



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 18<sup>th</sup> September 2024 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.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	To record attendance and to receive apologies for absence.	
<b>2.</b>	<b>Declaration of Interests</b>	
	To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	
<b>3.</b>	<b>To Approve the Minutes of the Previous Parish Council Meeting</b>	
	To approve and confirm the accuracy of the Minutes of the meeting held Thursday 15 <sup>th</sup> August 2024.	
<b>4.</b>	<b>To Receive the Minutes of other Committees/Meetings</b>	
	To receive the minutes of the Planning Committee Thursday 15 <sup>th</sup> August 2024.	
<b>5.</b>	<b>To Adjourn the Meeting for Public Discussion</b>	
	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)	
<b>6.</b>	<b>Monthly Financial Report</b>	
	To Authorise Accounts, Payments, Receipts & Balances for September 2024.	
<b>7.</b>	<b>Annual Governance &amp; Accountability Return (AGAR) External Auditor Report &amp; Completion Notice</b>	
	To receive the completion of External Audit Section 3.	
<b>8.</b>	<b>Partnership Meetings</b>	
	To receive reports from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.	

<b>9.</b>	<b>Speeding Awareness Initiative/Joint Working Group</b>	
	<p>9.1 To receive an update on speed awareness/prevention measures. SpID Report data from 47 Station Road installed 9<sup>th</sup> – 27<sup>th</sup> August.</p> <p>9.2 To discuss report by Cllr Threlfall on Traffic &amp; Road Safety Working Group in consideration of gateway markings.</p> <p>9.3 To discuss the response received from LCC regarding the welcome sign and illumination on Wiswell Lane.</p> <p>9.4 To discuss the correspondence received by a resident re traffic concerns on King Street.</p>	JT
<b>10.</b>	<b>Planning Permission Whalley Sports Park</b>	
	To receive an update on the preparation of the planning application for the Sports Park and funding.	JS
<b>11.</b>	<b>Parish Online</b>	
	To consider the report provided by Cllr Vickers on whether Parish Online mapping service would be beneficial to the council as a source of record and providing information to the public.	RV
<b>12.</b>	<b>Cumulative Impact Assessment Consultation</b>	
	To report any updates on the CIA Review Consultation process and any actions to promote awareness of the survey to provide information. The <b>consultation runs until Friday, 27 September</b> , and is <b>open to residents in the Whalley and Painter Wood ward</b> .	
<b>13.</b>	<b>Remembrance Sunday 10<sup>th</sup> November 2024</b>	
	<p>To consider and agree;</p> <p>13.1 Road closure plans and arrangements for the forthcoming Remembrance Sunday Parade 10th November 2024.</p> <p>13.2 The ordering of the wreaths for laying at the War Memorial.</p> <p>13.3 Lamppost Tommy arrangements and any further requirements.</p>	
<b>14.</b>	<b>Christmas Lighting</b>	
	To review and approve the Christmas Lighting arrangements for 2024.	
<b>15.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item.</p> <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• RAG Updates</li> <li>• Trading Standards/Consumer Alerts</li> <li>• RVBC Updates</li> <li>• Neighbourhood/Stay In The Know updates/Crime Figures August</li> <li>• Parish and Town Council Survey 2024</li> <li>• Commissioner's Community Fund open for applications</li> <li>• Lancashire Parish and Town Council Conference will take place on <b>Saturday 2 November 2024</b></li> <li>• Consideration of Precept Budget Meeting preparation (verbal)</li> </ul>	

<b>16.</b>	<b>Next Meeting Date</b>	
	To approve the next meeting date of Thursday 16 <sup>th</sup> October 2024 at 7.30pm to be held at Whalley Old Grammar School.	



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Thursday 15<sup>th</sup> August 2024 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.

<b>1.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Brown, Cllr Highton (Chairman), Cllr Mirfin, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Ball, Cllr Carlton, Cllr Smith. In Attendance: Liz Haworth (Parish Clerk), Borough Cllr Hindle, 4 members of the public.	2589/24
<b>2.</b>	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	2590/24
<b>3.</b>	<b>To Approve the Minutes of the Previous Parish Council Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Thursday 18 <sup>th</sup> July 2024.	2591/24
<b>4.</b>	<b>To Receive the Minutes of other Committees/Meetings</b>	
	It was resolved to receive the minutes of the Planning Committee Thursday 18 <sup>th</sup> July 2024.	2592/24
<b>5.</b>	<b>To Adjourn the Meeting for Public Discussion</b>	
	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 RAG thanked the clerk for corresponding with SUEZ to delay the noisy collection of waste management on Queen St until after 8am.	2593/24
	RAG support the renewal of the CIA and thanked Cllrs Mirfin & Hindle for distributing the surveys in the village.	2594/24
	Cllr Hindle was asked about the review of licences on two late night establishments. Members of RAG are still enduring much stress and distress due to the activities at the Aviary. Cllr Hindle gave an update on a recent meeting with Mair Hill & Marshal Scott of RVBC and 10 other Cllrs. The feedback is that	2595/24

	<p>RVBC are negotiating terms on a license amendment for better enforcement. He thought the Borough Council were acting as far as they could, and the Police need to act on any Crimes such as ASB for them to be in a position to request license reviews.</p> <p>Train Station – busy weekend over the food festival at Clitheroe. The shortage of train crew appears to have been settled and trains are running more normally.</p> <p>A member of the public heard that Cllr Brown was retiring from the Parish Council and presented a gift to her. The attendees all offered their praise and thanks to June for her service to the village.</p>	<p>2596/24</p> <p>2597/24</p>																																																																																																																																																																																																																																																
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	<p>Reports were received from Borough/County Councillors and partnership meetings Councillors have attended <b>which impact on the Parish</b> e.g., LCC, RVBC, Parish Liaison, Police Partnership meeting updates.</p> <p>Cllr Hindle reported issues around noise with the Salvage House.</p> <p>Cllr Vickers reported on the LALC Ribble Valley Area Committee Meeting held on 25 July at Chipping. 11 attendees from 5 Parish Councils out of 28 Councils. Cllr Greera Norse from Simonstone PC was nominated as secretary and Cllr Jacqueline Hampson and Cllr Steve Houghton were both nominated representatives to LALC Executive.</p>	<p>2599/24</p> <p>2600/24</p>																																																																																																																																																																																																																																																

