



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 20th November 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.

1.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Borough Cllr Atherton. In Attendance: Liz Haworth (Clerk), Borough Cllr Hindle, 9 members of the public.	2901/25
2.	Whalley Parish Council Casual Vacancy	
	2.1 It was resolved to co-opt Anthony Shaw to the council. 2.2 Cllr Anthony Shaw signed the Declaration of Acceptance of Office and completed the Notification of Disclosable Interests Form.	2902/25 2903/25
3.	Declarations of Interest	
	There were no declarations of any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	2904/25
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 October 2025.	2905/25
5.	To Receive the Minutes of other Committees	
	It was resolved to receive the minutes of the Planning Committee Thursday 16 th October 2025.	2906/25
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) It was reported that the Railway Station was in good order. There had been some issues with trains due to weather but in general all is well. The sign on the railway	2907/25

	bridge has now been replaced and is illuminated. The car park is due to be line painted and WIB are looking after the plants and platform areas. A heritage fingerpost sign was suggested to be placed on the bus station area as a way to direct people to the key buildings around Whalley. Concerns were raised about the potential ‘wireless’ masts going up and around the village, especially in the conservation area.	2908/25 2909/25																																																																																																																														
7.	Monthly Financial Report																																																																																																																															
	It was resolved to authorise accounts, payments, receipts & balances for November 2025. <table><tr><th></th><th>Cash Book</th><th>NOVEMBER</th><th>2025</th><th></th><th></th></tr><tr><th>Payee / Payer</th><th>Description</th><th>NW Curr</th><th>NW Bus Res</th><th>NW QE2</th><th>Skipton</th></tr><tr><th></th><th></th><th>£</th><th>£</th><th>£</th><th>£</th></tr><tr><td>Easy Web</td><td>Website/Email Services</td><td>(76.19)</td><td></td><td></td><td>(76.19)</td></tr><tr><td>E Haworth</td><td>Salary/Office/Travel</td><td>(1,341.86)</td><td></td><td></td><td>(1,341.86)</td></tr><tr><td>HMRC</td><td>Tax£249.60 NI£41.24 ENI£171.98</td><td>(462.82)</td><td></td><td></td><td>(462.82)</td></tr><tr><td>E-On Next</td><td>Vale Gardens Electricity</td><td>(18.30)</td><td></td><td></td><td>(18.30)</td></tr><tr><td>Abbey Gardening Services Ltd</td><td>Vale Gardens (October 2025))</td><td>(327.60)</td><td></td><td></td><td>(327.60)</td></tr><tr><td>Abbey Gardening Services Ltd</td><td>Parish Churchyard (October</td><td>(418.80)</td><td></td><td></td><td>(418.80)</td></tr><tr><td>E Haworth</td><td>Reimbursement Cartridge World</td><td>(154.87)</td><td></td><td></td><td>(154.87)</td></tr><tr><td>RVBC</td><td>Land Registry Searches</td><td>(28.00)</td><td></td><td></td><td>(28.00)</td></tr><tr><td>Altham Parish Council</td><td>Spid 10 King Street LC83</td><td>(163.30)</td><td></td><td></td><td>(163.30)</td></tr><tr><td>E Haworth</td><td>Reimbursement Archive Boxes</td><td>(18.34)</td><td></td><td></td><td>(18.34)</td></tr><tr><td>RBLI</td><td>Poppy Wreaths</td><td>(100.00)</td><td></td><td></td><td>(100.00)</td></tr><tr><td>J S Atherton & Co Ltd</td><td>Market Valuation Vale Gardens</td><td>(400.00)</td><td></td><td></td><td>(400.00)</td></tr><tr><td>SLCC Membership</td><td>SLCC</td><td>(190.00)</td><td></td><td></td><td>(190.00)</td></tr><tr><td>WEF</td><td>Room Hire</td><td>(28.00)</td><td></td><td></td><td>(28.00)</td></tr><tr><td>Stately Lighting</td><td>Christmas Lights Installation & Rei</td><td>(2,376.00)</td><td></td><td></td><td>(2,376.00)</td></tr><tr><td>Movement in Month</td><td></td><td>(6,104.08)</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Cash Book Balance at START of Month</td><td></td><td>16,074.53</td><td>50,030.14</td><td>1,095.00</td><td>83,942.84</td></tr><tr><td>Cash Book Balance at END of Month</td><td></td><td>9,970.45</td><td>50,030.14</td><td>1,095.00</td><td>83,942.84</td></tr></table>		Cash Book	NOVEMBER	2025			Payee / Payer	Description	NW Curr	NW Bus Res	NW QE2	Skipton			£	£	£	£	Easy Web	Website/Email Services	(76.19)			(76.19)	E Haworth	Salary/Office/Travel	(1,341.86)			(1,341.86)	HMRC	Tax£249.60 NI£41.24 ENI£171.98	(462.82)			(462.82)	E-On Next	Vale Gardens Electricity	(18.30)			(18.30)	Abbey Gardening Services Ltd	Vale Gardens (October 2025))	(327.60)			(327.60)	Abbey Gardening Services Ltd	Parish Churchyard (October	(418.80)			(418.80)	E Haworth	Reimbursement Cartridge World	(154.87)			(154.87)	RVBC	Land Registry Searches	(28.00)			(28.00)	Altham Parish Council	Spid 10 King Street LC83	(163.30)			(163.30)	E Haworth	Reimbursement Archive Boxes	(18.34)			(18.34)	RBLI	Poppy Wreaths	(100.00)			(100.00)	J S Atherton & Co Ltd	Market Valuation Vale Gardens	(400.00)			(400.00)	SLCC Membership	SLCC	(190.00)			(190.00)	WEF	Room Hire	(28.00)			(28.00)	Stately Lighting	Christmas Lights Installation & Rei	(2,376.00)			(2,376.00)	Movement in Month		(6,104.08)	0.00	0.00	0.00	Cash Book Balance at START of Month		16,074.53	50,030.14	1,095.00	83,942.84	Cash Book Balance at END of Month		9,970.45	50,030.14	1,095.00	83,942.84	2910/25
