



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 19th June 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.

1.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
2.	Declarations of Interest	
	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.	
3.	To Approve the Minutes of the Previous Parish Council Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 19 th June 2025.	
4.	To Receive the Minutes of other Committees	
	4.1 To receive the minutes of the Planning Committee Thursday 19 th June 2025. 4.2 To receive the minutes of the WWBJBC meeting April 9 th April 2025.	
5.	Adjourn the Meeting for Public Discussion	
	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)	
6.	Monthly Financial Report	
	6.1 To Authorise Accounts, Payments, Receipts & Balances for July 2025. 6.2 To consider setting up a Nat West Reserve account.	
7.	Best Kept Village Competition	
	7.1 To receive any updates on the judging of the BKV Competition. 7.2 To receive any requirements to assist with village maintenance in the Best Kept Village Competition.	
8.	Speeding Awareness/Joint Working Group/Traffic Matters	
	8.1 To receive an update on speed awareness and prevention measures in Whalley. 8.2 To receive the SPID report data for Clitheroe Road, LC107, from 4th June to 18th June 2025.	

	8.3 To receive any updates on new SpID plate locations.	
9.	Planning Permission Whalley Sports Park	
	<p>9.1 To receive an update on the progress of the pre-planning application for the Sports Park.</p> <p>9.2 To provide an update on the potential development of an all-weather pitch on the QEII land.</p> <p>9.3 To consider the need for a tree inspection on the QEII land.</p>	
10.	WPC Grant Awards	
	To discuss and consider the review of the current Grant Awards Process.	
11.	Staffing Committee	
	<p>11.1 To consider the establishment of a Staffing Committee.</p> <p>11.2 To review and approve the draft Terms of Reference for the WPC Staffing Committee.</p> <p>11.3 Subject to approval, to nominate Councillors to serve on the Staffing Committee.</p>	
12.	Partnership Meetings	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, LALC, Parish Liaison, Police Partnership meeting updates.	
13.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	<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"> • Rural News Bulletins • Whalley Queen St RAG Reports • RVBC Updates • Neighbourhood Alerts/Stay In The Know/Crime Figures June • NALC Executive Bulletins and newsletters • Lancashire Trading Standards - July • King Street/Calder Vale Bins – verbal update • Community Engagement - News items on Websites/Facebook • Sydney Avenue - Accrington Road - traffic mirror request • Consultation on Pan-Lancashire draft Pharmaceutical Needs Assessment 2025 • Amendment to urgent gas works – Road Closure - The Sands, Whalley • VJ Day 80th Anniversary - 15th August • Sydney Avenue Flooding 	
14.	Next Meeting Date	
	To approve the next meeting date of Thursday 21 st August 2025 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	

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 19th June 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.

1.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Mirfin, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Late Attendance Cllr Highton (Chairing Parish Liaison Meeting) joined at 7.45pm, Cllr Smith joined at 8pm. In Attendance: Liz Haworth (Clerk), 2 members of the public.	2671/25
2.	Declarations of Interest	
	No member interests were declared.	2672/25
3.	To Approve the Minutes of the Previous Parish Council Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 15 th May 2025.	2673/25
4.	To Approve the Minutes of the Annual Parish Meeting	
	It was resolved to approve and confirm the accuracy of the Annual Parish Meeting Minutes held Thursday 1 st May 2025.	2674/25
5.	To Receive the Minutes of other Committees	
	It was resolved to receive the minutes of the Planning Committee Thursday 15 th May 2025	2675/25
6.	Adjourn the Meeting for Public Discussion	
	The meeting was adjourned 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) No items for discussion. WIB representative commended the joint efforts of the village whilst entering the BKV competition.	2676/25
7.	Monthly Financial Report	
	It was resolved to Authorise Accounts, Payments, Receipts & Balances for June 2025.	2677/25