	Cllr Allen reported on the recent Old Grammar School (WEF) meeting. They discussed their upcoming 300 <sup>th</sup> Anniversary ideas and plans, updates on the carpark area, current and future business using the facilities.	2601/24
	Cllr Threlfall reported there was a Village Hall meeting on Monday 19 <sup>th</sup> August.	2602/24
<b>8.</b>	<b>Speeding Awareness Initiative/Joint Working Group</b>	
	Cllr Threlfall updated on the road safety group meeting held on 14 <sup>th</sup> August. Road safety measures around a number of Councils have been costed at appx £80k, with Whalley's proposed gateway improvements at £19k. Cllr Threlfall is to cumulate the information and present to WPC to decide best way forward.	2603/24
	Requests and enquiries continue with LCC to install an illuminated Whalley Sign with 30 mph sign on Wiswell Lane, with WPC consideration to contributing to the cost. Awaiting costings and further information.	2604/24
	A SpID was installed on Station Road 5th August – Awaiting Results of report.	2605/24
	SpID to be installed on King Street 16 September.	2606/24
<b>9.</b>	<b>Planning Permission Whalley Sports Park</b>	
	To receive an update on the preparation of the planning application for the Sports Park and funding. As Cllr Smith gave his apologies, this item was deferred to the next meeting.	2607/24
<b>10.</b>	<b>Cumulative Impact Assessment Consultation</b>	
	WPC discussed the CIA Review Consultation process and thanked Cllrs Mirfin and Hindle for the distribution of Surveys to residents of the Whalley and Painterwood Wards.	2608/24
	WPC supports the renewal of the Cumulative Impact Assessment. Cllrs are completing the Survey from their perspectives and WPC would urge residents to do the same.	2609/24
	Clerk to continue to raise awareness of the <b>consultation which runs until Friday, 27 September</b> . <a href="https://www.ribblesvalley.gov.uk/news/article/256/whalley-residents-sounded-out-on-licensed-premises">https://www.ribblesvalley.gov.uk/news/article/256/whalley-residents-sounded-out-on-licensed-premises</a>	2610/24
<b>11.</b>	<b>LALC Conference</b>	
	It was agreed that Cllr Vickers and the clerk, would attend the LALC conference on Saturday, 7th September 2024 at the Delta Marriott Hotel.	2611/24
<b>12.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	Items arisen, correspondence received since the last meeting for information only, that may result in future agenda item. <ul style="list-style-type: none"> <li>• Rural Bulletins</li> <li>• RAG Updates</li> <li>• Trading Standards/Consumer Alerts</li> <li>• RVBC Updates</li> </ul>	

	<ul style="list-style-type: none"> <li>• Neighbourhood/Stay In The Know updates/Crime Figures July</li> <li>• Public Realm Agreements – Vegetation Leaflet – Love Clean Streets</li> <li>• Bins by Bridge Cottage Reported to RVBC</li> <li>• Lancashire Constabulary and Lancashire Partnership Against Crime (LANPAC) - Crime Prevention Expo at the University of Central Lancashire (UCLan) 14/8/24</li> <li>• PLANNING FOR PARISH &amp; TOWN COUNCILS TRAINING</li> </ul> <p>Cllr June Brown announced her resignation as Councillor as she retires from the work of the Parish Council. June was thanked by the Chairman and members of the Council and commended for her 29 years of invaluable service to the village.</p> <p>Cllrs are receiving reports of overgrown hedges on footpaths posing a safety risk to pedestrians, especially around Station Road, Mitton Road and Accrington Road. WPC have made LCC aware but there is a process to follow.</p> <p>LCC are unable to carry out work on private land. They have a legal responsibility to protect the safety of highway users by making sure that land and property owners keep hedges, trees and shrubs maintained. Where overgrown vegetation is becoming a problem, LCC may serve a notice on the householder, landowner or occupier requesting the necessary work to be completed within a stated period. If they do not comply, LCC may carry out the work and claim back the cost. Hedges causing an issue can be reported through the <b>Love Clean Street app</b>. The overgrown footways can also be reported through the app, please select <b>grass verge cutting</b>, select the <b>correct location</b> and within the brief description type the issue " <b>footpath overgrown requires siding back</b> " the LCC team will pick this up, set up an inspection to confirm extents etc. and take the appropriate action within the Policy guidelines.</p> <p>WPC will continue to report and monitor overgrown vegetation causing issues to pedestrian safety.</p> <p>Cllr Highton updated the Council on the Cemetery. Works have commenced to replace the broken path edgings along pathside plots 50 onwards. Policy Rules are being communicated and enforced to maintain the cemetery to a high standard. The annual tree survey report was commissioned and showed minor works to be undertaken.</p>	<p>2612/24</p> <p>2613/24</p> <p>2614/24</p>
<b>13.</b>	<b>Next Meeting Date</b>	
	It was resolved to approve the next meeting date of Thursday 19 <sup>th</sup> September 2024 at 7.30pm to be held at Whalley Old Grammar School.	2615/24

Meeting Closed at 8.37pm

Signed by Chairman:

Date:

Councillor Martin Highton



Local Government Act 1972  
**Whalley Parish Council**  
**Planning Committee Meeting**

Members of the Council, you are summoned to a Meeting of the Parish Council to be held on Thursday 15<sup>th</sup> August 2024 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.	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Brown, Cllr Highton, Cllr Mirfin, Cllr Threlfall (Chairman), Cllr Vickers. Apologies: Cllr Ball, Cllr Carlton, Cllr Smith. In Attendance: Liz Haworth (Parish Clerk), 2 members of the public.	
2.	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non-registrable interests in items for discussion on the agenda.	
3.	<b>To Approve the Minutes of the Previous Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held on Thursday 18 <sup>th</sup> July 2024.	
4.	<b>To review and consider the Planning applications received since July 2024 meeting.</b>	
	Planning Applications received for consideration attached.  Public Participation at the discretion of the Chairman (5 mins per person)	Applications for Consultation Emailed to Cllrs

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0410  Received : 29/05/2024 Registered : 18/07/2024 Committee : 31/07/2024	Land adj former Genus Site Mitton Road Whalley BB7 9JY Non-Material amendment Non material amendment to application 3/2017/0714 to allow grass areas around trees to be substituted with mulch/bark. Decided - Final Decision APPROVED WITH CONDITIONS Date : 31/07/2024	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36465">https://webportal.ribblevalley.gov.uk/planningApplication/36465</a>  Information Only  Noted

Planning App	Location/Proposal	Plan Officer	Comments /Link
3/2024/0571  <b>Received :</b> 03/07/2024 <b>Registered :</b> 19/07/2024	<b>Land to the east of Clitheroe Road (Lawsonsteads) Whalley S.106 Variation</b> Proposed modification of S106 Agreement dated 15 October 2013 relating to planning permission 3/2013/0137 to remove the need to reserve land for a school site.	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36624">https://webportal.ribblevalley.gov.uk/planningApplication/36624</a>  <b>WPC to object to the proposed modification. The site should remain reserved for an educational facility</b>
3/2024/0563  <b>Received :</b> 01/07/2024 <b>Registered :</b> 24/07/2024	<b>5 Hayhurst Road Whalley BB7 9RL Application for tree works</b> Prune oak tree.	Alex Shutt	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36616">https://webportal.ribblevalley.gov.uk/planningApplication/36616</a>  <b>Information Only</b>  <b>Noted</b>
3/2024/0605  <b>Received :</b> 17/07/2024 <b>Registered :</b> 31/07/2024	<b>22 The Sands Whalley BB7 9TL Application for tree works in a conservation area</b> Prune silver birch.	David Hewitt	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36658">https://webportal.ribblevalley.gov.uk/planningApplication/36658</a>  <b>Information Only</b>  <b>Noted</b>
3/2024/0539  <b>Received :</b> 26/06/2024 <b>Registered :</b> 31/07/2024	<b>Macfarlane Dental Practice 33a King Street Whalley BB7 9SP and second floor above maisonette 33b King Street Whalley BB7 9SP</b> <b>Alter or Extend a Listed Building</b> Listed Building Consent for breaking through a previously blocked doorway to give access between 33a and 33b King Street on the second floor level; construction of a fire partition and installation of a fire door to provide an emergency exit from floors 2 and 3 to the existing fire escape at the rear of the building. Reconfiguration of the layout of 33b King Street (second floor) including making an extra doorway to provide access to the fire escape route.	Stephen Kilmartin	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36592">https://webportal.ribblevalley.gov.uk/planningApplication/36592</a>  <b>Noted</b>
3/2024/0607  <b>Received :</b> 18/07/2024 <b>Registered :</b> 30/07/2024	<b>Former Genus Site (Units 1-21 Mitton Road Business Park) Mitton Road Whalley BB7 9JY</b> <b>Discharge of Conditions</b> Approval of details reserved by conditions 8 (Foul water drainage scheme) and 9 (Surface water drainage scheme) of planning permission 3/2015/0235.	Lyndsey Hayes	<a href="https://webportal.ribblevalley.gov.uk/planningApplication/36660">https://webportal.ribblevalley.gov.uk/planningApplication/36660</a>  WPC discussed other investigations which are underway from Broad Lane to Mitton Road due to blockages and flooding. Care must be taken by RVBC that discharge of conditions procedures must be implemented properly. <b>Noted.</b>

<p>3/2024/0617</p> <p><b>Received :</b> 19/07/2024</p> <p><b>Registered :</b> 31/07/2024</p>	<p>Verge at entrance to Forge Corner Station Road Whalley BB7 9RH</p> <p>Application for tree works in a conservation area</p>	<p><b>David Hewitt</b></p>	<p><a href="https://webportal.ribblevalley.gov.uk/planningApplication/36670">https://webportal.ribblevalley.gov.uk/planningApplication/36670</a></p> <p><b>Information Only Noted.</b></p>
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<p>5.</p>	<p><b>Reports/Updates/Other</b></p> <p>Items arisen re planning / correspondence received since the last meeting.</p> <p>Consultation of Planning Application 3/2024/0424 at Mitton Road Business Park Mitton Road Whalley BB7 9YE – Application Noted.</p>	
<p>6.</p>	<p><b>Next Meeting Dates</b></p>	
	<p>It was resolved to approve the date of the next meeting on Thursday 19<sup>th</sup> September 2024 at 7pm at Whalley Old Grammar School.</p>	

Meeting Closed at 7.34pm

Signed by Chairman:  
Councillor John Threlfall

Date:



Stephen Kilmartin  
Planning Department  
Council Offices  
Church Walk  
Clitheroe  
Lancashire  
BB7 2RA

16<sup>th</sup> August 2024

Dear Stephen Kilmartin

Planning Application No: 3/2024/0571

Proposal: Proposed modification of S106 Agreement dated 15 October 2013 relating to planning permission 3/2013/0137 to remove the need to reserve land for a school site.

