

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 21st May 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 interest 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 16 th April 2026.	5-8
5.	To Receive the Minutes of other Committees	
	5.1 To approve and receive the minutes of the Annual Meeting of the Council Thursday 15 th May 2025.	9-10
	5.2 To receive the minutes of the WWBJBC Committee Wednesday 14 th January 2026.	11-15
	5.3 To receive the minutes of the Planning Committee Thursday 16 th April 2026.	16-17
	5.4 To approve and confirm the accuracy of the Annual Parish Meeting Minutes held Thursday 7 th May 2025.	18-22
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	Page No
	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.	23
8.	Whalley Parish Council Insurance	
	To consider and 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)	
9.	Period for Exercise of Public Rights	
	To confirm 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.	24-26
10.	Internal Audit Report	
	To discuss the internal auditing process and receive the Internal Audit AGAR report for 2025/2026.	27
11.	Section 1 of the Annual Government and Accountability Statement for 2025/2026.	
	To approve Section 1 of the Annual Government and Accountability Statement for 2025/2026.	28
12.	Section 2 of the Annual Government and Accountability Statement for 2025/2026.	
	12.1 To approve Section 2 of the Annual Government and Accountability Statement for 2025/2026 with Chairman to sign confirming the Accounting Statement at the meeting.	29
	12.2 Review Bank Reconciliation Statement 2025/26.	30
	12.3 Review Explanation of Variances 2025/26.	31
13.	WPC Council Polices	
	To review the below Governance, Finance & Administration policies and confirm them as current and fit for purpose, with no amendments in accordance with the Policy Review Summary.	32
	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	
14.	CCTV	
	To consider the quote received from ITUS Security to install CCTV at the Toilets and Bus Station location at a cost of £1080 + VAT.	
15.	Annual Parish Meeting 2026	
	To review the Annual Parish Meeting and consider plans for 2027.	

16.	Speeding Awareness /Traffic Matters	Page No
	To receive an update on speed awareness and prevention measures in Whalley. To review the SpID report from opp 112 Mitton Road, LC33 sited 27 March - 15 April 2026.	JT 33
17.	Oakhill College Community Day	
	To consider the correspondence received regarding Oakhill College Community Day.	
18.	Village Traditional Signposts	
	To receive an update and consider the installation of a traditional visitor signpost.	RV
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 19.5 Wiswell Lane Welcome Sign 19.6 Whalley In Bloom Plaques (New and change of placement) 19.7 Churchyard Wall Repairs – works approved - awaiting start date. 19.8 Tree Report BTC3323 - Queen Elizabeth II Playing Fields 19.9 Mitton Road overgrown hedges 19.10 Parish Council owned bench numbering 19.11 LCC Tree works to the boundary of land at QEII land and A59 bypass 19.12 Register the bus station land with Land Registry 19.13 Carpark on Land South of Accrington Road Whalley-Oakmere Homes (NW) 19.14 Village Traditional Heritage Signposts 19.15 CCTV at the Bus Station area.	
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).	
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 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	

	<p>21.10 Road Safety Update</p> <p>21.11 QEII Electricity Quotation</p> <p>21.12 The Aviary License Review</p> <p>21.13 The Future of Police Governance - stakeholders survey</p> <p>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>	
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.	

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 16th April 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.	2474/26
2.	Attendance & Apologies	
	Present: Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Mirfin, Cllr Shaw, Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Borough Cllr Hindle. In Attendance: Liz Haworth (Clerk), 3 members of the public.	2475/26
3.	Declarations of Interest	
	There were no disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	2476/26
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 19 th March 2026.	2477/26
5.	To Receive the Minutes of other Committees	
	5.1 To receive the minutes of the Churchyard Committee Wednesday 2 nd April 2025.	2478/26
	5.2 To receive the minutes of the Planning Committee Thursday 19 th March 2026.	2479/26
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 matter of lack of green spaces as per planning permission was raised on the Lawsonsteads new estate. Clerk is to make enquiries to RVBC.	2480/26
	The railway is running as normal. Whalley In Bloom are maintaining the plantings	2481/26

	around the platform area. The hedges on Station Road are overgrown. (LCC wont touch these now until after nesting season) The difficulties in contacting LCC were discussed along with the constraints of LCC's Love Clean Street App.	2482/26																																																																																																																																																																												
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	It was resolved to authorise accounts, payments, receipts & balances for April 2026. Since the March report, credit interest of £26.85 was received into the reserve account 31/3/2026, Precept payment of £93,700 was credited 8/4/2026, a further £5000 had to be transferred 20/3/2026 to cover the additional OGS project payments agreed at the meeting.	2483/26																																																																																																																																																																												
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9.	Annual Parish Meeting																																																																																																																																																																													
	The Annual Parish Meeting will consist of two speakers, and the Chairmans Annual report. The meeting will be held Thursday 7 th May 2026. Refreshments will be available.	2485/26																																																																																																																																																																												
10.	Traditional Heritage Signposts																																																																																																																																																																													
	Cllr Vickers presented a proposal for the installation of a traditional visitor signpost at an estimated cost of £3,760. Whilst the Council agreed in principle to the proposal, Cllr Vickers is to further investigate and confirm the installation requirements and final costs before approval.	2486/26																																																																																																																																																																												
11.	Ribble Valley Shared Prosperity and Jubilee Fund Grant Offer																																																																																																																																																																													
	The Council resolved to take up the offer of a grant for CCTV to cover the bus station area. Acceptance of the funding will be completed by the clerk.	2487/26																																																																																																																																																																												

