

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 17 September 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 interests 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 20 August 2026.	5-10
5.	To Receive the Minutes of other Committees	
	To receive the minutes of the Planning Committee Thursday 20 August 2026.	11-13
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	
	7.1 To authorise the accounts, payments, receipts and balances for September 2026. 7.2 Since the August report, £60.28 credit interest was received into the Reserve Account on 28 August 2026. £10,000 was transferred from the Reserve to Current account to cover expenditure.	14

	7.3 NJC 2026/27 Salary Award - Members are asked to note the 3.3% NJC 2026/27 salary award, effective retrospectively from 1 April 2026, and the resulting adjustment to the Clerk's salary in accordance with the terms of the Clerk's contract.	
8.	Annual Governance & Accountability Return (AGAR) for Whalley Parish Council External Auditor Report & Completion Notice year ended 31 March 2026	
	To receive the External Auditor Report & Certificate (Section 3 of the AGAR Form 3). Members are asked to note that the Notice of Conclusion of Audit, together with the certified AGAR (Sections 1, 2 & 3), has been published on the Council's website and will remain accessible for public inspection for a period of not less than five years from the date of publication.	15-19
9.	Grant Applications 2026-27	
	To consider and determine requests for grant funding and donation requests under Local Government Act 1972 in this budget year.	20
10.	Christmas Lighting	
	10.1 To consider the quotation for the purchase and installation of new LED lighting in the natural tree in Vale Gardens. The quotation includes: • 20 sets of 24V warm white LED string lights with cool flash, 10m long • 2 power leads • 1 x 240V low-voltage transformer Supply cost: £1,228.00 + VAT Installation and provision of a new electrical connection from the existing cabinet: £750.00 + VAT Total: £1,978.00 + VAT 10.2 To consider the electrical upgrade required for a new column display, replacing an unusable column and accommodating the additional motif now available. Cost: £295.00 + VAT Installation and removal: £110.00 + VAT Total: £405.00 + VAT	
11.	Christmas in Whalley - A Community Celebrates Festival	
	To consider the request to support the Christmas event of £200 to cover the Brass Band.	
12.	QEII Playing Fields	
	12.1 To provide an update on the QEII electricity supply discussions to obtain further advice and quotations. 12.2 To receive an update on the QEII boundary fence matter.	
13.	Speeding Awareness /Traffic Matters	
	13.1 To receive an update on speed awareness and prevention measures in Whalley.	

	13.2 To review the SpID report from 11 Mitton Road Whalley LC17 14 July-31 July 2026.	21
14.	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).	
15.	Reports from Cllrs & Clerk as INFORMATION only – No Decision Required	
	15.1 Items Arising and Correspondence Items arising and correspondence received since the previous meeting are included for information only. These matters may, where appropriate, be considered for inclusion as future agenda items. 15.1.1 Neighbourhood Alerts/Stay In The Know/ Office of the Police and Crime Commissioner Updates 15.1.2 Trading Standards Service - Consumer Alerts 15.1.3 Whalley Queen St RAG Reports 15.1.4 NALC/LALC Executive Bulletins and newsletters 15.1.5 Local Government Reorganisation in Lancashire - updates 15.1.6 Parish Online Newsletter 15.1.7 RVBC Assets – Consideration of Transfer to the Parish Council – paused due to LGR pause. 15.1.8 Parish Council Register of Interest Forms 15.1.9 Heritage Open Day 2025 at County Hall 15.1.10 Concurrent Function Grant 15.1.11 Lancashire County Council's Children's Services rated Outstanding and Good by Ofsted 15.1.12 Registrations are open for the Town and Parish Council Conference 2026 - Saturday 14 November, from 9.30am to 3.00pm, at The Exchange, County Hall, Preston. The conference will be followed by the LALC AGM for delegates who wish to remain for this session. 15.2 Reports by Councillors	
16.	Ongoing/Standing Items	
	To note progress with ongoing matters – not for decision. 16.1 Planning Permission Whalley Sports Park - ongoing 16.2 QEII Playing Fields and Land Encroachment - Unauthorised access points onto the playing field will continue to be monitored. Spoil left from new fence erected by cricket club to be removed and large commercial waste bins to be kept within sports club boundary. 16.3 QEII MUGA - New Electricity Supply 16.4 QEII Boundary fence along A59. 16.5 Register the bus station land with Land Registry 16.6 Carpark on Land South of Accrington Road Whalley - Oakmere Homes (NW) 16.7 RVBC Assets – Consideration of Transfer to the Parish Council - paused 16.8 Wiswell Lane Welcome Sign 16.9 Village Traditional Signpost	