Whalley Parish Council Approved Minutes Ref No:		Cash Book		JUNE 2025				
Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £
DD	02/06/2025		Easy Web	Website/Email Services	(76.19)			(76.19)
Bankline	23/06/2025		E Haworth	Salary/Office/Travel	(1,305.29)			(1,305.29)
Bankline	23/06/2025		E Haworth Re-Imbursement	Bitdefender - Antivirus	(49.99)			(49.99)
Bankline	23/06/2025		E Haworth Re-Imbursement	Stationery	(2.83)			(2.83)
Bankline	23/06/2025		E Haworth Re-Imbursement	Stationery	(7.10)			(7.10)
Bankline	23/06/2025		E Haworth Re-Imbursement	Anti Slip Tape	(20.39)			(20.39)
Bankline	23/06/2025		HMRC	TaxE239.40 NIE37.06 ENIE164.14	(440.60)			(440.60)
Bankline	23/06/2025	242595895	E-On Next	Vale Gardens Electricity	(17.64)			(17.64)
Bankline	23/06/2025	764	Abbey Gardening Services Ltd	Parish Churchyard (April 2025)	(418.80)			(418.80)
Bankline	23/06/2025	765	Abbey Gardening Services Ltd	Vale Gardens (April 2025)	(327.60)			(327.60)
Bankline	23/06/2025	789	Abbey Gardening Services Ltd	Vale Gardens (May 2025)	(327.60)			(327.60)
Bankline	23/06/2025	788	Abbey Gardening Services Ltd	Parish Churchyard (May 2025)	(418.80)			(418.80)
Bankline	23/06/2025	Z4007	Treecheck Ltd	Vale Gardens Tee Inspection	(240.00)			(240.00)
Bankline	23/06/2025	333596	Broxap Ltd	Bench Ends	(1,543.20)			(1,543.20)
Bankline	23/06/2025	JM3042	WEF	Room Hire (May)	(56.00)			(56.00)
Bankline	23/06/2025	JM3003	WEF	Room Hire (April)	(28.00)			(28.00)
Bankline	23/06/2025	1142	AER Accountants	Internal Audit	(250.00)			(250.00)
Bankline	23/06/2025	130525/01	LALC	Whistlestop Tour for New Councillors	(35.00)			(35.00)
Bankline	23/06/2025	1102	United Flags	Flagpole & Union Jack Flag	(1,372.80)			(1,372.80)
Movement in Month					(6,937.83)	0.00	0.00	(6,937.83)
Cash Book Balance at START of Month					82,426.16	1,095.00	81,705.68	165,226.84
Cash Book Balance at END of Month					<u>75,488.33</u>	<u>1,095.00</u>	<u>81,705.68</u>	<u>158,289.01</u>
8. Best Kept Village Competition								
The judging is well underway, and the village is looking exceptional in its presentation. An excellent effort from all involved. Rubbish bins, both commercial and residential need to be kept within property curtilages and general maintenance outside of residential properties needs to continue. The Council continues to support the village in its maintenance.								2678/25
9. Ribble Valley Settlement Review: Whalley Parish								
It was resolved that a working group consisting of Cllrs Highton, Vickers and Mirfin will meet to review and report discrepancies and corrections which need to be made to the settlement map - services and facilities form to be confirmed with RVBC. A working group meeting will be held on Friday 11 th July 9-12am at Whalley Old Grammar School. ACTION: Clerk to book space at the OGS.								2679/25
10. Speeding Awareness/Joint Working Group/Traffic Matters								
The Council have renewed the SpID contract with Altham Parish Council. The first SpID was erected on Clitheroe Road LC107 by 11 Clitheroe Road Out. Cllr Threlfall is awaiting approval information on locations of other SpID plates from LCC. A location near Springwood Drive and Wiswell Lane are to be investigated. Cllr Threlfall was informed that a new bespoke post could be erected on Clitheroe Road at a cost of £410. The Council thought that money would be better spent erecting one on Wiswell Lane and JT is to investigate further.								2680/25
11. Planning Permission Whalley Sports Park								
11.1 No further update.								2681/25
11.2 Cllr Highton and Clerk measured the field area to check the suitability of installing an all-weather pitch on the QEII land. There is sufficient land to install a pitch of 100.6m x 64m. ACTION: Cllr Highton to contact Adam Allen at RVBC for further information on next steps.								2682/25

