



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 17<sup>th</sup> April 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.

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Attendance &amp; Apologies</b>   |  |
|           | To record attendance and to receive apologies for absence.  |  |
| <b>2.</b> | <b>Declarations of Interest</b>   |  |
|           | Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.   |  |
| <b>3.</b> | <b>To Approve the Minutes of the Previous Parish Council Meeting</b>  |  |
|           | To approve and confirm the accuracy of the Minutes of the meeting held Thursday 20 <sup>th</sup> March 2025.  |  |
| <b>4.</b> | <b>To Receive the Minutes of other Committees/Meetings</b>  |  |
|           | 4.1 To receive the minutes of the Planning Committee Thursday 20 <sup>th</sup> March 2025.<br>4.2 To receive the minutes of the Church Committee Meeting 10 <sup>th</sup> June 2024.  |  |
| <b>5.</b> | <b>Co-option to Fill Councillor Vacancy</b>   |  |
|           | 5.1 To consider the application received for the current councillor vacancy and, if appropriate, to resolve to co-opt a new member to the council.<br>5.2 If co-opted, to receive the Declaration of Acceptance of Office signed by the new member. |  |
| <b>6.</b> | <b>Adjourn the Meeting for Public Discussion</b>  |  |
|           | 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)  |  |
| <b>7.</b> | <b>Monthly Financial Report</b>   |  |
|           | To Authorise Accounts, Payments, Receipts & Balances for April 2025.  |  |
| <b>8.</b> | <b>WPC Policy Documents</b>   |  |
|           | 8.1 To consider and adopt the updated Financial Regulations.<br>8.2 To consider and adopt the Co-option Policy and Application form.  |  |

|            |   |  |
|------------|---|--|
| <b>9.</b>  | <b>Planning Permission Whalley Sports Park</b>  |  |
|            | <p>9.1 To receive an update on the progress of pre-planning application for the Sports Park.</p> <p>9.2 To update on the provision of an all-weather pitch on the QEII land.</p>  |  |
| <b>10.</b> | <b>Speeding Awareness/Joint Working Group/Traffic Matters</b>   |  |
|            | <p>10.1 To receive an update on speed awareness and prevention measures in Whalley.</p> <p>10.2 To review the previous year's SpID summary provided by Cllr Threlfall, and to agree to its submission to LCC for information.</p> <p>10.3 To consider and agree to any new locations for SpID plates in the village.</p> <p>10.4 To consider and agree a new SpID Rota contract with Altham Council.</p>  |  |
| <b>11.</b> | <b>VE Day 80th Anniversary - 8th May 2025</b>   |  |
|            | To update on the commemorations of the 80th Anniversary of VE Day.  |  |
| <b>12.</b> | <b>Village Benches</b>  |  |
|            | To consider and approve the purchase of 4 further sets of bench ends as previously supplied at a cost of circa £2100.   |  |
| <b>13.</b> | <b>Partnership Meetings</b>   |  |
|            | To receive reports from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, LALC, Parish Liaison, Police Partnership meeting updates.  |  |
| <b>14.</b> | <b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>  |  |
|            | <p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• Whalley Queen St RAG Reports</li> <li>• RVBC Updates</li> <li>• Neighbourhood Alerts/Stay In The Know/Crime Figures March</li> <li>• NALC Executive Bulletins and newsletters</li> <li>• Lancashire Trading Standards - Consumer Alerts - April 2025</li> <li>• LCC - Let's help more people to ride bikes with the Bike Month Challenge! May 1st - 31st</li> <li>• Old Sols Footbridge Works and Temporary Closure</li> <li>• TTRO Formal Notification - Immediate Road Closure (Wiswell Lane, Whalley) and Immediate Prohibition of Left and Right Turn (Whalley Easterly Bypass, Wiswell) - 27/03/2025 to 28/03/2025</li> <li>• TTRO Temporary Closure Footpaths FP0306043 Billington &amp; Langho and FP0345024 Whalley, Ribble Valley</li> <li>• Vandalism to Whalley Public Conveniences</li> <li>• Replacement pads ordered for Mitton Road Bus Park Defib</li> <li>• Flagpole - verbal update</li> <li>• Annual Parish Meeting – speaker- 1<sup>st</sup> May 2025 - verbal update</li> <li>• Flooding – verbal update</li> <li>• Waste Bins - King Street Whalley - verbal update</li> <li>• RVBC Parish Grants for VE Day 80</li> </ul> |  |

|             |   |  |
|-------------|---|--|
|             | <ul style="list-style-type: none"> <li>• Whalley &amp; Billington FLAG</li> <li>• County Council Elections - 1st May 2025</li> <li>• Rubbish Bin outside Holdens</li> <li>• Responses to a meeting with LCC &amp; UU? Verbal update.</li> <li>• Whalley Meadows Forest School-use of QEII land – risk assessment – indemnity request- verbal update</li> </ul>  |  |
| <b>15.</b>  | <b>Clerks Remuneration</b>  |  |
|             | <p>To consider and approve the Clerk’s remuneration package.</p> <p><b>Exclusion of Press and Public:</b> In accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of this item relating to staffing, Members are required to resolve to exclude the Press and Public.</p>   |  |
| <b>16 .</b> | <b>Next Meeting Date</b>  |  |
|             | <p>To approve the next meeting date of Thursday 15<sup>th</sup> May 2025 to be held at Whalley Old Grammar School in The Calder Room.</p> <p><b>Annual Meeting of the Council</b> 7.00pm<br/> <b>Planning Committee Meeting</b> 7.15pm<br/> followed by <b>May Parish Council Meeting</b> (7.30pm)</p> <p><b>NOTE: Annual Parish Meeting - Thursday 1<sup>st</sup> May 2025 - 7pm</b><br/> Whalley Old Grammar School in The Calder Room.</p> |  |

# Agenda Item 3 (4 Pages)



**WHALLEY  
PARISH COUNCIL**

"Together we aspire, together we achieve"

Whalley Parish Clerk  
27 Waddow Grove  
Waddington, Clitheroe  
BB7 3JL

M:07966 388843

E:clerk@whalleyparishcouncil.org.uk

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 20<sup>th</sup> March 2025 in the Calder Room, Whalley Old Grammar School at 7.30pm