12.	Ongoing/Standing Items	
	<p>To note progress with ongoing matters – not for decision.</p> <p>12.1 Planning Permission Whalley Sports Park – ongoing. 12.2 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- ongoing. 12.3 Trustees of the QEII Playing Fields charitable trust-ongoing 12.4 Wiswell Lane Welcome Sign - ongoing 12.5 Whalley In Bloom Plaques (New and change of placement) – ongoing. 12.6 Churchyard Wall Repairs – works approved - awaiting start date. 12.7 Tree Report BTC3323 - Queen Elizabeth II Playing Fields - Awaiting quote from tree surgeon. 12.8 Mitton Road overgrown hedges – ongoing. 12.9 Parish Council owned bench numbering – order placed. 12.10 LCC Tree works to the boundary of land at QEII land and A59 bypass – LCC hope to commence these works between May and June 2026 (email 25/3/2026) 12.11 Register the bus station land with Land Registry – ongoing. 12.12 Carpark on Land South of Accrington Road Whalley-Oakmere Homes (NW) – standing item. 12.13 Village Traditional Heritage Signposts – ongoing.</p>	2488/26
13.	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>Cllr Vickers attended the RVLALC meeting along with the clerk. The meeting was well attended with guest speaker Sarah Wells from RVBC. There are some positive developments with LALC with new training opportunities and seemingly better communication. The RVLALC will be held Wednesday 20th May 2026.</p> <p>Cllr Threlfall & Highton attended the RV Liaison meeting. Topics included LCCs Champion for Rural Affairs, Cllr James Tomlinson, Community Energy Schemes, HARP update, LGR update, Crisis & Resilience update, event safety funding for road closures, Ribble Valley Shared Prosperity Fund update, LCC contact changes and the removal of the highwaysdistrictlead contact email without consultation, and Love Clean Streets App is to shortly be replaced. RV are reluctant to transfer assets to Parish Councils ahead of LGR due to the work involved, unless a reasoned business plan is submitted demonstrating why the Parish option would be preferable to retention at Borough level.</p> <p>Cllr Mirfin met with the Strategic Flood Risk Committee and is expecting a decision on the level of funding dedicated to Billington & Whalley 17/4/2026.</p>	<p>2489/26</p> <p>2490/26</p> <p>2491/26</p>
14.	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>14.1 Neighbourhood Alerts/Stay In The Know 14.2 Trading Standards Service - Consumer Alerts</p>	2492/26

	<p>14.3 Whalley Queen St RAG Reports 14.4 NALC Executive Bulletins and newsletters 14.5 CPRE News Bulletins 14.6 Community Engagement - News items on Websites/Facebook</p> <p>Cllr Ball reported that the church wall repairs are ongoing, the providers of the three new saplings need contacting to review the health of these new trees, and the trees over the allotments need reviewing. The Tree surgeon has attended site for a walk around and we are awaiting quotes and dates for work. Maintenance works are to be carried out on the Almhouses. The drains on Broad Lane are still blocked.</p>	2493/26
15.	QEII Development	
	The Council resolved to instruct a private consultant or LCC Pre-app advice for the planning application. The clerk will contact the consultant.	2494/26
16.	Internal Review of a Freedom of Information Request	
	The Council considered the internal review to a Freedom of Information request and concluded that the original response was appropriate.	2495/26
17.	Exclusion of the Public and Press	
	<p>17.1 Clerks Remuneration The council considered and resolved the Clerk’s remuneration package and, due to the confidential nature of the matter concerning a member of staff, will be noted and implemented as the confidential note set out in Appendix 17.1.</p> <p>17.2.1 Correspondence for discussion The Council considered the correspondence received for discussion and, due to the confidential nature of the matter concerning a former employee, resolved to respond in accordance with the confidential note set out in Appendix 17.2.1.</p> <p>17.2.2 Correspondence for discussion The Council considered the correspondence received for discussion and, due to the confidential nature of the matter concerning a former employee, resolved to respond in accordance with the confidential note set out in Appendix 17.2.2.</p>	2496/26 2497/26 2498/26
18.	Next Meeting Date	
	<p>The next meeting date is Thursday 21st May 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.</p> <p>Note: Annual Parish Meeting Thursday 7th May 2026 at 7pm.</p>	2499/26

Draft Minutes Subject to Confirmation

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 15th May 2025 in the Calder Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Minutes

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

1.	To Elect a Chairman	
	Cllr Martin Highton was nominated for Chairman of the Parish Council. The nomination was unanimously agreed. Cllr Highton signed the Declaration of Acceptance of Office as Chairman.	2635/25
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Mirfin, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers.	2636/25
3.	Vice Chairman	
	Cllr John Threlfall was nominated for Vice Chairman of the Parish Council. The nomination was unanimously agreed.	2637/25
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.	2638/25

Representatives to Committees & *Outside Bodies	Councillor(s)
*Adam Cottam Trust (3 members to serve for 4 yrs)	C Allen, C Ball, P Duckworth
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)
*Speed Working Party Group	J Threlfall
*QEII Playing Fields Trust	R Vickers
*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 (2 members to serve for 3 yrs) (2025-2028)	C Allen, C Ball

