



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

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	
	4.1 To approve and receive the minutes of the Annual Meeting of the Council Thursday 21 May 2026.	4-5
	4.2 To approve and confirm the accuracy of the Minutes of the meeting held Thursday 21 May 2026.	6-10
5.	To Receive the Minutes of other Committees	
	5.1 To receive the minutes of the Planning Committee Thursday 21 May 2026.	11-14
	5.2 To receive the minutes of the Churchyard Committee 16 March 2026.	15-17
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 June 2026. Since the May report, credit interest of £63.98 was received into the reserve account 29/05/2026.	18

8.	CCTV	
	To receive an update on the installation of CCTV at the Public Toilets and Bus Station Area.	
9.	WPC Council Polices	
	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. 9.1 Data Protection & GDPR Policy 9.2 IT Policy 9.3 To consider and adopt the new CCTV Policy to replace the existing CCTV Policy.	19-27 28-31 32-45
10.	WPC Grant Policy	
	To consider the review of the grant policy terms and frequency and terms as per July 2025 min ref 2710/25.	
11.	Speeding Awareness /Traffic Matters	
	To receive an update on speed awareness and prevention measures in Whalley. To review the SpID report from Mitton Road.	JT 46
12.	Village Traditional Signposts	
	To receive an update with regards to the installation of the traditional visitor signpost.	RV
13.	Ongoing/Standing Items	
	To note progress with ongoing matters – not for decision. 13.1 Planning Permission Whalley Sports Park - ongoing 13.2 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. 13.3 New Electricity Supply to QEII MUGA 13.4 Wiswell Lane Welcome Sign 13.5 Whalley In Bloom Plaques (New and change of placement) 13.6 Tree Report BTC3323 - Queen Elizabeth II Playing Fields 13.7 Mitton Road overgrown hedges 13.8 Parish Council owned bench numbering 13.9 LCC Tree works to the boundary of land at QEII land and A59 bypass 13.10 Register the bus station land with Land Registry 13.11 Carpark on Land South of Accrington Road Whalley-Oakmere Homes (NW)	
14.	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).	
15.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arising and correspondence received since the last meeting for information only, which may give rise to a future agenda item. 15.1 Neighbourhood Alerts/Stay In The Know/Crime Figures for May	

	<p>15.2 Trading Standards Service - Consumer Alerts</p> <p>15.3 Whalley Queen St RAG Reports</p> <p>15.4 NALC/LALC Executive Bulletins and newsletters</p> <p>15.5 CPRE News Bulletins</p> <p>15.6 Community Engagement - News items on Websites/Facebook</p> <p>15.7 Parish Online Newsletter</p> <p>15.8 LCC - Access for All and Community Nature Fund - funding opportunities for Town and Parish Councils within the Forest of Bowland</p> <p>15.9 The Aviary License Review</p> <p>15.10 RVBC - RE: Have your say on Ribble Valley Borough Council's enforcement of dog fouling and control issues</p> <p>15.11 LCC - Invitation to Participate in the Consultation on the Local Transport Plan (LTP) - Implementation Plan 2026 to 2030</p> <p>15.12 TTRO- Initial Notification - King Street and Accrington Road, Whalley</p> <p>15.13 Lancashire Trading Standards Service - Consumer Alerts - June 2026</p> <p>15.14 LALC Training Courses</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.	



Local Government Act 1972
Whalley Parish Council
Annual Meeting of the Council

Members of the Council, you are summoned to the Annual Meeting of the Parish Council to be held on Thursday 21st May 2026 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.	To Elect a Chairman																							
	Cllr Martin Highton was elected Chairman of the Parish Council following a unanimous vote. Cllr Highton signed the Declaration of Acceptance of Office as Chairman.	2500/26																						
2.	Attendance & Apologies																							
	Present: Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Shaw, Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Cllr Mirfin.	2501/26																						
3.	Vice Chairman																							
	Cllr John Threlfall was elected Vice Chairman of the Parish Council following a unanimous vote.	2502/26																						
4.	Representatives on Committees and other Outside Bodies																							
	It was resolved to appoint the following Councillors as the Parish Council representatives on the below committees and other outside bodies.	2503/26																						
	<table border="1"> <thead> <tr> <th>Representatives to Committees & *1Outside Bodies</th> <th>Councillor(s)</th> </tr> </thead> <tbody> <tr> <td>*Adam Cottam Trust²</td> <td>C Allen, C Ball, P Duckworth (May 2025-2028)</td> </tr> <tr> <td>Churchyard Committee</td> <td>C Allen, C Ball (Chairman), M Highton, J Threlfall</td> </tr> <tr> <td>*LALC Ribble Valley Area Committee</td> <td>R Vickers</td> </tr> <tr> <td>*Parish Liaison Committee</td> <td>M Highton (Chairman), J Threlfall</td> </tr> <tr> <td>Planning Committee</td> <td>Full Council, J Threlfall (Chairman)</td> </tr> <tr> <td>*QEII Playing Fields Trust</td> <td>Parish Council Sole Corporate Trustee</td> </tr> <tr> <td>*Village Hall Committee</td> <td>J Threlfall</td> </tr> <tr> <td>Whalley, Barrow and Wiswell Joint Burial Committee</td> <td>C Allen, P Duckworth, M Highton (Chairman), J Threlfall, R Vickers</td> </tr> <tr> <td>*Whalley Education Foundation³</td> <td>C Allen, C Ball (May 2025-2028)</td> </tr> <tr> <td>*Whalley Sports Community Park 2015 CIO Charity No 1161880</td> <td>J Smith, M Highton, R Vickers</td> </tr> </tbody> </table>	Representatives to Committees & *1Outside Bodies	Councillor(s)	*Adam Cottam Trust ²	C Allen, C Ball, P Duckworth (May 2025-2028)	Churchyard Committee	C Allen, C Ball (Chairman), M Highton, J Threlfall	*LALC Ribble Valley Area Committee	R Vickers	*Parish Liaison Committee	M Highton (Chairman), J Threlfall	Planning Committee	Full Council, J Threlfall (Chairman)	*QEII Playing Fields Trust	Parish Council Sole Corporate Trustee	*Village Hall Committee	J Threlfall	Whalley, Barrow and Wiswell Joint Burial Committee	C Allen, P Duckworth, M Highton (Chairman), J Threlfall, R Vickers	*Whalley Education Foundation ³	C Allen, C Ball (May 2025-2028)	*Whalley Sports Community Park 2015 CIO Charity No 1161880	J Smith, M Highton, R Vickers	
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¹ *Not a committee of Whalley Parish Council