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.

|           |   |         |
|-----------|---|---------|
| <b>1.</b> | <b>Attendance &amp; Apologies</b>   |         |
|           | Present: Cllr Allen, Cllr Ball, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Vickers.<br>Apologies: Cllr Smith, Borough Cllr Hindle.<br>Present: Liz Haworth (Clerk), 3 members of the public.  | 2576/25 |
| <b>2.</b> | <b>Declaration of Interests</b>   |         |
|           | There were no declarations of disclosable pecuniary, other registrable and Non-registrable interests in items for discussion on the agenda.   | 2577/25 |
| <b>3.</b> | <b>To Approve the Minutes of the Previous Parish Council Meeting</b>  |         |
|           | It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 20 <sup>th</sup> February 2025.   | 2578/25 |
| <b>4.</b> | <b>To Receive the Minutes of other Committees/Meetings</b>  |         |
|           | It was resolved to receive the minutes of the Planning Committee Thursday 20 <sup>th</sup> February 2025.   | 2579/25 |
| <b>5.</b> | <b>Whalley Parish Council Casual Vacancy</b>  |         |
|           | The Parish Council has received two expressions of interest for the Council vacancy.  | 2580/25 |
| <b>6.</b> | <b>To Adjourn the Meeting for Public Discussion</b>   |         |
|           | The meeting was adjourned for members of the public to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person)<br><br>Railway Station- All running as normal. Viaduct works set to complete end of March. Dales Rail service suspended from 5-12 April due to planned works. Car Park contract under negotiation. WIB preparing for Spring planting. | 2581/25 |

7.

Monthly Financial Report

It was resolved to Authorise Accounts, Payments, Receipts & Balances for March 2025. Review of March Budget Summary.

Whalley Parish Council  
Approved Minutes Ref No:

Cash Book

MARCH 2025

Chq No.

Date

Inv no.

Payee / Payer

Description

NW Curr  
£

NW QE2  
£

Skipton  
£

Total  
£

DD01/03/2025Easy WebWebsite/Email Services(86.75)(86.75)

Bankline24/03/2024E HaworthSalary/Office/Travel(1,223.15)(1,223.15)

Bankline24/03/2024HMRCITE297.20 NI£35.06 ENIE100.50(432.76)(432.76)

E Haworth ReimbursementBritish Legion VEB0 Lamp Post Sigr(103.94)(103.94)

Bankline24/03/2024717Abbey Gardening Services LtdParish Churchyard (February)(418.80)(418.80)

Bankline24/03/2024721Abbey Gardening Services LtdVale Gardens (February)(327.60)(327.60)

Bankline24/03/2024592Roy Cattermole Tree ServicesTree Removal Parish Churchyard(3,720.00)(3,720.00)

Bankline24/03/202440655Impressions EngravingPlaque - Gomer(57.60)(57.60)

Bankline24/03/202430ULO46- Parish OnlineMapping Software(252.00)(252.00)

Bankline24/03/2024JM2922 WEFRoom Hire(28.00)(28.00)

Bankline24/03/2024Ribble Valley RailWPC Grant(300.00)(300.00)

Bankline24/03/2024Whalley & District LionsWPC Grant(500.00)(500.00)

Bankline24/03/20242.2E+08 E-On NextElectricity Vale Gardens(37.39)(37.39)

Movement in Month(7,487.99)0.000.00(7,487.99)

Cash Book Balance at START of Month13,658.301,095.0081,705.6896,458.98

Cash Book Balance at END of Month6,170.311,095.0081,705.6888,970.99

Bank Reconciliation

NW CurrNW QE2SkiptonOverall

££££

Bank Statement Balance at START of month13,658.301,095.0081,705.6896,458.98

0.00

0.00

Cash Book Balance at START of month13,658.301,095.0081,705.6896,458.98

8.

WPC Policy Documents

8.1 It was resolved to review and accept the Risk Management and Risk Register Policy.

8.2 It was resolved to review and confirm the WPC Risk Management Register 2025.

2583/25

2584/25

9.

Assets Registers

9.1 It was resolved to review and approve the WPC Assets Register 2025.

9.2 It was resolved to review and approve the WWB Cemetery Assets Register 2025.

2585/25

2586/25

10.

Speeding Awareness/Joint Working Group/Traffic Matters

10.1 The Council reviewed the SpID Report opposite 112 Mitton Road, LC33 (outbound).

9517 vehicles were identified as exceeding the 30mph limit, being 19% of the vehicles recorded. Where vehicles exceeded the speed limit the average speed was 33mph, which was consistent across the days of the week.

The highest speed recorded was 50mph on 19/1/2025 at 19:10.

WPC is to consider the options going forward with SpID management. Monthly rota and any new locations.

2024-2025 Speed Surveys

Location:

LC 33 opp 112 Mitton Road, Whalley

From

To

2 March 2025

16 March 2025

No. of Vehicles

48,294

Ave Daily Vehicles

3,220

Max Speed

50

85th Percentile Speed

31.3

Vehicles at or below 85th percentile speed

41,050

Vehicles exceeding 85th percentile speed

7,244

50th Percentile Speed

27.1

Average Speed

26.69

Vehicles over speed limit

9,517

2587/25

|            |   |         |
|------------|---|---------|
|            | 10.2 Consultation TTRO noted by the Council - Clitheroe Road, Whalley, Ribble Valley, Bus Stop Clearways (894.20417)<br>Removal and introduction of bus stop clearways. See draft order for details.  | 2588/25 |
|            | 10.3 Consultation TTRO noted by the Council - Clitheroe Road and Station Road, Whalley, Ribble Valley, Rev, Prohibition and Restriction of Waiting (894.20418)<br>Introduction of prohibition of waiting on Clitheroe Road and Station Road, and restrictions between 8am & 6pm Clitheroe Road and Station Road. See draft order for details.                               | 2589/25 |
|            | 10.4 The Council noted the Initial Notification - Mitton Road, Whalley Road and Clitheroe Road, Whalley Nightly Closure for LCC to carry out carriageway resurfacing works.   | 2590/25 |
| <b>11.</b> | <b>Flooding</b>   |         |
|            | No response has been received from LCC or UU with regards to flooding. Clerk to chase.  | 2591/25 |
| <b>12.</b> | <b>Planning Permission Whalley Sports Park</b>  |         |
|            | 12.1 A meeting is due to be arranged with Stephen Kilmartin next week for the pre-planning application for the Sports Park.   | 2592/25 |
|            | 12.2 The Council has agreed in principle to the development of an all-weather pitch on the QEII land. Councillor Highton had a meeting with Adam Allen at RVBC to discuss potential funding opportunities and the next steps required.  | 2593/25 |
| <b>13.</b> | <b>Annual Parish Meeting</b>  |         |
|            | A discussion took place to identify a suitable speaker for the Annual Parish Meeting, which is scheduled to be held on 1st May 2025. Clerk to write to WIB and Cllr Mirfin to contact Mr Entwistle.   | 2594/25 |
| <b>14.</b> | <b>Flagpole in Vale Gardens</b>   |         |
|            | It was resolved to purchase and install a 4.6-metre fibreglass flagpole, measured from ground to finial, in Vale Gardens. The location for installation was agreed, and Councillor Highton and the Clerk were delegated to make the necessary arrangements.   | 2595/25 |
| <b>15.</b> | <b>VE Day 80th Anniversary - 8th May 2025</b>   |         |
|            | Discussions took place to consider how to commemorate the 80th Anniversary of VE Day. It was resolved that WPC would purchase a VE Day 80 Flag £20 and will support the village decorating with flags with a grant or purchase up to £500.  | 2596/25 |
| <b>16.</b> | <b>Partnership Meetings</b>   |         |
|            | To receive reports from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.<br><br>Cllr Threlfall provided an updated of upcoming meetings Village Hall 31/3/2025, Police Partnership Meeting 3/4/2025 and RVBC Liaison Meeting 10/4/2025. | 2597/25 |

|             |   |  |
|-------------|---|--|
|             | <p>Cllr Mirfin &amp; Cllr Ball have met with members of Mitton Road Action Group with regards to complaints of heavy goods vehicles affecting property on Mitton Road.</p> <p>Cllr Vickers attended the virtual LALC meeting. Next RVLALC meeting is to be held at Foxfields on Wednesday 26/3/2025 at 6.30pm.</p> <p>Cllr Ball reported that Calder Services have serviced the boilers at the Alms houses. A meeting is to be scheduled for the Churchyard Committee.</p>  | <p>2598/25</p> <p>2599/25</p> <p>2600/25</p>                               |
| <b>17.</b>  | <b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>  |  |
|             | <p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• Whalley Queen St RAG Reports</li> <li>• RVBC Updates</li> <li>• Neighbourhood/Stay In The Know/Crime Figures February</li> <li>• Waste Bins - King Street Whalley - verbal update</li> <li>• NALC Executive Bulletins and newsletters</li> <li>• Enquiry Ref: 82980: Bridge height sign, Railway Bridge at Whalley Station.</li> <li>• RE: Police Camera Car - Wiswell Lane Whalley – Follow up</li> </ul> <p>Cllr Ball reported that a bollard is missing from the end of Broad Lane. To be reported on Clean Streets.</p> <p>Cllr Allen reported issues with the roadworks on King Street with the safety of the zebra crossings.</p> <p>Cllr Mirfin reported broken bottles and glass litter from the nighttime economy.</p> <p>Cllr Highton spoke with Adam Allen about the issue of bins being left out on King Street.</p> <p>Cllr Highton spoke to Whalley Meadows Forest School regarding the use of the woodland at QEII without prior permission and requested a risk assessment and an indemnity agreement releasing the Parish Council from any liability. The Parish Council is to write formally to the Nursery.</p> | <p>2601/25</p> <p>2602/25</p> <p>2603/25</p> <p>2604/25</p> <p>2605/25</p> |
| <b>18 .</b> | <b>Next Meeting Date</b>  |  |
|             | It was resolved to approve the next meeting date of Thursday 17 <sup>th</sup> April 2025 at 7.30pm to be held at Whalley Old Grammar School.  | 2606/25  |

Meeting Closed 9.20pm.

Signed by Chairman:

Date:

Councillor Martin Highton

# Agenda Item 4.1 (3 Pages)



**WHALLEY  
PARISH COUNCIL**

"Together we aspire, together we achieve"

Whalley Parish Clerk  
27 Waddow Grove  
Waddington, Clitheroe  
BB7 3JL  
M:07966 388843  
E:clerk@whalleyparishcouncil.org.uk

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

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on  
Thursday 20<sup>th</sup> March 2025 in the Calder Room, Whalley Old Grammar School at 7.00pm

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. | <b>Attendance &amp; Apologies</b>   |        |
|    | Present: Cllr Allen, Cllr Ball, Cllr Highton, Cllr Mirfin, Cllr Threlfall (Chairman), Cllr Vickers.<br>Apologies: Cllr Smith, Cllr Hindle Borough Councillor.<br>In Attendance: Liz Haworth (Clerk), 3 members of the public. | 194/25 |
| 2. | <b>Declaration of Interests</b>   |        |
|    | There were no declarations of disclosable pecuniary, other registrable and non-registrable interests in items for discussion on the agenda.   | 195/25 |
| 3. | <b>To Approve the Minutes of the Previous Meeting</b>   |        |
|    | It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 20 <sup>th</sup> February 2025.  | 196/25 |
| 4. | <b>To review and consider the Planning applications received since February 2025 meeting.</b>   |        |
|    | Planning Applications received for consideration attached.<br><br>Public Participation at the discretion of the Chairman (5 mins per person)  | 197/25 |
|    |   |        |