12.	Tree Inspection Report and Review of Contract	
	12.1 WPC discussed the tree inspection report for Vale Gardens and reviewed the existing contract, after exploring options to ensure it remains suitable for ongoing and future tree inspection requirements.	2683/25
	12.2 It was resolved to employ Bowland Tree Consultancy Ltd for the next tree inspections on the Churchyard, Cemetery and Vale Gardens.	2684/25
	12.3 It was resolved to allocate a budget of £150 for a cherry tree to be placed within a vacant footway grid in the bus station area.	2685/25
13.	Partnership Meetings	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, LALC, Parish Liaison, Police Partnership meeting updates.	
	LALC – Cllr Vickers updated on the recent RVLALC AGM meeting at Foxfields. Jacqueline Hampson is the newly elected Chairman. Vice Chair position is vacant, Executive Members are Steve Houghton Wiswell PC and Maggy Howells Salesbury PC. LALC Conference was held 7 th June 2025. Presentations by a clerk about changes in Local Government, and Treescapes.	2686/25
	Cllr Mirfin updated that he is the Lancashire County Council Councillor Cabinet Member for Resources, HR and Property for Reform UK Ribble Valley North East division.	2687/25
	Borough Cllr Mark Hindle updated on recent meetings and discussions around Devolution, expecting a consultation shortly for response. RVBC have designated a Farming Champion Cllr Lee Street and an Armed Forces Champion Cllr John Atherton. Updates were given on the now amalgamated UKSPF and Jubilee Fund. Consideration is being given to the installation of CCTV around Accrington Road/Queen Street by RVBC.	2688/25
	Cllr Highton reported on the Parish Liaison Meeting which included topics on Digital Switch over to ensure the parishioners are aware of the implications. The Local Plan was discussed along with the UKSPF and Jubilee Fund.	2689/25
14.	Flagpole	
	Discussions resolved to keep the Union Jack flag flying continuously from the newly installed village flagpole.	2690/25
15.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> • Rural News Bulletins • Whalley Queen St RAG Reports • RVBC Updates • Neighbourhood Alerts/Stay In The Know/Crime Figures May • NALC Executive Bulletins and newsletters • Lancashire Trading Standards - June • King Street/Calder Vale Bins – verbal update 	

	<ul style="list-style-type: none"> • WPC Grant Awards – Clerk verbal report • Staff Committee – Clerk verbal report • Parking at the junction on Abbey Fields • Jubilee Fund • Forest Garden – QEII site <p>Cllr Ball reported that the Almhouses Trust has now resolved its internet banking system. There are two vacancies on the Adam Cottam Trust to be filled. The accounts have been filed for 2024-25.</p> <p>The Churchyard Committee is awaiting the removal of a multi-branch tree causing damage to the rear boundary wall.</p> <p>Cllr Threlfall attended the Village Hall meeting. They have appointed a new events program and have bookings up to Dec 2026.</p> <p>Cllr Mirfin reported that glasses are still being taken out of the public houses and left in the street.</p> <p>Action – Cllr Mirfin to speak with the landlords and request that they be more vigilant in preventing glasses from being removed from their premises.</p> <p>The issue of flooding in the village especially around Sydney Ave was raised by Cllr Smith and further information or a meeting is required to further pursue the matter with LCC/UU.</p>	<p>2691/25</p> <p>2692/25</p> <p>2693/25</p> <p>2694/25</p>
16.	Next Meeting Date	
	It was resolved to approve the next meeting date of Thursday 17 th July 2025 to be held at Whalley Old Grammar School in The Calder Room 7.30pm.	2695/25

Meeting Closed at 9.15pm

Signed by Chairman:

Date:

Councillor Martin Highton



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 19th June 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.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Mirfin, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Cllr Highton (Chairing Parish Liaison Meeting), Cllr Smith. In Attendance: Liz Haworth (Clerk) 2 members of the public.	214/25
2.	Declaration of Interests	
	No interests were declared.	215/25
3.	To Approve the Minutes of the Previous Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 15 th May 2025.	216/25
4.	To review and consider the Planning applications received since May 2025 meeting.	
	Planning Applications received for consideration attached. Public Participation at the discretion of the Chairman (5 mins per person)	217/25

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2025/0386 Received : 13/05/2025 Registered : 20/05/2025	3 Hayhurst Road Whalley BB7 9RL Applications for full consent Two storey extension with a single storey link building.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/37477 Emailed to WPC for Consultation Noted

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2025/0395 Received : 14/05/2025 Registered : 21/05/2025	38 Beech Drive Whalley BB7 9RA Certificate of Lawfulness – Proposed Certificate of Lawfulness for proposed single-storey extension to rear.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37486 Noted
3/2025/0410 Received : 15/05/2025 Registered : 23/05/2025	29 Deer Park Crescent Whalley Clitheroe BB7 9XH Certificate of Lawfulness – Proposed Certificate of Lawfulness for proposed loft conversion with insertion of velux roof light to front and dormer extension to rear.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37501 Noted Council comments that the proposal may overlook neighbouring properties.
3/2025/0435 Received : 29/05/2025 Registered : 05/06/2025	6 The Grove Whalley BB7 9RN Applications for full consent Proposed two storey side extension and rear bay window.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37526 Emailed to WPC for Consultation Noted
3/2025/0452 Received : 03/06/2025	Whalley Post Office 97a King Street Whalley BB7 9SW Applications for full consent Proposed rear single storey extension to form storage area and staff area.		https://webportal.ribblevalley.gov.uk/planningApplication/37543 Emailed to WPC for Consultation Noted
3/2025/0450 Received : 03/06/2025	1 Bramley View Clitheroe Road Whalley BB7 9AL Application in principle Permission in principle for one dwelling in the garden.		https://webportal.ribblevalley.gov.uk/planningApplication/37541 New Application – to be reviewed at a future date as no details were available for the planning meeting.