² (3 members to serve for 4 yrs – (2025-2028)

³ (2 members to serve for 3 yrs)

5.	WPC Policies	
	It was resolved to review, monitor, and confirm that the Parish Council Policy Review Summary remains current and up to date.	2504/26
6.	Parish Council Meetings	
	<p>The annual calendar of meetings was agreed as follows:</p> <p>Planning Committee Meetings – 7.00pm</p> <p>Parish Council Meetings – 7.30pm</p> <ul style="list-style-type: none"> • 18 June 2026 • 16 July 2026 • 20 August 2026 • 17 September 2026 • 15 October 2026 • 19 November 2026 • 26 November 2026 – Precept Budget Meeting • 21 January 2027 • 18 February 2027 • 18 March 2027 • 15 April 2027 • 29 April 2027 – Annual Parish Meeting • 20 May 2027 – Annual Meeting of the Council • 20 May 2027 – Parish Council Meeting 	2505/26
7.	Clerk & Councillor Training	
	Councillors were reminded that a range of training courses are available throughout the year and are encouraged to make use of them where appropriate. Cllr Duckworth will attend the Code of Conduct Training in June 2026 and will report back to the Council following the session.	2506/26
8.	Next Annual Meeting of the Parish Council	
	The date of the next Annual Meeting of the Parish Council is Thursday 20 th May 2027.	2507/26

Meeting Closed at 7.20pm

Draft Minutes Subject to Confirmation



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Whalley Parish Council

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Thursday 21st May 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	
	The Chairman formally opened the meeting and welcomed all present.	2508/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Shaw, Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Mirfin. In Attendance: Liz Haworth (Clerk), 5 members of the public.	2509/26
3.	Declarations of Interest	
	There were no disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	2510/26
4.	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 16 th April 2026.	2511/26
5.	To Receive the Minutes of other Committees	
	5.1 It was resolved to approve and receive the minutes of the Annual Meeting of the Council Thursday 15 th May 2025.	2512/26
	5.2 It was resolved to receive the minutes of the WWBJBC Committee Wednesday 14 th January 2026.	2513/26
	5.3 It was resolved to receive the minutes of the Planning Committee Thursday 16 th April 2026.	2514/26
	5.4 It was resolved to approve and confirm the accuracy of the Annual Parish Meeting Minutes held Thursday 7 th May 2025.	2515/26
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)	

	A member of the Friends of the Cemetery reported that the car park at Calderstones cemetery has now been approved.	2516/26
	It was reported that the railway station is running as normal. New platform edges have been completed. New timetables were shared.	2517/26
	Whalley in Bloom has appointed new committee officers, with Catherine Swift as Chair and Gaja Gannon as Secretary. Steve Gilligan continues in his role as Treasurer.	2518/26
	The Council extends its best wishes to the new team and offers sincere thanks to Val Clarke for her many years of dedicated service, as well as to all Whalley in Bloom committee members and volunteers for their continued work throughout the village.	
7.	Monthly Financial Report	
	It was resolved to authorise accounts, payments, receipts & balances for May 2026. Since the April report, credit interest of £33.56 was received into the reserve account 30/04/2026.	2519/26
8.	Whalley Parish Council Insurance	
	It was resolved to approve the renewal of the insurance policy. Payment of Clear Councils Insurance for 2026/2027@£1,496.03. (£22.85 increase £1,473.58 2025/2026)	2520/26
9.	Period for Exercise of Public Rights	
	The Council confirmed the period for exercise of Public Rights and publication of Unaudited Annual Governance and Accountability Return set from Wednesday 3 June 2026 – Tuesday 14 July 2026 which will be placed on our website and noticeboard.	2521/26
10.	Internal Audit Report	
	The Council was updated on the internal auditing process and received the Internal Audit AGAR report and working notes for 2025/2026.	2522/26
11.	Section 1 of the Annual Governance and Accountability Return for 2025/2026.	
	It was resolved to approve Section 1 – Annual Governance Statement 2025/2026, with the Chairman and Clerk signing to confirm approval of the document at the meeting.	2523/26
12.	Section 2 of the Annual Governance and Accountability Return for 2025/2026.	
	12.1 It was resolved to approve Section 2 – Accounting Statements 2025/2026, certified by the RFO on 28/04/2026, with the Chairman signing the Accounting Statements at the meeting to confirm approval.	2524/26
	12.2 The Council reviewed the Bank Reconciliation Statement 2025/26.	2525/26
	12.3 The Council reviewed the Explanation of Variances 2025/26.	2526/26