| Planning App   | Location/Proposal  | Plan Officer    | Comments /Link   |
|--|--|-----------------|--|
| 3/2025/0121<br><br><b>Received:</b><br>10/02/2025<br><b>Registered :</b><br>24/02/2025<br><b>Committee :</b><br>04/03/2025 | Bramley Meade Hall Wiswell Lane<br>Whalley BB7 9AF<br>Application for tree works<br>Fell T1 (lime) and T2 (Pine) | David<br>Hewitt | <a href="https://webportal.ribblevalley.gov.uk/planningApplication/37216">https://webportal.ribblevalley.gov.uk/planningApplication/37216</a><br><br>For Information Only. |



| Planning App  | Location/Proposal   | Plan Officer      | Comments /Link  |
|---|---|-------------------|---|
| 3/2025/0132<br><br><b>Received :</b><br>12/02/2025<br><b>Registered :</b><br>03/03/2025 | <b>1 Moor Field Whalley BB7 9SA</b><br><b>Applications for full consent</b><br>Proposed single-storey extension to side.  | Lucy Walker       | <a href="https://webportal.ribblevalley.gov.uk/planningApplication/37226">https://webportal.ribblevalley.gov.uk/planningApplication/37226</a><br><br><b>Emailed for WPC Consultation</b><br><br><b>Noted.</b>   |
| 3/2025/0149<br><br><b>Received :</b><br>19/02/2025<br><b>Registered :</b><br>04/03/2025 | <b>34 Moor Field Whalley BB7 9SA</b><br><b>Application for tree works</b><br>Proposed removal of some of the canopy of the oak tree overhanging the garden of 40 Moor Field.  | Alex Shutt        | <a href="https://webportal.ribblevalley.gov.uk/planningApplication/37243">https://webportal.ribblevalley.gov.uk/planningApplication/37243</a><br><br>For Information Only   |
| 3/2025/0100<br><br><b>Received :</b><br>04/02/2025<br><b>Registered :</b><br>03/03/2025 | <b>Land at The Eagle at Barrow Clitheroe Road Whalley BB7 9AQ</b><br><b>Applications for full consent</b><br>Proposed hotel development comprising two-storey building (use class C1) with associated parking and landscaping, bin store, air conditioning units and new pedestrian access. | Stephen Kilmartin | <a href="https://webportal.ribblevalley.gov.uk/planningApplication/37195">https://webportal.ribblevalley.gov.uk/planningApplication/37195</a><br><br><b>Emailed for WPC Consultation</b><br><br>Noted, but a reminder to the applicant of the existing public right of way FP034050 to the north of the building. |
| 3/2024/0445<br><br><b>Received :</b><br>31/05/2024<br><b>Registered :</b><br>10/03/2025 | <b>Park Head Farm 5 Park Head Whalley BB7 9FB</b><br><b>Alter or Extend a Listed Building</b><br>Proposed replacement of two timber double-glazed windows and French doors with new timber windows and doors.   | Lucy Walker       | <a href="https://webportal.ribblevalley.gov.uk/planningApplication/36500">https://webportal.ribblevalley.gov.uk/planningApplication/36500</a><br><br><b>Emailed for WPC Consultation</b><br><br><b>Noted.</b>   |
| <b>3/2025/0138</b><br><br><b>Received :</b><br><b>14/02/2025</b>                        | <b>2 Spread Eagle Barn Clitheroe Road Whalley BB7 9AQ</b><br><b>Applications for full consent</b><br>Proposed erection of an oak framed entrance porch and Juliet balcony to the west elevation.  | Emily Pickup      | <a href="https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2025%2F0138">https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2025%2F0138</a><br><br><b>Emailed for WPC Consultation</b><br><br><b>Noted.</b>                                       |

|   |        |
|---|--------|
| <b>5. Reports/Updates/Other</b>   |        |
| <p>Items arisen re planning / correspondence received since the last meeting.</p> <ul style="list-style-type: none"> <li>New application –For Information- No details available at time of agenda. 3/2025/0179<br/><b>Unit 7 Abbey Works King Street Whalley BB7 9SP Applications for full consent</b><br/>Retrospective application: use of mezzanine floor as cafe/bar.</li> <li>Planning and Development Committee Meeting RVBC 13/3/2025 1-7 The Picture House, George Street, Whalley, BB7 9TH.</li> </ul> | 198/25 |

|    |  |        |
|----|--|--------|
|    | Members of the Council have expressed concerns about the temporary structure(s) at Woodland Healing, Lamb Roe, Clitheroe, BB7 9AQ, as well as the ongoing lack of regularisation of business activities. The matter will continue to be monitored. | 199/25 |
| 6. | <b>Next Meeting Dates</b>  |        |
|    | It was resolved to approve the date of the next meeting on Thursday 17 <sup>th</sup> April 2025 at 7pm at Whalley Old Grammar School.  | 200/25 |

Meeting Closed at 7.15pm

Signed by Chairman:

Date:

Cllr John Threlfall

# Agenda Item 4.2 (2 Pages)



"Together we aspire, together we achieve"

Whalley Parish Clerk  
27 Waddow Grove  
Waddington, Clitheroe  
BB7 3JL  
M:07966 388843  
E:clerk@whalleyparishcouncil.org.uk

## Local Government Act 1972 Churchyard Committee Committee of Whalley Parish Council

Members of the Churchyard Committee, you are summoned to a Meeting to be held on  
Monday 10<sup>th</sup> June 2024 in the Parish Church of Saint Mary and All Saints at 4.00pm

Signed: *EKHaworth*

Liz Haworth – Parish Clerk & Responsible Finance Officer

### Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.  
The Clerk will forward members of the committee, all relevant information and supporting documents, 3 clear days before the meeting.