5.	WPC Policies	
	It was resolved to review and confirm the Parish Council Policies are up to date.	2639/25
6.	Parish Council Meetings	
	It was resolved to agree the dates below for the annual calendar of meetings. June 19th 2025 July 17th 2025 August 21st 2025 September 18th 2025 October 16th 2025 November 20th 2025 Budget Precept Setting Meeting November 27th 2025 January 15th 2026 February 19th 2026 March 19th 2026 April 16th 2026 Annual Meeting of the Parish May 7th 2026 Annual Meeting of the Council May 21st 2026	2640/25
7.	Next Annual Meeting of the Parish Council	
	It was resolved to agree the date of the next Annual Meeting of the Council on 21 st May 2026.	2641/25

Meeting Closed at 7.15pm

Draft Minutes Subject to Confirmation

WWB Joint Burial Committee Approved Minutes Ref No:				Cash Book	NOVEMBER	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
DD	01/11/2025		Easy Web	Website/Email Services	(44.40)		(44.40)
BAC	10/11/2025	230	K Barker	Parker W67	435.00		435.00
BAC	13/11/2025	231	G Wallis	Reserved Plot W75	310.00		310.00
BAC	14/11/2025	229	G & L Simpson	Reserved Plot 843	560.00		560.00
BAC	20/11/2025		Havencare/Clitheroe Fune	Odell	690.00		690.00
BAC	21/11/2025		L Dawson	Credit	10.00		10.00
Bankline	24/11/2025		E Haworth	Salary/Office/Travel	(552.10)		(552.10)
Bankline	24/11/2025		HMRC	Tax£152 NIE60.80 ENIE114	(326.80)		(326.80)
Bankline	24/11/2025	946	Abbey Gardening Services	Grounds Maintenance (October 2)	(552.00)		(552.00)
Bankline	24/11/2025	JSA 350	JS Atherton & Co Ltd	Market Valuation	(400.00)		(400.00)
Bankline	24/11/2025	225532	E Haworth	Reimbursement Viking Safety Sign	(33.21)		(33.21)
Bankline	24/11/2025	JM3225	WEF	Room Hire	(19.00)		(19.00)
Bankline	24/11/2025		David Uttley Grave Digging	Grave Digging	(2,900.00)		(2,900.00)
Bankline	24/11/2025		Uttley Memorials	Creation of New Cremation Plot 2	(2,400.00)		(2,400.00)
BAC	25/11/2025	233	Stevensons Memorials	Khan CE0033	130.00		130.00
INT	28/11/2025		Reserve Account	Credit Interest		30.15	30.15
Movement in Month					(5,092.51)	30.15	(5,062.36)
Cash Book Balance at START of Month					14,192.76	41,367.77	55,560.53
Cash Book Balance at END of Month					9,100.25	41,397.92	50,498.17
WWB Joint Burial Committee Approved Minutes Ref No:				Cash Book	DECEMBER	2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
DD			Easy Web	Website/Email Services	(44.40)		(44.40)
BAC	05/12/2025	232	Dignity-Langshaws	Manson 800	855.00		855.00
BAC	08/12/2025	234	Brian Price & Sons	Ormiston	2,070.00		2,070.00
BAC	09/12/2025	235	Stevensons	Walker 744	175.00		175.00
BAC	22/12/2025		Dignity-Langshaws	Refund for 16/10/2025 duplicate	(1,415.00)		(1,415.00)
Bankline	22/12/2025		E Haworth	Salary/Office/Travel	(557.05)		(557.05)
Bankline	22/12/2025		HMRC	Tax£152 NIE60.80 ENIE114	(326.80)		(326.80)
Bankline	22/12/2025		E Haworth	Reimbursement - Stationary	(5.99)		(5.99)
Bankline	22/12/2025	973	Abbey Gardening Services	Grounds Maintenance (November	(552.00)		(552.00)
Bankline	22/12/2025	235	Stevensons	overpayment inv 235	(45.00)		(45.00)
Bankline	22/12/2025		Ribble Valley Stone Masor	Repair to pillars	(500.00)		(500.00)
INT	31/12/2025		Reserve Account	Credit Interest	35.56		35.56
Movement in Month					(310.68)	0.00	(310.68)
Cash Book Balance at START of Month					9,100.25	41,397.92	50,498.17
Cash Book Balance at END of Month					8,789.57	41,397.92	50,187.49
5.	WWBJBC Budget Setting for 1/4/2026 - 31/3/2027						
	<p>The budget was reviewed and it was resolved to approve the Cemetery Budget for the financial year 1/4/2026 - 31/3/2027.</p> <p>WWBJBC Cemetery Budget Summary 2026–27</p> <p>Financial Year 1/4/2024-31/3/2025 saw a decrease in income from the previous year 1/4/2023 – 31/3/2024 of £2534.</p> <p>Registrar/Clerk expenditure was reduced due to staffing changes and a decrease in employment hours/sick pay, resulting in lower salary, associated expenses and HR costs.</p> <p>Grounds maintenance expenditure increased significantly by £19,157 due to essential works undertaken during the period. These included removal of spoil from the bottom of the cemetery (£2,550), repairs to path edgings (£4,200), memorial safety works (£7,430), construction of a shed base (£650), and purchase of a shed (£583), for which grant funding was received to cover the cost. Additional costs related to tree works and risk reports (£920), replacement</p>						186/26

of the main cemetery gates (£1,900), and other grounds maintenance equipment, including grave markers, a wheelbarrow, and watering cans (circa £900).