13. WPC Council Polices																															
<p>The Council reviewed the below Governance, Finance & Administration policies and confirmed them as current and fit for purpose, with no amendments in accordance with the Policy Review Summary.</p> <p>13.1 Standing Orders V.1 13.2 Code of Conduct as adopted with RVBC 13.3 Co-option Policy V.1 13.4 Vexatious Complaints Policy V.1 13.5 Publication Scheme 13.6 Financial Regulations V.2</p>	2527/26																														
14. CCTV																															
<p>It was resolved to accept the quote received from ITUS Security to install CCTV at the Toilets and Bus Station location at a cost of £1080 + VAT. ACTION: Clerk to organise the installation with the company.</p>	2528/26																														
15. Annual Parish Meeting 2026																															
<p>The Council commended the guest speakers at the Annual Parish Meeting who gave excellent talks to the Parish. Suggestions to offer Whalley Abbey to participate at next year's meeting were discussed.</p>	2529/26																														
16. Speeding Awareness /Traffic Matters																															
<p>The Council reviewed the SpID report from opposite 112 Mitton Road, LC33 sited 27 March - 15 April 2026. Cllr Threlfall provided a summary of the report.</p> <table border="1" data-bbox="300 1240 863 1686"> <thead> <tr> <th colspan="2">2025-2026 Speed Surveys</th> </tr> <tr> <td>Location:</td> <td>LC 33 opp 112 Mitton Road, Whalley</td> </tr> <tr> <td>From</td> <td>To</td> </tr> </thead> <tbody> <tr> <td>27/03/26 (02/03/2025)</td> <td>15/04/26 (16/03/2025)</td> </tr> <tr> <td>No. of Vehicles</td> <td>65842 (48294)</td> </tr> <tr> <td>Ave Daily Vehicles</td> <td>3292 (3220)</td> </tr> <tr> <td>Max Speed</td> <td>55 (50)</td> </tr> <tr> <td>85th Percentile Speed</td> <td>29.9 (31.3)</td> </tr> <tr> <td>Vehicles at or below 85th percentile speed</td> <td>55966 (41050)</td> </tr> <tr> <td>Vehicles exceeding 85th percentile speed</td> <td>9876 (7244)</td> </tr> <tr> <td>50th Percentile Speed</td> <td>26.2 (27.1)</td> </tr> <tr> <td>Average Speed</td> <td>25.61 (26.69)</td> </tr> <tr> <td>Vehicles over speed limit</td> <td>9232 (9517)</td> </tr> </tbody> </table> <p><i>(figures in brackets are 2025)</i></p> <p>Comments:</p> <table border="1" data-bbox="300 1765 876 1906"> <tr> <td>2026 survey was 20 days, 15 days in 2025</td> </tr> <tr> <td>Although highest vehicle speed has increased, average speed, 85th and 50th percentile speeds have all reduced.</td> </tr> <tr> <td>Easter School Holidays in 2025 were 7th April to 19th April</td> </tr> <tr> <td>Easter School Holidays in 2026 were 30th March to 9th April.</td> </tr> </table> <p>The next SpID will be sited at LC87 by 15 Accrington Road Outwards direction.</p>	2025-2026 Speed Surveys		Location:	LC 33 opp 112 Mitton Road, Whalley	From	To	27/03/26 (02/03/2025)	15/04/26 (16/03/2025)	No. of Vehicles	65842 (48294)	Ave Daily Vehicles	3292 (3220)	Max Speed	55 (50)	85th Percentile Speed	29.9 (31.3)	Vehicles at or below 85th percentile speed	55966 (41050)	Vehicles exceeding 85th percentile speed	9876 (7244)	50th Percentile Speed	26.2 (27.1)	Average Speed	25.61 (26.69)	Vehicles over speed limit	9232 (9517)	2026 survey was 20 days, 15 days in 2025	Although highest vehicle speed has increased, average speed, 85th and 50th percentile speeds have all reduced.	Easter School Holidays in 2025 were 7th April to 19th April	Easter School Holidays in 2026 were 30th March to 9th April.	2530/26
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17.	Oakhill College Community Day	
	Whilst the Council encourages village community events, it was considered that this type of event may primarily promote the school as a private business rather than support a wider community or charitable purpose. The Council therefore felt it would not be appropriate to formally support the event using public funds or Council resources.	2531/26
18.	Village Traditional Signposts	
	It was resolved to proceed with the signpost at a cost of circa £3500. Action: Cllr Vickers will place the order and lead the project.	2532/26
19.	Ongoing/Standing Items	
	To note progress with ongoing matters – not for decision. 19.1 Planning Permission Whalley Sports Park - ongoing 19.2 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. 19.3 Trustees of the QEII Playing Fields charitable trust 19.4 New Electricity Supply to QEII MUGA – ongoing. 19.5 Wiswell Lane Welcome Sign – ongoing. 19.6 Whalley In Bloom Plaques (New and change of placement) – PD to arrange. 19.7 Churchyard Wall Repairs – works completed. 19.8 Tree Report BTC3323 - Queen Elizabeth II Playing Fields – Roy Cattermole instructed to carry out works. 19.9 Mitton Road overgrown hedges – can't be cut until September. 19.10 Parish Council owned bench numbering – MH/RV to arrange. 19.11 LCC Tree works to the boundary of land at QEII land and A59 bypass – LCC to undertake works July 2027. 19.12 Register the bus station land with Land Registry – ongoing. 19.13 Carpark on Land South of Accrington Road Whalley - Oakmere Homes (NW)- ongoing. 19.14 Village Traditional Heritage Signposts – instructed. 19.15 CCTV at the Bus Station area - instructed.	2533/26
20.	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). There are meetings scheduled for the Village Hall, Police Partnership and RVLALC which will be reported next month.	2534/26
21.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arising and correspondence received since the last meeting for information only, which may give rise to a future agenda item. 21.1 Neighbourhood Alerts/Stay In The Know/Crime Figures for April 21.2 Trading Standards Service - Consumer Alerts 21.3 Whalley Queen St RAG Reports	2535/26