|    |   |        |
|----|---|--------|
| 1. | <b>Attendance &amp; Apologies</b>   |        |
|    | Present: Cllr Cliff Ball (Chairman), Revd Jonathan Carmyllie, Judith Davies (Church Warden), Cllr Martin Highton, Cllr John Threlfall.<br>Apologies: Cllr Caroline Allen.<br>In Attendance: Liz Haworth Parish Clerk.   | 101/24 |
| 2. | <b>Declaration of Interests</b>   |        |
|    | There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.   | 102/24 |
| 3. | <b>To Approve the Minutes of the Previous Churchyard Committee Meeting</b>  |        |
|    | It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 25th March 2024.  | 103/24 |
| 4. | <b>Churchyard Tree Update</b>   |        |
|    | Since the last meeting there had been reports of damaged branches over hanging the courtyard to The Stables on Back King Street. These have been actioned and removed.  | 104/24 |
| 5. | <b>Yew Tree Cutting</b>   |        |
|    | The committee has been kindly offered a cutting from a Yew tree for planting in the churchyard. The members need to consider a suitable permanent location for the cutting and furthermore to consider the implementation of a medium to long term plan for managing trees in the churchyard, replacing old damaged failing trees with new trees. | 105/24 |
|    | ACTION: The Clerk is to speak with Dave Hewitt at RVBC and Ken Linford Three Check Ltd for input and advice.  | 106/24 |
|    | Clerk to contact the kind offer of cutting to ask if we can delay our response at this time whilst considering tree maintenance and planning.   | 107/24 |

|     |   |        |
|-----|---|--------|
| 6.  | <b>Churchyard Budget &amp; Expenditure</b>  |        |
|     | Members were updated on budget and expenditure for the maintenance of the closed churchyard. Annual Budget £8700. Monthly Grounds and Maintenance Contract £349. (£4188 pa) Unspent Church funds (partly related to covid) March 2021-2024 £6960.   | 108/24 |
| 7.  | <b>Pathway</b>  |        |
|     | <p>Cllr Ball has requested estimates and quotes for works to the path in the churchyard. He has received one estimate amounting to £7820+VAT to clear, base and lay appx 30 metres of Yorke stone flags to improve the path leading to the 'new' (lower) churchyard.</p> <p>Whilst only one estimate has been received it was resolved to approve the estimate, costs and works, subject to the application being accepted by the faculty, as the estimate provider is known for his quality of workmanship and reliability. RJC is to apply to the faculty for decision.</p> | 109/24 |
| 9.  | <b>Reports from Members and Clerk for information only – not for debate</b>   |        |
|     | <p>Items arisen, since the last meeting for information only, that may result in future agenda item.</p> <p>The next tree safety inspection from Tree Check Ltd is due in October 2024.</p> <p>Clerk has requested LCC jet the drain at the cobbled area between the Dog Inn and Estate Agents via Cllr Mirfin.</p> <p>Cllr Ball would like the committee to consider treeworks on the conifers at the bottom of the churchyard.</p>  | 110/24 |
| 10. | <b>Next Meeting Date</b>  |        |
|     | It was resolved to approve a date of the next Churchyard Committee meeting 10 <sup>th</sup> September 2024 at 2pm in the Parish Church of Saint Mary and All Saints.  | 111/24 |

Meeting closed at 5pm.

Cllr Clifford Ball .....Date:.....  
Chairman

# Agenda Item 7

Whalley Parish Council  
Approved Minutes Ref No:

Cash Book

APRIL 2025

| Chq No.  | Date       | Inv no. | Payee / Payer                | Description                     | NW Curr<br>£ | NW QE2<br>£ | Skipton<br>£ | Total<br>£ |
|----------|------------|---------|------------------------------|---------------------------------|--------------|-------------|--------------|------------|
| DD       | 01/04/2025 |         | Easy Web                     | Website/Email Services          | (86.75)      |             |              | (86.75)    |
| BAC      | 07/04/2025 |         | RVBC                         | Precept                         | 84,150.00    |             |              | 84,150.00  |
| Bankline | 21/04/2025 |         | E Haworth                    | Salary/Office/Travel            | (1,286.15)   |             |              | (1,286.15) |
| Bankline | 21/04/2025 |         | HMRC                         | Tax£234.20 NI£35.06 ENI£160.39  | (429.65)     |             |              | (429.65)   |
|          |            |         | E Haworth- Reimbursement     | RBLI VE Day 80 Flag             | (23.98)      |             |              | (23.98)    |
|          |            |         | E Haworth- Reimbursement     | Lifepak CR Plus Pad Replacement | (130.00)     |             |              | (130.00)   |
| Bankline | 21/04/2025 | 2.3E+08 | E-On Next                    | Vale Gardens Electricity        | (14.37)      |             |              | (14.37)    |
| Bankline | 21/04/2025 | 739     | Abbey Gardening Services Ltd | Vale Gardens (March 2025)       | (327.60)     |             |              | (327.60)   |
| Bankline | 21/04/2025 | 735     | Abbey Gardening Services Ltd | Parish Churchyard (March 2025)  | (418.80)     |             |              | (418.80)   |
| Bankline | 21/04/2025 | 52      | Altham Parish Council        | opp 112 Mitton Road LC33        | (165.40)     |             |              | (165.40)   |
|          |            |         |                              |                                 |              |             |              | 0.00       |

|  |                  |                 |                  |                   |
|--|------------------|-----------------|------------------|-------------------|
| <b>Movement in Month</b>                 | <b>81,267.30</b> | <b>0.00</b>     | <b>0.00</b>      | <b>81,267.30</b>  |
| Cash Book Balance at START of Month      | 9,936.27         | 1,095.00        | 81,705.68        | 92,736.95         |
| <b>Cash Book Balance at END of Month</b> | <b>91,203.57</b> | <b>1,095.00</b> | <b>81,705.68</b> | <b>174,004.25</b> |

Bank Reconciliation

|   |              |             |              |              |
|---|--------------|-------------|--------------|--------------|
|   | NW Curr<br>£ | NW QE2<br>£ | Skipton<br>£ | Overall<br>£ |
| <i>Bank Statement Balance at START of month</i> | 9,936.27     | 1,095.00    | 81,705.68    | 92,736.95    |
|   |              |             |              | 0.00         |
|   |              |             |              | 0.00         |
| Cash Book Balance at START of month             | 9,936.27     | 1,095.00    | 81,705.68    | 92,736.95    |



**This Policy sets out the Parish Council's  
Financial Regulations 2025**

*Adopted from NALC Model Financial Regulations England*

**Version Control**

| Version | Date    | Description of Change                          |
|---------|---------|--|
| V.1     | 16.2.23 | 2023 Policy & Procedures Adopted               |
| V.2     |         | Updated 2025 Model Policy & Procedures Adopted |