Location: Land to the east of Clitheroe Road (Lawsonsteads) Whalley

Whalley Parish Council formally object to the proposed modification of the S106 agreement dated 15 October 2013, concerning planning permission 3/2013/0137, which seeks to remove the requirement to reserve land for a school site.

Firstly, we wish to express our dissatisfaction regarding the manner in which the original S106 agreement was drawn up and handled. The provision of land for a school was a critical component of the planning permission, reflecting the community's needs and future growth projections. The Parish Council is deeply concerned that this provision is now being reconsidered without adequate justification.

It is important to address why the site has not yet been delivered and enforced as an educational facility. The community was assured that this land would be set aside specifically to accommodate a new school, essential for addressing the current shortage of school places in the area. The delay in delivering this site raises significant concerns about the commitment to fulfilling the educational needs of our growing population.

The Parish Council strongly believes that the land should remain available for the development of a school and believes there is a clear need for additional school places in our community, and removing this reserved land from the agreement would only exacerbate the existing insufficiencies in our educational infrastructure.

The original S106 agreement recognised this need, and it is crucial that this land continues to be preserved for its intended purpose.

We urge the Planning Department to reconsider the proposed modification and to retain the requirement for reserving land for a school site. Ensuring that this land remains available for educational use is vital for the future of our community and the well-being of our children.

We would appreciate a response detailing the reasons behind the proposed modification and the steps being taken to address the shortfall in school places that this change would cause. We also request that our objections be taken into full consideration during the review process.

Thank you for your attention to this matter. We look forward to your response.

Yours sincerely,

*EK Haworth*

Liz Haworth  
Clerk and Responsible Finance Officer  
Whalley Parish Council

# AGENDA ITEM 6

**Whalley Parish Council**  
**Approved Minutes Ref No:**

**Cash Book**

**SEPTEMBER 2024**

Chq No.	Date	Inv no.	Payee / Payer	Description	NW Curr £	NW QE2 £	Skipton £	Total £	VAT £	Net £
DD	02/09/2025		Easy Web	Website/Email Services	(90.71)			(90.71)	(15.12)	(75.59)
BGC	02/09/2025		HMRC	VAT Return	2,056.61			2,056.61	2,056.61	0.00
Bankline	23/09/2024		E Haworth	Salary/Expenses/Mileage	(1,187.56)			(1,187.56)		(1,187.56)
Bankline	23/09/2024		HMRC	IT£286 NI£30.56 ENI£92.74	(409.30)			(409.30)		(409.30)
Bankline	23/09/2024	35	Altham Parish Council	47 Station Rd SpID	(164.00)			(164.00)		(164.00)
Bankline	23/09/2024	1.9E+08	EON	Vale Gardens Electricity	(17.48)			(17.48)		(17.48)
Bankline	23/09/2024		LALC	Conference Broughton	(70.00)			(70.00)		(70.00)
Bankline	23/09/2024	JM2716	WEF	Room Hire	(28.00)			(28.00)		(28.00)
Bankline	23/09/2024	595	Abbey Gardening Services Ltd	Parish Churchyard (August)	(418.80)			(418.80)	(69.80)	(349.00)
Bankline	23/09/2024	580	Abbey Gardening Services Ltd	Vale Gardens (August)	(327.60)			(327.60)	(54.60)	(273.00)
Bankline	23/09/2024	598	Abbey Gardening Services Ltd	OGS Grass Contract (August)	(42.00)			(42.00)	(7.00)	(35.00)
Bankline	23/09/2024	SB202413	PKF	AGAR Review	(504.00)			(504.00)	(84.00)	(420.00)
<b>Movement in Month</b>					<b>(1,202.84)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,202.84)</b>	<b>1,826.09</b>	<b>(3,028.93)</b>
Cash Book Balance at START of Month					65,398.97	1,095.00	56,705.68	123,199.65		
<b>Cash Book Balance at END of Month</b>					<b>64,196.13</b>	<b>1,095.00</b>	<b>56,705.68</b>	<b>121,996.81</b>		

**Bank Reconciliation**

	NW Curr £	NW QE2 £	Skipton £	Overall £
<i>Bank Statement Balance at START of month</i>	65,398.97	1,095.00	56,705.68	123,199.65
				0.00
				0.00
Cash Book Balance at START of month	65,398.97	1,095.00	56,705.68	123,199.65

## Whalley Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2024

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Whalley Parish Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> 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.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Whalley Parish Council</b> on application to:</p> <p>(a) Liz Haworth Parish Clerk                      _____                      correspondence address; 27 Waddow Grove                      Waddington, Clitheroe, Lancashire BB7 3JL                      _____                      _____</p> <p>(b) To be arranged via the Clerk                      _____                      _____                      _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £<sup>7.50</sup> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Liz Haworth Clerk &amp; RFO                      _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 29/08/2024                      _____</p>	<p>(e) Insert the date of placing of the notice</p>

## Section 1 – Annual Governance Statement 2023/24

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 2024, 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 took all reasonable steps to assure 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
			✓

**\*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:

15/05/2024

and recorded as minute reference:

2517/24 ICE

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

Chair

Clerk

ENTER [WWW.WHALLEYPARISHCOUNCIL.ORG.UK](http://WWW.WHALLEYPARISHCOUNCIL.ORG.UK) ADDRESS

**Section 2 – Accounting Statements 2023/24 for**

**WHALLEY PARISH COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	RESTATED 97544	125110	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  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	MJL RESTATED 61777 62199	64753	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	32155	49943	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	17428	21244	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	MJL RESTATED 48720 49360	111074	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	125110	107488	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	125110	107488	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	201374	203996	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	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

