

# Pendleton Parish Council

Clerk: Becky Moon

Email: parishclerk@pendletonparishcouncil.org.uk

## Local Government Act 1972 Meeting of Pendleton Parish Council

Meeting of the Parish Council to be held in person on Tuesday 13<sup>th</sup> June 2023 at 7:30pm at Pendleton Village Hall, Pendleton

R. Moon (Clerk & RFO)

### Minutes

1. Introduction, Attendance and Apologies for absence	Attachments
Chair Cllr Whitwell welcomed everyone to the meeting	
2. Election of the Chair	
<p>The attendance of Chair Cllr Robert Whitwell, Cllr Nicola Burnop, Cllr Ruth Cowperthwaite and Cllr Karen Czpowski</p> <p>In addition, the Clerk and RFO was in attendance</p>	
3. Declarations of interest	
None were recorded	
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> <p>There was no public in attendance</p>	
5. Minutes of previous Meeting	
<p>To resolve to confirm the accuracy of the Minutes of Pendleton Parish Council meeting held on Wednesday 1<sup>st</sup> February 2022 - to be signed off by the Chair.</p> <p><b>RESOLVED – The minutes were agreed and signed</b></p>	05/01/01
6. Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda)	
7. Village Signage	
<p><b>To receive update with regard to village signage for which a donation has been received.</b></p> <p>The clerk informed the Members of the information received from LCC regarding signage refurbishment and that it could be possible for the</p>	

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	Parish to refurbish the cast iron signs. It was decided that the matter did not need further discussion.	
<b>10.</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 31/03/23</p> <p>Invoices to be paid:</p> <p>Sabden Parish Council for Lengthsman services £500.00          Ingham &amp; Yorke £1.00          LALC Membership £43.19</p> <p><b>RESOLVED – Payments were agreed for Sabden Parish Council and Ingham and Yorke. Members voted not to renew LALC membership at this time.</b></p> <p>2. To receive and note any update on the PPC bank account mandate.</p> <p>Members were informed that the Clerk has been in to a bank branch with completed forms and is awaiting communication from the bank.</p> <p>3. Audit/AGAR</p> <p>Members were informed the internal auditor was unable to complete the audit due ill health and therefore the Clerk source an alternative Teresa Taylor.</p> <p>Members were informed that SPK had been contacted and an extension to the submission of the AGAR had been granted until 31 July due to the election and audit issues.</p> <p><b>RESOLVED – Member agreed to appoint auditor Teresa Taylor to complete the audit for 2022-23.</b></p>	<p>10/01/02</p> <p>10/03/03</p>
<b>12.</b>	<b>Parish Events 2023</b>	
	<p><b>King's Coronation celebration grant</b></p> <p>Members discussed ideas of how to use the balance of the grant after the celebrations and noted further consultation of ideas from the Village Hall Committee would be helpful in the final decision. Subject to be added to next agenda.</p>	

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<b>13. Planning Applications</b>	
None were brought forward	
<b>14. Clerk Salary</b>	
<p><b>To discuss and confirm the Clerk's salary and expenses</b></p> <p>Members discussed the hourly rate for the Clerk and home working expenses due to the Clerk's home and technology being used as the Parish address 24/7 the home expenses was suggested at standard £6 per week.</p> <p><b>RESOLVED – Clerk hourly rate of £13.75 plus £6 per week home working expenses, mileage 45p per mile. Stationary to be purchased as required. The Clerk will work towards paying monthly instead of annually although is currently working on registering with HMRC to use the online Gateway. Clerk to keep a timesheet to be made available to Members. To be paid to the Clerk for work completed from Oct 22 – 31 March 2023</b></p> <p><b>£385 salary</b>  <b>£5.94 mileage</b>  <b>£156.00 working from home expenses</b></p> <p><b>Total £546.94</b></p>	14/01/04
<b>15. Partnership Meetings</b>	
<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <p>None brought forward.</p>	
<b>16. 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> <p>1. Clerk to arrange a card for ex-councillor Whitwell in thanks for his long service to the Parish</p>	
<b>17. Next Meeting dates</b>	
<p>To consider and approve the following dates:</p> <p>17.1 Agenda items and Reports for the Wednesday 19<sup>th</sup> July 2023 meeting to be submitted to the Clerk – by midday Wednesday 12<sup>th</sup> July 2023.</p> <p>17.2 Next meeting to take place Wednesday 19<sup>th</sup> July 2023, 7.30pm at Pendleton Village Hall, Pendleton.</p>	

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