5. Reports/Updates/Other	
<p>Items arisen re planning, correspondence received since the last meeting that may result in future agenda item.</p> <ul style="list-style-type: none"> • Mitton Road Business Park • Planning and Development Committee, Thursday, 29 May 2025 • Notification of planning enforcement appeal and appeal against refusal of planning permission 3/2024/0851 https://www.ribblevalley.gov.uk/downloads/download/675/planning-enforcement-appeal-4a-wiswell-lane-whalley-bb7-9af 	218/25

6.	Next Meeting Dates	
	To approve the date of the next meeting of Thursday 17 th July 2025 at 7pm at Whalley Old Grammar School.	219/25

Meeting Closed at 7.20pm

Signed by Chairman:

Date:

Cllr John Threlfall



AGENDA ITEM 4.2 (4 PAGES)

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

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th April 2025 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

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	<div>WWB Joint Burial Committee</div> <div>Cash Book</div> <div>JANUARY 2025</div> <div>Minutes Approved Ref No:</div> <table><thead><tr><th>Chq No.</th><th>Date</th><th>Inv Ref Payee / Payer</th><th>Description</th><th>Current £</th><th>Reserve £</th><th>Total £</th></tr></thead><tbody><tr><td></td><td>02/01/2025</td><td>Easy Websites</td><td>Website Services</td><td>(21.96)</td><td></td><td>(21.96)</td></tr><tr><td></td><td>02/01/2025</td><td>182 Marsh</td><td>Marsh P33</td><td>665.00</td><td></td><td>665.00</td></tr><tr><td></td><td>09/01/2025</td><td>188 Dignity/Langshaws</td><td>Gregory NewRC</td><td>1,545.00</td><td></td><td>1,545.00</td></tr><tr><td></td><td>09/01/2025</td><td>185 Keighley</td><td>Keighley 297 Transfer</td><td>55.00</td><td></td><td>55.00</td></tr><tr><td></td><td>16/01/2025</td><td>187 Stevensons Memorials</td><td>Clarke 163</td><td>30.00</td><td></td><td>30.00</td></tr><tr><td></td><td>17/01/2025</td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td></td><td>20/01/2025</td><td>E Haworth</td><td>Salary & Expenses</td><td>(524.52)</td><td></td><td>(524.52)</td></tr><tr><td></td><td>20/01/2025</td><td>HMRC</td><td>ITE144.20 NI£57.72 ENI£99.57</td><td>(301.49)</td><td></td><td>(301.49)</td></tr><tr><td></td><td>20/01/2025</td><td>E Haworth Reimbursemer</td><td>Probate Eastham</td><td>(1.50)</td><td></td><td>(1.50)</td></tr><tr><td></td><td>20/01/2025</td><td>679 Abbey Gardening Services</td><td>Grounds Maintenance (December</td><td>(552.00)</td><td></td><td>(552.00)</td></tr><tr><td></td><td>23/01/2025</td><td>186 P Jamieson</td><td>Reserved Plot 819</td><td>925.00</td><td></td><td>925.00</td></tr><tr><td></td><td>23/01/2025</td><td>189 Stevensons Memorials</td><td>Keighley 297</td><td>30.00</td><td></td><td>30.00</td></tr><tr><td></td><td>31/01/2025</td><td>180 S Callaghan</td><td>Byszewski 318</td><td>385.00</td><td></td><td>385.00</td></tr><tr><td></td><td>31/01/2025</td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>51.79</td><td>51.79</td></tr><tr><td></td><td></td><td>Movement in Month</td><td></td><td>2,243.53</td><td>51.79</td><td>2,295.32</td></tr><tr><td></td><td></td><td>Cash Book Balance at START of Month</td><td></td><td>6,198.36</td><td>45,934.09</td><td>52,132.45</td></tr><tr><td></td><td></td><td>Cash Book Balance at END of Month</td><td></td><td>8,441.89</td><td>45,985.88</td><td>54,427.77</td></tr></tbody></table>	Chq No.	Date	Inv Ref Payee / Payer	Description	Current £	Reserve £	Total £		02/01/2025	Easy Websites	Website Services	(21.96)		(21.96)		02/01/2025	182 Marsh	Marsh P33	665.00		665.00		09/01/2025	188 Dignity/Langshaws	Gregory NewRC	1,545.00		1,545.00		09/01/2025	185 Keighley	Keighley 297 Transfer	55.00		55.00		16/01/2025	187 Stevensons Memorials	Clarke 163	30.00		30.00		17/01/2025	L Dawson	Credit	10.00		10.00		20/01/2025	E Haworth	Salary & Expenses	(524.52)		(524.52)		20/01/2025	HMRC	ITE144.20 NI£57.72 ENI£99.57	(301.49)		(301.49)		20/01/2025	E Haworth Reimbursemer	Probate Eastham	(1.50)		(1.50)		20/01/2025	679 Abbey Gardening Services	Grounds Maintenance (December	(552.00)		(552.00)		23/01/2025	186 P Jamieson	Reserved Plot 819	925.00		925.00		23/01/2025	189 Stevensons Memorials	Keighley 297	30.00		30.00		31/01/2025	180 S Callaghan	Byszewski 318	385.00		385.00		31/01/2025	Reserve Account	Credit Interest		51.79	51.79			Movement in Month		2,243.53	51.79	2,295.32			Cash Book Balance at START of Month		6,198.36	45,934.09	52,132.45			Cash Book Balance at END of Month		8,441.89	45,985.88	54,427.77	
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	23/01/2025	186 P Jamieson	Reserved Plot 819	925.00		925.00																																																																																																																										
	23/01/2025	189 Stevensons Memorials	Keighley 297	30.00		30.00																																																																																																																										
	31/01/2025	180 S Callaghan	Byszewski 318	385.00		385.00																																																																																																																										
	31/01/2025	Reserve Account	Credit Interest		51.79	51.79																																																																																																																										
		Movement in Month		2,243.53	51.79	2,295.32																																																																																																																										
		Cash Book Balance at START of Month		6,198.36	45,934.09	52,132.45																																																																																																																										
		Cash Book Balance at END of Month		8,441.89	45,985.88	54,427.77																																																																																																																										