	<p>21.4 NALC/LALC Executive Bulletins and newsletters 21.5 CPRE News Bulletins 21.6 Community Engagement - News items on Websites/Facebook 21.7 Parish Online Newsletter 21.8 LCC - Formal Notification - The Sands, Whalley 21.9 Lancashire Resilience Forum 21.10 Road Safety Update 21.11 QEII Electricity Quotation 21.12 The Aviary License Review 21.13 The Future of Police Governance - stakeholders survey 21.14 LCC TRO Consultation Various Locations, Ribble Valley Borough No2, Revocation of Restricted Roads/ Revocation of 30mph Restricted Road Orders (SLO) - 894_21568</p> <p>Cllr Ball reported; Alms Houses – the front elevation has been re-pointed and ongoing development of the gardens by WIB. Churchyard – the repairs to a section of the churchyard wall which was damaged by a multi-stemmed tree has been completed. The south wall has cracked and needs some attention. Quotes should be sought. A review should be undertaken of any uneven flag trip hazards in the churchyard. The churchyard gravel path needs upgrading – awaiting quotes. The drains on Broad Lane are leaking sewerage. UU are to be contacted for this to be reported. There is a loose kerb stone to the entrance of Spar car park which needs reporting to LCC.</p> <p>Cllr Threlfall updated that the village hall secretary has retired and a new secretary is in this role. Maintenance is ongoing, including drainage.</p> <p>The clerk requested that the Council consider the implementation details of the changes to the Grant Policy discussed in July 2025 for this financial year in preparation of the next meeting.</p>	<p>2536/26</p> <p>2537/26</p> <p>2538/26</p>
22.	Next Meeting Date	
	The next meeting date is Thursday 18 th June 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	2539/26

Meeting Closed 9.35pm.

Draft Minutes Subject to Confirmation

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 21st May 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	
	Cllr John Threlfall was nominated and elected Chairman of the Planning Committee for the period 2026–27 at the Annual Meeting of the Council. The Chairman formally opened the meeting and welcomed all present.	289/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton, , Cllr Shaw, Cllr Smith, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Cllr Mirfin. In Attendance: Liz Haworth (Clerk), 4 members of the public.	290/26
3.	Declaration of Interests	
	Cllr Duckworth declared a non-registrable interest in respect of application 3/2026/0258 as the applicant is a family member and left the meeting during consideration of this item.	291/26
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 16 th April 2026.	292/26
5.	To review and consider the Planning applications received since April 2026 meeting.	
	Planning Applications received for consideration attached.	
	Public Participation at the discretion of the Chairman (5 mins per person)	
	Concerns were raised about planning application 3/2025/0873 and the removal of car parking spaces and the lack of car parking spaces allocated to 4 bedroom houses.	293/26
	Separately attention was drawn to the reducing width of the link road at Springwood Drive and enquires are to be raised if this complies with the planning application.	294/26