17.	Next Meeting Date	
	The next meeting date is Thursday 15 October 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 20 August 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.	2589/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton(Chairman), Cllr Mirfin, Cllr Shaw, Cllr Smith, Cllr Threlfall. Apologies: Cllr Vickers. In Attendance: Liz Haworth (Clerk), 3 members of the public.	2590/26
3.	Declarations of Interest	
	There were no declarations of any disclosable pecuniary, other registrable or non-registrable interests in respect of matters contained in the agenda.	2591/26
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 on Thursday 16 July 2026. The Chairman signed the Minutes as a true and accurate record.	2592/26
5.	To Receive the Minutes of other Committees	
	It was resolved to receive the minutes of the Planning Committee Thursday 16 July 2026.	2593/26
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)	2594/26
	A member of the public thanked County Cllr Mirfin for assisting with the repairs of the potholes on Woodland Drive. The same member also raised concerns regarding the volume of heavy traffic, HGV's, tractors, farm vehicles passing through the village and asked whether the Parish Council could discuss with	2595/26

	Lancashire Highways the possibility of measures to reduce or re-route some of the traffic. Another resident, who has also written to the Council, expressed concerns about traffic noise, particularly from tractors with trailers travelling at high speeds through the village during the early morning and late evening. Concerns were also raised about cars travelling at excessive speeds and causing excessive noise after dark, with particular concern for the safety of residents.	2596/26
	It was reported that the railway station is operating normally. Trip hazards need repairs. WIB continue to look after the plants on the platform. The Dales Rail train is very popular.	2597/26
	Concerns were raised regarding the number of large groups of young people congregating in and around the village, with some residents reporting that they have felt intimidated. It was reported that a large WhatsApp group had been created, attracting significant numbers of young people from outside the area to the village. The Police have been monitoring the situation and advised that most young people have behaved appropriately, with only isolated incidents of anti-social behaviour reported. Neighbourhood Policing Teams have been engaging with the groups to help manage and continue to monitor the situation.	2598/26
	The public toilets have experienced some vandalism during this period and, as a result, will now close at 5.30pm. CCTV monitors the bus station and public toilets area 24 hours a day, seven days a week.	2599/26
7.	Monthly Financial Report	
	It was resolved to authorise the accounts, payments, receipts and balances for August 2026.	2600/26
	Since the July report, credit interest of £1,850.19 was credited to the Skipton Building Society Community Saver Account on 23 July 2026, and £68.49 credit interest was received into the Reserve Account on 31 July 2026.	2601/26
	£10,000 was transferred from the Reserve account to the Current account to cover outgoings.	
	The external auditors PKF Littlejohn LLP have concluded the audit for the year ending 31 March 2026. The Notice of Conclusion of Audit documents are to be placed on the website as a matter of public record.	2602/26

Whalley Parish Council Approved Minutes Ref No:									
Cash Book					AUGUST		2026		
Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr	NW Bus Res	NW QE2	Skipton	Total
					£	£	£	£	£
DD	03/08/2026		Easy Web	Website/Email Services	(78.83)				(78.83)
TRF	21/08/2026		Transfer from Reserve to Current A/C		10,000.00	(10,000.00)			0.00
Bankline	24/08/2026		E Haworth	Salary/Office/Travel	(1,362.74)				(1,362.74)
Bankline	24/08/2026		HMRC	Tax£260 NI£43.97 ENI£177.09	(481.06)				(481.06)
Bankline	24/08/2026	3.2E+08	E-On Next	Vale Gardens Electricity	(14.00)				(14.00)
Bankline	24/08/2026	1176	Abbey Gardening Services Ltd	Vale Gardens (July 2026)	(327.60)				(327.60)
Bankline	24/08/2026	1177	Abbey Gardening Services Ltd	Parish Churchyard (July 2026)	(418.80)				(418.80)
Bankline	24/08/2026	87	Altham Parish Council	SpID Accrington Road LC87 &	(312.60)				(312.60)
Bankline	24/08/2026	652	R Cattermole	QEII Treeworks	(3,120.00)				(3,120.00)
Bankline	24/08/2026	4894570	SafetySigns4Less	CCTV Signs	(221.04)				(221.04)
Bankline	24/08/2026	600BQ9Z	E Haworth	Re-imburement - Stationery	(16.95)				(16.95)
Bankline	24/08/2026	66CZIB6A	E Haworth	Re-imburement - Stationery	(4.99)				(4.99)
Bankline	24/08/2026	67DMO11	E Haworth	Re-imburement - Stationery	(4.99)				(4.99)
			Movement in Month		3,636.40	(10,000.00)	0.00	0.00	(6,363.60)
			Cash Book Balance at START of Month		1,924.61	94,938.65	1,095.00	85,793.03	183,751.29
			Cash Book Balance at END of Month		5,561.01	84,938.65	1,095.00	85,793.03	177,387.69

