

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

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

**Minutes**

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

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Vickers. Apologies: None In Attendance: Liz Haworth (Clerk) 2 members of the public.	2642/25
<b>2.</b>	<b>Councillor Resignation</b>	
	The Parish Council noted the resignation of Cllr Judith Carlton, received on 30 April 2025, and the resulting casual vacancy. The Council extends its thanks to Judith for all her work during her two years of service with the Parish Council.	2643/25
<b>3.</b>	<b>Declarations of Interest</b>	
	Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda. None were declared.	2644/25
<b>4.</b>	<b>To Approve the Minutes of the Previous Parish Council Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 17 <sup>th</sup> April 2025.	2645/25
<b>5.</b>	<b>To Receive the Minutes of other Committees/Meetings</b>	
	5.1 It was resolved to receive the minutes of the Planning Committee Thursday 17 <sup>th</sup> April 2025. 5.2 It was resolved to receive the minutes of the WWB Joint Burial Committee Meeting 8 <sup>th</sup> January 2025.	2646/25
<b>6.</b>	<b>Adjourn the Meeting for Public Discussion</b>	
	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)	2647/25

	<p>It was reported that the railway station was running as normal. The railings are being painted and the platform planters and areas are looking well thanks to WIB. The wall is completed at the viaduct.</p> <p>The Lancashire Rail Ramblers summer 2025 guided walks programme for the Yorkshire Dales Explorer Saturday service between Rochdale, East Lancashire, the Ribble Valley and Ribbleshead has just been published. The Yorkshire Dales Explorer rail service won a national Community Rail Award as the Silver winner in the Tourism &amp; Leisure Award.</p>																																																																																																																																																																																																											
7.	Whalley Parish Council Insurance																																																																																																																																																																																																											
	<p>Members have resolved to approve the renewal of the insurance policy. (Schedule attached.) Payment of Clear Councils Insurance for @£1,473.58. (£91.10 increase £1,382.48 2024/2025)</p>	2648/25																																																																																																																																																																																																										
8.	Monthly Financial Report																																																																																																																																																																																																											
	<p>It was resolved to Authorise Accounts, Payments, Receipts &amp; Balances for May 2025.</p> <table><tr><td colspan="4">Whalley Parish Council</td><td colspan="5">Cash Book</td><td colspan="4">MAY 2025</td></tr><tr><td colspan="4">Approved Minutes Ref No:</td><td colspan="4">2519/24</td><td colspan="4"></td></tr><tr><td>Chq No.</td><td>Date</td><td>Inv no.</td><td>Payee / Payer</td><td>Description</td><td>NW Curr £</td><td>NW QE2 £</td><td>Skipton £</td><td>Total £</td><td colspan="3"></td></tr><tr><td>DD</td><td>01/05/2025</td><td></td><td>Easy Web</td><td>Website/Email Services</td><td>(82.79)</td><td></td><td></td><td>(82.79)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td></td><td>E Haworth</td><td>Salary/Office/Travel</td><td>(1,321.93)</td><td></td><td></td><td>(1,321.93)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td></td><td>HMRC</td><td>Tax£244.40 NIE39.06 ENIE167.89</td><td>(451.35)</td><td></td><td></td><td>(451.35)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td>237642219</td><td>E-On Next</td><td>Vale Gardens Electricity</td><td>(17.06)</td><td></td><td></td><td>(17.06)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td>759</td><td>Abbey Gardening Services Ltd</td><td>Lengthsman Duties</td><td>(5,376.70)</td><td></td><td></td><td>(5,376.70)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td>LCO00208</td><td>Clear Councils</td><td>Insurance</td><td>(1,473.58)</td><td></td><td></td><td>(1,473.58)</td><td colspan="3"></td></tr><tr><td>Bankline</td><td>19/05/2025</td><td>JM2963</td><td>WEF</td><td>Room Hire</td><td>(28.00)</td><td></td><td></td><td>(28.00)</td><td colspan="3"></td></tr><tr><td colspan="5">Movement in Month</td><td>(8,751.41)</td><td>0.00</td><td>0.00</td><td>(8,751.41)</td><td colspan="3"></td></tr><tr><td colspan="5">Cash Book Balance at START of Month</td><td>91,177.57</td><td>1,095.00</td><td>81,705.68</td><td>173,978.25</td><td colspan="3"></td></tr><tr><td colspan="5">Cash Book Balance at END of Month</td><td>82,426.16</td><td>1,095.00</td><td>81,705.68</td><td>165,226.84</td><td colspan="3"></td></tr></table> <table><tr><td colspan="4">Bank Reconciliation</td><td></td><td>NW Curr £</td><td>NW QE2 £</td><td>Skipton £</td><td>Overall £</td></tr><tr><td colspan="5">Bank Statement Balance at START of month</td><td>91,177.57</td><td>1,095.00</td><td>81,705.68</td><td>173,978.25</td></tr><tr><td colspan="5"></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td colspan="5"></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td colspan="5">Cash Book Balance at START of month</td><td>91,177.57</td><td>1,095.00</td><td>81,705.68</td><td>173,978.25</td></tr></table>	Whalley Parish Council				Cash Book					MAY 2025				Approved Minutes Ref No:				2519/24								Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £				DD	01/05/2025		Easy Web	Website/Email Services	(82.79)			(82.79)				Bankline	19/05/2025		E Haworth	Salary/Office/Travel	(1,321.93)			(1,321.93)				Bankline	19/05/2025		HMRC	Tax£244.40 NIE39.06 ENIE167.89	(451.35)			(451.35)				Bankline	19/05/2025	237642219	E-On Next	Vale Gardens Electricity	(17.06)			(17.06)				Bankline	19/05/2025	759	Abbey Gardening Services Ltd	Lengthsman Duties	(5,376.70)			(5,376.70)				Bankline	19/05/2025	LCO00208	Clear Councils	Insurance	(1,473.58)			(1,473.58)				Bankline	19/05/2025	JM2963	WEF	Room Hire	(28.00)			(28.00)				Movement in Month					(8,751.41)	0.00	0.00	(8,751.41)				Cash Book Balance at START of Month					91,177.57	1,095.00	81,705.68	173,978.25				Cash Book Balance at END of Month					82,426.16	1,095.00	81,705.68	165,226.84				Bank Reconciliation					NW Curr £	NW QE2 £	Skipton £	Overall £	Bank Statement Balance at START of month					91,177.57	1,095.00	81,705.68	173,978.25									0.00									0.00	Cash Book Balance at START of month					91,177.57	1,095.00	81,705.68	173,978.25	2649/25
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	<p>A discussion was held to identify any training needs and to approve any necessary training courses. Councillor Peter Duckworth has completed an online course for new councillors. It was agreed that it would be beneficial for new councillors to have a designated colleague to buddy up with. Cllr Highton kindly offered to provide any mentoring required by Cllr Duckworth.</p> <p>No further training needs were identified at this time; this will be reviewed throughout the year.</p>	2650/25																																																																																																																																																																																																										
10.	WPC Policy Review																																																																																																																																																																																																											
	<p>10.1 It was resolved to adopt the Data Protection &amp; GDPR Policy.</p> <p>10.2 It was resolved to adopt the updated Publication Scheme Policy– Freedom of Information Act 2000</p>	2651/25 2652/25																																																																																																																																																																																																										