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0255 Received : 31/03/2026 Registered : 28/04/2026	20 Treetops Whalley BB7 9WE Certificate of Lawfulness – Proposed Certificate of Lawfulness for proposed single-storey extension to rear.	Anna Robinson	https://webportal.ribblevalley.gov.uk/planningApplication/38340 No information shown
3/2026/0268 Received : 07/04/2026 Registered : 09/04/2026 Committee : 23/04/2026	Unit 22-51 Mitton Road Business Park Mitton Road Whalley BB7 9YE Discharge of Conditions Approval of details reserved by conditions 29 (Surface Water Drainage) and 30 (Surface Water Maintenance) on planning permission 3/2017/0714.	Lyndsey Hayes	https://webportal.ribblevalley.gov.uk/planningApplication/38353 Planning Status Decided - Final Decision Decision APPROVED WITH CONDITIONS Date : 23/04/2026
3/2026/0258 Received : 31/03/2026 Registered : 16/04/2026	Land adjacent to Abbeycroft The Sands Whalley BB7 9TN Applications for full consent Change of use of land to Wellbeing and Community Use (Use Class E(d) and installation of tipi structure from 1st May until 30th September each year with on- site parking and access from Ridding Lane.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38343 WPC has concerns regarding highway safety and access
3/2026/0262 Received : 01/04/2026 Registered : 14/04/2026	Bramley Croft Clitheroe Road Whalley BB7 9AQ Applications for full consent Proposed timber framed car port.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38347 Noted.
3/2026/0303 Received : 21/04/2026 Registered : 01/05/2026	38 Mitton Road Whalley BB7 9RX Applications for full consent Proposed construction of a detached building to provide annex accommodation ancillary to the main dwelling to the rear of the site.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38388 Noted.
3/2026/0312 Received : 24/04/2026 Registered : 29/04/2026	Springwood Drive Whalley BB7 9XL Phase 2 Lawsonsteads Discharge of Conditions Approval of details reserved by condition 14 (drainage) on planning permission 3/2021/0760.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38397 WPC will raise concerns with RVBC to seek reassurance that the drainage infrastructure, including the attenuation tanks, is fit for purpose and capable of accommodating the required capacity to prevent any increased risk of flooding within the area, especially in the centre of the village.

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0313 Received : 24/04/2026 Registered : 29/04/2026	Springwood Drive Whalley BB7 9XL Phase 2 Lawsonsteads Discharge of Conditions Approval of details reserved by conditions 4 (POS timings); 9 (Buffer landscaping); 13 (car charging points); and 15 (water mains protection) on planning permission 3/2021/0760.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38398 WPC will raise concerns with RVBC to seek reassurance that the drainage infrastructure, including the attenuation tanks, is fit for purpose and capable of accommodating the required capacity to prevent any increased risk of flooding within the area, especially in the centre of the village.
3/2026/0346 Received : 04/05/2026 Registered : 14/05/2026	Ground floor Unit 6 Abbey Works King Street Whalley BB7 9SP Regularisation of change of use of ground floor to indoor sport and recreation (Class E (d)).	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38431 WPC objects to the above planning application on the grounds of pedestrian and highway safety concerns.
3/2026/0350 Received : 05/05/2026 Registered : 08/05/2026	Land South of Accrington Road Whalley Discharge of Conditions Approval of details reserved by conditions 6 (site access and off-site works of highway mitigation) and 11 (detailed specifications for the construction of the car park) of planning permission 3/2022/1158.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38435 Noted.
3/2026/0240	South Lodge Mitton Road Whalley BB7 9JN Applications for full consent Proposed extension of the residential curtilage, demolitions to allow the construction of a two-storey side extension and single-storey rear extension including an attached garage with associated alterations.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38326 Noted.
3/2026/0223 Received : 23/03/2026 Registered : 13/05/2026	79 Mitton Road Whalley BB7 9JN Applications for full consent Proposed single storey rear extension.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38309 Noted.

7.	Reports/Updates/Other	
	Items arisen re planning, correspondence received since the last meeting that may result in future agenda item. Applications for consultation after the agenda was issued; 3/2026/0336 22 Clitheroe Road 3/2026/0389 Whalley Corn Mill	295/26

	3/2026/0243 19 Queen Street 3/2026/0152 16 Brookes Lane To be considered at the next meeting.	
8.	Next Meeting Date	
	The next meeting date is Thursday 18 June 2026 to be held at Whalley Old Grammar School at 7pm in The Calder Room.	296/26

Meeting adjourned at 7.35pm for Ordinary Parish Council meeting – reconvened at 9.35pm and closed at 9.45pm.

Draft Minutes Subject to Confirmation

Signed by Chairman:

Date:

CLlr John Threlfall

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 16th March 2026 in the Parish Church of Saint Mary and All Saints at 2.00pm
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.	Attendance & Apologies	
	Present: Cllr Ball (Chairman & Church Warden), Cllr Highton, Revd Jonathan Carmyllie, Judith Davies (Church Warden) In Attendance: Liz Haworth (Clerk)	128/26
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	129/26
3.	To Approve the Minutes of the Previous Churchyard Committee Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Wednesday 2 nd April 2025.	130/26
4.	Churchyard Tree Inspection Update	
	4.1 The committee reviewed the Tree Inspection Report dated August 2025. There are still some outstanding items including the removal of deadwood from certain trees identified in the report. These works have been instructed and are currently pending completion by Roy Cattermole Tree Services. ACTION: The Clerk will follow up on the pending works.	131/26
	The multi stem tree has been removed from against the churchyard wall backing on to Back King Street.	132/26
	4.2 Three oak trees are to be planted after the removal of some horse chestnut trees. These are to be purchased and placed appropriately in the churchyard and in accordance with the planning conditions.	133/26
	The three oak tree saplings that were originally purchased to replace the horse chestnut trees have died and need removing.	134/26