	Cash Book	NOVEMBER	2025																																																																																																																													
Payee / Payer	Description	NW Curr	NW Bus Res	NW QE2	Skipton																																																																																																																											
		£	£	£	£																																																																																																																											
Easy Web	Website/Email Services	(76.19)			(76.19)																																																																																																																											
E Haworth	Salary/Office/Travel	(1,341.86)			(1,341.86)																																																																																																																											
HMRC	Tax£249.60 NI£41.24 ENI£171.98	(462.82)			(462.82)																																																																																																																											
E-On Next	Vale Gardens Electricity	(18.30)			(18.30)																																																																																																																											
Abbey Gardening Services Ltd	Vale Gardens (October 2025))	(327.60)			(327.60)																																																																																																																											
Abbey Gardening Services Ltd	Parish Churchyard (October	(418.80)			(418.80)																																																																																																																											
E Haworth	Reimbursement Cartridge World	(154.87)			(154.87)																																																																																																																											
RVBC	Land Registry Searches	(28.00)			(28.00)																																																																																																																											
Altham Parish Council	Spid 10 King Street LC83	(163.30)			(163.30)																																																																																																																											
E Haworth	Reimbursement Archive Boxes	(18.34)			(18.34)																																																																																																																											
RBLI	Poppy Wreaths	(100.00)			(100.00)																																																																																																																											
J S Atherton & Co Ltd	Market Valuation Vale Gardens	(400.00)			(400.00)																																																																																																																											
SLCC Membership	SLCC	(190.00)			(190.00)																																																																																																																											
WEF	Room Hire	(28.00)			(28.00)																																																																																																																											
Stately Lighting	Christmas Lights Installation & Rei	(2,376.00)			(2,376.00)																																																																																																																											
Movement in Month		(6,104.08)	0.00	0.00	0.00																																																																																																																											
Cash Book Balance at START of Month		16,074.53	50,030.14	1,095.00	83,942.84																																																																																																																											
Cash Book Balance at END of Month		9,970.45	50,030.14	1,095.00	83,942.84																																																																																																																											
8.	Precept Budget Meeting																																																																																																																															
	A discussion took place to identify proposals for inclusion in the draft Precept Budget for the financial year 2026–27. Budget Setting Meeting - Thursday 27th November 2025.	2911/25																																																																																																																														
9.	Request for a Donation to Support a Christmas in Whalley Event to be held 14 th December 2025- 1pm-4pm.																																																																																																																															
	9.1 It was agreed that the Parish Council are happy to facilitate the use of the Vale Gardens area on the proviso that the grassed areas are looked after and left in good condition. Risk assessments should be undertaken, matting to be considered on the grass area for the protection of the gardens.	2912/25																																																																																																																														
	9.2 It was resolved to support the community event through the funding of the Brass Band with a donation of £300.	2913/25																																																																																																																														
10.	Whalley Educational Foundation – Request for Funding																																																																																																																															
	The Parish Council has resolved to fund the refurbishment of the Upper Garden Room at an estimated cost of £10,000	2914/25																																																																																																																														