	10.3 It was resolved to adopt the Information Technology Policy. 10.4 It was resolved to note the accessibility statement added to the website as both a documents and link to the foot of the website page to show that the Councils website meets the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies Accessibility Regulations 2018.	2653/25 2654/25
<b>11.</b>	<b>Internal Audit Report</b>	
	Members of the Council discussed the internal auditing process and reviewed the Letter of Engagement received from the Auditor. The Council felt that the terms outlined did not reflect what had been previously discussed and therefore opted to revert to AER Accountants for the 2024/2025 financial year. Whalley Parish Council has received the Internal Audit AGAR Report for 2024/2025 prepared by AER Accountants.	2655/25
<b>12.</b>	<b>Period for Exercise of Public Rights</b>	
	It was resolved to approve the period for exercise of Public Rights and publication of Unaudited Annual Governance and Accountability Return set from Tuesday 3 June 2025 – Monday 14 July 2025.	2656/25
<b>13.</b>	<b>Section 1 of the Annual Government and Accountability Statement for 2024/2025.</b>	
	It was resolved to approve Section 1 of the Annual Government and Accountability Statement for 2024/2025.	2657/25
<b>14.</b>	<b>Section 2 of the Annual Government and Accountability Statement for 2024/2025.</b>	
	14.1 It was resolved to approve Section 2 of the Annual Government and Accountability Statement for 2024/2025 with Chairman to sign confirming the Accounting Statement at the meeting. 14.2 Members of the Council reviewed the Bank Reconciliation Statement 2024/25 attached. 14.3 The Explanation of Variances was reviewed.	2658/25
<b>15.</b>	<b>Ribble Valley Settlement Review: Whalley Parish</b>	
	Members of the Council reviewed the settlement map, services and facilities forms and believe there to be some discrepancies and corrections need to be made. ACTION: Clerk to contact RVBC to ask for a date when the information needs to be returned by.	2659/25
<b>16.</b>	<b>Speeding Awareness/Joint Working Group/Traffic Matters</b>	
	Speed awareness and prevention measures in Whalley are ongoing. PCSO's via the Lancs Road Safety Partnership had on Thursday 15 <sup>th</sup> May 2025 conducted speed enforcement in Whalley and Billington. They clocked 5 vehicles at Mitton Road and 2 at Whalley Road with thanks to most drivers who stayed within the speed limits. To report a road of concern please use the link <a href="https://lancsroadsafety.co.uk/submit-concern/">https://lancsroadsafety.co.uk/submit-concern/</a>	2660/25
<b>17.</b>	<b>Planning Permission Whalley Sports Park</b>	
	17.1 An update on the progress of the pre-planning application for the Sports Park was shared. Pre-planning advice from LCC has been requested.	2661/25