	<p>There are also some saplings around the churchyard that require removal along with ivy around the porch and ivy on the wall that backs onto Back King Street.</p> <p>ACTION: The Clerk will contact Abbey Gardening to request the removal of ivy from around the porch and church wall, and to ensure that all saplings are removed when the new oak trees are planted, in accordance with our instructions and planning conditions.</p>	135/26																																																																												
5.	Churchyard Wall																																																																													
	<p>5.1 The Parish Council has approved the costs to repair the churchyard wall, with an estimated budget of £5,400–£6,200, subject to any additional works identified once the project begins. A start date and detailed schedule of works are currently awaited.</p> <p>5.2 The ivy on the churchyard wall should be removed and will be referred to Abbey Gardening as per Agenda Item 4.2.</p>	136/26 137/26																																																																												
6.	Churchyard Budget & Expenditure																																																																													
	<p>The committee reviewed the budget and expenditure for the maintenance of the closed churchyard for year ending March 2026.</p> <p style="text-align: center;">Churchyard Expenditure</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: right;">2023/24</th> <th style="text-align: right;">2024/25</th> <th style="text-align: right;">2025/26</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>April</td><td style="text-align: right;">(2,356.00)</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>May</td><td style="text-align: right;">(582.00)</td><td style="text-align: right;">(291.00)</td><td> </td></tr> <tr><td>June</td><td style="text-align: right;">0.00</td><td style="text-align: right;">(407.00)</td><td style="text-align: right;">(698.00)</td></tr> <tr><td>July</td><td style="text-align: right;">(582.00)</td><td style="text-align: right;">(349.00)</td><td> </td></tr> <tr><td>August</td><td style="text-align: right;">(649.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(698.00)</td></tr> <tr><td>September</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(1,062.45)</td></tr> <tr><td>October</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(599.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>November</td><td style="text-align: right;">(1,069.75)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>December</td><td style="text-align: right;">(361.00)</td><td style="text-align: right;">(729.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>January</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(1,999.00)</td></tr> <tr><td>February</td><td style="text-align: right;">(291.00)</td><td style="text-align: right;">(349.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>March</td><td style="text-align: right;">(541.00)</td><td style="text-align: right;">(3,449.00)</td><td style="text-align: right;">(349.00)</td></tr> <tr><td>(***Projected)</td><td> </td><td> </td><td style="text-align: right;">(6,900.00)</td></tr> <tr><td>Totals</td><td style="text-align: right;">(7,304.75)</td><td style="text-align: right;">(7,860.00)</td><td style="text-align: right;">(13,451.45)</td></tr> <tr><td>Budget</td><td style="text-align: right;">8,700.00</td><td style="text-align: right;">9,400.00</td><td style="text-align: right;">9,400.00</td></tr> <tr><td>Deficit/Surplus (annual)</td><td style="text-align: right;">1,395.25</td><td style="text-align: right;">1,540.00</td><td style="text-align: right;">(4,051.45)</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>*Some planned tree works from 2022/23 rolled into April 2024 **Grounds Maintenance Monthly Contract Works £349pcm 2025/26 *** June 2024 £7820 Parish Council funds earmarked for churchyard path **** Projected payments from 2025/26 budget £700 treeworks, £6200 repairs to wall (Total £6900)</p>	Date	2023/24	2024/25	2025/26					April	(2,356.00)	(291.00)	(349.00)	May	(582.00)	(291.00)		June	0.00	(407.00)	(698.00)	July	(582.00)	(349.00)		August	(649.00)	(349.00)	(698.00)	September	(291.00)	(349.00)	(1,062.45)	October	(291.00)	(599.00)	(349.00)	November	(1,069.75)	(349.00)	(349.00)	December	(361.00)	(729.00)	(349.00)	January	(291.00)	(349.00)	(1,999.00)	February	(291.00)	(349.00)	(349.00)	March	(541.00)	(3,449.00)	(349.00)	(***Projected)			(6,900.00)	Totals	(7,304.75)	(7,860.00)	(13,451.45)	Budget	8,700.00	9,400.00	9,400.00	Deficit/Surplus (annual)	1,395.25	1,540.00	(4,051.45)					138/26
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7.	Pathway																																																																													
	<p>It was resolved that the committee will request that the Parish Council consider renewing the path as a community project in the forthcoming budget year, subject to obtaining quotes for the works.</p>	139/26																																																																												

	<p>ACTION: Revd Carmyllie will submit a faculty application to seek approval for the footpath renovation.</p> <p>ACTION: Clerk to seek three quotes for works to renovate the path</p>	
8.	Reports from Members and Clerk for information only – not for debate	
	<p>Items arisen, since the last meeting for information only, that may result in future agenda item.</p> <p>A Memorial Safety Inspection is due in the churchyard. ACTION: The Clerk will investigate suitable stonemasons to carry out the inspection.</p> <p>Judith Davies reported that she would like to form a volunteer group to help clean moss from older memorials in the churchyard, improving both their appearance and the legibility of their inscriptions.</p> <p>It was reported that in response to observations from neighbours of the church who have been disturbed by unacceptable behaviour in the churchyard, the Churchyard is now closed from Friday 4pm – Saturday 9.30 am and Saturday 4pm – Sunday 8am at weekends.</p>	<p>140/26</p> <p>141/26</p> <p>142/26</p>
9.	Next Meeting Date	
	To next meeting is to be held Monday 15 th June at 2pm.	143/26

Meeting Closed at 2.45pm.

