

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 October 2025 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.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
2.	Whalley Parish Council Casual Vacancy	
	A casual vacancy has arisen for the role of Parish Councillor. As no election has been requested under the Representation of the People Act 1983, the Council may fill this position by co-option.	
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 18 th September 2025.	P4-7
5.	To Receive the Minutes of other Committees	
	5.1. To receive the minutes of the Planning Committee Thursday 18 th September 2025.	P8-10
	5.2 To receive the minutes of the WWB Joint Burial Committee Wednesday 9 th July 2025.	P11-14
6.	Correction to June Minutes 2025 ref 2688/25	
	It has been brought to our attention that there was an error in recording the information on the above ref point stating 'The RVBC have designated a Farming Champion Cllr Lee Street and an Armed Forces Champion Cllr John Atherton.' In fact, the statement should have read 'The RVBC have designated a Farming Champion Cllr John Atherton and an Armed Forces Champion Cllr Lee Street.' The minutes of June 2025 ref 2688/25 will be amended and recorded accordingly.	

7.	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)	
8.	Monthly Financial Report	
	To Authorise Accounts, Payments, Receipts & Balances for October 2025.	P15
9.	Precept Budget Meeting	
	To consider items to be included in the Precept Budget Planning for 2026–27 To discuss and identify proposals for inclusion in the draft Precept Budget for the financial year 2026–27, including: Fully costed community projects and improvement initiatives, grants and funding requests from local organisations, ongoing and anticipated operational costs, any other relevant expenditure or income considerations prior to budget preparation.	P16-17
10.	Request for a Donation to Support a Christmas in Whalley Event	
	10.1 To consider a donation of £300 to support the community event through the funding of the Brass Band. 10.2 To consider the proposed use of Vale Gardens to host the Brass Band and carol singing event, and to agree any requirements and measures relating to risk assessments and the protection of the gardens.	
12.	Best Kept Village Competition	
	To receive and share the outcome of the BKV Competition.	
13.	Speeding Awareness /Traffic Matters	
	13.1 To receive an update on speed awareness and prevention measures in Whalley. 13.2 To receive the SPID report data for 11 Mitton Road LC17 9-27 September 2025. 13.3 To receive any updates on new SpID plate locations from LCC.	P18
14.	Planning Permission Whalley Sports Park/QEII Playing Fields and Land	
	14.1 To receive an update on the progress of the pre-planning application for the Sports Park. 14.2 To provide an update on the potential development of an all-weather pitch on the QEII land. 14.3 To receive an update on the consideration of the Parish Council taking over as sole Trustee of the QEII Playing Fields charitable trust.	
15.	Remembrance Sunday	
	To consider any additional preparation that may need to be discussed ahead of the Remembrance Services and Parade.	
16.	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.	

17.	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 - October 2025 • Whalley Queen St RAG Reports • NALC Executive Bulletins and newsletters • CPRE News Bulletins • Lancashire Parish and Town Council Conference Saturday 1 November 2025 • Community Engagement - News items on Websites/Facebook • The King's Award for Voluntary Service closing date 1/12/2025 • Hedges on Accrington Road – verbal update • Correspondence on tractors travelling along King Street • United Utilities - Notification of Planned Wastewater Treatment Works Refurbishment – Kingsmill Avenue, Clitheroe • CCTV Accrington Road • Remembrance Sunday – Methodist to provide refreshments after parade and service.	
18.	Next Meeting Dates	
	The next meeting date is Thursday 20th November 2025 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room. Budget Precept Setting Meeting Thursday 27th November 2025 to be held at Whalley Old Grammar School at 7pm.	