 8. QEII Electrical Quote | 2603/26 || Consideration was given to the quotation for providing an electrical supply to the QEII Playing Fields at a cost of £6,820 + VAT. The quotation covers the electrical works only. A separate quotation for the associated groundworks, amounting to £4,230 + VAT, was received ahead of the meeting but after the agenda had been issued. The Council would like to receive further advice and information before proceeding. | | |
9. Speeding Awareness /Traffic Matters		
The council considered the concerns of high volumes and speeding traffic through the village centre and agreed to bring the installation of the King Street SpID forward to measure the speeds and volume of traffic whilst still in the summer months to observe speeds of early morning and late-night traffic. Cllr Smith and Cllr Threlfall are to schedule a meeting with a member of the Highways District Lead Team at which the aforementioned traffic concerns will be discussed. The council reviewed the SpID reports from Accrington Road LC87 and Clitheroe Road LC107 from 19th June – 3rd July 2026. A summary provided by Cllr Threlfall is shown below.	2604/26	2605/26
	2606/26	

	<table><tr><th colspan="2">2026/2027 Speed Surveys</th></tr><tr><td>Location:</td><td>LC 87 Accrington Road - Outbound</td></tr><tr><td>From</td><td>To</td></tr><tr><td>19th June 2026 (7th August 2025)</td><td>3rd July 2026 (21st August 2025)</td></tr><tr><td>No. of Vehicles</td><td>69,398 (59066)</td></tr><tr><td>Ave Daily Vehicles</td><td>4,626 (4,219)</td></tr><tr><td>Max Speed</td><td>40mph (50mph)</td></tr><tr><td>85th Percentile Speed</td><td>24.2 mph (26.7 mph)</td></tr><tr><td>50th Percentile Speed</td><td>19.4 mph (21.2 mph)</td></tr><tr><td>Average Speed</td><td>19.25 mph (20.79 mph)</td></tr><tr><td>Vehicles over speed limit</td><td>332 (1,857)</td></tr></table> Notes: 85th percentile is the maximum speed for 85% of vehicles recorded. 50th percentile is the maximum speed for 50% of vehicles recorded. Mondays saw the highest number of speeding vehicles (over 30 mph) at 304 Previous survey data is in brackets. Note that the SpID is located about 130 metres from the National Speed Limit sign. <table><tr><th colspan="2">2026/2027 Speed Surveys</th></tr><tr><td>Location:</td><td>Clitheroe Road, LC107</td></tr><tr><td>From</td><td>To</td></tr><tr><td>19th June 2026 (4th June 2025)</td><td>3rd July 2026(18th June 2025)</td></tr><tr><td>No. of Vehicles</td><td>49,090 (54,558 last survey)</td></tr><tr><td>Ave Daily Vehicles</td><td>3,272 (3,637 last survey)</td></tr><tr><td>Max Speed</td><td>40mph (45mph last survey)</td></tr><tr><td>85th Percentile Speed</td><td>24.2 mph (24.2mph last survey)</td></tr><tr><td>50th Percentile Speed</td><td>20.8 mph (20.11 mph last survey)</td></tr><tr><td>Average Speed</td><td>20.34 mph (20.11mph last survey)</td></tr><tr><td>Vehicles over speed limit</td><td>40 (284 last survey)</td></tr></table> Comments: <table><tr><td>The previous survey was conducted from 4th June 2025 to 18th July 2025)</td></tr><tr><td>Lighting Column 107 is between Hayhurst Road and Station Road.</td></tr></table>	2026/2027 Speed Surveys		Location:	LC 87 Accrington Road - Outbound	From	To	19th June 2026 (7th August 2025)	3rd July 2026 (21st August 2025)	No. of Vehicles	69,398 (59066)	Ave Daily Vehicles	4,626 (4,219)	Max Speed	40mph (50mph)	85th Percentile Speed	24.2 mph (26.7 mph)	50th Percentile Speed	19.4 mph (21.2 mph)	Average Speed	19.25 mph (20.79 mph)	Vehicles over speed limit	332 (1,857)	2026/2027 Speed Surveys		Location:	Clitheroe Road, LC107	From	To	19th June 2026 (4th June 2025)	3rd July 2026(18th June 2025)	No. of Vehicles	49,090 (54,558 last survey)	Ave Daily Vehicles	3,272 (3,637 last survey)	Max Speed	40mph (45mph last survey)	85th Percentile Speed	24.2 mph (24.2mph last survey)	50th Percentile Speed	20.8 mph (20.11 mph last survey)	Average Speed	20.34 mph (20.11mph last survey)	Vehicles over speed limit	40 (284 last survey)	The previous survey was conducted from 4th June 2025 to 18th July 2025)	Lighting Column 107 is between Hayhurst Road and Station Road.	
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10.	Village Traditional Signposts																																															
	The Council is awaiting confirmation of the totem completion including making sound the grid area before making any further decision regarding the location of the signpost.	2607/26																																														
11.	CCTV																																															
	It was resolved to upgrade the CCTV camara at The Sands at a cost of £690 + VAT.	2608/26																																														