Draft Minutes Subject to Confirmation

Cllr Clifford Ball Date:.....
Chairman



Data Protection & GDPR Policy

This Policy sets out the Parish Council's position and procedure regarding Data Protection & GDPR adopted from NALC model

Version Control

Version	Date	Description of Change
V.1	15/5/2025	New Policy

Index

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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Clerk as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing

- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.



**This document sets out the Parish Council's
Information Technology Policy**

Version Control

Version	Date	Description of Change
V.1	15/5/2025	New Policy

WPC Parish Council IT Policy

1. Purpose

This policy outlines the proper use of IT equipment, systems, and software by members, the Clerk, and any other staff or contractors of the Parish Council. It ensures that all business is conducted securely, legally, and in line with best practices for data protection and public service accountability.

2. Scope

This policy applies to:

- All Parish Council members
- The Clerk
- Council employees, contractors, and volunteers
- Use of both Council-owned and personal devices when conducting Council business

3. Principles of Use

All individuals must:

- Use IT resources responsibly and ethically
- Protect Council data and systems from unauthorised access or disclosure
- Ensure compliance with legal and regulatory obligations, including the Data Protection Act 2018 and UK GDPR
- Maintain transparency and accountability in all communications and document handling

4. Acceptable Use

4.1 Council-Owned Devices and Software

- Must be used only for Council business
- Software must be licensed and approved by the Council
- Users must not install unauthorised applications
- Devices should be secured with passwords and kept updated

4.2 Personal Devices

- May be used for Council business only if approved by the Council
- Must have suitable security features (e.g., passwords, antivirus software, encrypted storage)

- Users must ensure Council data is not stored insecurely or shared inappropriately
- Loss or theft of any personal device used for Council business must be reported immediately

5. Email and Communication

- Council-provided email addresses must be used for all Council correspondence
- Personal email accounts must not be used to conduct Council business
- Users must not share sensitive information via unsecured platforms

6. Data Protection and Confidentiality

- All users must handle personal data in accordance with data protection laws
- Confidential information must not be disclosed without appropriate authority
- Documents must be stored securely, whether digitally or physically

7. Cloud Services and Document Sharing

- Only Council-approved cloud storage (e.g., Microsoft OneDrive, Google Workspace) may be used
- Documents must not be stored or shared via personal cloud accounts
- Access permissions must be managed to ensure confidentiality and version control

8. Cybersecurity Requirements

- Devices must have up-to-date antivirus and firewall software
- Users must complete periodic cybersecurity awareness training (as provided by the Clerk or Council)
- Passwords must be strong and changed regularly
- Users must not share login credentials

9. Remote Working

- Must comply with all elements of this policy
- Public Wi-Fi should be avoided unless using a VPN
- Documents and devices must not be left unattended in public areas

10. Breaches and Enforcement

- Any suspected breach of this policy must be reported to the Clerk immediately
- Breaches may result in disciplinary action or referral to the Monitoring Officer
- Significant data breaches must be reported to the Information Commissioner's Office (ICO) if required

11. Policy Review

This policy will be reviewed annually or following any major changes in law or IT systems.



**This Policy sets out the Parish Council's
CCTV Policy & Procedures**

Version Control

Version	Date	Description of Change
V.2		New Updated Policy

1. Purpose and Lawful Basis

The purpose of Whalley Parish Council's CCTV system is to support community safety and assist in the prevention, detection, and investigation of crime and anti-social behaviour within the Parish of Whalley.

The system is operated under the lawful basis of public task in accordance with UK GDPR and the Data Protection Act 2018.

The CCTV system may be used for:

- Prevention and detection of crime and anti-social behaviour
- Supporting law enforcement investigations
- Protection of public safety
- Deterrence of vandalism, graffiti, and disorder
- Supporting relevant authorities in relation to traffic or public safety incidents where appropriate
- The system is not used for general surveillance of individuals or for monitoring private activity.

2. Legal Framework

This policy is governed by:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice
- Guidance issued by the Information Commissioner's Office (ICO)
- Whalley Parish Council is the Data Controller for the CCTV system.

3. Transparency and Signage

Clear signage is displayed in all areas monitored by CCTV, stating:

- CCTV is in operation
- Purpose of monitoring
- Contact details for Whalley Parish Council
- The system is operated transparently and proportionately.

4. System Scope and Camera Use

Cameras are positioned to:

- Capture images only relevant to the stated purposes
- Avoid unnecessary intrusion into private spaces
- Minimise capture of residential properties wherever reasonably practicable
- CCTV does not intentionally monitor areas where individuals have a high expectation of privacy.

5. Data Storage and Retention

Recorded footage is retained for a maximum of 31 days, unless:

- It is required for an ongoing investigation
- It is required for legal proceedings
- Retention is based on operational need, including delayed reporting of incidents.
- All footage is securely stored and protected against unauthorised access.

6. Access Control and Logging

Access to CCTV footage is restricted to authorised personnel only.

All access is:

- Logged (date, time, purpose, operator)
- Monitored by Whalley Parish Council
- Restricted to approved devices and environments

7. Disclosure of Footage

Footage may only be disclosed where legally justified, including to:

- Police and law enforcement agencies
- Legal representatives
- Courts and tribunals
- Insurance companies (where applicable)
- Data subjects (with appropriate redactions)
- All disclosures are assessed on a case-by-case basis.