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 18th September 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 Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Mirfin, Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Borough Cllr Hindle. In Attendance: Liz Haworth (Clerk), 7 members of the public.	2754/25
2.	Declarations of Interest	
	No councillors declared any personal or prejudicial interests in relation to the business of the meeting.	2755/25
3.	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 21 st August 2025.	2756/25
4.	To Receive the Minutes of other Committees	
	It was resolved to receive the minutes of the Planning Committee Thursday 21 st August 2025.	2757/25
5.	Adjourn the Meeting for Public Discussion	
	The meeting was adjourned for members of the public wishing to speak at the meeting in respect of items on the agenda or to update on relevant village matters. (5 mins per person) A member of the public expressed their gratitude to the Parish Council for its support with Whalley in Bloom and the Best Kept Village competition. They shared their thoughts on the upcoming Devolution changes and encouraged the Council to play an active role in shaping its position ahead of any reorganisation of district councils into unitary authorities. It was also discussed whether the future role of Town and Parish Councils had been clarified, and if smaller councils might be merged with larger neighbours, what support in terms of funding, resources, and training would be provided. As the White Paper is currently at the	2758/25

	committee stage, the Parish Council’s RVLALC representative will seek further details regarding Parish Council’s potential involvement. Consultation is underway to ask for public and council comments. https://www.givemyview.com/lancashirestakeholderlgr/surveys A representative reported that the railway is running as normal. Still no Sunday trains from Whalley until Blackburn station. The Yorkshire Dales Explorer rail service is still well supported. A discussion was had about the proposed new CCTV camera to be installed on Accrington Road by RVBC. Further information to be requested by the Clerk.	2759/25 <
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9.	Speeding Awareness /Traffic Matters	
	9.1 Updates were given on speed awareness and prevention measures in Whalley. 9.2 Members of the Council received the SPID report data for 15 Accrington Road, LC87, 7-21 August 2025. Reports are available on the parish council website. 9.3 SpID plate locations are still under review. Next SpID location is at Mitton Road Outbound LC17.	2764/25 2765/25 2766/25 2767/25
10.	Planning Permission Whalley Sports Park/QEII Playing Fields and Land	
	10.1 Work is ongoing for the pre-planning application for the Sports Park. 10.2 No update on the potential development of an all-weather pitch on the QEII land. 10.3 JS is to contact the current trustees to recommend the Parish Council taking over as sole Trustee of the QEII Playing Fields charitable trust. 10.4 A letter was sent to the homeowner to remove the hardcore deposited behind 18 Mitton Road and to reinstate the boundary fence. MH to follow up.	2768/25 2769/25 2770/25 2771/25
11.	Consultation - Revised Statement of Licensing Policy 2026-2031	
	The Parish Council will respond to the consultation which includes a request for to provide all councils with weekly licensing application updates in the form of a spread sheet.	2772/25
12.	Local Government Reorganisation (LGR) in Lancashire and Devolution – Stakeholder Engagement	
	The Council will respond to the consultation launched as will individual Councillors as residents of the area.	2773/25
13.	Whalley Parish Council Casual Vacancy	
	A casual vacancy is available for the role of Parish Councillor. As no election was requested under the Representation of the People Act 1983, the Council may fill this position by co-option. WPC intend to fill the vacancy and encourages residents who care about their community to consider applying. Being a councillor is a chance to make a positive difference and help shape the future of our parish. Co-option Policy and Applications are available from the website or via contact with the clerk. Vacancy Notices will be posted on the Parish Council website, Facebook, and the notice board.	2774/25
14.	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. LCC Cllr Mirfin attended a Community Partnership meeting which focused on Domestic Abuse Charities, Refugees in Hyndburn and R.V. and Money Laundering Establishments and looked at RV Crime figures which Cllr Mirfin will share with the Council.	2775/25

	LCC Cllr Mirfin also attended a meeting at the Whalley LCC Depot to discuss a range of issues, including overgrown undergrowth and hedges around the village, particularly on Station Road and Accrington Road. LCC has issued second letters to several landowners on Accrington Road requesting action to clear the overgrown footpath. If no response is received after a third letter, LCC will carry out the necessary works and recover the costs from the landowners. The Council requested to LCC Cllr Mirfin that LCC prioritise areas posing a public safety risk and take prompt action especially on the and they are responsible for by the Cloisters.	2776/25 2777/25
15.	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/Crime Figures July • Whalley Queen St RAG Reports • NALC Executive Bulletins and newsletters • CPRE News Bulletins • Lancashire Parish and Town Council Conference Saturday 1 November 2025 • Community Engagement - News items on Websites/Facebook • RIBBLE VALLEY BOROUGH COUNCIL NEWS RELEASE AND PIC: HAVE YOUR SAY ON FUTURE OF LOCAL GOVERNMENT IN LANCASHIRE • The King's Award for Voluntary Service closing date 1/12/2025 • Station Road Railway Bridge Sign – verbal update • Hedges on Accrington Road – verbal update • Hedges on Station Road – verbal update • Procter's Field – Wildflower Area – verbal update Cllr Ball reported that the Quinquennial on the Alms Houses is to be done this week. Further discussions have taken place with WIB to improve the gardens. With regards to the Churchyard, we are awaiting the removal of the multi-stem tree and updates on the actions to be taken from the Tree Risk Assessment Report, although no areas were flagged as high risk. Cllr Ball updated that Whalley Day at Whalley Old Grammar School was a success and the heritage of the building and history of Whalley was on display. Cllr Threlfall updated and shared correspondence on the RAG & RJ consultation process.	2778/25 2779/25
16.	Next Meeting Date	
	It was resolved to approve the next meeting date of Thursday 16th October 2025 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	2780/25