## Contents

|  |        |
|--|--------|
| 1. General.....  | - 3 -  |
| 2. Risk management and internal control.....                               | - 4 -  |
| 3. Accounts and audit.....   | - 5 -  |
| 4. Budget and precept.....   | - 6 -  |
| 5. Procurement.....  | - 7 -  |
| 6. Banking and payments .....  | - 9 -  |
| 7. Electronic payments.....  | - 10 - |
| 8. Payment cards .....   | - 11 - |
| 9. Petty Cash .....  | - 11 - |
| 10. Payment of salaries and allowances .....                               | - 12 - |
| 11. Loans and investments.....   | - 12 - |
| 12. Income.....  | - 13 - |
| 13. Payments under contracts for building or other construction works..... | - 13 - |
| 14. Assets, properties and estates.....                                    | - 13 - |
| 15. Insurance .....  | - 14 - |
| 16. [Charities].....   | - 14 - |
| 17. Suspension and revision of Financial Regulations.....                  | - 14 - |
| Appendix 1 - Tender process .....  | - 16 - |

These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has also been appointed as RFO and these regulations apply accordingly. The Clerk/RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**



- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment.

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations for all accounts produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than December for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.

**5.11. Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk/RFO, under delegated authority, for any items below £500 excluding VAT.
- the Clerk/RFO, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Nat West Bankline. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.

- ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Payment Controller. The bank mandate agreed by the council, set up by the Account Leader, who will be a member of the Council, shall identify 3 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Payment Controller shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be prepared for each council meeting or in the event of no monthly meeting, sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Clerk/RFO, an authorised signatory shall set up any payments due before the return of the Clerk/RFO, being the Payment Controller.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and an authorised bank signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Payment cards**

- 8.1. Personal credit or debit cards of members of the council or staff shall not be used except for expenses incurred in accordance with council policy.

## **9. Petty Cash**

- 9.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.



## **10. Payment of salaries and allowances**

- 10.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed a member of the council to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 10.8. Before employing interim staff, the council must consider a full business case.

## **11. Loans and investments**

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **12. Income**

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/ RFO shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 12.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

## **13. Payments under contracts for building or other construction works**

- 13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **14. Assets, properties and estates**

- 14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

14.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **15. Insurance**

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

15.2. The Clerk/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

## **16. Charities**

16.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Suspension and revision of Financial Regulations**

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

DRAFT

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



**WHALLEY  
PARISH COUNCIL**

**This document sets out the Parish Council's  
Co-option Policy**

**Version Control**

| Version | Date      | Description of Change |
|---------|-----------|-----------------------|
| V.1     | 17/4/2025 |                       |
|         |           |                       |
|         |           |                       |
|         |           |                       |

## **Co-option Policy**

### **1. Introduction**

This policy sets out the procedure to ensure fair and transparent co-option of Parish Councillors, in accordance with the Local Government Act 1972, Sections 86 and 87.

Co-option is the process by which the Parish Council can appoint a new Councillor when a vacancy arises and a by-election is not triggered.

### **2. Purpose**

The purpose of this policy is to ensure that:

- A fair and transparent process is followed.
- All applicants are treated equally.
- The most suitable candidates are co-opted to serve the local community.

### **3. Circumstances Leading to Co-option**

A co-option will occur when:

- A vacancy has arisen due to resignation, death, or disqualification of a Councillor.
- The Proper Officer (Clerk) has notified the District/Borough Council of the vacancy.
- The required number of electors (9) have not called for a by-election within 14 working days of the notice of vacancy.

### **4. Notification of Co-option**

Once it is clear a co-option will take place, the vacancy will be advertised through:

- Public notice on the Parish Council notice boards.
- The Parish Council's website and/or social media channels.

The advertisement will include:

- A deadline for submission of applications.
- An invitation to interested persons to apply.
- A copy of the application form.

### **5. Eligibility Criteria**

Applicants must meet at least one of the following criteria:

- Be registered as a local government elector for the Parish.
- Have lived in the Parish or within 3 miles of it for the past 12 months.
- Have had their principal place of work in the Parish for the past 12 months.
- Have occupied land or property in the Parish as owner or tenant for the past 12 months.

In addition, the applicant must:

- Be at least 18 years of age.
- Not be disqualified from serving as a Councillor (e.g. due to bankruptcy or a criminal conviction).

## **6. Application Process**

Applicants will be required to:

- Complete and return the Co-option Application Form.
- Include a brief statement detailing their reasons for applying and what they can contribute to the Council.

All eligible applications received by the deadline will be circulated to Councillors in advance of the co-option meeting.

## **7. Co-option Procedure at Council Meeting**

- The Council will consider all eligible candidates at a full council meeting, which must be held in public.
- Candidates may be invited to speak briefly about their application (optional).
- Councillors will vote on the co-option by a majority show of hands or by signed ballot, in accordance with Standing Orders.
- If there is more than one vacancy, votes will be taken separately for each.

The successful candidate(s) will:

- Be declared duly co-opted to the Council.
- Sign the Declaration of Acceptance of Office before or at the meeting.
- Complete a Register of Interests form within 28 days.

## **8. Confidentiality and Data Protection**

All applications will be treated in confidence by members and staff, in line with the Parish Council's Data Protection Policy and GDPR regulations.

## **9. Review of Policy**

This policy will be reviewed every 4 years or when relevant legislation or Council procedures change.

Adopted by Whalley Council on: 17<sup>th</sup> April 2024

Next Review Due: April 2028





# WHALLEY PARISH COUNCIL

## COUNCIL – APPLICATION FOR CO-OPTION AS A COUNCILLOR

### 1. Personal Details

Full Name:

---

Address:

---

Postcode: 

---

Telephone Number:

---

Email Address:

---

### 2. Reasons for Applying

Please briefly state your reasons for wanting to become a Parish Councillor and what you hope to contribute to the community.

---

---

---

---

---

(Continue on a separate sheet if necessary)

### 3. Legal Qualifications to Stand for Election

To qualify to serve as a Parish Councillor, you must be

☐ aged 18 or over.