29/04/2024

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

15/05/2024

as recorded in minute reference:

25/8/24

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



## Section 3 – External Auditor’s Report and Certificate 2023/24

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 2024; 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 2023/24

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 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/08/2024

## AGENDA ITEM 9.1 (3 PAGES)

2024 Speed Survey	
Location:	LC9 47 Station Road, Whalley
From	To
9 August 2024	25 August 2024
No. of Vehicles	61,555
Ave Daily Vehicles	3,365
Max Speed	50 mph
85th Percentile Speed	29.6 mph
50th Percentile Speed	26.1 mph
Average Speed	25.66
Vehicles over speed limit	6,926

### **Comments:**

Saturdays saw the highest number of speeding vehicles - 1,436 at over 30mph.

The highest speed in the period was 50mph. 3 vehicles were recorded at this speed.

Where vehicles exceeded the speed limit, the average speeds were as follows:

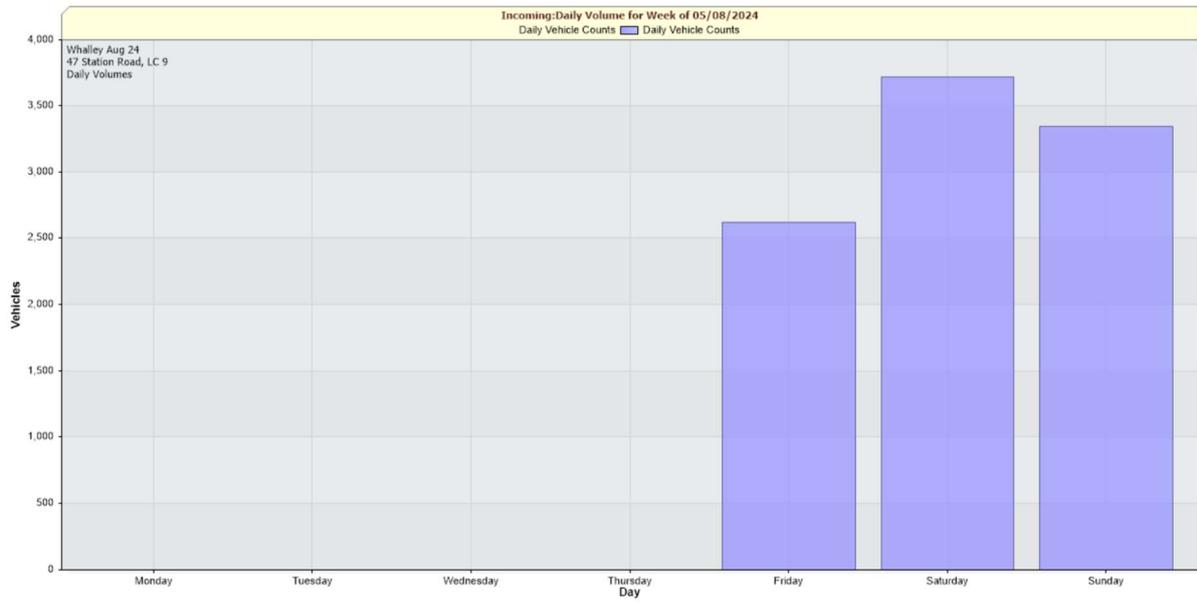
Mondays	32.9 mph
Tuesdays	32.8 mph
Wednesdays	32.9 mph
Thursdays	32.9 mph
Fridays	32.8 mph
Saturdays	32.9 mph
Sundays	33 mph

The 85th percentile speed almost matches the speed limit.

Next SpID deployment will be 16th September at LC99 by the Post Office, King Street.

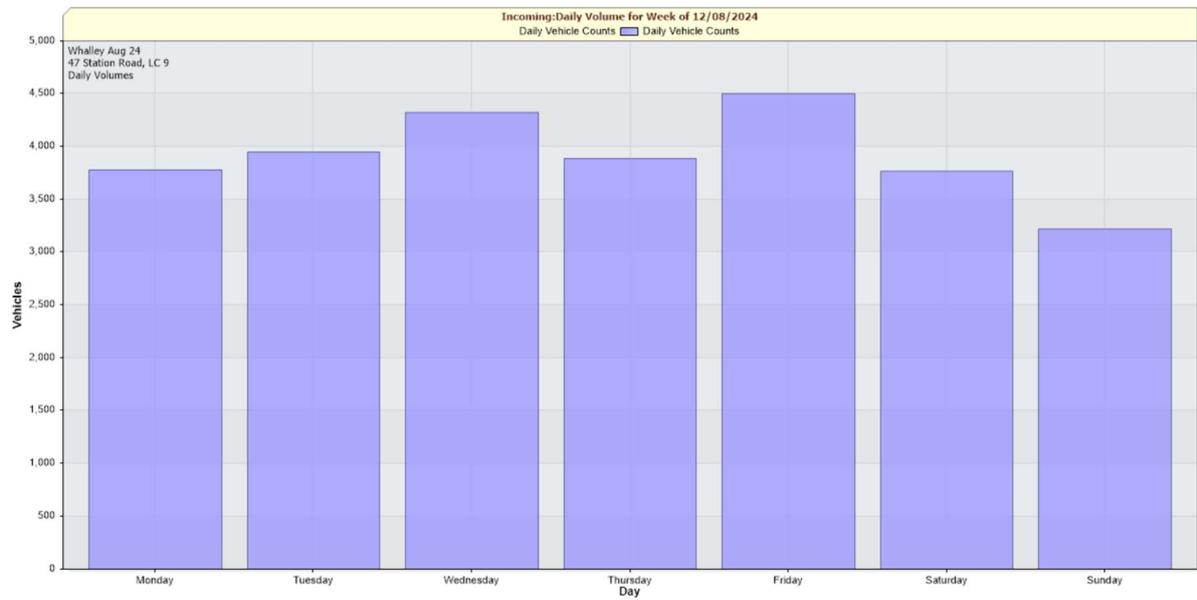
Project: Whalley Aug 24  
Location: Incoming  
Project Notes: 47 Station Road, LC 9  
Total Vehicles This Week: 9690 Vehicles