11.	Speeding Awareness /Traffic Matters	
	11.1 WPC continue to review areas of traffic and speed awareness throughout Whalley.	2915/25
	11.2 WPC reviewed the SPID report data for 10 King Street LC83 6-20 October 2025 which is available on the website.	2916/25
12.	Remembrance Sunday	
	It was reported that the Remembrance Services and Parade event was well supported; an excellent turn out in Whalley for the Remembrance Parade & Act of Remembrance. The road closure was a positive measure, and the hired PA system provided a clear presentation of the service. At the War Memorial, a large crowd gathered for the Act of Remembrance, led by the Reverend Jonathan Carmyllie and Father David Yates. As is tradition, the names of Whalley's Fallen were read aloud by local young people. A bugler then sounded the Last Post and Reveille, followed by a respectful period of silence. Two wreaths were laid, a red poppy wreath for the fallen and a purple wreath for the animals that were also lost. CB was keen to add a Pipe Band to the occasion. Our thanks go to all who contributed to this deeply moving occasion.	2917/25
13.	Planning Permission Whalley Sports Park/QEII Playing Fields and Land	
	To receive updates on the QEII land & playing fields.	
	13.1 Progress of the pre-planning application for the Sports Park- awaiting figures to be presented for LCC pre-app.	2918/25
	13.2 Update on the potential development of an all-weather pitch. No progress.	2919/25
	13.3 18 Mitton Road - encroachment on QEII land- hardcore removal and reinstatement of boundary fence – It was resolved to seek legal advice to reclaim the land and boundary.	2920/25
14.	Ribble Valley Local Plan - Call for Sites Update 2025	
	The council reviewed the brief of the new Ribble Valley Local Plan and has no council owned land to offer for consideration.	2921/25
15.	Whalley In Bloom Award Plaques	
	WPC resolved to refresh the display at the Vale Gardens entrance by installing the latest award plaques and relocating earlier awards to the wall at the bus station. The Council also agreed to obtain the plaques for the previous two years, priced at £250 each.	2922/25 2923/25
16.	Tree Report BTC3323 - Queen Elizabeth II Playing Fields	
	WPC received the tree report prepared by Bowland Tree Consultancy Ltd. A tree surgeon is to be instructed to carry out any remedial works.	2924/25
17.	Partnership Meetings	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended which impact on the Parish e.g., LCC, RVBC, LALC, Parish Liaison, Police Partnership meeting updates.	

	Lancashire Parish & Town Council Conference and LALC AGM – 1st November 2025- Cllr Vickers The conference and AGM at Preston were very good this year , well attended and some positive energy. Many of the conference speakers were new in post due to the recent change in leadership and their enthusiasm was encouraging. Particular note should go to Cllr Maria Jones who is heading up a new initiative targeting - Sexual exploitation and violence against women and children. Her presentation featured the sister of a grooming victim recounting the experience. This content was at a complete contrast to the other matters discussed and gave delegates a ‘wakeup call’. A slide show of the presentation is available and was shared with members of the council. The LALC AGM was more organised than previously and saw the appointment of Alan Neal. The Ribble Valley contingent was active in open debate and raised two issues - Provision of free or subsidised school bus services serving Clitheroe school from outside the area / particularly in outlying areas. Attending the Royal Lancashire show to raise the profile of local councils and encourage individuals to get involved.	2925/25
	Police Partnership Meeting- 6th November 2025. Cllr Highton attended and reported that crime figures have remained stable, no issues with youth anti-social behaviours and no other specific issues. Appropriate police speed checks will continue by the partnership team.	2926/25
	Parish Council Liaison Committee - 13 November 2025. Cllr Highton & Threlfall attended. The meeting included Local Government organisation, local plan update, RV Shared Prosperity Fund, and HARP update.	2927/25
	RVBC Borough Cllr Hindle updated on the Local Government Organisation when RV will meet to agree and finalise the unitary preferences. He also updated on the RV Shared Prosperity Fund and that the CCTV was to be installed on Accrington Road.	2928/25
	Cllrs Allen & Ball attended a meeting at the OGS – Whalley Educational Foundation – and updated on the plans for the Upper Garden Room refurbishment – and a proposed new front door.	2929/25
	Cllr Threlfall advised that the Village Hall AGM was to be held 1/12/2025.	2930/25
	Cllr Ball updated that the multi-stem tree in the churchyard which was damaging the boundary wall has been removed. Deadwood is to be removed along the tree line of Church Lane.	2931/25
	Cllr Ball reported that the Adam Cottam Trust has a new trustee – Lynn Stevenson. The Quinquennial report has been received with a few minor	2932/25

	points that need addressing. WIB are working to improve the Almshouses gardens.	
18.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. • Neighbourhood Alerts/Stay In The Know • Trading Standards Service - Consumer Alerts • Whalley Queen St RAG Reports • NALC Executive Bulletins and newsletters • CPRE News Bulletins • Community Engagement - News items on Websites/Facebook • Hedges on Accrington Road – verbal update • LCC Winter Campaign 2025 • LCC Latest National Policy Update from the Corporate Strategy and Policy team • Informal Consultation posted 29/10/2025– Proposed ‘Welcome to Whalley’ sign on Wiswell Lane on currently unregistered land. Consulting on objections or anyone who may have ownership of local residents and businesses or anyone who may have an interest in this land. Deadline for responses 19th December 2025. Notices on unregistered land, WPC noticeboard, website and Facebook. Cllr Duckworth reported that an inappropriate illuminated sign had been installed on 29 King Street without planning permission within a conversation area. WPC are to oppose the sign with RV Planning Enforcement.	2933/25 2934/25
19.	Next Meeting Dates	
	The next meeting date is Thursday 15 th January 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	2935/25

Meeting closed at 9.25pm

Draft Minutes Subject to Confirmation