☐ British or a citizen of the Commonwealth. You may also be eligible as a citizen of the European Union, however the criteria has changed now that the UK has left the European Union. Please check on the [gov.uk website for advice about EU citizens' voting and candidacy rights](https://www.gov.uk/guidance/eu-citizens-voting-in-local-elections) in local elections.

and able to answer Yes to at least one of the following:

Please tick all that apply:

☐ I am registered as a local government elector for the parish.

☐ I have lived in the parish or within 3 miles of it for the last 12 months.

- ☐ My principal place of work has been in the parish for the last 12 months.
- ☐ I have occupied land or premises in the parish as owner or tenant for the last 12 months.

#### **4. Disqualifications**

You cannot serve as a Councillor if any of the following apply. Please tick to confirm:

- ☐ I am not disqualified from serving as a Councillor due to a criminal conviction, bankruptcy restrictions, or being disqualified from holding public office.

#### **5. Declaration and Consent**

I declare that the information provided in this application is true and complete. I consent to my application being considered for co-option at a full meeting of the Parish Council.

Signature:

---

Date:

---

*Please note: This application is for the purpose of filling a casual vacancy by co-option in accordance with the Local Government Act 1972.*

Please return completed forms to:

[clerk@whalleyparishcouncil.org.uk](mailto:clerk@whalleyparishcouncil.org.uk)

or

Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe Bb7 3JL

## Agenda Item 10.2 (10 Pages)



### **Speed Indicator Device Contract**

This agreement is made between:

Provider: Altham Parish Council, Media House, Burnley Road, Altham, Accrington, Lancashire, BB5 5TX

AND

Client: Whalley Parish Council, 27 Waddow Grove, Waddington, Clitheroe BB7 3JL

#### **Specification of Service:**

To site Speed Indicator signs in the following locations:

| Location of SpID Plate | LC No. | Address              | Direction | Rental Date |
|------------------------|--------|----------------------|-----------|-------------|
| Clitheroe Road         | LC107  | by 11 Clitheroe Road | Out       | 01/04/2024  |
| Accrington Road        | LC87   | 15 Accrington Road   | Out       | 13/05/2024  |
| Mitton Road            | LC17   | 11 Mitton Road       | Out       | 24/06/2024  |
| Station Road           | LC9    | 47 Station Road      | Out       | 05/08/2024  |
| King Street            | LC83   | 10 King Street       | Out       | 16/09/2024  |
| Mitton Road            | LC27   | 70 Mitton Road       | In        | 28/10/2024  |
|                        |        | King Street, by Post |           |             |
| King Street            | LC99   | Office               | Out       | 09/12/2024  |
| Mitton Road            | LC26   | 63 Mitton Road       | Out       | 20/01/2025  |
| Mitton Road            | LC33   | opp 112 Mitton Road  | Out       | 03/03/2025  |

The Provider will supply the Client with the data which has been downloaded from the said Speed Indicator Device/s

| 2024/2025 Speed Survey             |                                  |
|------------------------------------|----------------------------------|
| Location:                          | LC107 Clitheroe Road,<br>Whalley |
| From                               | To                               |
| 28 March 2024                      | 10 April 2024                    |
| No. of Vehicles                    | 44,867                           |
| Ave Daily Vehicles                 | 3,205                            |
| Max Speed (30th March at<br>01:05) | 45 mph                           |
| 85th Percentile Speed              | 24 mph                           |
| 50th Percentile Speed              | 19.6 mph                         |
| Average Speed                      | 19.35 mph                        |
| Vehicles over speed limit          | 225                              |

| 2024/2025 Speed Survey             |   |
|------------------------------------|---|
| <b>Location:</b>                   | <b>LC 87 Accrington Road - Outbound</b> |
| <b>From</b>                        | <b>To</b>                               |
| 12 May 2023                        | 23 May 2023                             |
| No. of Vehicles                    | 52,715                                  |
| Ave Daily Vehicles                 | 4,393                                   |
| Max Speed (19th May 2014 at 12:32) | 55                                      |
| 85th Percentile Speed              | 27.2 mph                                |
| 50th Percentile Speed              | 21.4 mph                                |
| Average Speed                      | 20.69 mph                               |
| Vehicles over speed limit          | 1827                                    |

**Notes:**

85th percentile is the maximum speed for 85% of vehicles recorded.

50th percentile is the maximum speed for 50% of vehicles recorded.

Mondays saw the highest number of speeding vehicles (over 30 mph) at 396

Wednesdays were the busiest days with 21% of vehicles recorded.

**Fastest speeds recorded were:**

- 55 mph at 12:32 on 19<sup>th</sup> May
- 55 mph at 07:00 on 23<sup>rd</sup> May
- 55mph at midnight on 20<sup>th</sup> May
- 55mph at midnight on 24<sup>th</sup> May.

Generally the fastest average speeds were  
bwtween 01:00 and 03:00 Monday to Friday  
and 06:00 to 07:00 Saturday and Sunday

| 2024/2025 Speed Survey             |                              |
|------------------------------------|------------------------------|
| Location:                          | LC17 Mitton Road,<br>Whalley |
| From                               | To                           |
| 21 June 2024                       | 5 July 2024                  |
| No. of Vehicles                    | 50,520                       |
| Ave Daily Vehicles                 | 3,630                        |
| Max Speed (5th July 2024 at 00:30) | 50 mph                       |
| 85th Percentile Speed              | 27.8 mph                     |
| 50th Percentile Speed              | 22.7 mph                     |
| Average Speed                      | 22.58 mph                    |
| Vehicles over speed limit          | 1,892                        |

| 2024/2025 Speed Survey    |                                     |
|---------------------------|-------------------------------------|
| <b>Location:</b>          | <b>LC9 47 Station Road, Whalley</b> |
| <b>From</b>               | <b>To</b>                           |
| 9 August 2024             | 25 August 2024                      |
| No. of Vehicles           | 61,555                              |
| Ave Daily Vehicles        | 3,365                               |
| Max Speed                 | 50 mph                              |
| 85th Percentile Speed     | 29.6 mph                            |
| 50th Percentile Speed     | 26.1 mph                            |
| Average Speed             | 25.66                               |
| Vehicles over speed limit | 6,926                               |

**Comments:**

Saturdays saw the highest number of speeding vehicles - 1,436 at over 30mph.

