



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 16 July 2026 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.	Chairman's Welcome	Page No
	The Chairman will welcome those present, request that mobile phones be silenced, remind members of the public to speak only during the public participation section, and confirm that the meeting will be conducted in an orderly manner.	
2.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
3.	Declarations of Interest	
	Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interests in respect of matters contained in the agenda.	
4.	To Approve the Minutes of the Previous Parish Council Meeting	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 18 June 2026.	4-7
5.	To Receive the Minutes of other Committees	
	5.1 To receive the minutes of the Planning Committee Thursday 18 June 2026.	8-10
	5.2 To receive the minutes of the WWBJBC 8 April 2026.	11-15
6.	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)	
7.	Monthly Financial Report	
	To authorise accounts, payments, receipts & balances for July 2026. Since the June report, credit interest of £70.65 was received into the reserve account 30/06/2026, and £1000 Grant for CCTV from RVBC due on 13/7/2026.	16

8.	WPC Council Polices	
	8.1 To review and adopt the new Grant Policy to amend the terms and frequency to offer twice yearly rounds in April and September.	17-22
	8.2 The next Parish Council Policy reviews are scheduled for March 2027 in line with Parish Council Policy Review Summary.	23-25
9.	Speeding Awareness /Traffic Matters	
	To receive an update on speed awareness and prevention measures in Whalley. To review the SpID report from Mitton Road LC33 opp no 112.	25
10.	Village Traditional Signposts	
	To receive an update with regards to the installation of the traditional visitor signpost.	
11.	Replacement of Bench	
	To consider the replacement of the bespoke bench at the front of Vale Gardens at a cost of £1,150 plus VAT, including installation.	
12.	RVBC Assets – Consideration of Transfer to the Parish Council	
	To consider whether any assets currently owned by Ribble Valley Borough Council (RVBC) should be transferred to the Parish Council where such transfer would provide best value and better serve the needs of local residents and communities in preparation for Local Government Reorganisation (LGR).	
13.	Consultation on removal of restriction on Hackney Carriage numbers	
	Consideration of RVBC's Licensing Committee recently agreed in principle to review the current limit of 53 on hackney carriage plates along with allowing the Council discretion to exceed the current limit where a vehicle demonstrably improves accessibility provision. Closing date: Friday 14th August 2026.	
14.	Ongoing/Standing Items	
	To note progress with ongoing matters – not for decision. 14.1 Planning Permission Whalley Sports Park - ongoing 14.2 QEII Playing Fields and Land Encroachment – letters sent to advise no right to access from gardens onto Parish Council land – any access must be closed off 31/3/2026. Any other unauthorised access points onto the playing field will continue to be monitored. 14.3 New Electricity Supply to QEII MUGA 14.4 Wiswell Lane Welcome Sign 14.5 Tree Report BTC3323 - Queen Elizabeth II Playing Fields 14.6 Bench Numbering – Update on the installation of bench identification numbers for asset management and maintenance records. 14.7 LCC Tree works to the boundary of land at QEII land and A59 bypass 14.8 Register the bus station land with Land Registry 14.9 Carpark on Land South of Accrington Road Whalley-Oakmere Homes (NW)	

15.	Partnership Meetings	
	To receive reports from Borough/County Councillors and relevant Partnership Meetings impacting the Parish (e.g. LCC, RVBC, LALC, Parish Liaison, Police Partnership).	
16.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arising and correspondence received since the last meeting for information only, which may give rise to a future agenda item.</p> <p>16.1 Neighbourhood Alerts/Stay In The Know 16.2 Trading Standards Service - Consumer Alerts 16.3 Whalley Queen St RAG Reports 16.4 NALC/LALC Executive Bulletins and newsletters 16.5 The Aviary License Review 16.6 TTRO - Urgent Road Closure - Clitheroe Road, Mitton 16.7 TTRO - Formal Notification - Whalley Road, Clitheroe and Pendleton 16.8 RVBC Start of Process: The King's Birthday 2027 Honours - Deadline Friday 7 August 2026 16.9 PROW path FP 0345016 Whalley 16.10 FINAL Billington / Whalley flood scheme press release</p>	
17.	Next Meeting Date	
	The next meeting date is Thursday 20 August 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	



