



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

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.

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| 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) | |

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| | 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 863 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 | |
| | <p>To note progress with ongoing matters – not for decision.</p> <p>19.1 Planning Permission Whalley Sports Park - ongoing</p> <p>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.</p> <p>19.3 Trustees of the QEII Playing Fields charitable trust</p> <p>19.4 New Electricity Supply to QEII MUGA – ongoing.</p> <p>19.5 Wiswell Lane Welcome Sign – ongoing.</p> <p>19.6 Whalley In Bloom Plaques (New and change of placement) – PD to arrange.</p> <p>19.7 Churchyard Wall Repairs – works completed.</p> <p>19.8 Tree Report BTC3323 - Queen Elizabeth II Playing Fields – Roy Cattermole instructed to carry out works.</p> <p>19.9 Mitton Road overgrown hedges – can't be cut until September.</p> <p>19.10 Parish Council owned bench numbering – MH/RV to arrange.</p> <p>19.11 LCC Tree works to the boundary of land at QEII land and A59 bypass – LCC to undertake works July 2027.</p> <p>19.12 Register the bus station land with Land Registry – ongoing.</p> <p>19.13 Carpark on Land South of Accrington Road Whalley - Oakmere Homes (NW)- ongoing.</p> <p>19.14 Village Traditional Heritage Signposts – instructed.</p> <p>19.15 CCTV at the Bus Station area - instructed.</p> | 2533/26 |
| 20. | 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>There are meetings scheduled for the Village Hall, Police Partnership and RVLALC which will be reported next month.</p> | 2534/26 |
| 21. | 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>21.1 Neighbourhood Alerts/Stay In The Know/Crime Figures for April</p> <p>21.2 Trading Standards Service - Consumer Alerts</p> <p>21.3 Whalley Queen St RAG Reports</p> | 2535/26 |

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| | <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