Meeting Closed at 9.15pm.

Draft Minutes Subject to Confirmation

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 18th September 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.	Attendance & Apologies	
	Present: Cllr Ball, Cllr Duckworth, Cllr Highton, Cllr Mirfin, Cllr Smith, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Cllr Allen, Borough Cllr Hindle. In Attendance: Liz Haworth (Clerk), 4 members of the public.	236/25
2.	Declaration of Interests	
	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. No councillors declared any personal or prejudicial interests in relation to the business of the meeting.	237/25
3.	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 21st August 2025.	238/25
4.	To review and consider the Planning applications received since August 2025 meeting.	
	Planning Applications received for consideration attached. Public Participation at the discretion of the Chairman (5 mins per person)	239/25

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2025/0623 Received : 08/08/2025 Registered : 15/08/2025	Gleneagles Clitheroe Road Whalley BB7 9AQ - Prior notification of proposed larger home extensions Prior notification for demolition of existing conservatory and construction of proposed single-storey rear extension 6m long, 4.2m wide, 2.6m high to eaves and 3.5m high to ridge under Part 1	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37712 Noted.

	Class A of the GDPO.		
Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2025/0609 Received : 04/08/2025 Registered : 22/08/2025	9 Brookes Lane Whalley BB7 9RG Applications for full consent Proposed erection of new 1.6m high garden fence along with 6m long x 1.6m high electric sliding gate, both at the rear.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37698 Emailed for WPC Consultation Noted.
3/2025/0661 Received : 19/08/2025 Registered : 27/08/2025	14 Nethertown Close Whalley BB7 9SF Certificate of Lawfulness – Proposed Certificate of Lawfulness for proposed erection of new timber fence	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/37750 Noted.
3/2025/0659 Received : 19/08/2025 Registered : 26/08/2025	9 Kingsmill Avenue Whalley BB7 9PG Applications for full consent Proposed removal of the existing conservatory and erection of a single storey rear extension.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/37748 Emailed for WPC Consultation Noted.
3/2025/0709 Received : 04/09/2025 Registered : 08/09/2025	3 Clitheroe Road Whalley Lancashire BB7 9AA Application for tree works in a conservation area T1 (Spruce), T2 (Lawsons Cyprus) to be felled.	Alex Shutt	https://webportal.ribblevalley.gov.uk/planningApplication/37797 Noted.
3/2025/0688 Received : 27/08/2025	Former Genus Site (Units 1-21 Mitton Road Business Park) Mitton Road Whalley BB7 9JY Proposed reinstatement of previously approved phase 1 entrance, including a timber fence between phase 1 and phases 2/3	Stephen Kilmartin	https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2025%2F0688 Emailed for WPC Consultation Noted.