WWB Joint Burial Committee Minutes Approved Ref No:				Cash Book	FEBRUARY	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
DD	01/02/2025		Easy Websites	Website Services	(21.96)		(21.96)
DPC	05/02/2025		Stevensons Memorials	Fee sent in error	138.50		138.50
BAC	07/02/2025	190	Brian Price	Ireland 698a	985.00		985.00
BAC	14/02/2025		L Dawson	Credit	10.00		10.00
Bankline	24/02/2025		E Haworth	Salary	(519.57)		(519.57)
Bankline	24/02/2025		HMRC	ITE144.20 NIE57.72 ENIE99.57	(301.49)		(301.49)
Bankline	24/02/2025		E Haworth	Stationary Reimbursement	(5.69)		(5.69)
Bankline	24/02/2025		E Haworth	Shed Re-imbursement	(699.99)		(699.99)
Bankline	24/02/2025	700	Abbey Gardening Services	Grounds Maintenance (January)	(552.00)		(552.00)
Bankline	24/02/2025	JM2886	WEF	Room Hire Meeting	(19.00)		(19.00)
Bankline	24/02/2025	38236	Edge IT System Ltd	Epitaph	(836.40)		(836.40)
Bankline	24/02/2025		Stevensons Memorials	fee refund	(138.50)		(138.50)
Bankline	28/02/2025		J Holden	Reserved Plot 818	750.00		750.00
INT	28/02/2025		Reserve Account	Credit Interest		44.10	44.10
Movement in Month					(1,211.10)	44.10	(1,167.00)
Cash Book Balance at START of Month					8,441.89	45,985.88	54,427.77
Cash Book Balance at END of Month					7,230.79	46,029.98	53,260.77
WWB Joint Burial Committee Minutes Approved Ref No:				Cash Book	MARCH	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
DD	03/03/2025		Easy Websites	Website Services	(44.40)		(44.40)
BAC	14/03/2025		Dignity Funerals-Langshay Barnes CE556		1,545.00		1,545.00
BAC	14/03/2025		L Dawson	Credit	10.00		10.00
CHQ	21/03/2025	194	Taylor	W0069	230.00		230.00
Bankline	24/03/2025		E Haworth	Salary	(519.57)		(519.57)
Bankline	24/03/2025		HMRC	ITE144.20 NIE57.72 ENIE99.57	(301.49)		(301.49)
Bankline	24/03/2025		E Haworth	Reimbursement Wheelbarrow	(64.95)		(64.95)
Bankline	24/03/2024	714	Abbey Gardening Services	Shed Base	(780.00)		(780.00)
Bankline	24/03/2025	718	Abbey Gardening Services	Grounds Maintenance (February)	(552.00)		(552.00)
Bankline	24/03/2025	591	Roy Cattermole Tree Servi	Tree Work	(780.00)		(780.00)
Bankline	24/03/2025	554	David Uttley	Grave Digging Services	(2,320.00)		(2,320.00)
Bankline	24/03/2025	4925741	Water Plus	Cemetery water	(215.39)		(215.39)
BAC	31/03/2025		HMRC	VAT Refund	1,424.91		1,424.91
INT	31/03/2023		Reserve Account	Credit Interest	48.87		48.87
Movement in Month					(2,319.02)	0.00	(2,319.02)
Cash Book Balance at START of Month					7,230.79	46,029.98	53,260.77
Cash Book Balance at END of Month					4,911.77	46,029.98	50,941.75
5. Cemetery Assets							
Members reviewed the report on the cemetery assets.							124/25
6. Website							
The cemetery website is now fully operational, with identical information available on all three Parish Councils' sites.							125/25
7. Memorial Applications							
Members reviewed the policy regarding size restrictions for lawn memorial applications. Lawn memorial headstones must be vertical and shall not exceed 107cm in height (measured from ground level) x 80cm (width) (42"x31.5") (3.5ft x 2.6) and must be made of stone or granite.							126/25
The policy will be amended under section 5.1 to include an additional section, 5.1.1. Previous acceptance of any gravestones does not set a precedent, and each application will be evaluated on an individual basis.							127/25

