

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 held Wednesday 19th June 2024 at 7:30pm
Pendleton Village Hall, Pendleton

R. Moon (Clerk & RFO)

MINUTES

1. Introduction, Attendance and Apologies for absence	Attachments
Chair to welcome Councillors and members of the public, and to explain the process for any public participation at Agenda point 4.	
2. Attendance and Apologies for absence	
<p>In attendance Cllr Robert Whitwell, Cllr Ruth Cowperthwaite, Cllr Nicola Burnop, Cllr Brian Marsden & Cllr Karen Czapowski</p> <p>RVBC Cllr David Birtwhistle, Cllr Lee Street, The Clerk and one member of the public.</p>	
3. Declarations of interest	
No declarations of pecuniary or personal interests in matters identified in the agenda were received.	
4. Public Participation (max 5 mins per person)	
<ul style="list-style-type: none"> A resident of Whalley Road addressed the Members, he voiced concerns about the bus stop on Whalley Road and the speeding on the road. The resident asked the Members for action. 	
5. Minutes of previous Meeting	
<p>To resolve to confirm the accuracy of the Minutes of Pendleton Parish Council meeting held on Tuesday 7th February 2024 - to be signed off by the Chair.</p> <p>RESOLVED – Agreed and signed</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. To consider and approve Annual Governance & Accountability Return (AGAR) or the year to 31 March 2024	
<p>1. To receive/note/approve by vote the following statements with regards to the end-of-year accounts for Pendleton Parish Council y/e 31st March 24.</p> <p>RESOLVED</p>	07.01.02

Pendleton Parish Council

Clerk: Becky Moon

Email: parishclerk@pendletonparishcouncil.org.uk

	<p>2. Annual Governance and Accountability Return (AGAR) 2023-24 (Exempt Authority) needs Pendleton Parish Council to resolve to:</p> <p>i) Certify Pendleton Parish Council as exempt from external audit for financial year 2023-24. RESOLVED</p> <p>ii) Note the Annual Internal Audit Report for 2023-24 included as part of the AGAR 2023-24. RESOLVED</p> <p>iii) Approve Section 1 - Annual Governance Statement 2023-24 for Pendleton Parish Council, AGAR 2023-24. RESOLVED</p> <p>iv) Approve Section 2 - Accounting Statements 2023-24 for Pendleton Parish Council, AGAR 2023-24. RESOLVED</p> <p>v) Approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. RESOLVED</p> <p>3. The documents are available for public inspection on the website Clerk/Responsible Finance Officer be authorised to complete Audit procedures RESOLVED</p>	<p>07.02i.03</p> <p>07.02ii.04</p> <p>07.02ii.05</p> <p>07.02iv.06</p> <p>07.02v.07</p> <p>07.03.08</p>																		
8.	Financial Reporting																			
	<p>By the Responsible Financial Officer:</p> <p>1. To receive and note the monthly report of finances for y/e 31 May 2024. Bank balance is £1,653.8</p> <p>Wage Clerk 8 Feb – 31 Mar total £121.05</p> <table data-bbox="422 1429 1181 1541"> <tr> <td>Wage 3 hours</td> <td>£41.25</td> </tr> <tr> <td>Mileage 4 miles</td> <td>£1.80</td> </tr> <tr> <td>Working from home expenses 13 wks</td> <td>£78.00</td> </tr> </table> <p>Wage Clerk 1 Apr – 16 June total £259.43</p> <table data-bbox="422 1608 1181 1720"> <tr> <td>Wage 13.5 hours</td> <td>£185.63</td> </tr> <tr> <td>Mileage 4 miles</td> <td>£1.80</td> </tr> <tr> <td>Working from home expenses 12 wks</td> <td>£72.00</td> </tr> </table> <p>Insurance (agreed in 2023)</p> <table data-bbox="172 1747 1181 1854"> <tr> <td>Ingham & York</td> <td>£348.03</td> </tr> <tr> <td>C Walton</td> <td>£1.00</td> </tr> <tr> <td></td> <td>£104.00</td> </tr> </table> <p>RESOLVED – Payments approved to be paid</p>	Wage 3 hours	£41.25	Mileage 4 miles	£1.80	Working from home expenses 13 wks	£78.00	Wage 13.5 hours	£185.63	Mileage 4 miles	£1.80	Working from home expenses 12 wks	£72.00	Ingham & York	£348.03	C Walton	£1.00		£104.00	<p>08.01.09</p>
Wage 3 hours	£41.25																			
Mileage 4 miles	£1.80																			
Working from home expenses 13 wks	£78.00																			
Wage 13.5 hours	£185.63																			
Mileage 4 miles	£1.80																			
Working from home expenses 12 wks	£72.00																			
Ingham & York	£348.03																			
C Walton	£1.00																			
	£104.00																			

Pendleton Parish Council

Clerk: Becky Moon

Email: parishclerk@pendletonparishcouncil.org.uk

	<p>2. To receive and note any update on the PPC bank account mandate.</p> <p>Clerk is awaiting a callback from the bank. It was noted that Lloyds branch is now closing in Clitheroe therefore the reason for the move has now changed.</p> <p>3. Insurance</p> <p>Invoice expected in July, cost was agreed when policy was taken out in 2023.</p>	
9.	Whalley Road Speeding and Safety concerns	
	<p>1. To discuss and resolve actions required by the Council in response to safety and speeding concerns after RTA fatality on 14 June 2024 on Whalley Road</p> <p>2. RESOLVED – Clerk to write to LCC, Police and RVBC with regard to the Council’s concerns for safety on the road, highlighting that the Parish Council requested moving of the bus stop in 2018-20 due to safety concerns.</p>	09.01.10
10.	Lengthsman	
	<p>1. To consider and resolve the requirement of the Lengthsman and who to employ. Members discussed the trial of Chris Walton as lengthsman, it was decided the cost would be too high for the Parish.</p> <p>RESOLVED - Cllr Marsden to speak with Abbey Gardening Services for them to undertake the grass cutting in the Parish. Clerk to email Sabden PC Clerk to enquire whether the council can employ the lengthsman for odd jobs.</p>	10.01.11
11.	Pendleton Brook	
	<p>1. To consider and resolve action required regarding the maintenance of Pendleton Brook.</p> <p>Members discussed that some local residents have requested that the brook be completely cleared of all plant life. It was noted that advice had been previous received that environmentally the brook should not be stripped bare of all vegetation. Members noted and were grateful that residents are willing to volunteer to clear the area. It was agreed that some clearing could be required, however</p>	

Pendleton Parish Council

Clerk: Becky Moon

Email: parishclerk@pendletonparishcouncil.org.uk

	<p>further advice must be obtained beforehand.</p> <p>RESOLVED – Clerk to contact Ribble Rivers Trust for advice, with the view arranging a training session for interested volunteers for work on the brook. Clerk to apply for Bio-diversity grant of £300 from LCC to assist the project. It was agreed that the brook must not be cleared without the involvement and under the advice of Ribble Rivers Trust</p>	11.01.12
12.	Partnership Meetings	
	<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <p>Parish Liaison Committee has been cancelled in June 2024</p>	
13.	Matters brought forward by Cllrs & Clerk as INFORMATION only	
	<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> <ul style="list-style-type: none"> • Cllr Birtwhistle to email Clerk with Grant info from RVBC 	
14.	Next Meeting dates	
	<p>To consider and approve the following dates: 1 Next meeting to take place Wednesday 7th August 2024 7.30pm at Pendleton Village Hall, Pendleton. Agenda items and Reports for the meeting to be submitted to the Clerk – by midday Wednesday 31st July 2024.</p>	

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