Additional expenditure was incurred through the computerisation of the cemetery booking and register system, with the purchase of the Epitaph software at a cost of £697 which was effectively costed in last years budget.

In 2025–26, grounds maintenance works included the creation of a new pathside ashes section along the woodland path (£2400), as existing pathside ashes plots were nearing capacity.

Whalley Wiswell and Barrow Joint Burial Committee								
Budget Setting 1/4/2026-31/3/2027								
	Actual 1/4/2023- 31/3/2024	Actual 1/4/2024- 31/3/2025	Actual from 1/4/2025 to 31/12/2025	Projection from 1/1/2026 to 31/3/2026	Total Year Projection 2025-26	Budget 2025/26	Deficit/Und erspend	Proposed Budget 2026/27
INCOME	A	B	C	D	E	F	G	H
					C+D		F-E	
	£	£	£	£	£	£	£	£
Burial Income	30721	28232	22881	6500	29381	35000	5619	29000
Parish Levy	0	0	0	0	0	0	0	0
Interest	813	768	319	150	469	720	251	500
Totals	31534	29000	23200	6650	29850	35720	5870	29500
EXPENDITURE								
Registrar Salary	10961	9489	7845	2621	10466	9500	-966	11000
Registrar Expenses	5252	5	54	20	74	200	126	100
Grounds Maintenance	5937	24409	8172	2500	10672	6000	-4672	14200
Waste	294	305	317	0	317	320	3	320
Insurance	629	670	749	0	749	700	-49	820
Water	215	215	0	240	240	250	10	300
Gravedigging	5280	6360	5380	3000	8380	10000	1620	9500
ICCM	95	100	105	0	105	100	-5	120
IT/Epitaph	0	697	0	0	0	836	836	350
Audit	250	250	250	250	500	250	-250	250
Room Hire	40	77	57	20	77	90	13	100
Admin	253	450	756	200	956	400	-556	1000
ICO	0	40	0	45	45	40	-5	50
Training	0	145	0	0	0	0	0	500
HR	5480	250	0	0	0	200	200	0
Other	0	0	0	0	0	3000	3000	0
Totals	34686	43462	23685	8896	32581	31886	-695	38610
SURPLUS	-3152	-14462	-485	-2246	-2731	3834	6565	-9110

Accounting Statement 31/12/2025

Accounting Statement							
Balances Brought Forward							50,941.75
Levy income							0.00
Other Receipts							23,200.07
Staff costs							(7,845.72)
Loan interest / Capital							0.00
VAT (net)							(304.74)
Other payments							(15,839.43)
Balance Carried Forward							50,151.93

Cash Book Balance 31/12/2025 £50,151.93

Projected Income 31/3/2026 £6,650.00

Projected Expenditure 31/3/2026 £8,896.00

Projected Cash Balance 31/3/2026 £47,905.93

Projected Cash Balance 31/3/2027 against the proposed budget & estimated income 2026/2027 £38,795.93

6. Cemetery Grounds

To receive updates on general cemetery grounds maintenance, including:

6.1 Works are progressing to the raised area front of the cemetery, with new matting, soil and plantings to significantly improve this area. 187/26

6.2 It was resolved to leave the removal of the moss and renew the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden) after the works to the front of the cemetery and the woodland paths had been completed, not to damage any new works in this area. 188/26

6.3 Path edgings to the woodland- see item 7. 189/26

6.4 A quote was received to refurbish the Pedestrian gate at the entrance to the cemetery of £300. It was resolved to approve these works. 190/26

6.5 The committee are still trying to source a double gate latch bracket to fit the new gates. Enquires are to be made to a local forge. 191/26

6.6 Settled graves are to be continually reviewed and topped and reseeded in a timely manner. 192/26

7. Path Edgings to Woodland Area Quotation.

It was resolved to accept the quotation of £14,000 + VAT to improve the path edgings to the woodland by replacing the perished wood edgings with cobblestones throughout the woodland area. 193/26

8. Memorial Safety

A Memorial Safety Inspection has been arranged for Thursday 15th January 2026. 194/26