	17.2 JS to measure the area of the proposed all-weather pitch to assess the suitability of installing it on the QEII land.	2662/25
<b>18.</b>	<b>Partnership Meetings</b>	
	<p>Reports were received from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, LALC, Parish Liaison, Police Partnership meeting updates.</p> <p>Congratulations to Cllr Ged Mirfin who declared his appointment as the duly elected Councillor for the division Ribble Valley North East of Lancashire County Council in the Lancashire County Council 2025 Election – Results.</p> <p>Cllr Vickers would like to attend the RVLALC Meeting in May at the Marriot Tickets £50, was approved by the Council. Clerk to book Cllr Vickers on to the meeting.</p> <p>Cllr Threlfall reported that the rendering project was ongoing at the Village Hall and that ticket sales for functions have been reviewed and increased to £10 per ticket.</p>	<p>2663/25</p> <p>2664/25</p> <p>2665/25</p>
<b>19.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• Whalley Queen St RAG Reports</li> <li>• RVBC Updates</li> <li>• Neighbourhood Alerts/Stay In The Know/Crime Figures April</li> <li>• NALC Executive Bulletins and newsletters</li> <li>• Lancashire Trading Standards - Consumer Alerts - May 2025</li> <li>• Freedom of Information Request - Calderstones Cemetery</li> <li>• Lancashire Constabulary teams - _Fraud Safeguarding – Lancashire Constabulary Fraud Team - Cyber Crime – Lancashire Constabulary Cyber Team</li> <li>• Flagpole update</li> <li>• WPC Support for WIB Ribble Valley In Bloom Grant application – verbal update</li> <li>• Internal Auditor – verbal update</li> <li>• Formal Notification - The Royal Lancashire Show 2025, Ribble Valley</li> <li>• Bins – verbal update</li> <li>• Best Kept Village. Judging starts 6th June.</li> </ul> <p>Cllr Ball is going to send the letter requesting the potential funding of more Almshouses to RVBC. The Churchyard Committee submitted a tree application for its removal after a site visit by Dave Hewitt which has now been approved. Cllr Ball attended the VE Day 80 service at St Mary &amp; All Saints Parish Church. He also attended Vale Gardens on Good Friday and reported that the pointing and flagging at Vale Gardens are in need of maintenance.</p> <p>Cllr Highton reported the new flagpole has been erected in Vale Gardens flying the Union Jack flag. The bins on King Street appear to have been removed. This is to be closely monitored especially considering Whalley's entry into the Best Kept Village Competition.</p>	<p>2666/25</p> <p>2667/25</p> <p>2668/25</p>

	The Best Kept Village Competition is now underway, with judging set to begin on 6th June 2025. All residents and community members are encouraged to help ensure the village is kept clean, tidy, and welcoming.	2669/25
<b>20.</b>	<b>Next Meeting Date</b>	
	It was resolved to approve the next meeting date of Thursday 19 <sup>th</sup> June 2025 to be held at Whalley Old Grammar School in The Calder Room at 7.30pm.	2670/25

Meeting Closed 8.45pm

Signed by Vice Chairman:

Date:

Councillor John Threlfall