8.	Memorial Safety	
	Clerk to contact contractor to carry out a Memorial Safety Review.	128/25
9.	Cemetery Inspection Review and Maintenance Visit	
	<p>9.1 The Cemetery Inspection Review and Maintenance Visit held 26th February 2025 was attended by 4 members. Dead flowers and wreaths were removed as per the Cemetery Policy. The plots were mainly kept to a high standard with plot holders adhering to Cemetery Policy with regards to plot maintenance. Some non-permitted items were removed and placed in the storage shed for collection.</p> <p>Prohibited items and items outside of headstone stone areas may be removed and placed in the storage shed for a period of 28 days' for collection by the owners. Items may be disposed of after this time.</p>	129/25
	9.2 The next Cemetery Inspection Review and Maintenance Visit is planned for Wednesday 25 th June - 1.30pm.	130/25
10.	Grounds Improvements	
	Members discussed the area between the wall and the front fence of the cemetery and expressed a wish to clear it, add topsoil, and plant shrubs to improve the space. Clerk to get quotes from the contractor for the works.	131/25
	As part of ongoing maintenance members wish the grounds contractor to rake the moss from the stoned area near the turning circle and add more gravel.	132/25
	Future work should be considered for the paths in the woodland area.	133/25
11.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.	
	<ul style="list-style-type: none"> The new storage shed has been installed and will be used to store light grounds maintenance items, grave markers, and to temporarily store prohibited items removed from outside of memorial headstones, to be collected by plot holders. 	134/25
	<ul style="list-style-type: none"> An update was given to members regarding the condition of benches at the cemetery. The benches that the cemetery is responsible for have been renovated. Two unsafe memorial benches were removed with the permission of their owners. One bench has been replaced under the WPC Memorial Bench Scheme, and others have been renovated by the owners. Three memorial benches still require either renovation or removal, and the Clerk will contact the responsible owners. 	135/25
	<ul style="list-style-type: none"> The pedestrian gate to the cemetery requires a repair to the keeper to secure the latch and close the gate. The Clerk will contact the joiner to have it fixed. 	136/25
	<ul style="list-style-type: none"> The new gates require a revisit from the joiner to determine if they can fit together more securely where they meet. It was suggested that new bolts may be needed to firm up the fit of the gates. 	137/25