9.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item.	
	9.1 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.	195/26
	9.2 The creation of a new Pathside Plot area along the path to the woodland has been completed.	196/26
	9.3 The repairs to the stone pillars to the entrance of the cemetery has been completed.	197/26
	9.4 Public Engagement – Items continue to be posted on the Notices section of the WWB Cemetery Website and noticeboard for updates and information on the cemetery.	198/26
	9.5 Cllr Diane Chiappi has written to advise that she has resigned from Barrow Parish Council and, as a result, is no longer able to represent Barrow Parish Council on the WWBJBC Committee. Cllr Chiappi was actively involved in cemetery matters and her contribution to the work of the WWBJBC will be greatly missed. Barrow Parish Council will need to appoint a representative to the WWBJBC as per the constitution.	199/26
	9.6 The Cemetery Inspection Review and Maintenance Visit will take place on Wednesday 25 th February from 1.30pm. During the visit members will tidy around graves, including the removal of dead flowers, plants and broken or items. Any non-permitted items identified during the inspection will be removed and placed by the shed or near the entrance for collection in line with cemetery policy. https://www.wwbcemetery.org.uk/uploads/documents/files/WWB%20Cemetery%20Policy.pdf	200/26
	9.7 Any other items for information. Correspondence was received from a plot holder wishing to make a formal complaint. The Clerk will respond by providing the Complaints Procedure.	201/26
10.	2026 Meeting Dates	
	It was resolved to approve the 2026 meeting dates of; Wednesday 8 th April 2026 Wednesday 1 st July 2026 Wednesday 7 th October 2026 to be held at 7.00pm at Whalley Old Grammar School.	202/26

Meeting closed at 8.30pm.

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 16th April 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.	Chairman's Welcome	
	The Chairman formally opened the meeting and welcomed all present.	282/26
2.	Attendance & Apologies	
	Present: Cllr Ball, Cllr Duckworth, Cllr Highton, Cllr Mirfin, Cllr Shaw, Cllr Smith, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Cllr Allen, Borough Cllr Hindle. In Attendance: Liz Haworth (Clerk), 3 members of the public.	283/26
3.	Declaration of Interests	
	There were no disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	284/26
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 19 th March 2025.	285/26
5.	To review and consider the Planning applications received since February 2026 meeting.	
	Planning Applications received for consideration attached. Public Participation at the discretion of the Chairman (5 mins per person)	286/26

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0226 Received : 24/03/2026 Registered : 26/03/2026	14 Church Lane Whalley BB7 9SY Discharge of Conditions Approval of details reserved by conditions 3 (Roofing Materials) and 5 (Methodology) on Listed Building Consent 3/2024/0282..	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38312 Noted

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0238 Received : 26/03/2026 Registered : 30/03/2026	Land South of Accrington Road Whalley Discharge of Conditions Approval of details reserved by conditions 3 (construction management plan/method statement) 4 (surface water) 5 (bat boxes) 7 (street maintenance) 8 (flood mitigation) 9 (flood management plan) 10 (surface water/foul drainage) 19 (cycle storage) 20 (travel plan) and 21 (operation/maintenance manual) on planning permission 3/2022/1158 granted on appeal APP/T2350/W/25/3368139.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38324 Noted. WPC are concerned and recognise the flooding implications to nearby properties
3/2026/0256 Received : 31/03/2026 Registered : 08/04/2026	36 Moor Field Whalley BB7 9SA Applications for full consent Proposed change of use of a dwelling house (C3) to a children's home (C2) for up to 2 young people between the age of 8 and up to 18.	Maya Cullen	https://webportal.ribblevalley.gov.uk/planningApplication/38341 Emailed for WPC Consultation Noted.

7. Reports/Updates/Other	
<p>Items arisen re planning, correspondence received since the last meeting that may result in future agenda item.</p> <p>Applications that were sent after the agenda was issued (10/04/2026) will be dealt with at May's planning meeting and where required an extension to the 21 days will be sought.</p> <p>3/2026/0262 Bramley Croft Clitheroe Road Whalley BB7 9AQ 3/2026/0258 Land adjacent to Abbeycroft The Sands Whalley BB7 9TN 3/2026/0235 6 Hawthorn Road Barrow BB7 9EE</p>	
8. Next Meeting Date	
The next meeting date is Thursday 21 May 2026 to be held at Whalley Old Grammar School at 7pm in The Calder Room.	

Meeting Closed at 7.10pm

Draft Minutes Subject to Confirmation

**ANNUAL PARISH MEETING
THURSDAY 7th MAY 2026**

7.00pm Calder Room, Whalley Old Grammar School
Station Road, Whalley

Minutes

1. Chairmans Welcome

Cllr Highton welcomed everyone to the meeting and thanked them for coming.

2. Whalley Parish Council Chairman's Annual Report 2025-26

I would like welcome everyone to the Annual Parish Meeting.

Whalley Parish Council is made up of 9 councillors. We have recently co-opted Tony Shaw to join us and fill the vacancy that we have had since last year.

Councillors are volunteers and receive no financial support for the many hours spent working for the village. It was an honour to be re-elected Chairman at last years A G M and I would like to thank my fellow councillors for their support throughout the year.

The council normally hold 11 monthly meetings plus the Annual and Precept meetings. Planning meetings are normally held each month where any planning applications are considered and comments passed to R V B C, any objections can only be made on planning grounds. The proposed development off Accrington Road has now been approved on appeal by the Planning Inspectorate. A development off Clitheroe Road beyond Bramley Meade was submitted for decision in February but this has so far been refused by R V B C. We have also tried to ensure that R V B C enforces planning conditions on properties on the Mitton Road business park. I would like to thank our Chairman of Planning, Councillor John Threlfall for the many hours of preparation prior to these meetings

A major concern remains about anti-social behaviour which has included drug taking, drinking, general vandalism and verbal abuse when challenged. There have been numerous complaints received from several areas of the village. We hold regular meetings with the police and other interested parties to work towards resolution of these issues. We have been offered a grant to provide additional CCTV coverage of the area around the public toilets.