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 18 June 2026 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.	Chairman's Welcome	
	In the absence of the Chairman, who was attending the Parish Liaison Committee meeting and arrived later, the Vice-Chairman, Cllr Threlfall, chaired the meeting, and welcomed all those present.	2540/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Mirfin, Cllr Smith, Cllr Threlfall (Chairman). Cllr Highton joined the meeting at 7.55pm. Apologies: Cllr Shaw, Cllr Vickers. In Attendance: Liz Haworth (Clerk), 4 members of the public.	2541/26
3.	Declarations of Interest	
	There were no declarations of disclosable pecuniary, other registrable or non-registrable interests in respect of matters contained in the agenda.	2542/26
4.	To Approve the Minutes of the Previous Parish Council Meeting	
	4.1 It was resolved to approve and confirm the accuracy of the minutes of the Annual Meeting of the Council Thursday 21 May 2026.	2543/26
	4.2 It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 21 May 2026.	2544/26
5.	To Receive the Minutes of other Committees	
	5.1 It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday receive the minutes of the Planning Committee Thursday 21 May 2026.	2545/26
	5.2 It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday receive the minutes of the Churchyard Committee 16 March 2026.	2546/26

6.	Adjourn the Meeting for Public Discussion	
	<p>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)</p> <p>The Chairman of WIB asked whether there are any plans in place for preparations relating to the Tour de France and suggested that the village may wish to coordinate its activities.</p> <p>It was also requested that the Parish Council consider adding the spraying of weeds at the front of the Old Grammar School to the Lengthsman's duties.</p> <p>It was reported that the railway is running as normal. New plants have been added to the platform and garden.</p>	<p>2547/26</p> <p>2548/26</p> <p>2549/26</p>
7.	Monthly Financial Report	
	It was resolved to approve and authorise accounts, payments, receipts & balances for June 2026. Since the May report, credit interest of £63.98 was received into the reserve account 29/05/2026.	2550/26
8.	CCTV	
	<p>CCTV has now been installed at the Public Toilets and Bus Station Area. Signage will be displayed.</p> <p>A quote has been requested to upgrade the CCTV camera at The Sands.</p>	2551/26
9.	WPC Council Policies	
	<p>It was resolved to review the below legal, data & compliance policies and confirm them as current and fit for purpose, with no amendments in accordance with the Policy Review Summary.</p> <p>9.1 Data Protection & GDPR Policy</p> <p>9.2 IT Policy</p> <p>9.3 It was resolved to adopt the new CCTV Policy to replace the existing CCTV Policy.</p>	2552/26
10.	WPC Grant Policy	
	It was resolved to review and amend the grant policy terms and frequency to offer twice yearly rounds in April and September. If the budget allocation remains unspent, the council can offer a final call for applications before the financial year end. The council will invite applications this year in September 2026.	2553/26
11.	Speeding Awareness /Traffic Matters	
	<p>There were no updates regarding speed awareness and prevention measures in Whalley.</p> <p>The SPiD report for Mitton Road is expected to be available for review shortly.</p> <p>The next SPiD device will be deployed on Accrington Road.</p>	2554/26
12.	Village Traditional Signposts	
	To receive an update regarding the installation of the traditional visitor signpost. This item will be reviewed at next month's meeting, as the originally proposed	2555/26