The highest speed in the period was 50mph. 3 vehicles were recorded at this speed.

Where vehicles exceeded the speed limit, the average speeds were as follows:

|            |          |
|------------|----------|
| Mondays    | 32.9 mph |
| Tuesdays   | 32.8 mph |
| Wednesdays | 32.9 mph |
| Thursdays  | 32.9 mph |
| Fridays    | 32.8 mph |
| Saturdays  | 32.9 mph |
| Sundays    | 33 mph   |

The 85th percentile speed almost matches the speed limit.

Next SpID deployment will be 16th September at LC99 by the Post Office, King Street.

| 2024/2025 Speed Survey    |                                       |
|---------------------------|---------------------------------------|
| <b>Location:</b>          | <b>10 King Street LC83 (Outbound)</b> |
| <b>From</b>               | <b>To</b>                             |
| 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 |
| The highest speed in the survey was 45mph. Five vehicles were recorded as       |
| Where vehicles exceeded the speed limit the average speed was 33 mph which      |

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



| 2024/2025 Speed Survey    |                                   |
|---------------------------|-----------------------------------|
| <b>Location:</b>          | <b>LC27 Mitton Road (inbound)</b> |
| <b>From</b>               | <b>To</b>                         |
| 27 October 2024           | 11 November 2024                  |
| No. of Vehicles           | 56,217                            |
| Ave Daily Vehicles        | 3,748                             |
| Max Speed                 | 55                                |
| 85th Percentile Speed     | 29.8                              |
| 50th Percentile Speed     | 26                                |
| Average Speed             | 25.57                             |
| Vehicles over speed limit | 7,244                             |

**Comments:**

|  |
|--|
| 7,244 vehicles were identified as exceeding the 30mph speed limit being 13% of |
| The highest speed in the survey was 55mph. Two vehicles were recorded as       |
| Where vehicles exceeded the speed limit the average speed was 33 mph which     |

Next SpID deployment will be 9th December at LC83 by 10 King Street (outbound)

| 2024/2025 Speed Survey    |  |
|---------------------------|--|
| <b>Location:</b>          | <b>LC99 King Street, opp Post Office</b> |
| <b>From</b>               | <b>To</b>                                |
| 16 September 2024         | 7 October 2024                           |
| No. of Vehicles           | 108,126                                  |
| Ave Daily Vehicles        | 6,688                                    |
| Max Speed                 | 40                                       |
| 85th Percentile Speed     | 22.1                                     |
| 50th Percentile Speed     | 17.5                                     |
| Average Speed             | 17.45                                    |
| Vehicles over speed limit | 82                                       |

**Comments:**

|  |      |
|--|------|
| Only 82 vehicles were registered as exceeding the speed limit (30mph).               |      |
| The highest speed in the survey was 40mph.   |      |
| Although the number of vehicles exceeding the speed limit was small, 2 vehicles were |      |
| The highest speed in the period was 40mph. 5 vehicles were recorded at this speed.   |      |
| Where vehicles exceeded the speed limit (albeit small numbers) the average speeds    |      |
| Mondays  | 34   |
| Tuesdays   | 32.5 |
| Wednesdays   | 32.5 |
| Thursdays  | 33.4 |
| Fridays  | 33.3 |
| Saturdays  | 33.1 |
| Sundays  | 32.8 |

Next SpID deployment will be 28th October at LC27 by 70 Mitton Road (inbound)

| 2024/2025 Speed Survey    |  |
|---------------------------|--|
| <b>Location:</b>          | <b>63 Mitton Road, LC 26 direction of Mitton</b> |
| <b>From</b>               | <b>To</b>  |
| 19 January 2025           | 6 February 2025                                  |
| No. of Vehicles           | 49,596   |
| Ave Daily Vehicles        | 2,610  |
| Max Speed                 | 50   |
| 85th Percentile Speed     | 32.4   |
| 50th Percentile Speed     | 27.3   |
| Average Speed             | 19.22  |
| Vehicles over speed limit | 650  |

**Comments:**

|   |       |
|---|-------|
| 12,614 vehicles were identified as exceeding the 30mph speed limit being 25% of vehicles  |       |
| The highest speed in the survey was 50mph. Twelve vehicles were recorded as travelling at |       |
| Where vehicles exceeded the speed limit the average speed was 33 mph which was            |       |
| The following 50mph speeds and time of incidence were recorded:                           |       |
| 19/01/2025  | 20:00 |
| 24/01/2025  | 16:00 |
| 27/01/2025  | 23:00 |
| 31/01/2025  | 23:00 |
| 01/02/2025  | 00:00 |
| 01/02/2025  | 05:00 |
| 01/02/2025  | 20:00 |
| 01/02/2025  | 22:00 |
| 01/02/2025  | 23:00 |
| 02/02/2025  | 07:00 |
| 02/02/2025  | 20:00 |
| 03/02/2025  | 08:00 |

Next SpID deployment will be 3rd March 2025 at LC26 opposite 112 Mitton Road (outbound)

| 2024/2025 Speed Survey                     |   |
|--|---|
| <b>Location:</b>                           | <b>LC 33 opp 112 Mitton Road, Whalley</b> |
| <b>From</b>                                | <b>To</b>                                 |
| 2 March 2025                               | 16 March 2025                             |
| No. of Vehicles                            | 48,294                                    |
| Ave Daily Vehicles                         | 3,220                                     |
| Max Speed                                  | 50  |
| 85th Percentile Speed                      | 31.3                                      |
| Vehicles at or below 85th percentile speed | 41,050                                    |
| Vehicles exceeding 85th percentile speed   | 7,244                                     |
| 50th Percentile Speed                      | 27.1                                      |
| Average Speed                              | 26.69                                     |
| Vehicles over speed limit                  | 9,517                                     |

**Comments:**

This was the final SplD deployment in the 2024/2025 programme.