Select Week (Starting Monday): 05/08/2024  
12/08/2024  
19/08/2024  
26/08/2024



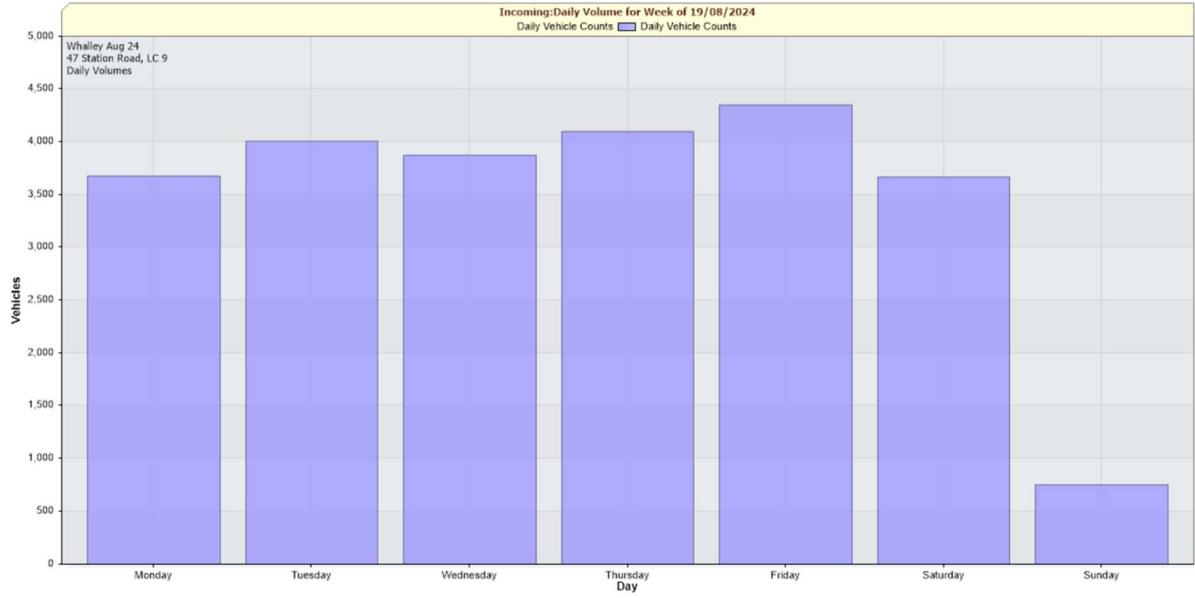
Project: Whalley Aug 24  
Location: Incoming  
Project Notes: 47 Station Road, LC 9  
Total Vehicles This Week: 27437 Vehicles

Select Week (Starting Monday): 05/08/2024  
12/08/2024  
19/08/2024  
26/08/2024



Project: Whalley Aug 24  
Location: Incoming  
Project Notes: 47 Station Road, LC 9  
Total Vehicles This Week: 24428 Vehicles

Select Week (Starting Monday): 05/08/2024  
12/08/2024  
19/08/2024  
26/08/2024



### **Traffic and Road Safety in Whalley**

#### **Background**

In 2022 following concerns expressed by residents over inappropriate speed on Whalley's roads, Councillors met the then Deputy Police & Crime Commissioner. The Parish Council took away two recommendations from the DPCC and these have been actioned as follows:

1. A supply of "Slow Down, Save Lives" stickers for refuse bins was obtained and distributed to residents.
2. Agreement was reached with the Highway Authority (Lancashire County Council) to place mounting plates for Speed Indicator Devices (SpID) at nine locations in Whalley and subsequently an agreement was made to place a SpID at these locations for a two-week survey on an annual programme. To date surveys have been undertaken at four locations.

The reasoning behind these is that in the case of the refuse bin signs, by showing them on a once per week basis passing drivers will not become blasé and the message will hopefully hit home.

In the case of the SpID surveys, the advice of the DPCC was that the Council would need to collect data to provide to the Highway Authority to substantiate requests for speed reduction measures.

#### **Traffic & Road Safety Working Group.**

In February 2023 the Ribble Valley Parish & Town Councils Traffic and Road Safety Working Group was established. The Working Group was established principally to further requests from Rural Parish Councils to implement 20mph speed limits in their areas to replace the existing national speed limit (60mph) through a number of parishes leading to unacceptable and dangerous speeds.

The Highway Authority stated that it would not support further 20mph schemes. Furthermore, any other speed reduction measures that Parish and Town Councils might request would need to be assessed by the Highway Authority and then if approved, the costs would need to be met by the Parish or Town Council.

In the event a number of Ribble Valley Parish Councils submitted speed reduction proposals which were subsequently reviewed by the Highway Authority who have also provided indicative costs.

Parish or Town Councils do not have the regulatory powers to implement 20mph (or any) speed limits in their area. This is a matter for the Highway Authority, Lancashire County Council in the case of Whalley.