	location has since been utilised for the installation of a totem board, and the dimensions of the traditional signpost are not yet known.	
13.	Ongoing/Standing Items	
	<p>To note progress with ongoing matters – not for decision.</p> <p>13.1 Planning Permission Whalley Sports Park - ongoing</p> <p>13.2 QEII Playing Fields and Land Encroachment – Letters were sent advising residents that there is no right of access from their gardens onto Parish Council land and that any unauthorised access must be permanently closed. Update (31/03/2026): A fence has been erected to close the previously open boundary, as requested. Any other unauthorised access points onto the playing field will continue to be monitored.</p> <p>13.3 New Electricity Supply to QEII MUGA – awaiting quotes for work</p> <p>13.4 Wiswell Lane Welcome Sign - ongoing</p> <p>13.5 Whalley In Bloom Plaques (New and change of placement) – to be completed in the next two/three weeks at a weekend.</p> <p>13.6 Tree Report BTC3323 - Queen Elizabeth II Playing Fields – approved- awaiting works to be carried out.</p> <p>13.7 Mitton Road overgrown hedges. LCC will not carry out work until Sept to protect bird nesting season.</p> <p>13.8 Parish Council owned bench numbering – ongoing.</p> <p>13.9 LCC Tree works to the boundary of land at QEII land and A59 bypass – LCC scheduled for July)</p> <p>13.10 Register the bus station land with Land Registry – ongoing.</p> <p>13.11 Carpark on Land South of Accrington Road Whalley-Oakmere Homes (NW) – monitoring.</p>	2556/26
14.	Partnership Meetings	
	<p>To receive reports from Borough/County Councillors and relevant Partnership Meetings impacting the Parish (e.g. LCC, RVBC, LALC, Parish Liaison, Police Partnership).</p> <p>LCC – Cllr Mirfin reported that funding has been secured for flood defence works in Whalley. He has attended meetings with Lancashire County Council, Ribble Valley Borough Council, Highways, and the Environment Agency regarding Broad Lane and the unsatisfactory drainage issues in the area.</p> <p>The effluent discharge has been reported to United Utilities.</p> <p>RVBC Cllr Hindle reported changes to the planning decision-making process at Ribble Valley Borough Council. He advised that some planning applications will now be determined by planning officers under delegated powers, reducing the number of applications considered by the Planning Committee. He further noted that, in some cases, there is no provision for elected Members to call in certain applications for determination by the Planning Committee. Cllr Hindle also raised the consideration of Whalley to preserve the identity of the Ribble Valley after the Local Government Reorganisation.</p> <p>Cllr Highton attended the Parish Liaison meeting and was re-elected chairman for the 2026-27 municipal year. A presentation on Local Government Reorganisation was held. A support grant for Traffic Management Plan Grant Scheme 2026-27</p>	<p>2557/26</p> <p>2558/26</p> <p>2559/26</p>

	(Remembrance Parades) is available. Local Plan update, changes to declaration of interests, community groups directory update. Cllr Ball reported on the Churchyard Committee meeting. The main wall repairs have been completed with other section being assessed and quoted for repair. Pointing is ongoing at the Almshouses along with the gardening work with the WIB.	2560/26
15.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arising and correspondence received since the last meeting for information only, which may give rise to a future agenda item.</p> <p>15.1 Neighbourhood Alerts/Stay In The Know/Crime Figures for May 15.2 Trading Standards Service - Consumer Alerts 15.3 Whalley Queen St RAG Reports 15.4 NALC/LALC Executive Bulletins and newsletters 15.5 CPRE News Bulletins 15.6 Community Engagement - News items on Websites/Facebook 15.7 Parish Online Newsletter 15.8 LCC - Access for All and Community Nature Fund - funding opportunities for Town and Parish Councils within the Forest of Bowland 15.9 The Aviary License Review 15.10 RVBC - RE: Have your say on Ribble Valley Borough Council's enforcement of dog fouling and control issues 15.11 LCC - Invitation to Participate in the Consultation on the Local Transport Plan (LTP) - Implementation Plan 2026 to 2030 15.12 TTRO- Initial Notification - King Street and Accrington Road, Whalley 15.13 Lancashire Trading Standards Service - Consumer Alerts - June 2026 15.14 LALC Training Courses</p> <p>Cllr Ball reported that the litter bins on Procters Field were overflowing. He also suggested that rail services on the Whalley line would benefit from a direct route to Preston.</p> <p>It was reported that the boundary fence at the QEII Playing Field, which is the responsibility of Lancashire County Council, is damaged and requires replacement. The Clerk will contact Lancashire County Council to report the issue and agree action to be taken.</p>	<p>2561/26</p> <p>2562/26</p>
16.	Next Meeting Date	
	The next meeting date is Thursday 16 July 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	2563/26

Draft Minutes Subject to Confirmation



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 18 June 2026 in the Calder Room, Whalley Old Grammar School at 7.15pm

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.	Chairman's Welcome	
	The Chairman formally opened the meeting and welcomed all present.	297/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Mirfin, Cllr Threlfall (Chairman). Apologies: Cllr Highton, Cllr Shaw, Cllr Smith, Cllr Vickers. In Attendance: Liz Haworth (Clerk), 6 members of the public.	298/26
3.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	299/26
4.	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 21 May 2026.	300/26
5.	To review and consider the Planning applications received since May 2026 meeting.	
	Planning Applications received for consideration attached.	301/26
	The applicant and representatives for planning application 3/2025/0999 addressed the Committee regarding their proposals for the development of the property. They outlined their vision for how the business would operate in practice, including support for student growth, the creation of employment opportunities, parking arrangements, business operating hours, and the provision of accommodation for staff without access to private vehicles. They also discussed the business's intended engagement with local businesses, and explained how the proposal had taken into account the character of the village and the significance of this prominent heritage building as a focal point within the community.	302/26