Some licensed properties have continued to be the centre of anti-social behaviour and we continue to receive complaints regarding their late night and early morning activities from residents. We are pleasantly surprised that the environmental health officer has at last submitted a request for a licence review to the licensing department at R V B C which may address the problem of noise in the early hours. The Cumulative Impact Assessment was renewed by R V B C and although it is of limited value it is the only means of controlling further licence applications. R V have installed a new CCTV camera to cover Accrington Road and Queen Street

Speeding continues to be an issue on several roads and there has been no success in obtaining enforcement from the Lancashire Safety Partnership. We have a rolling programme of deploying Spids at various locations on the major roads throughout the village with the help of Altham P C. The results have been downloaded from these

devices and we now have accurate details of the speed profile for these locations and an accurate count of passing vehicles whilst deployed.

We are continuing to press for an additional boundary sign on Wiswell Lane but so far without success!

Waste bin servicing remains a problem and we are disappointed that R V has not agreed to the introduction of a new scheme due to the lack of funding from central government.

Remembrance Day: we have continued to fund a road closure of King Street so that the traditional march from the Parish Church and the silence at 11am at the War Memorial can take place safely and respectfully. We have arranged to have the memorial steps re-pointed this year.

Churchyard: Whalley is a closed churchyard and is a major responsibility for the P C. The general maintenance contract has continued with Abbey Gardening Services and I am pleased with the continued improvement of the appearance of the churchyard. Trees and slippery paths continue to be a major problem and need constant attention. We still plan to flag a section of the path leading to the lower cemetery area subject to resources being available. We have had to remove a multi stemmed Sycamore from the internal corner with Back King Street that was causing failure of the perimeter wall which has now been re-built.

Grounds & Gardens: Abbey Gardening Services continue to make good progress enhancing the environment of the village in two roles, firstly as gardening contractors and also with the contract as lengthsman for the village.

We have installed a flagpole at the front of Vale Gardens and it will normally display the Union Flag.

We have installed a further 4 new benches this year, constructed by Ark Plastics from new cast iron ends in the standard style of the refurbished benches in Vale Gardens and replaced life expired benches. We will continue the bench programme by adding at least 4 more of this type this coming year.

We are using parish mapping software which identifies the location and condition of all our assets, I would like to thank Councillor Richard Vickers for his counting work on this project.

I would like to commend the work of the Whalley in Bloom volunteers throughout the village and wish to congratulate them on the awards received which included Gold in the small town category and Best Small Town. We were also successful in the Best Kept Village competition where we won the Urban Community category. I would also like to commend all the good work for the benefit of the community done by Whalley Lions, particularly the regular litter picking which improves the appearance of the village.

The Parish Council continues to use the large cedar tree as a permanent Christmas Tree for the village and together with the lamp standard decorations produce an impressive display. We will continue to arrange and fund the repairs, installation and removal of these Christmas Lights and hope to make a further addition to the display this year

QEII Playing Fields: We have recently engaged a transport consultant to prepare the relevant reports for the full planning application for the building of a community sports

hall. We must complete this planning application process before we can apply for funding. Whalley Parish Council is now the sole corporate trustee of the QEII playing fields trust. I would like to particularly commend Councillor Jon Smith for his work on the project.

Whalley, Wiswell and Barrow Cemetery, the Burial Committee is now a committee of W P C but still with representatives from Barrow P C and Wiswell P C. Meetings are held quarterly. This year we have created a further area for path side ashes interment and improved the site with new path side edging around the woodland section and creating a new area for planting at the front of the cemetery

We have appointed a new company to conduct our annual tree inspections at all sites that are the responsibility of the parish council and their recommendations will be followed by our tree surgeon. Adam Cottam Trust, the Almshouses remain in good condition and only require minor maintenance work. They continue to be a valuable provision for the village. I would like to particularly commend Councillor Cliff Ball for his work with the Almshouses trust.

Old Grammar School, we continue to support the Whalley Education Foundation trustees. This year this has involved funding the re-development of the Upper Garden Room

Concurrent Functions: I am pleased to report that R V has continued to support P C with a grant towards expenditure on the lengthsman, burial grounds and parks.

Grants were maintained at 5k this year, primarily made to local groups. The traditional method of determining the grant recipients in January has finished and the Parish Council will consider applications through the financial year.

The Website continues to be the main source of information on the P C and continues to receive compliments on its appearance and functionality.

Further policy and governance documents have been reviewed and updated this year
We have appointed a staffing committee

I would like to thank our Clerk, Liz Haworth for the excellent contribution that she is making to the Parish Council and the support that she has given to me and the council throughout the year.

Issues going forward;

Flood Mitigation Measures, we are pleased that the Environmental Agency have reconsidered the funding of flood protection measures for Whalley and look forward to seeing the plans.

Car Park: the long stay car park off Accrington Road is still on the development plan for the site but it appears that R V B C have changed their mind and now intend to operate it themselves.

Unitary authority, it is likely that R V will be absorbed into a larger unitary authority within the next two years. The chosen format will be published by the government this summer but the positive impact anticipated from a transfer of assets from R V may well not happen

I look forward to continuing to work for the benefit of the village.