A Road Safety Partnership exists in Lancashire being a Partnership made up of:

- The Lancashire Police and Crime Commissioner
- Lancashire County Council
- Blackburn with Darwen Borough Council
- Blackpool Council
- Lancashire Constabulary
- Lancashire Fire and Rescue Service
- North West Ambulance Service

- National Highways.

The Lancashire Road Safety Partnership works to support the effective coordination, and delivery of safer roads activity across Lancashire to reduce road casualties.

Members of the public can log concerns or complaints over dangerous incidents or excessive speed at <https://lancsroadsafety.co.uk/submit-concern/> or by calling 101.

### **The situation in Whalley.**

In Whalley all side roads currently have a 20mph speed limit.

Whalley Parish Council would have favoured the implementation of a 20mph speed limit on its main roads (Mitton Road/Station Road, King Street/Clitheroe Road; Accrington Road and Wiswell Lane). had not the Highway Authority stated that it would not support further implementation of 20mph zones.

Although not the favoured option a proposal was submitted via the Working Group for Gateway Markings (carriageway markings and highly visible speed limit signage) at the Village boundaries (excluding Wiswell Lane).

The cost of these was estimated by the Highway Authority at £6,250 each so a total of £18,750 which would need to be met by Whalley Parish Council through its precept and would be subject to a road condition survey by the Highway Authority. Subjectively the road condition is felt to be poor or problematic at each location.

Wiswell Lane is already subject to negotiations with the Highway Authority who have previously promised to provide new boundary signage and lighting in the current financial year.

On a positive note Whalley Parish Council has been proactive in making available to residents refuse bin stickers from the Lancashire Road Safety Partnership and at its cost, implementing an annual speed survey. This is more than many other Councils have done.

Given the ongoing SpID traffic speed survey programme it is felt that seeking to provide Gateway Markings at a cost of £18,750 does not represent good value for money.

It is felt that priority should be given to implementing measures to reduce traffic speed on Wiswell Lane with improvements to signage, lighting and pedestrian safety.

### **Recommendation.**

It is recommended that Whalley Parish Council does not pursue the provision of three sets of Gateway Markings at a cost of £18,750 but concentrates its efforts on Traffic Speed Surveys (see appendix) and pursuing road safety improvements on Wiswell Lane. The Council would nevertheless continue to play an active part in the Traffic & Road Safety Working Group and in particular pressing for further 20mph schemes where these can be justified.

John Threlfall

4<sup>th</sup> September 2024

## **Appendix – Speed Indicator Surveys 2024/2025**

- Clitheroe Road (LC107) 1<sup>st</sup> April 2024 v
- Accrington Road (LC87) 13<sup>th</sup> May 2024 v
- Mitton Road (LC17) 24<sup>th</sup> June 2024 v
- Station Road (LC9) 5<sup>th</sup> August 2024 v
- King Street (LC99) 16<sup>th</sup> September 2024
- Mitton Road (LC27) 28<sup>th</sup> October 2024
- King Street (LC83) 9<sup>th</sup> December 2024
- Mitton Road (LC26) 20<sup>th</sup> January 2025
- Mitton Road (LC33) 3<sup>rd</sup> March 2025

**clerk@whalleyparishcouncil.org.uk**

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**From:** Highways District Lead Officer <highwaysdistrictlead@lancashire.gov.uk>  
**Sent:** 22 August 2024 16:23  
**To:** 'clerk@whalleyparishcouncil.org.uk'  
**Subject:** RE: AH - 75102 Welcome to Whalley Road Sign on Wiswell Lane, Whalley

**Flag Status:** Flagged

Dear Ms Haworth

Thank you for your email of 13 August 2024 requesting speed limit signage at Wiswell Lane.

Unfortunately, with our traffic officers focus on safety critical matters, our staff cannot assist with finding a suitable location and designing the sign at present.

Kind regards, Peter

Peter Agland  
Highways District Lead Officer  
Highways Operations and Design  
Highways and Transport  
Lancashire County Council  
T: 0300 123 6780  
W: <http://www.lancashire.gov.uk>

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**From:** clerk@whalleyparishcouncil.org.uk <clerk@whalleyparishcouncil.org.uk>  
**Sent:** Tuesday, August 13, 2024 11:27 AM  
**To:** Highways District Lead Officer <highwaysdistrictlead@lancashire.gov.uk>  
**Cc:** 'Martin Highton' <chairman@whalleyparishcouncil.org.uk>; john.threlfall@whalleyparishcouncil.org.uk; Mills, Eddie <[REDACTED]@lancashire.gov.uk>; Gerald.Mirfin@lancashire.gov.uk.  
**Subject:** AH - 75102 Welcome to Whalley Road Sign on Wiswell Lane, Whalley

Dear Andrew,

Following our earlier communications, Whalley Parish Council would like to enquire if LCC is now able to assist with placing a sign on Wiswell Lane. This road is heavily trafficked and lacks both pavements and lampposts in the proposed siting, posing a safety risk for pedestrians.

WPC is willing to contribute to the cost and provide the "Welcome to Whalley" signage. However, we require assistance with the illumination, installation of a 30 mph sign, and the post.

Please consider this request and provide a cost estimate for the installation, so we can discuss it further.

We look forward to your response.

Kind Regards

Liz Haworth  
Clerk and Responsible Finance Officer  
Whalley Parish Council

Clerk to the Parish Council



BB7 9SN

23<sup>rd</sup> August 2024

Dear Sir

My wife and I would like to request that the parish council consider effecting some means to slow down the traffic using King Street, Whalley.

We have been residents for almost 4 years and during that time have witnessed many near accidents particularly worryingly on the zebra crossing. Personally on one occasion when having set foot on the crossing not one but two vehicles continued through at speed. Similarly we witnessed a young school girl almost halfway over the crossing when a driver, who obviously wasn't paying attention, speed through within inches of her. We believe that potentially a very serious incident is almost inevitable in the future.