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0422 Received : 02/06/2026 Registered : 08/06/2026	The Whalley Wine Bar 65 King Street Whalley BB7 9SW Application for tree works in a conservation area Crown thin and reduction to T1 (Birch) to remove branches in the vicinity of telephone lines.	David Hewitt	https://webportal.ribblevalley.gov.uk/planningApplication/38506 For Information Only
3/2025/0999 Received : 22/12/2025 Registered : 08/06/2026	69 King Street Whalley BB7 9SW Applications for full consent Proposed part change of use from retail shop to bakery with staff accommodation at first floor (sui generis). Demolition of existing single-storey rear extension and construction of new extension to rear. Installation of retractable frontage canopy, ramp/steps and handrail. Installation of replacement windows, service yard security gates and ancillary external seating.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38083 Emailed to WPC for consultation Noted
3/2026/0395 Received : 19/05/2026 Registered : 04/06/2026	Land South of Accrington Road Whalley Advertisements Advertisement Consent for the erection of two marketing sale boards on either side of the site access measuring 2.55m high and 1.35m wide and 0.12m deep.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38479 Emailed for WPC Consultation Noted
3/2026/0389 Received : 18/05/2026 Registered : 21/05/2026	Whalley Corn Mill Brook House Farm Mitton Road Whalley BB7 9PF Applications for full consent Proposed extension of an existing storage building.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38473 Emailed for WPC Consultation Noted
3/2026/0152 Received : 26/02/2026 Registered : 18/05/2026	16 Brookes Lane Whalley BB7 9RG Applications for full consent Proposed new garage and alterations to portico.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38241 Emailed for WPC Consultation Noted
3/2026/0336 Received : 30/04/2026 Registered : 15/05/2026	22 Clitheroe Road Whalley BB7 9AB Applications for full consent Proposed two-storey side extension and entrance canopy (resubmission of 3/2025/0753)	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38421 Emailed for WPC Consultation Disproportionately large in relation to both the original property and the neighbouring houses.

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0243 Received : 27/03/2026 Registered : 18/05/2026	19 Queen Street Whalley BB7 9TA Applications for full consent Proposed replacement of the front and rear doors, installation of new ventilation grilles, and the addition of roof-mounted solar panels to both front and rear roof slopes.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38329 Emailed for WPC Consultation Noted

7. Reports/Updates/Other	
Items arisen re planning, correspondence received since the last meeting that may result in future agenda item.	
<ul style="list-style-type: none"> Ground floor Unit 6 Abbey Works King Street Whalley BB7 9SP WPC position remains unchanged. Whalley Neighbourhood Plan Enquiry A member of the public raised a question regarding the 2015 Neighbourhood Plan. A discussion took place concerning concerns about the lack of control over development sites in and around the village. 	303/26 304/26
8. Next Meeting Date	
The next meeting date is Thursday 16 July 2026 to be held at Whalley Old Grammar School at 7pm in The Calder Room.	305/26

Meeting Closed 7.45pm

Draft Minutes Subject to Confirmation

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 8th April 2026, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

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

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.	Chairman's Welcome	
	The Chairman formally opened the meeting and welcomed all present.	203/26
2.	Attendance & Apologies	
	Present: Cllr Highton (Chairman), Cllr Heyworth, Cllr Scholfield, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen. In Attendance: Liz Haworth (Clerk).	204/26
3.	Declaration of Interests	
	There were no disclosable pecuniary, other registrable, or non-registrable interest in respect of matters contained in the agenda.	205/26
4.	To Approve the Minutes of the Previous WWBJBC Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Wednesday 14 th January 2026.	206/26
5.	Financial Reports January, February & March 2026.	
	It was resolved to approve accounts, payments, receipts & balances.	207/26