5. Reports/Updates/Other	
Items arisen re planning, correspondence received since the last meeting that may result in future agenda item. Planning Application 2/2025/0588 Land East of Clitheroe Road, Whalley Further to the planning meeting of last month, when a public meeting was requested to be held by members of the public to discuss the above application due to strength of feeling of objection to the proposal, after further consideration it was not considered the appropriate time to do this. Individuals are strongly encouraged to submit their objections directly to RVBC and WPC will submit their own response. The Parish Council believes this approach will be more constructive and effective, given that WPC acts only as a consultee and holds no decision-making authority in the planning process. Members of the public are, of course, free to organise their own meeting, but the Parish Council questions how beneficial this would be at the present time. WPC responded and requested that this be shared with the members of the public that attended August's planning meeting.	240/25

	WPC Objection letter Planning Application 2/2025/0588 Land East of Clitheroe Road, Whalley. A draft letter was circulated to council members prior to the meeting and was approved as an accurate representation of the community's views expressed during the meeting.	241/25
6.	Next Meeting Date	
	To approve the date of the next meeting of Thursday 16 th October 2025 at 7pm at Whalley Old Grammar School in the Calder Room.	242/25

Meeting Closed at 7.20pm

Draft Minutes Subject to Approval

Local Government Act 1972

Whalley Parish Council

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th July 2025, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