Thank you. Martin Highton

3. Financial Summary of Accounts year ending 31/03/2026

Accounting Statement

Balances Brought Forward		£92,736.95
Precept income	£84,150.00	
Other Receipts	£6,773.13	
Staff costs	(£20,767.47)	
Loan interest / Capital	£0.00	
VAT (net)	(£1,438.37)	
Other payments	(£47,017.06)	
Balance Carried Forward		£114,437.18

Balance per bank statements at 31/03/26

Nat West	£4,697.37	
Nat West Reserve	£24,701.97	
Skipton BS	£83,942.84	
QEII	£1,095.00	
Net Balances as at 31/03/2026		£114,437.18

The Clerk and RFO gave a brief summary of the accounting statement, explaining that the increase in the balance is due to monies yet to be invoiced for works agreed for the 2025–26 financial year, including tree works to the Churchyard and QEII playing fields, repairs to the Parish Church churchyard wall, and QEII development plans.

The Parish Council continues to meet the needs of the community and manages its finances within the budget framework set for each financial year.

Each year Whalley Parish Council's annual return is audited by an external auditor appointed by the Audit Commission and any person interested can inspect and make copies of the annual return and all books, contracts, bills, and receipts relating to them. These documents are available on reasonable notice, after the audit. The period for the exercise of public rights is from Wednesday 3 June – Tuesday 14 July 2026.

The Parish Councils of Whalley, Wiswell and Barrow jointly own and are responsible for the burial ground at the Cemetery on Clitheroe Road. The balances held in the WWB Joint Burial Committee's bank accounts, together with its assets, are apportioned between the three Parish Councils on a percentage basis and included within each Council's Annual Governance & Accountability Return. The Joint Burial Committee AGAR figures are shown here.

WWB Joint Burial Committee AGAR Calculations				
	Committee			
	Accounts	Whalley	Barrow	Wiswell
	Year End	66%	27%	7%
	31/3/26	Share	Share	Share
Balances Brought Forward	£50,942	£33,622	£13,754	£3,566
Precept or Rates and Levies	£0	£0	£0	£0
Total Other Receipts	£33,051	£21,814	£8,924	£2,314
Staff Costs	£10,468	£6,909	£2,826	£733
Loan Interest/Capital				
Repayments	£0	£0	£0	£0
All Other Payments	£36,878	£24,339	£9,957	£2,581
Balances Carried Forward	£36,647	£24,187	£9,895	£2,565
Total Value of Cash and Short				
Term Investments	£36,647	£24,187	£9,895	£2,565
Total Fixed Assets plus Long				
Term Investments and Assets	£9,907	£6,539	£2,675	£693

4. Guest Speakers

Beck House - Founder & Director of Strength in Struggles S.I.S

Beck delivered an excellent presentation sharing her story and own personal struggles and how she came about setting up Strength in Struggles S.I.S to help others who may be struggling with mental health, her future plans and her first premises which will be based in the heart of Whalley.

Chris Rowe – Director of Estates and Facilities – & Tara Allen – Head of Communications and Engagement - Lancashire and South Cumbria NHS Foundation Trust

Chris & Tara gave a presentation from acquiring the site in 2024, updating on works completed and future plans. The plans haven't changed for the site and the 4 zones remain unchanged which include Woodview, Maplewood, St Luke's Church and the surrounding land. A slideshow is available on the Parish Council website for your information <https://tinyurl.com/clayfieldswhalleypresentation> and they invite any questions from the community to be emailed to whalley@lscft.nhs.uk

5. Public Open Forum

Members of the public were given the opportunity to raise any issues relating to the village. Tea, coffee, and biscuits were served as refreshments.

The chairman closed the meeting at 8.45pm and thanked everyone for coming.

Signed by Chairman.....Cllr Martin Highton Date

Draft Minutes Subject to Confirmation

Whalley Parish Council				Cash Book	MAY		2026					
Approved Minutes Ref No:												
Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr	NW Bus Res	NW QE2	Skipton	Total	VAT	Net	
					£	£	£	£	£	£	£	
DD	01/05/2026		Easy Web	Website/Email Services	(78.83)				(78.83)	(13.14)	(65.69)	
Bankline	22/05/2026		E Haworth	Salary/Office/Travel	(1,392.63)				(1,392.63)		(1,392.63)	
Bankline	22/05/2026		HMRC	Tax£266.80 NI£46.69 ENI£182.19	(495.68)				(495.68)		(495.68)	
Bankline	22/05/2026	300377989	E-On Next	Vale Gardens Electricity	(13.54)				(13.54)		(13.54)	
Bankline	22/05/2026	QL209270-1	SLCC	Clerk GDPR Training Course	(46.20)				(46.20)	(7.70)	(38.50)	
Bankline	22/05/2026	67131	LALC	Membership-31/3/2027	(687.44)				(687.44)		(687.44)	
Bankline	22/05/2026	LCO00208	Clear Councils	Local Councils Insurance Renewal	(1,496.03)				(1,496.03)		(1,496.03)	
Bankline	22/05/2026		Ribble Valley Stonemasonry	Churchyard Wall Repair	(6,000.00)				(6,000.00)		(6,000.00)	
Bankline	22/05/2026	JM3483	WEF	Room Hire	(28.00)				(28.00)		(28.00)	
Bankline	22/05/2026	SPID83	Altham Parish Council	Spid opp 112 Mitton Road LC33	(165.40)				(165.40)		(165.40)	
Bankline	22/05/2026		David Swift	Internal Audit Services 2025-26	(200.00)				(200.00)		(200.00)	
Bankline	22/05/2026	1077	Abbey Gardeneing Services Ltd	Lengthsman Duties	(5,175.70)				(5,175.70)	(862.62)	(4,313.08)	
			Movement in Month		(15,779.45)	0.00	0.00	0.00	(15,779.45)	(883.46)	(14,895.99)	
			Cash Book Balance at START of Month		25,507.34	94,735.53	1,095.00	83,942.84	205,280.71			
			Cash Book Balance at END of Month		9,727.89	94,735.53	1,095.00	83,942.84	189,501.26			
Bank Reconciliation					NW Curr	NW Bus Res	NW QE2	Skipton	Overall			
					£	£	£	£	£			
			<i>Bank Statement Balance at START of month</i>		25,507.34	94,735.53	1,095.00	83,942.84	205,280.71			
									0.00			
									0.00			
			Cash Book Balance at START of month		25,507.34	94,735.53	1,095.00	83,942.84	205,280.71			