WWB Joint Burial Committee					Cash Book	JANUARY	2026	
Approved Minutes Ref No:								
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	
					£	£	£	
DD	02/01/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	
BAC	13/01/2026	236	Brian Price Ltd	Wilson 702	1,375.00		1,375.00	
BAC	16/01/2026	239	Brian Price Ltd	Clayton PW004	865.00		865.00	
BAC	16/01/2026	237	M Connor	Reserved Plot 774	560.00		560.00	
BAC	16/01/2026	238	P Watts	Watts W76	710.00		710.00	
Bankline	19/01/2025		E Haworth	Salary/Office/Travel	(547.15)		(547.15)	
Bankline	19/01/2025		HMRC	Tax£152 NIE£60.80 ENIE£114	(326.80)		(326.80)	
				Grounds Maintenance				
Bankline	19/01/2025	1000	Abbey Gardening Services	(December 2025)	(552.00)		(552.00)	
Bankline	19/01/2025		E Haworth	Reimbursement of Stamps	(13.92)		(13.92)	
				Year 2 of 5 Year Epitaph Contract				
Bankline	19/01/2025	39097	Edge IT Systems	Annual Fee	(394.80)		(394.80)	
BAC	22/01/2026	242	C Sergeant	Grant Trf Fee	55.00		55.00	
BAC	23/01/2026	240	R Tattersall	Dolan PW005	785.00		785.00	
INT	30/01/2026		Reserve Account	Credit Interest		32.35		
Movement in Month					2,470.93	32.35	2,470.93	
Cash Book Balance at START of Month					8,754.01	41,433.48	50,187.49	
Cash Book Balance at END of Month					11,224.94	41,465.83	52,658.42	
WWB Joint Burial Committee					Cash Book	FEBRUARY	2026	
Approved Minutes Ref No:								
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	
					£	£	£	
DD	02/02/2026		Easy Web	Website/Email Services	(44.40)		(44.40)	
Bankline	03/02/2026	243	Dignity Funerals	Langshaws/Haworth 825	690.00		690.00	
Bankline	04/02/2026	241	Dignity Funerals	Langshaws/Brown 161A	1,415.00		1,415.00	
Bankline	05/02/2026	246	Harrison Drury	Parker W67 Grt Trf	55.00		55.00	
Bankline	05/02/2026	223	Uttley Memorials	Jackson W25	30.00		30.00	
Bankline	10/02/2026	247	Thos Rock	Parker W67	30.00		30.00	
Bankline	11/02/2026	245	William Houghton	Spranger PW006	130.00		130.00	
BAC	13/02/2026		L Dawson	Credit	10.00		10.00	
BAC	16/02/2026	250	J Coxall	Grt Trf Brady 584	55.00		55.00	
DPC	18/02/2026	249	Memories Memorials	Moran P107	130.00		130.00	
BAC	18/02/2026	244	Dignity Funerals (Langsha	Haworth Grant Trf 825	55.00		55.00	
TRF	23/02/2026		TRF from Reserve Account	Transfer	8,000.00	(8,000.00)	0.00	
Bankline	23/02/2026		E Haworth	Salary/Office/Travel	(566.95)		(566.95)	
Bankline	23/02/2026		HMRC	Tax£152 NIE£60.80 ENIE£114	(326.80)		(326.80)	
Bankline	23/02/2026	1006	Abbey Gardening Services	Grounds Maintenance (January 21	(552.00)		(552.00)	
Bankline	23/02/2026	1003	Abbey Gardening Services	Edging to Woodland Works	(16,800.00)		(16,800.00)	
Bankline	23/02/2026	613	David Uttley	Grave Digging Services	(2,740.00)		(2,740.00)	
Bankline	23/02/2026	JM3335	WEF	Room Hire Jan 2026	(19.00)		(19.00)	
Bankline	23/02/2026	248	Dignity Funerals (Langsha	Whitham 729CE	925.00		925.00	
INT	27/02/2026		Reserve Account	Credit Interest		28.76		
Movement in Month					(9,524.15)	(7,971.24)	(17,495.39)	
Cash Book Balance at START of Month					11,224.94	41,465.83	52,690.77	
Cash Book Balance at END of Month					1,700.79	33,494.59	35,195.38	