	<ul style="list-style-type: none"> It has been observed that dog owners are walking their dogs off-lead through the cemetery. This is against cemetery policy, and owners will be reminded to keep their dogs on a lead at all times while on the cemetery grounds, to avoid any unwanted surprises and out of respect for other visitors while visiting loved ones' graves. 	
12.	Next Meeting Dates	
	To approve the next meeting date of Wednesday 9 th July 2025 at 7.00pm at Whalley Old Grammar School.	138/25

Meeting Closed at 7.55pm

Signed by Chairman:

Date:

Councillor Martin Highton

AGENDA ITEM 6.1

Whalley Parish Council
Approved Minutes Ref No:

Cash Book

JULY 2025

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	01/07/2025		Easy Web	Website/Email Services	(76.19)			(76.19)	(12.90)	(63.29)
Bankline	21/07/2025		E Haworth	Salary/Office/Travel	(1,303.94)			(1,303.94)		(1,303.94)
Bankline	21/07/2025		HMRC	Tax£239.40 NI£37.06 ENI£164.14	(440.60)			(440.60)		(440.60)
Bankline	21/07/2025	248033045	E-On Next	Vale Gardens Electricity	(17.05)			(17.05)		(17.05)
Bankline	21/07/2025	812	Abbey Gardening Services Ltd	Vale Gardens Weed & Feed	(48.00)			(48.00)	(8.00)	(40.00)
Bankline	21/07/2025	JM3084	WEF	Room Hire June	(28.00)			(28.00)		(28.00)
Bankline	21/07/2025		LALC	Conference RV	(50.00)			(50.00)		(50.00)
Bankline	21/07/2025	SpID60	Altham PC	Clitheroe Road LC107 SpID	(163.30)			(163.30)		(163.30)
								0.00		0.00

(2,127.08)	0.00	0.00	(2,127.08)	(20.90)	(2,106.18)
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Cash Book Balance at START of Month

75,488.33 1,095.00 81,705.68 158,289.01

Cash Book Balance at END of Month

73,361.25 1,095.00 81,705.68 156,161.93

Bank Reconciliation

NW Curr NW QE2 Skipton Overall
£ £ £ £

Bank Statement Balance at START of month

75,488.33 1,095.00 81,705.68 158,289.01

0.00

0.00

Cash Book Balance at START of month

75,488.33 1,095.00 81,705.68 158,289.01

Agenda Item 8.2

See link for SpID Report Clitheroe Road LC107 4-18 June 2025

<https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/merged%20SPid%20Report%20for%20website.pdf>

AGENDA ITEM 10 (3 PAGES)

Council Report: Review of WPC Grant Policy and Distribution.

Date: 3/7/2025

Prepared by: Liz Haworth – Clerk

1. Purpose of the Report

To propose an amendment to the current process of awarding community grants — currently limited to a single annual round in January — in favour of a more flexible system that allows applications to be considered throughout the year, starting from April once precept funds have been received.

2. Background

At present, the Council invites applications for community grants **once a year**, with awards typically made in **January**. This fixed schedule has served to ensure consistency and budget control, but it may also limit accessibility for community groups whose needs arise at different points throughout the year.

Additionally, applications made and approved in January often mean that the actual expenditure of the grant — and the visibility of its community impact — is not acknowledged as support in the Council's current financial year.

The Council should.

3. Proposal

It is proposed that the Council:

- Moves away from a single fixed application window in January;
 - Adopts a rolling or quarterly grant system beginning in April, once precept funds have been received;
 - Continues to work within the annually agreed grants budget;
 - Reserves the right to re-advertise for applications before the end of the financial year if unallocated grant funds remain in order to support village groups and organisations.
 - Raise awareness of the support the Council offers the community through social engagement – Facebook, website, noticeboard.
-

4. Rationale for Change

a. Greater Flexibility for Community Organisations

Organisations can face unplanned or seasonal costs, events, and opportunities. A rolling system would:

- Allow them to apply when support is needed;
- Increase access to funding for smaller or newer groups unfamiliar with annual grant timetables;
- Improve responsiveness to time-sensitive projects.

b. Improved Financial Planning and Reporting

- Starting the grant cycle in April ensures that funds are available from the beginning of the financial year;
- Grants awarded earlier in the year are more likely to be spent and reported on within the same financial year, which aligns with the current policy.

c. Increased Public Awareness and Council Recognition

- Distributing grants throughout the year allows the Council to highlight success stories regularly, showing support for local initiatives;
- Encourages ongoing engagement with community groups, potentially attracting more applicants and enhancing the Council's reputation as a supportive and proactive funder.

