19 June 2024 (amendments accepted) and 6 August 2024 were agreed and signed.</b>									
<b>6.</b>	<b>Any matters arising from the minutes &amp; not covered on this Agenda (resolutions closed &amp; not required to be on this Agenda)</b>									
<b>7.</b>	<b>Precept &amp; Budget 2025/26</b>									
	<p>1. Review Cashbook and Budget circulated by Clerk.</p> <p>The members noted the cashbook which had been circulated prior to the meeting.</p> <p>2. Resolve Budget 2025-26</p> <p>Members noted that the budget needed to increase due to the increased costs, the Council are responsible for running costs for a website, insurance, Lengthsman and the Clerk wages and expenditure. Members were advised to include a budget for Repairs and Maintenance to cover any repairs needed within the Parish.</p> <p><b>RESOLVED – Members agreed the budget for 2025-26 and for the publish.</b></p> <p>3. Resolve Precept to be submitted to RVBC.</p> <p><b>RESOLVED – Members agreed to request a precept of £3,500 from Ribble Valley Borough Council.</b></p>									
<b>8.</b>	<b>Financial Reporting</b>									
	<p>By the Responsible Financial Officer:</p> <p>1. To receive and note the monthly report of finances for y/e 30 September 2024. Bank balance £2,358.10</p> <p>Authorise payment of expenditure up to 5 November 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• Wage Clerk 7 August – 11 November</td> <td style="text-align: right;"><b>total</b> £380.50</td> </tr> <tr> <td style="padding-left: 40px;">○ Hours</td> <td style="text-align: right;">£302.50</td> </tr> <tr> <td style="padding-left: 40px;">○ Working from home</td> <td style="text-align: right;">£78.00</td> </tr> <tr> <td style="padding-left: 20px;">• Pendleton Church – Grass Cutting</td> <td style="text-align: right;">£252.50</td> </tr> </table>	• Wage Clerk 7 August – 11 November	<b>total</b> £380.50	○ Hours	£302.50	○ Working from home	£78.00	• Pendleton Church – Grass Cutting	£252.50	
• Wage Clerk 7 August – 11 November	<b>total</b> £380.50									
○ Hours	£302.50									
○ Working from home	£78.00									
• Pendleton Church – Grass Cutting	£252.50									

# Pendleton Parish Council

Clerk: Becky Moon

[www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [parishclerk@pendletonparishcouncil.org.uk](mailto:parishclerk@pendletonparishcouncil.org.uk)

	<ul style="list-style-type: none"> <li>• Brain Marsden exp – Wreath £25.00</li> <li>• Easy Website direct debit payment for Website per month Apr – December 2024 £33.00 inc VAT</li> </ul> <p><b>RESOLVED – Expenditure agreed and cheques to be sent out</b></p> <p>2. To receive and note any update on the PPC bank account mandate.</p> <p>Deferred to February 2025</p> <p>3. Receive concurrent grant update.</p> <p>Members were inform that the Concurrent Grant was applied for and a payment of £125.00 was received in September.</p> <p>4. Receive update regarding PKF Agar Audit</p> <p>Members were informed that PKF had confirmed receipt of the AGAR and accepted that the Council declared themselves exempt from a limited assurance review.</p> <p>5. To discuss and resolve how to spend the Biodiversity Grant</p> <p>Deferred until February</p> <p>6. To consider and approve rejoining LALC/NALC</p> <p>Information had been circulated prior to meeting to explain the benefits of membership to LALC/NALC</p> <p><b>RESOLVED – Members agreed to rejoin NALC/LALC. Free membership will be given until April 2025.</b></p>	
<b>9. Whalley Road Speeding and Safety concerns</b>		
	<p>1. To receive updates from Cllr Marsden with regard to the RTA fatality on 14 June 2024 on Whalley Road.</p> <p>Members were informed that Cllr Marsden had spoken with the landowner near Whalley Rd, he had stated he would be interested in assisting if the Parish Council wished to request the moving of the bus stop further up the road where the chipping heap which had been licensed to LCC. Cllr Monk stated that that it could be considered adding additional paving stones could be placed to make the area deeper and give the passenger more space to stand whilst waiting for</p>	