WWB Joint Burial Committee Approved Minutes Ref No:				Cash Book	MARCH	2026	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
DD	02/03/2026		Easy Web	Website/Email Services	(44.40)		(44.40)
CHQ CR	09/03/2026	251	Holt	Grant Trf	55.00		55.00
Bankline	11/03/2026		Water Plus	Water	(289.93)		(289.93)
BAC	13/03/2026		L Dawson	Credit	10.00		10.00
BAC	18/03/2026	253	Susan Curry	Reserved Plot 555	750.00		750.00
BAC	19/03/2026	252	Dignity/Langshaws	Simpson 843	690.00		690.00
BAC	23/03/2026		HMRC	Vat Reclaim	3,369.34		3,369.34
Bankline	23/03/2026		E Haworth	Salary/Office/Travel	(547.15)		(547.15)
Bankline	23/03/2026		HMRC	Tax£152 NI£60.80 ENIE114	(326.80)		(326.80)
Bankline	23/03/2026	1030	Abbey Gardening Services Ltd	Reinstate Front Bed (Jan 2026)	(2,037.42)		(2,037.42)
Bankline	23/03/2026	1049	Abbey Gardening Services Ltd	Grounds Maintenance (Feb 2026)	(552.00)		(552.00)
Bankline	23/03/2026	TRF	TRF from Reserve Account	Transfer	5,000.00	(5,000.00)	0.00
Bankline	23/03/2026	254	Thos Rock	Memorial Application W71	175.00		175.00
Bankline	23/03/2026	255	Thos Rock	Memorial Application W73	175.00		175.00
INT	31/03/2026		Reserve Account	Credit Interest		24.60	24.60
Movement in Month					6,426.64	(4,975.40)	1,451.24
Cash Book Balance at START of Month					1,700.79	33,494.59	35,195.38
Cash Book Balance at END of Month					<u>8,127.43</u>	<u>28,519.19</u>	<u>36,646.62</u>
6.	Adjourn the Meeting for Public Discussion						
	No members of public in attendance.						208/26
7.	Cemetery Inspection Review and Maintenance Visit						
	7.1 Cemetery Inspection Review and Maintenance Visit – 28 January 2026						209/26
	Christmas decorations were removed, along with any dead flowers, plants, and broken or weathered items, which were appropriately disposed of. Any non-permitted items were either left at the front of the cemetery or placed in the shed for collection.						
	The plots are generally maintained to a high standard, with only a small number breaching policy. These breaches include placing items outside of memorial plinths or using non-permitted items such as glass, lights, lanterns, toys, and oversized planters or pots.						
	These matters will continue to be managed, and non-compliant items removed, in accordance with Cemetery Policy in order to support the grounds maintenance and uphold the high standard of the cemetery.						
	7.2 The next Cemetery Inspection Review and Maintenance Visit will take place Wednesday 24 th June at 1.30pm.						210/26
	7.3 It was resolved to purchase new equipment to include a wheelbarrow, brush and shovel.						211/26
	7.4 In recognition of environmental considerations, the committee would like to move towards phasing out plastic flower arrangements in the cemetery and will encourage visitors to use natural or more sustainable alternatives where possible.						212/26
8.	Cemetery Grounds Ongoing/Standing Items						
	Updates were received on ongoing grounds maintenance, including:						213/26
	8.1 The raised bed area at the front of the cemetery.						

	<p>8.2 Removal of the moss and renewing the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden).</p> <p>8.3 Path edgings to the woodland.</p> <p>8.4 Pedestrian gate refurb.</p> <p>8.5 Double gate latch bracket, larger bolts and fixings for new gates.</p> <p>8.6 Review of settled graves to be topped and reseeded.</p>	
9.	Cemetery Fees	
	It was resolved to confirm the changes to the cemetery fees and to review the Cemetery fees on an annual basis.	214/26
10.	Memorial Safety	
	<p>The committee reviewed the Memorial Safety Inspection report from the visit on 15th January 2026. The summary of findings was that 8 memorials were assessed as unsafe and were laid down to eliminate immediate risk : Risk Category 1 (Laid Flat) and 36 identified as not posing an immediate danger but requiring periodic review:</p> <p>Risk Category 2 (Monitoring Required).</p> <p>Grant holders of Category 1 memorials where contact details are held on record, have been contacted and asked to arrange reinstatement via communication with a registered stonemason and the cemetery.</p> <p>The committee resolved to reinstate memorials where no up-to-date contact details are held and to place a charge on the plot for later recovery.</p> <p>Risk category 2 memorials will be reviewed in 12 months.</p>	215/26
11.	Woodland Plot 11	
	The committee received an update regarding correspondence between the cemetery and the plot holder of W11.	216/26
12.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item.</p> <p>12.1 Tree Risk Management Report min ref 176/25. The Clerk has forwarded the report to the tree surgeon for review and has requested a quotation for the required works. The committee are awaiting a quotation from the tree surgeon.</p> <p>12.2 Public Engagement – Items continue to be posted on the News section of the WWB Cemetery Website and noticeboard for updates and information on the cemetery.</p> <p>12.3 A committee member had been contacted regarding large funeral floral tributes that had been removed from a grave plot. The family had also been in contact with the cemetery, and it was explained that funeral floral tributes should be removed after approximately four weeks in accordance with Cemetery Policy 9.7. These items had been in place for several months and required removal to allow for grounds maintenance.</p>	<p>217/26</p> <p>218/26</p> <p>219/26</p>