8. Subject Access Requests (SARs)

Individuals have the right to request access to CCTV footage relating to them.

Requests must be made in writing to: clerk@whalleyparishcouncil.org.uk

Applicants should provide:

- Date and time of incident
- Location
- Description of themselves
- Requests will be responded to within one calendar month.

Where necessary:

- Third-party individuals will be blurred or redacted
- Requests may be refused where disclosure would prejudice legal proceedings or third-party rights
- Where technically feasible, copies may be provided; otherwise viewing will be offered.
- Individuals have the right to complain to the Information Commissioner's Office (ICO).

9. Responsibilities

Whalley Parish Council is responsible for:

- Compliance with this policy
- Access control and audit logs
- CCTV system oversight
- Ensuring proportionate camera placement
- Maintaining SAR records
- Ensuring secure storage and deletion of footage

10. Data Protection Impact Assessment (DPIA)

A DPIA will be completed prior to installation or relocation of CCTV cameras and reviewed periodically.

It will assess:

- Necessity and proportionality
- Privacy risks
- Mitigation measures

11. Policy Review

This policy will be reviewed:

- At least annually
- Following changes in legislation or ICO guidance

12. Complaints

Complaints should be addressed to: clerk@whalleyparishcouncil.org.uk

If unresolved, individuals may escalate complaints to the ICO.

DPIA CHECKLIST

CCTV Data Protection Impact Assessment

1. Purpose

- Is CCTV necessary for stated aims?

2. Proportionality

- Is CCTV the least intrusive option?

3. Data Minimisation

- Are cameras positioned to limit unnecessary capture?

4. Storage

- Is retention period justified?

5. Access Controls

- Who can access footage?
- Is access logged?

6. Risks

- Privacy intrusion risk
- Data breach risk

7. Mitigation

- Masking
- Restricted access
- Secure storage

8. Review

- When will DPIA be reviewed?

SUBJECT ACCESS REQUEST (SAR) FORM

CCTV Subject Access Request

Applicant Details:

- Name:
- Address:
- Contact Email:

Request Details:

- Date(s) of footage:
- Time range:
- Location:
- Description of person(s):

Declaration: I confirm that the information provided is correct to the best of my knowledge.

Signature: Date:

Send to: clerk@whalleyparishcouncil.org.uk

CCTV ACCESS LOG TEMPLATE

CCTV Access Record

Date	Time	Operator	Purpose of Access	Footage Reference	Authorised By	Notes

WHALLEY PARISH COUNCIL

June 2026

Clerk Report to Council – Grant Application Process

Purpose

Members are asked to consider whether the current annual community grants process should be changed to improve access and timing.

Background

At present, grant applications are invited once a year and decided in January for payment in February. This provides consistency and helps with budget control, but it can limit flexibility for groups who need funding at different times.

It also means that grants approved in January may not be spent or shown as having impact within the same financial year as per WPC Grant Policy.

Members have previously discussed whether grants could be made available earlier and/or more regularly during the year.

Key Benefits of Change

Better financial planning and reporting

- Starting the process in April ensures funds are available at the start of the financial year;
- Grants awarded earlier are more likely to be spent and reported within the same year;
- This improves tracking of outcomes and financial reporting.

Greater visibility and community engagement

- Spreading grants through the year allows the Council to share success stories more regularly;
- Encourages ongoing engagement with local groups;
- May attract more applicants and improve the Council's profile.

More effective use of funds

- If money remains unspent late in the year (e.g. January/February), the Council could:
 - o Run a final call for applications;
 - o Ensure the full budget is used for community benefit.

Options

Option 1 – Annual round moved to April

- One application round each year in April;
- Awards made in May;
- Simple and consistent;
- Less flexible for late-year needs.

Option 2 – Twice yearly rounds

- Applications in April and September;
- Awards made in May and October;
- More flexible than annual system;
- Still easy to manage.

Option 3 – Quarterly rounds

- Applications in April, July, October, January;
- Awards made in May, August, November and February;
- Most flexible for community groups;
- More admin and monitoring required;
- Less likely that the award will be spent in the same financial year for later applications.

Financial Implications

No change. Budget remains the same.

Recommendation

Members are asked to decide whether to change the current process.

Suggested Resolution

That Whalley Parish Council adopts Option [1 / 2 / 3] and from when to implement the changes and to update its Grant Policy accordingly.



Grant Policy

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

Version Control

Version	Date	Description of Change
V.1	21/11/2024	Revised Policy

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.

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 considers applications on an annual basis at its meeting in January.

All applications should be sent to the Clerk by the closing date on the application form.

Only application forms received by this date will be considered at the meeting.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A new application will be required for each grant request.

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.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies. In most cases, the grant awarded will not exceed 50% of the total required.
- 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.

VALUE OF ITEM OR SERVICE

£500 or less - 2 quotes or references to 2 listings

£501 to £1,500 - 3 quotes or references to 3 listings

£1,501 to £5,000 - 3 quotes or 3 formal tenders

Quotes or tenders should be comparable to each other in terms of quality, size, quantity, units and specification.

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 get the best value for money for any equipment, so applicants will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates.

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.

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AWAITING FURTHER INFORMATION AT TIME OF AGENDA