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4.	Financial Reports April, May, June 2025																																																																																																																																																													
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	<table><tr><th colspan="4">WWB Joint Burial Committee</th><th>Cash Book</th><th colspan="2">APRIL 2025</th></tr><tr><th>Chq No.</th><th>Date</th><th>Inv Ref</th><th>Payee / Payer</th><th>Description</th><th>Current £</th><th>Reserve £</th><th>Total £</th></tr><tr><td>DD</td><td>01/04/2025</td><td></td><td>Easy Web</td><td>Website/Email Services</td><td>(44.40)</td><td></td><td>(44.40)</td></tr><tr><td>DPC</td><td>03/04/2025</td><td></td><td>Foster</td><td>Bradley 418</td><td>270.00</td><td></td><td>270.00</td></tr><tr><td>BAC</td><td>11/04/2025</td><td></td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Salary/Office/Travel</td><td>(519.57)</td><td></td><td>(519.57)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>HMRC</td><td>Tax£144.20 NIE57.72 ENIE108.22</td><td>(310.14)</td><td></td><td>(310.14)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Re-imburement Stamps</td><td>(20.88)</td><td></td><td>(20.88)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Re-imburement Paper</td><td>(7.00)</td><td></td><td>(7.00)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td>736</td><td>Abbey Gardening Services</td><td>Grounds Maintenance (March 2025)</td><td>(552.00)</td><td></td><td>(552.00)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td>4409/2021</td><td>ICCM</td><td>Membership</td><td>(105.00)</td><td></td><td>(105.00)</td></tr><tr><td>Bankline</td><td>22/04/2025</td><td>SDebtA06</td><td>RVBC</td><td>Waste</td><td>(317.00)</td><td></td><td>(317.00)</td></tr><tr><td>BAC</td><td>22/04/2025</td><td>196</td><td>Brian Price Ltd</td><td>Stevenson</td><td>820.00</td><td></td><td>820.00</td></tr><tr><td>INT</td><td>30/04/2025</td><td></td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>46.21</td><td>46.21</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td></td><td>Movement in Month</td><td>(775.99)</td><td>46.21</td><td>(729.78)</td></tr><tr><td></td><td></td><td></td><td></td><td>Cash Book Balance at START of Month</td><td>4,862.90</td><td>46,078.85</td><td>50,941.75</td></tr><tr><td></td><td></td><td></td><td></td><td>Cash Book Balance at END of Month</td><td>4,086.91</td><td>46,125.06</td><td>50,211.97</td></tr></table>							WWB Joint Burial Committee				Cash Book	APRIL 2025		Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	DD	01/04/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	DPC	03/04/2025		Foster	Bradley 418	270.00		270.00	BAC	11/04/2025		L Dawson	Credit	10.00		10.00	Bankline	21/04/2025		E Haworth	Salary/Office/Travel	(519.57)		(519.57)	Bankline	21/04/2025		HMRC	Tax£144.20 NIE57.72 ENIE108.22	(310.14)		(310.14)	Bankline	21/04/2025		E Haworth	Re-imburement Stamps	(20.88)		(20.88)	Bankline	21/04/2025		E Haworth	Re-imburement Paper	(7.00)		(7.00)	Bankline	21/04/2025	736	Abbey Gardening Services	Grounds Maintenance (March 2025)	(552.00)		(552.00)	Bankline	21/04/2025	4409/2021	ICCM	Membership	(105.00)		(105.00)	Bankline	22/04/2025	SDebtA06	RVBC	Waste	(317.00)		(317.00)	BAC	22/04/2025	196	Brian Price Ltd	Stevenson	820.00		820.00	INT	30/04/2025		Reserve Account	Credit Interest		46.21	46.21								0.00								0.00					Movement in Month	(775.99)	46.21	(729.78)					Cash Book Balance at START of Month	4,862.90	46,078.85	50,941.75					Cash Book Balance at END of Month	4,086.91	46,125.06	50,211.97
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WWB Joint Burial Committee										Cash Book		MAY		2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description			Current	Reserve	Total						
							£	£	£						
DD	01/05/2025		Easy Web	Website/Email Services			(44.40)		(44.40)						
BAC	07/05/2025		Langshaws/Dignity	Hickling			925.00		925.00						
BAC	09/05/2025		Dawson	Credit			10.00		10.00						
BAC	13/05/2025	198	Ken Frasers	Silson			30.00		30.00						
BAC	16/05/2025	201	Thos Rock	Stevenson			175.00		175.00						
DPC	19/05/2025		AV Giffiths & Son	Sharpe			305.00		305.00						
Bankline	19/05/2025		E Haworth	Salary/Office/Travel			(551.95)		(551.95)						
Bankline	19/05/2025		HMRC	Tax£149 NIE59.66 ENIE111.86			(320.52)		(320.52)						
Bankline	19/05/2025		Brush Strokes	Treatment of cemetery gates			(528.00)		(528.00)						
BAC	23/05/2025	197	Langshaws/Dignity	Phillips			1,545.00		1,545.00						
BAC	28/05/2025	199	Langshaws/Dignity	Hopkinson			1,320.00		1,320.00						
INT	30/05/2025		Reserve Account	Credit Interest				41.70	41.70						
Movement in Month							2,865.13	41.70	2,906.83						
Cash Book Balance at START of Month							4,086.91	46,125.06	50,211.97						
Cash Book Balance at END of Month							6,952.04	46,166.76	53,118.80						
WWB Joint Burial Committee										Cash Book		JUNE		2025	
Chq No.	Date	Inv Ref	Payee / Payer	Description			Current	Reserve	Total						
							£	£	£						
DD	02/06/2025		Easy Web	Website/Email Services			(44.40)		(44.40)						
BAC	02/06/2025	203	Howell	Howell			785.00		785.00						
DPC	06/06/2025		Stevensons	Credit			143.00		143.00						
BAC	06/06/2025		L Dawson	Credit			10.00		10.00						
BAC	09/06/2025	205	Silson	Silson			435.00		435.00						
DPC	10/06/2025	202	Benko	Resrved Plot			310.00		310.00						
DPC	10/06/2025	204	Jamieson	Interment			305.00		305.00						
BAC	11/06/2025	206	Havencare/Hyndburn FS	Helm			685.00		685.00						
Bankline	23/06/2025		E Haworth	Salary/Office/Travel			(538.24)		(538.24)						
Bankline	23/06/2025		HMRC	Tax£146.60 NIE58.69 ENIE110.04			(315.33)		(315.33)						
Bankline	23/06/2025	766	Abbey Gardening Services	Grounds Maintenance (April)			(552.00)		(552.00)						
Bankline	23/06/2025	790	Abbey Gardening Services	Grounds Maintenance (May)			(552.00)		(552.00)						
Bankline	23/06/2025	JM3004	WEF	Room Hire			(19.00)		(19.00)						
Bankline	23/06/2025	1143	AER Accountants	Internal Audit			(250.00)		(250.00)						
Bankline	23/06/2025	CR 201	M Rayson	Stevenson			(175.00)		(175.00)						
INT	30/06/2025		Reserve Account	Credit Interest				43.13	43.13						
BAC	30/06/2025	207	Champs Funeral Services	Dell AW3			55.00		55.00						
Movement in Month							282.03	43.13	325.16						
Cash Book Balance at START of Month							6,952.04	46,166.76	53,118.80						
Cash Book Balance at END of Month							7,234.07	46,209.89	53,443.96						