Contributing to the dangers are the number of distractions on approach, like a crowd sat outside the wine bar, plus vehicles parking on double yellow lines.

You will be aware of the volume of such traffic which regularly includes large lorries and particularly tractors.

We believe that a 20 mph restriction would massively improve the current situation and makes absolute good sense. There are many precedents nationally in towns and villages to support such a move. It seems very relevant when the new government has made clear that they are encouraging these decisions be decided at local level.

Yours faithfully



**Parish Online  
Report to Whalley Parish Council  
September 2024 Meeting**

1.	<p><b>Proposal</b></p> <p>To consider subscribing to the Parish Online mapping service at a cost of circa £200 per annum</p>
2.	<p><b>Background</b></p> <p>What is plan online It is software supplied to the council to allow the easy and accessible source of mapping . Fully serviced and quick back up included in the annual fee.</p> <p>Background and cost WPC have previously subscribed to the mapping service run by Plan-online . This was through a free for a year deal via our insurance company. This lapsed on renewal but we are still listed as a user / emails at the time suggested that subscription fees could be negotiable should we wish to take up their service. Cost is based on population and previously quoted £201.60. Sept 2023. I'm reluctant to open further discussion with company until we agree to move forward if this cost seems reasonable.</p> <p>Uses / not limited to but suggested for;</p> <p><b>PARISH COUNCIL</b> Asset management ie location of benches / defibs / bins / Parish Council owned land &amp; property Location of SPID points Border definition /Ward Boundaries Planning application records Premises defined by planning consent Licensed premises Footpath location Flooding Crime statistics / location (tbc)</p> <p><b>BURIAL GROUND</b> Overall area Definition of denomination / burial areas Plot numbers by area Available plots / colour coded by plot type</p> <p>The permutations are varied and can be supplied on request to the public or made available from the website</p> <p><b>Advantages</b> Permits transparency and clarity for planning / developments proposed. Gives the public an opportunity to source information for more obscure activities Relatively low cost</p> <p><b>Disadvantages</b> Set up and maintenance</p>

## AGENDA ITEM

	<p>Considerations</p> <p>Who would set up and maintain the technical side of things?</p> <p>Can we make a long term commitment to keep the details current?</p>
<b>3.</b>	<b>Summary &amp; Recommendation</b>
	<p>To recommend using the Parish Online mapping tool and debate if WPC feel a mapping software service would be advantageous.</p> <p>If agreement is reached to move forward with the proposal, an up to date costing will be requested and negotiated.</p> <p>Alternative providers can be investigated.</p> <p>More details on their website <a href="https://www.parish-online.co.uk/services/digital-mapping-software">https://www.parish-online.co.uk/services/digital-mapping-software</a></p>

Cllr Richard Vickers  
Whalley Parish Council  
11<sup>th</sup> September 2024

Your Notes...

## ABOUT US

### Our Purpose

Parish Online was started in 2008 to address the technology divide between local councils and their higher tier counterparts. We set out using our IT and geospatial expertise to create software that meets local council needs.

### Our Resilience

Parish Online is deeply resilient, both from a technology and financial standpoint. We know how to keep cloud services running flawlessly, we pick suppliers carefully, and we defer income to ensure the lights always stay on.

### Our Services

We build technology services that are designed for the precise needs of town, parish and community councils. They are constantly evolving to ensure councils are using the latest technology in an easy and intuitive way.

### Our Social Value

Parish Online operates as a not-for-profit. All subscription revenue is reinvested into advancing technology, supporting local council membership organisations, and carrying out important climate-conscious projects.

# PARISH ONLINE

EMPOWERING LOCAL COUNCILS  
WITH GREAT TECHNOLOGY



support@parish-online.co.uk  
www.parish-online.co.uk  
01256 805 102

www.parish-online.co.uk

LOCAL  
AUTHORITY TECHNOLOGY

# MAPPING SOFTWARE

Ultra-high detail maps giving drawing, analysis & planning tools for your council



*“Parish Online Mapping is a **versatile tool** for helping our council **understand local environmental, social & planning constraints**. This allows us to make more informed **strategic plans** for our residents.”*

## TYPICAL USES

- Neighbourhood Plan maps
- Asset management
- Property boundary analysis
- Planning application reviews
- Climate & resilience planning
- Publishing maps to your website
- Travel time analysis

## MAPPING

- Ordnance Survey
- HM Land Registry
- Natural England / NRW
- EPCs
- Environment Agency
- Local Authority planning and hundreds more



## PACKAGE & PRICING

Fixed annual subscription with unlimited usage, users and prints.

Pricing based on population from £30 a year (average £100)

[parish-online.co.uk/mapping](http://parish-online.co.uk/mapping)

# WEBSITE SERVICE

Give your council the professional & engaging online presence it deserves



*“Parish Online Websites has given us a **great-looking website** that’s **easy to maintain**. Our GOV.UK domain and email gives **authority and confidence** to our residents.”*

## PACKAGE INCLUDES

### WEBSITE

A responsive, secure & accessible website using the latest Government design.

### FREE GOV.UK DOMAIN

Included so you meet Practitioners’ Guide recommendations.

### EMAIL

Up to 20 mailboxes for clerk, staff & councillors.

### MIGRATION

We migrate content from your old site to your new one for free.

### SUPPORT

We help you get the most out of your site.

## FEATURES

- Hosting on 100% green infrastructure
- WCAG 2.1 AA compliance
- SSL encryption included
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Fixed annual subscription.

Pricing based on population from £280 a year (average £360)

[parish-online.co.uk/websites](http://parish-online.co.uk/websites)