Smaller authority name: Whalley Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Tuesday 26 May 2026</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Liz Haworth Clerk/RFO 27 Waddow Grove, Waddington, Clitheroe BB7 3JL 07966 388843 clerk@whalleyparishcouncil.org.uk</p> <p>commencing on (c) <u>Wednesday 3 June 2026</u></p> <p>and ending on (d) <u>Tuesday 14 July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>Liz Haworth Clerk/RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Annual Internal Audit Report 2025/26

WHALLEY PARISH COUNCIL

WHALLEYPARISHCOUNCIL.ORG.UK

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).
 Date(s) internal audit undertaken: 12/05/2026
 Name of person who carried out the internal audit: DAVID SWIFT

Signature of person who carried out the internal audit

[Redacted Signature]

Date

12/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WHALLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2026

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WHALLEYPARISHCOUNCIL.ORG.UK


Section 2 – Accounting Statements 2025/26 for

WHALLEY PARISH COUNCIL


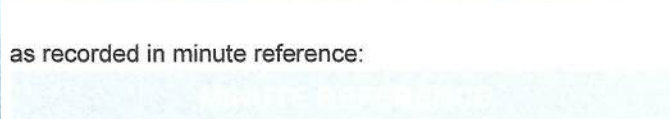
	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	107,488	126,359	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	76,675	84,150	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	26,484	28,587	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	24,444	27,676	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	59,845	72,796	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	126,359	138,624	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	126,359	138,624	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	209,807	212,889	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only			
	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


Date 28/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:


as recorded in minute reference:


Signed by Chair of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **WHALLEY PARISH COUNCIL**

County area (local councils and parish meetings only): **WHALLEY LANCASHIRE**

Financial year ending 31 March 2026

Prepared by (Name and Role): **LIZ HAWORTH CLERK & RFO**

Date: **28/04/2026**

	£	£
Balance per bank statements as at 31/3/2026:		
Whalley Parish Council Current Account	4,697	
Whalley Parish Council Reserve Account	24,702	
Whalley Parish Council QEII Current Account	1,095	
Whalley Parish Council Skipton Building Society Account	83,943	
Whalley, Wiswell & Barrow Joint Burial Committee Current Account 66% Share	5,364	
Whalley, Wiswell & Barrow Joint Burial Committee Reserve Account 66% Share	18,823	
		138,624
Petty cash float (if applicable)		0
Less: any un-presented cheques as at 31/3/2026 (enter these as negative numbers)		
[add more lines if necessary]		
		0
Add: any un-banked cash as at 31/3/2026		
		0
Net balances as at 31/3/2026 (Box 8)		138,624

Explanation of variances – pro forma

Name of smaller authority: **Whalley Parish Council**

County area (local councils and **Whalley Ribble Valley Lancashire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	107,488	126,359					Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this
2 Precept or Rates and Levies	76,675	84,150	7,475	9.75%	NO		
3 Total Other Receipts	26,484	28,587	2,103	7.94%	NO		
4 Staff Costs	24,444	27,676	3,232	13.22%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	59,845	72,796	12,951	21.64%	YES		The variance is due to additional expenditure not incurred in the previous year, including £10,746 community project (Upper Garden Room OGS refurbishment), £1,144 for a flagpole in Vale Gardens, and £1,045 for a QEII playing fields tree inspection report,(£12935)
7 Balances Carried Forward	126,358	138,624				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	126,359	138,624				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	209,807	212,889	3,082	1.47%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

WPC Policy Reviews

Standing Orders <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/WPC%20Standing%20Orders.pdf>

Code of Conduct <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/Model%20Councillor%20Code%20of%20Conduct%202020.pdf>

Co-Option Policy <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/WPC%20Co-option%20Policy.pdf>

Vexatious Complaints Policy <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/Vexatious%20Complaints%20Policy.pdf>

Publication Scheme <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/WPC%20Publication%20Scheme.pdf>

Financial Regulations <https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/WPC%20Financial%20Regulations%202025.pdf>

SpID Reports
See website

<https://www.whalleyparishcouncil.org.uk/uploads/otherdocuments/files/merged%20112%20Mitton%20Road.pdf>