5.	Cemetery Inspection Review and Maintenance Visit	
5.1	The committee reported that upon inspection, grave maintenance was predominantly of a high standard.	143/25
	Maintenance Work involved clearing dead flowers, and placing items outside of the memorial back onto the memorial plinths to adhere with Cemetery Policy.	
5.2	The next Cemetery Inspection Review and Maintenance Visit will take place on 17 th September 2025 at 1.30pm.	144/25

6. Cemetery Grounds	
The committee received updates on the general grounds maintenance including;	145/25
6.1 The area between the wall and the front fence of the cemetery – work is ongoing.	
6.2 The stoned area near the turning circle down to the Remembrance Garden – work will be undertaken when the work at the front of the cemetery has been completed so as not to spoil newly stoned area.	146/25
6.3 Bench Maintenance – mainly in good repair. A couple that are the responsibility of the cemetery need some maintenance. Clerk to organise with the groundsman. The owners of the bench in the woodland have removed the bench as discussed.	147/25
6.4 Pedestrian gate latch has been repaired. Cllr Highton is to source a clasp to go over the top of the new gates for extra support to keep the gates fixed closed and possibly replace the lock bolts and fixings.	148/25
The committee commented that the pedestrian gate still requires some maintenance work – stripping and re-staining - and nominate Cllr Duckworth to offers some suggestions for this.	149/25
7. Pathside Ashes Plots	
7.1 It was approved to create a designated pathside plot area alongside the path to the woodland with path edgings and stones to match existing pathside areas at a cost of £2400 as per quote provided by D Uttley Services.	150/25
7.2 Future ashes plot areas considered are the right hand side of the path to the woodland and the right hand side of the CE section alongside the footpath.	151/25
8. Remembrance Garden	
It was agreed that the Remembrance Garden would serve as an additional designated area for the scattering of ashes. The Clerk will contact the gardening contractors and request that the gardeners create seasonal planting sections within each of the four quartiles. A bench will be sited near the area to provide an area for reflection.	152/25
9. Plot Maintenance	
The committee discussed the telephone conversation held on 29/5/2025 between the plot holder and the Clerk regarding plot 419. It was agreed that members of staff should not be subjected to abusive or inappropriate communication, and that all such cemetery matters or complaints should be referred directly to the committee. The committee also noted that many plot holders may not fully understand that their rights are limited to the exclusive right of burial in the plot and the right to erect a memorial. No rights extend beyond the memorial plinth, except for the placement of a single spiked flower vase. The committee reaffirmed its commitment to enforcing the Cemetery Policy, and its decisions in such matters are final.	153/25
10. Tree Inspection Reports	
It was agreed to contract Bowland Tree Consultants for the Cemetery Tree Risk Assessment Report at a cost of £830.46.	154/25

11.	Memorial Safety Policy	
	This item was to be reviewed after the next memorial safety inspection to ensure all practices are included.	155/25
12.	Memorial Safety	
	Clerk to request a Memorial Safety inspection with D Uttley Memorial Services.	156/25
13.	Complaints Policy	
	It was resolved to adopt the WWB Cemetery Complaints Procedure and clerk to upload to the WWB Cemetery website.	157/25
14.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. • Plot 744 – removal of items from plot – not by committee • Plot 460 – unauthorised planters placed either side of plot	158/25
15.	Next Meeting Dates	
	It was resolved to approve the next meeting to be held Wednesday 8 th October 2025 at 7.00pm at Whalley Old Grammar School.	159/25

Meeting Closed at 8.45pm

Signed by Chairman:

Date:

Councillor Martin Highton

Whalley Parish Council
Approved Minutes Ref No:

Cash Book

OCTOBER

2025

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW Sav	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	01/10/2025		Easy Web	Website/Email Services	(76.19)				(76.19)	(12.90)	(63.29)
TRF	09/10/2025		WPC	Transfer from C/A to Sav A/c	(50,000.00)	50,000.00			0.00		0.00
Bankline	20/10/2025		E Haworth	Salary/Office/Travel	(1,347.06)				(1,347.06)		(1,347.06)
Bankline	20/10/2025		HMRC	Tax£249.80 NI£41.24 ENI£171.98	(463.02)				(463.02)		(463.02)
Bankline	20/10/2025	2.6E+08	E-On Next	Vale Gardens Electricity	(17.04)				(17.04)		(17.04)
Bankline	20/10/2025	908	Abbey Gardening Services Ltd	Vale Gardens (September 2025)	(327.60)				(327.60)	(54.60)	(273.00)
				Parish Churchyard (September							
Bankline	20/10/2025	907	Abbey Gardening Services Ltd	2025)	(418.80)				(418.80)	(69.80)	(349.00)
Bankline	20/10/2025	SpID69	Altham PC	SpID 11 Mitton Road LC17	(164.00)				(164.00)		(164.00)
Bankline	20/10/2025	JM3188	WEF	Room Hire (18 Sep)	(28.00)				(28.00)		(28.00)
Bankline	20/10/2025	4485	Lancashire PA Hire Ltd	Remembrance Day PA System	(325.00)				(325.00)		(325.00)
Movement in Month					(53,166.71)	50,000.00	0.00	0.00	(3,166.71)	(137.30)	(3,029.41)
Cash Book Balance at START of Month					66,482.89	0.00	1,095.00	83,942.84	151,520.73		
Cash Book Balance at END of Month					13,316.18	50,000.00	1,095.00	83,942.84	148,354.02		

Bank Reconciliation

	NW Curr £	NW Sav	NW QE2 £	Skipton £	Overall £
<i>Bank Statement Balance at START of month</i>	66,482.89	0.00	1,095.00	83,942.84	151,520.73
					0.00
					0.00
Cash Book Balance at START of month	66,482.89	0.00	1,095.00	83,942.84	151,520.73

		Year 2025/26				2024/25
		Actual to date	Budget Full Year	Budget Remaining		Actual Full Year
		£	£	£	%	£
Income						
	RVBC Precept	84,150	84,150	0	0%	76,675
	QEII Grants	0		0	0%	0
	Other Grants	4,334		(4,334)	0%	5,458
	Interest	2,237		(2,237)	0%	1,887
	Total Income	<u>90,721</u>	<u>84,150</u>	<u>(6,571)</u>	-8%	<u>84,020</u>
Expenditure						
Admin	Clerk salary	(12,090)	(21,000) 25%	(8,910)	42%	(18,181)
	Clerk other costs	(496)	(950) 1%	(454)	48%	(775)
	Membership & Training	(757)	(2,500) 3%	(1,743)	70%	(835)
	Other admin costs	(2,934)	(4,850) 6%	(1,916)	40%	(3,903)
	Total Admin	<u>(16,276)</u>	<u>(29,300) 35%</u>	<u>(13,024)</u>	44%	<u>(23,694)</u>
Maintenance	Churchyard	(3,156)	(9,400) 11%	(6,244)	66%	(7,860)
	Vale Gardens	(2,269)	(4,200) 5%	(1,931)	46%	(4,016)
	Lengthsman	(4,498)	(4,500) 5%	(2)	0%	(4,089)
	OGS Grass	0	(350) 0%	(350)	100%	(350)
	Other Maintenance	0	(2,200) 3%	(2,200)	100%	0
	Total Maintenance	<u>(9,923)</u>	<u>(20,650) 25%</u>	<u>(10,727)</u>	52%	<u>(16,315)</u>
Community	Bench Audit	(2,236)	(2,000) 2%	236	-12%	(1,889)
	Community Projects	0	(10,000) 12%	(10,000)	100%	0
	Defibrillator	0	(400) 0%	(400)	100%	0
	Grants & Donations	0	0%	0	0%	(5,102)
	S137 donations	0	(5,000) 6%	(5,000)	100%	0
	SpID	(821)	(2,000) 2%	(1,179)	59%	(2,072)
	QEII project	0	(10,000) 12%	(10,000)	100%	(293)
	War Memorial/Remembrance	(1,125)	(2,000) 2%	(875)	44%	(1,589)
	Xmas Lighting	(567)	(2,800) 3%	(2,233)	80%	(5,383)
	Total Community	<u>(4,749)</u>	<u>(34,200)</u>	<u>(29,451)</u>		<u>(16,328)</u>
Other	Other expenditure	<u>(1,274)</u>	<u>0</u> 0%	<u>1,274</u>	0%	<u>(2,722)</u>
Total Expenditure		<u>(32,223)</u>	<u>(84,150) 100%</u>	<u>(51,927)</u>	62%	<u>(59,059)</u>
"Total Income" less "Total Expenditure"		<u>58,498</u>	<u>0</u>	<u>(58,498)</u>	0%	<u>27,684</u>
VAT (incurred net of recovery)		<u>(2,881)</u>	<u>0</u>	<u>0</u>	0%	<u>335</u>
Net movement		<u>55,617</u>	<u>0</u>	<u>(58,498)</u>	0%	<u>25,296</u>
Cash Balance - b fwd		<u>92,737</u>	<u>92,737</u>	<u>0</u>	0%	<u>79,969</u>
Cash Balance - c fwd		<u>148,354</u>	<u>92,737</u>	<u>(58,498)</u>	-63%	<u>105,265</u>