12.	Ongoing/Standing Items	
	To note progress with ongoing matters – not for decision. 12.1 Planning Permission Whalley Sports Park - ongoing 12.2 Unauthorised access points onto the Playing Fields will continue to be monitored. Following a recent inspection of the Playing Fields, it was noted that the Cricket Club appears to have deposited surplus soil on Council-owned land following the erection of a Cricket Club fence. It was also noted that three large trade waste bins are currently located outside the Cricket Club boundary and should be relocated within the Club's designated area. The Clerk will write to the Cricket Club to request that these matters are addressed. 12.3 New Electricity Supply to QEII MUGA – ongoing. 12.4 Wiswell Lane Welcome Sign – awaiting pole installation by LCC. 12.5 Tree Report BTC3323 - Queen Elizabeth II Playing Fields - these works have now been completed. 12.6 Bench Numbering –The installation of bench identification numbers has been completed by Cllr Highton for inclusion in the asset management and maintenance records. 12.7 LCC Tree works to the boundary of land at QEII land and A59 bypass – works completed. 12.8 Register the bus station land with Land Registry – with the solicitors. 12.9 Carpark on Land South of Accrington Road Whalley - Oakmere Homes (NW) 12.10 RVBC Assets – Consideration of Transfer to the Parish Council. 12.11 Boundary fence along A59 - ongoing.	2609/26
13.	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). Cty Cllr Mirfin is due to attend a Police Partnership meeting at which he will raise the recent ASB issues in the village.	2610/26
14.	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. 14.1 Neighbourhood Alerts/Stay In The Know/ Office of the Police and Crime Commissioner Updates 14.2 Trading Standards Service - Consumer Alerts 14.3 Whalley Queen St RAG Reports 14.4 NALC/LALC Executive Bulletins and newsletters 14.5 The Aviary License Review Outcome – The Aviary has appealed against the license hearing decision. 14. It was noted that election terms may be extended to five years following the 2027 elections, to align with election periods in other areas. The terms are expected to revert to the current arrangement in 2032. 14.7 Formal Notification - King Street and Accrington Road, Whalley 14.8 Parish Online Newsletter	2611/26

	14.9 Public Toilets update - closing time 5.30pm 14.10 Local Plan Scoping Consultation 14.11 Road Closures – Wiswell Lane, Accrington Road, King Street, Womens Tour of Britain, The Sands. 14.12 RVBC Tour of Britain Information 14.13 CCTV Signs are to be erected at The Sands and on the Bus Station near the Public Toilets area. Cllr Ball reported that the Adam Cottam Almshouses Trust accounts have been submitted to the Charity Commission. He thanks WIB who are improving the gardens to the front of the Almshouses. Cllr Ball reported the drain on Broad Lane has blocked and leaked sewage which has been reported to LCC and UU. It was also reported by Cty Cllr Mirfin that a mis-connection has been located and should be addressed in the next couple of weeks. Cllr Ball reported that minor hedge trimming had been undertaken to improve safety along Mitton Road. As Lancashire County Council failed to carry out the work last year, the Parish Council will arrange for the area to be flail-cut in early September. Cllr Ball reported that the litter bins in Whalley Abbey and Proctors Field has been replaced with larger wheely bins which should help with keeping these areas tidier with the volume of litter. Cllr Highton queried the water containers against the walls of the Abbey. The two Licensing Applications were noted. Application for a variation of a Premises Licence/Club Premises Certificate • PRE(A)0521 The Nab Lab, 35b King Street, Whalley BB7 9SP submitted by Lisa Jane O'Brien and Kieran David John O'Brien. The last day for receipt of representations is 31 August 2026. Application for the grant of a Premises Licence/Club Premises Certificate • Dosti Restaurant, 25 King Street, Whalley, Clitheroe BB7 9SP submitted by Ansar Miah. The last day for receipt of representations is 14 September 2026.	2612/26 2613/26 2614/26 2615/26 2616/26 2617/26
17.	Next Meeting Date	
	The next meeting date is Thursday 17 September 2026 to be held at Whalley Old Grammar School at 7.30pm in The Calder Room.	2618/26