d. Efficient Use of Funds

- If any funds remain unallocated by a specified point (e.g., January or February), the Council can:
 - Advertise a final call for applications before year-end;
 - Ensure that available budget is utilised effectively
-

5. Suggested Implementation

- The Council monitors the grant spend quarterly to review against budget (e.g., April, July, October, January), or accepts applications on a rolling basis with decisions made as needed.
- A communications plan ensures that availability of grants is well-publicised on the website, social media, and through community partners;

- The Council retains the right to pause or limit applications if the grants budget is fully allocated.
-

6. Recommendations

It is recommended that the Council:

1. Amends the community grant award process to begin from April each year, following receipt of the precept;
2. Adopts a more flexible or rolling approach to reviewing applications throughout the financial year;
3. Monitors and reports on the use and impact of grant funds more regularly;
4. Reserves the right to advertise further grant opportunities before year-end if funds remain unallocated.
5. Retains the right to pause or limit applications if the grants budget is fully allocated.
6. Highlights success stories regularly, showing support for local initiatives.

For consideration and resolution by Full Council.

AGENDA ITEM 11 (3 PAGES)

WHALLEY PARISH COUNCIL STAFFING COMMITTEE: TERMS OF REFERENCE

1.Objective

The Staffing Committee is established to support the Council in fulfilling its responsibilities regarding the employment, management, and welfare of its staff. It will manage recruitment, performance, contractual matters, and employment-related policies, ensuring that the Parish Council meets its legal obligations as an employer.

2. Membership and Quorum

Membership of the Staffing Committee and its quorum shall be determined by the Council at its Annual Meeting or as otherwise necessary.

Membership shall consist of **three (3)** councillors, as determined by Full Council.

Members shall not include the Clerk when the matter under discussion concerns their employment.

The Committee will appoint a Chair at its first meeting following the Annual Council Meeting. The Chair will serve for one year and may be re-elected.

The quorum for the Committee shall be **three (3)** members, or as otherwise determined by Council.

The Committee may co-opt individuals with relevant expertise (e.g., HR professionals) in a non-voting advisory capacity, subject to Council approval.

The Committee shall be mindful of:

- the legal framework and good practice in employment matters;
- the confidential nature of staffing issues, often requiring exclusion of the public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960;
- the nationally negotiated model contract and terms for the Clerk to the Council;
- relevant Council policies and protocols, including those on conduct, data protection, and equality.

3. Meetings

Meetings shall be convened as required and at least once annually, with three clear days' notice.

Minutes will be taken and submitted to the Council as appropriate, excluding confidential matters.

The Clerk shall attend unless matters directly concern their own employment or performance.

Meetings are generally closed to the public due to the confidential nature of staffing matters unless otherwise resolved by the Committee.

4. Confidentiality

All staffing matters are confidential. Breaches of confidentiality will be treated seriously and may be referred to the Monitoring Officer.

5. Responsibilities

The Committee is responsible for:

- **Recruitment and Selection:** Managing the recruitment process, including job descriptions, advertising, interviews, and making appointment recommendations to the Full Council.
- **Employment Policies:** Reviewing and recommending employment-related policies (e.g., grievance, disciplinary, absence, equality, health and safety).
- **Performance Management:** Monitoring performance, conducting appraisals, identifying training needs, and supporting staff development.
- **Terms and Conditions:** Reviewing contracts, pay scales, and terms of service in line with national guidance (e.g., NJC).
- **Staff Welfare:** Supporting employee well-being, addressing concerns, and promoting a positive working environment.
- **Disciplinary and Grievance:** Managing disciplinary, grievance, and capability procedures in accordance with policy and law.
- **Confidential Staffing Issues:** Handling sensitive matters such as disputes, redundancies, or dismissals, with recommendations to Full Council when necessary.
- **Compliance:** Ensuring adherence to employment law, including equality and inclusion requirements.
- **Budget:** Preparing and recommending the staffing budget to Full Council.
- **Reporting:** Keeping the Council informed on staffing matters, maintaining appropriate confidentiality.

6. Powers

The Committee has delegated authority for day-to-day staffing decisions within the Council-approved budget.

Significant decisions (e.g., appointments, dismissals, major policy changes, salary adjustments) require Full Council approval.

The Committee may seek advice from external HR or legal professionals, subject to budget and Council approval.

7. Reporting and Accountability

The Committee reports to Full Council, summarising activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Clerk is not present at a meeting, the Chair shall ensure decisions are recorded and communicated to the Clerk for action.

8. Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Council or sooner if required to ensure legal and procedural compliance.