Whalley Parish Council Precept Budget 2025/26

	Actual 2023/24	Budget 2023/24	Actual to 31/11/2024	Projection to 31/3/2025	Total Projection 2024/25	Budget 2024/2025	Deficit/ Underspend	Proposed Budget 2025/26
	B			C	D	F	E	G
					B+C		F-D	
	£			£	£	£	£	£
ADMINISTRATION								
1 Clerk's Salary/PAYE/HMRC	14,010	14,000	11,834	6,836	18,670	16,660	-2,010	21,000
2 Telephone/Broadband	180	180	120	60	180	180	0	180
3 Office Rent	520	520	347	173	520	520	0	520
4 Travel	10	320	38	45	83	320	237	250
5 Stationery/Admin/ICO	156	500	65	120	185	500	315	500
6 Website Services	815	588	598	303	901	800	-101	1,000
7 Computer/IT Security	79	0	79	0	79	0	-79	100
8 Advertising	0	350	0	0	0	350	350	250
9 Room Hire	382	300	248	112	360	300	-60	400
10 Insurance	1,173	1,250	1,382	0	1,382	1,250	-132	1,500
11 LALC/SLCC/CRE/PNFS Memberships	791	820	850	120	970	820	-150	1,000
12 Chairman's Allowance	0	100	0	0	0	100	100	100
13 Courses/Conferences	450	2,000	105	150	255	2,000	1,745	1,500
14 Audit Fees	670	650	920	0	920	650	-270	1,000
15 Bank Charges	0	0	0	0	0	0	0	0
Sub Total	19,236	21,578	16,586	7,919	24,505	24,450	-55	29,300
MAINTENANCE & SUNDRIES								
16 Joint Burial Ground	0	0	0	0	0	0	0	0
17 Churchyard	7,032	8,200	2,984	12,616	15,600	9,400	-6,200	9,400
18 Vale Gardens	3,844	4,000	2,851	1,442	4,293	4,025	-268	4,200
19 Lengthsman	4,465	3,850	4,089	0	4,089	4,500	411	4,500
20 OGS Grass	0	0	350	0	350		-350	350
21 Bus Shelter	0	0	0	0	0	0	0	0
22 Other Maintenance	1,492	2,200	0	500	500	2,200	1,700	2,200
Sub Total	16,833	18,250	10,274	14,558	24,832	20,125	-4,707	20,650
COMMUNITY								
23 Bench Audit	2,875	3,000	1,931	860	2,791	3,000	209	2,000
24 Community Project	29,350	10,000	0	10,000	10,000	10,000	0	10,000
25 Defibrillator	232	0	0	200	200	0	-200	400
26 Grants & donations	7,030	4,000	0	5,000	5,000	5,000	0	5,000
27 SpID and Highway	227	0	1,578	656	2,234	0	-2,234	2,000
28 QEII	27,540	0	293	5,000	5,293	10,000	4,707	10,000
29 War Memorial/Remembrance	1,261	100	566	1,000	1,566	1,600	34	2,000
30 Xmas Decorations/Lighting	3,385	2,500	3,463	2,300	5,763	2,500	-3,263	2,800
31 CCTV	575	0	0	0	0	0	0	0
Sub Total	72,475	19,600	7,831	25,016	32,847	32,100	-747	34,200
Contingency								
TOTAL	108,544	59,428	34,691	47,493	82,184	76,675	-5,509	84,150



<https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/merged.pdf>