Meeting Closed at 9.25pm

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 20 August 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.	316/26
2.	Attendance & Apologies	
	Present: Cllr Allen, Cllr Ball, Cllr Duckworth, Cllr Highton, Cllr Mirfin, Cllr Shaw, Cllr Smith, Cllr Threlfall (Chairman) Apologies: Cllr Vickers. In Attendance: Liz Haworth (Clerk), 2 members of the public.	317/26
3.	Declaration of Interests	
	There were no declarations of any disclosable pecuniary, other registrable or non-registrable interests in respect of matters contained in the agenda.	318/26
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 16 July 2026. The Chairman signed the Minutes as a true and accurate record.	319/26
5.	To review and consider the Planning applications received since July 2026 meeting.	
	Planning Applications received for consideration below. Public Participation at the discretion of the Chairman (5 mins per person)	320/26

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0553 Received : 19/07/2026 Registered : 23/07/2026	6 Nethertown Gardens Whalley BB7 9GU Application for tree works T003 (Horse Chestnut) and T004 (Oak) Prune to clear building by 2m and clear boundary line.	Alex Shutt	https://webportal.ribblevalley.gov.uk/planningApplication/38637 For Information Only

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2026/0531 Received : 13/07/2026 Registered : 31/07/2026	Brathay 2 Whittam Crescent Whalley BB7 9SD Applications for full consent Retrospective consent for the erection of an outbuilding, shed and timber boundary fence.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38615 Emailed for WPC consultation Noted
3/2026/0541 Received : 15/07/2026 Registered : 24/07/2026	29 King Street Whalley BB7 9SP Applications for full consent Retrospective application for the change of use of Class E building to Nail and Beauty Salon (sui generis).	Anna Robinson	https://webportal.ribblevalley.gov.uk/planningApplication/38625 Emailed for WPC Consultation Noted
3/2026/0507 Received : 03/07/2026 Registered : 03/08/2026	98 Clitheroe Road Whalley BB7 9AQ Applications for full consent Proposed partial garage conversion.	Emily Pickup	https://webportal.ribblevalley.gov.uk/planningApplication/38591 Emailed for WPC consultation Noted
3/2026/0521 Received : 10/07/2026 Registered : 12/08/2026	Land to the North of Accrington Road Whalley Applications for full consent Erection of agricultural building for storage of machinery.	Lucy Walker	https://webportal.ribblevalley.gov.uk/planningApplication/38605 Emailed for WPC consultation Noted – although WPC observed that some neighbouring properties didn't appear to have been included in the notifications.
3/2026/0425	The Barn Portfield Farm Portfield Lane Whalley BB7 9DP Variation of Condition Variation of condition 2 (plans) to re-site the horse walker on permission 3/2023/0310 for the proposed installation of a horse walker, multi purpose agricultural building and associated works.	Emily Pickup	https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2026%2F0425 Emailed for WPC consultation Noted

7.	Reports/Updates/Other	
	Items arisen re planning, correspondence received since the last meeting that may result in future agenda item.	
	1. D3/2025/0999 - 69 King Street Whalley – LCC Response	321/26
	2. It was reported that a resident had raised concerns as to whether The Bark Park, Ridding Lane, Whalley was operating outside the scope of its planning permission.	322/26
	3. LCC response to Accrington Road, Whalley, Ribble Valley, Prohibition of Waiting – 104760. Council is to arrange a site visit with Jason Lancaster Section 278 HARP Project Manager, Highway Development Control Lead, Highways Network Management, Highways and Transport of Lancashire County Council and Cllr Smith and Cllr Threlfall of the Parish Council.	323/26