13.	Next Meeting Date	
	The next meeting date is to be held on Wednesday 1 st July 2026 at 7.00pm at Whalley Old Grammar School.	220/26

Meeting closed at 8.20pm

Signed by Chairman:

Date:



Grant Policy

This Policy sets out the Parish Council's position and procedure regarding Grants

Document Control

Version	V2
Last Reviewed	16/7/2026
Review outcome	Revised policy amending the frequency to offer twice yearly rounds in April & September
Approved by	Council Min Ref
Next Review Due	May 2028

1. INTRODUCTION

Whalley Parish Council sets aside a sum of money each year in accordance with the Local Government Act 1972 which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Whalley.

The Parish Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted ensuring equitable access to funding opportunities for all eligible applicants.

The Parish Council is committed to using public funds responsibly and being accountable for decisions made in the grant awarding process by supporting projects and initiatives that contribute positively to the well-being and development of the parish community.

The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to funds established to help persons outside the UK.

2. PURPOSE

This policy sets out the guidelines and procedure for grants and donations with its aim of ensuring that all its award-making activity is open, fair and transparent allocation of funds by the Parish Council supports local organisations, community projects and initiatives within the Parish.

This policy shall be made available to the public through the Parish Council's website and other appropriate channels.

3. SCOPE

This policy applies to all grant applications received by the Parish Council for funding consideration.

4. ELIGIBILITY - WHO IS ELIGIBLE TO APPLY?

An organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group;
- have a bank account operated by a minimum of at least two joint signatories.

5. FUNDING CRITERIA

- the project should be something which makes the local community a better place in which to live, work or visit;
- it should benefit people who live in the parish;

- there must be clear evidence that local people support the project and are involved in carrying it out;
- projects that have long-term sustainability plans or strategies for continued impact beyond the grant period may receive favourable consideration.
- preference may be given to projects that demonstrate a clear and measurable impact on the community.

6. THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies however some form of matched/joint funding might be considered.
- projects which improve or benefit privately owned land or property;
- projects which have already been completed or will have been completed by the time the grant is made.
- the activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- activities of political organisations
- activities that are discriminatory in nature
- repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- organisations that have a closed or restricted membership.

This list is not exclusive and may be updated at the council's discretion.

7. CONDITIONS OF SUPPORT

The Parish Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and consider an organisation's individual circumstances.

- To fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the funding for audit purposes.
- Funding must only be used for the purpose stated within the application. The Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

- **Funding must be spent within the financial year awarded** and cannot be added wholly or partly to your reserves.
- Normally only one grant per year, though exceptions may be made.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council would ask that you acknowledge its support in your publications, publicity, and annual reports.
- Grant recipients will be encouraged to provide photographic evidence of the completed project, activity, equipment or initiative funded by the Parish Council. The Parish Council may use such photographs, together with details of the project, in its publications, website, social media channels and annual reports to demonstrate the positive impact of grant funding and to promote the Council's contribution to supporting the local community.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

8. WHEN TO APPLY

The Parish Council will normally consider grant applications twice each financial year, with application rounds opening in **April** and **September**.

Applications received during the **April** round will normally be considered at the Parish Council meeting in **April** with payments made in **May**, and applications received during the **September** round will normally be considered at the Parish Council meeting in **September** and payments made in **October**.

All applications must be submitted to the Clerk by the closing date specified on the grant application form. Only applications received by the published deadline will be considered. Awards will not exceed the agreed annual grants budget unless the Parish Council agrees to make an award under exceptional circumstances.