# Pendleton Parish Council

Clerk: Becky Moon

[www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [parishclerk@pendletonparishcouncil.org.uk](mailto:parishclerk@pendletonparishcouncil.org.uk)

	<p>a bus or to cross the road. Cllr Monk to measure the depth of the paving stones and the space behind then report back to council. The Clerk was asked to look into whether the Parish Council could build a bus shelter.</p>	
<b>10.</b>	<b>Lengthsman &amp; Village Maintenance Program</b>	
	<p>1. To consider and resolve the requirement of the Lengthsman and who to employ.</p> <p><b>RESOLVED – Members agreed to rejoin the Pendle Lengthsman Scheme. Clerk to contact the Clerk managing the scheme. A schedule of works was deemed required; the Clerk requested the information from Members before the next meeting.</b></p> <p>2. Consider and approve action with the request to assist with funding the cutting of grass in Pendleton All Saints Church graveyard.</p> <ul style="list-style-type: none"> <li>Members discussed the request for assistance from the Church, it was deemed that due to rising costs the Parish Council could not assist in the current financial year.</li> </ul> <p><b>RESOLVED – Member agreed that the council will not contribute.</b></p>	
<b>11.</b>	<b>Pendleton Brook</b>	
	<p>1. To consider and agreed the action plan for brook maintenance.</p> <ul style="list-style-type: none"> <li>The Clerk and Members to investigate the responsibility and ownership of the Brook and to make contact with Ribble Rivers Trust again, LCC and The Environment Agency. Information to be brought to the next meeting where Members will consider an affirmative plan. It was noted that with the employ of the Lengthsman better maintenance could be done of the kerbside around the brook wall.</li> </ul>	
<b>12.</b>	<b>Councillor email addresses</b>	
	<p>1. Inform members of the requirement of councillor email addresses</p> <p>The Clerk informed the Members that they were required to have Council business only email boxes. These could be created in Gmail or alike and should be created by the next meeting.</p>	
<b>13.</b>	<b>Bus Services in the Parish</b>	
	<p>1. To discuss residents comments from local residents with regard to the bus service to the village</p>	

# Pendleton Parish Council

Clerk: Becky Moon

[www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [parishclerk@pendletonparishcouncil.org.uk](mailto:parishclerk@pendletonparishcouncil.org.uk)

	<ul style="list-style-type: none"> <li>Cllr Marsden had been approached by some residents enquiring as to whether the bus route through the village could be re-instated. It was noted that due to the building at Standen Hall area a new bus stop had been introduced. The Clerk was asked to contact LCC and report back to council at the next meeting. Members noted that there is the Little Green Bus service available in the Ribble Valley.</li> </ul>	
<b>14.</b>	<b>Partnership Meetings</b>	
	<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <ul style="list-style-type: none"> <li>Members were informed that the Parish Liaison meeting was due to held Thursday 7 November 2024.</li> </ul>	
<b>14.</b>	<b>Matters brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	<p>No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting.</p> <ol style="list-style-type: none"> <li>Audit for 2025 – Members were informed that the Clerk was looking into sourcing a new auditor.</li> <li>Cllr Marsden ask how the residents could be informed of Council's decisions, minutes to be written and published on the website prior to the next meeting.</li> </ol>	
<b>15.</b>	<b>Next Meeting dates</b>	
	<p>Next meeting to take place Wednesday 5<sup>th</sup> February 2025 7.30pm at Pendleton Village Hall, Pendleton. Agenda items and Reports for the meeting to be submitted to the Clerk – by midday Wednesday 29<sup>th</sup> January 2025</p>	

All our Agendas, and Minutes, together with further information about your Parish Council and its news can be found on our website at