8.	Next Meeting Date	
	The next meeting date is Thursday 17 September 2026 to be held at Whalley Old Grammar School at 7pm in The Calder Room.	324/26

Meeting Closed at 7.35pm

Draft Minutes Subject to Confirmation

Whalley Parish Council				Cash Book	SEPTEMBER		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	02/09/2026		Easy Web	Website/Email Services	(78.83)				(78.83)	(13.14)	(65.69)
Bankline	21/09/2026		E Haworth	Salary/Office/Travel	(1,581.47)				(1,581.47)		(1,581.47)
Bankline	21/09/2026		HMRC	Tax£320.60 NI£68.26 ENI£222.63	(611.49)				(611.49)		(611.49)
Bankline	21/09/2026	3.2E+08	E-On Next	Vale Gardens Electricity	(14.00)				(14.00)	(0.67)	(13.33)
Bankline	21/09/2026	1216	Abbey Gardening Services Ltd	Vale Gardens (August 2026)	(327.60)				(327.60)	(54.60)	(273.00)
Bankline	21/09/2026	1217	Abbey Gardening Services Ltd	Parish Churchyard (August 2026)	(418.80)				(418.80)	(69.80)	(349.00)
Bankline	21/09/2026	88	Altham Parish Council	11 Mitton Rd SplD LC17	(164.00)				(164.00)		(164.00)
Bankline	21/09/2026	29825	E Haworth	Re-Imbursement - Defib Battery	(252.00)				(252.00)	(42.00)	(210.00)
Bankline	21/09/2026	SB202607	PKF Littlejohn LLP	Limited Assurance Review AGAR 31/3/2026	(504.00)				(504.00)	(84.00)	(420.00)
			Movement in Month		(3,952.19)	0.00	0.00	0.00	(3,952.19)	(264.21)	(3,687.98)
			Cash Book Balance at START of Month		5,561.01	84,998.93	1,095.00	85,793.03	177,447.97		
			Cash Book Balance at END of Month		1,608.82	84,998.93	1,095.00	85,793.03	173,495.78		
Bank Reconciliation					NW Curr £	NW Bus Res £	NW QE2 £	Skipton £	Overall £		
			Bank Statement Balance at START of month		5,561.01	84,998.93	1,095.00	85,793.03	177,447.97		
									0.00		
									0.00		
			Cash Book Balance at START of month		5,561.01	84,998.93	1,095.00	85,793.03	177,447.97		

WHALLEY PARISH COUNCIL

Notice of Conclusion of Audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Whalley Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Whalley Parish Council on application to:	
(a) Liz Haworth Whalley Parish Clerk 27 Waddow Grove Waddington BB7 3JL	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Mon, Tues, Thurs, Fri 10am–4pm by appointment with the Clerk	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £7.50 (c) for each copy of the Annual Governance & Accountability Return or available free from the website.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Liz Haworth Parish Clerk	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 21 August 2026	(e) Insert the date of placing of the notice

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:

2523/24

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

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

WHALLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	107,488	126,359	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.
2. (+) Precept or Rates and Levies	76,675	84,150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,484	28,587	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	24,444	27,676	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	59,845	72,796	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	126,359	138,624	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	126,359	138,624	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.
9. Total fixed assets plus long term investments and assets	209,807	212,889	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

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:

21/05/26.

as recorded in minute reference:

2524/26.

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

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Whalley Parish Council-LA0227**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/08/2026

Annual Internal Audit Report 2025/26

WHALLEY PARISH COUNCIL

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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.	Yes	No	Not applicable
			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

Name of person who carried out the internal audit

12/05/2026

DAVID SWIFT

Signature of person who carried out the internal audit

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).

Summary of Grant Applications & Donation Requests 2026-27

Organisation	Purpose	No of People to benefit from Parish	£ Project Amount	£ Amount Requested	Decision
Whalley Juniors Football club	Replacement of damaged football goals with new FA-compliant equipment. Request is for two sets of FA-compliant, freestanding wheeled football goals	Appx 100	£6000	£5000	
Whalley In Bloom	Purchase of annual and perennial plants and compost etc for both spring/summer and autumn/winter planting as well as new and replacement of gardening equipment and planters as required. (Grant Application)	All residents throughout the village	£5000	£1000	
Strength in Struggles (SIS)	To create a decked outdoor area to a shared community wellbeing garden.	200	£6250	£1000	
Totals				£7000	

Item 13.2



SpID Report Mitton Road LC17 14-31 July

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