Where all or part of the annual grants budget allocation remains unspent, the Parish Council may, at its discretion, invite a **final call for grant applications** before the end of the financial year to ensure that available funds are utilised for the benefit of the parish community.

All groups will be treated equally.

Receipt of a grant in a previous year does not guarantee future financial support, although previous recipients are not excluded from applying in subsequent financial years. A new application must be submitted for each grant request.

The Parish Council reserves the right to amend the timing and frequency of grant application rounds following periodic review of the effectiveness of the grants programme and the availability of budget provision.

9. APPLICATION PROCESS

Applicants must complete and submit a grant application form provided by the Parish Council, including all required documentation, and supporting materials.

10. WHAT IS REQUIRED WITH THE APPLICATION?

- Full and complete copies of your signed, certified and audited accounts for the last two years (only if your organisation has been in existence for that period), plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- The number, or percentage, of members that belong to the organisation and that live within the Parish.
- Where appropriate, applicants should provide evidence of any funding secured or sought from other sources, such as National Lottery funding or grants from other organisations. In most cases, the Parish Council's contribution will not exceed 50% of the total cost of the project.
- For items of value, evidence of value requested, reference to listings, print outs or photocopies including item description and price.

The Parish Council reserves the right to request proof of the project costings or tenders to demonstrate value for money.

Quotes must be made out to the same business address on the application form;

Quotes should be less than 6 months old and still valid.

Quotes should include;

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote);
- the supplier's company registration number (if they are a limited company).

Whalley Parish Council expects applicants to obtain the best value for money when spending any grant funding awarded.

Grant application deadlines will be announced by the Parish Council, and late applications may not be considered.

All grant applications will be reviewed by Whalley Parish Council with its decision being final.

Unfortunately, the Parish Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully.

Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

11. HOW TO APPLY

Applications should be completed and sent to the Parish Clerk by email: clerk@whalleyparishcouncil.org.uk or by post to Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe, BB7 3JL.

12. REVIEW

This Grant Awarding Policy shall be reviewed periodically by the Parish Council to ensure its effectiveness and relevance to community needs.

Version Control

Version	Date	Description of Change
V.2	16/7/2026	Revised policy amending the frequency to offer twice yearly rounds in April & September
V.1	21/11/2024	Revised Policy



Parish Council Policy Review Summary

Governance & Administration

Policy	Version	Created Date	Last Review Date/Adopted	Amended?	Amendment Details	Next Review Date
Standing Orders	V.1	13/05/2003	15/02/2024	N		May 2027
Code of Conduct	Model Code adopted from RVBC	April 2021	May 2023	N		May 2027
Co-option Policy	V.1	17/04/2025		N		May 2027
Vexatious Complaints Policy	V.1	20/06/2024	20/06/2024	N		May 2027
Publication Scheme		15/01/2019	15/05/2025	N		May 2027

Finance, Audit & Risk

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Financial Regulations	V.2	16/02/2023	17/04/2025	N		May 2027
Grant Policy	V.1	21/11/2024		Y	Review of frequency	May 2028
Risk Management Register			19/03/2026	N		March 2027
Assets Register			19/03/2026	Y	Updated assets	March 2027

Employment & Staffing

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Dignity at Work Policy	V.1	20/07/2023				September 2027
Anti-Harassment & Bullying Policy	V.1	18/05/2023				September 2027
Disciplinary Policy	V.1	18/05/2023				September 2027
Equality & Diversity Policy	V.1	18/05/2023				September 2027
Grievance Policy	V.1	18/05/2023				September 2027
Performance Improvement Policy	V.1	18/05/2023				September 2027
Sickness Policy	V.1	18/05/2023				September 2027
Staffing Committee Policy	V.1	17/07/2025				September 2027
Training & Development Policy	V.1	16/05/2024				September 2027

Legal, Data Protection & Compliance

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Data Protection & GDPR Policy	V.1	15/05/2025	15/05/2025	N		June 2027
CCTV Policy	V.2	18/05/2023	18/06/2026	Y	New Policy	June 2027
IT Policy	V.1	15/05/2025	15/05/2025	N		June 2027

Assets, Facilities & Community

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Memorial Bench Policy	V.1	06/04/2023	6/4/2023			April 2027
Community Noticeboard Policy	V.1	18/04/2024	18/04/2024			April 2027

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AWAITING FURTHER INFORMATION AT TIME OF AGENDA