

# SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Thursday 30 May 2024 at St. Peters School Church Hall, Simonstone commencing at 7.30pm.

**Members of the public are welcome to attend.**

## Agenda

1. To elect a Chair for the next 12 months.
2. To elect a Vice Chair for the next 12 months.
3. For Chair to sign the Declaration of Acceptance of Office Form.
4. Apologies for absence.
5. **Declarations of disclosable pecuniary and other registrable and non-registrable interests.**  
Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
6. **Approve minutes of the Annual Meeting of the Parish Council held on 18 May 2023.**
7. **Approve the minutes of the Parish Council Meeting held on 4 April 2024.**
8. **Approve the minutes of the Parish Council Meeting held on 9 May 2024.**
9. **Public participation. To receive questions and comments on any agenda item.**  
This 30-minute session (time-limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECISION:

#### 10. Audit and Financial Matters:

- 10.1 To approve as a correct record the Financial Statements to 31 March 2024. Enclosed.
- 10.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2023/2024. Enclosed
- 10.3 To authorise the Chair to sign Section 1: AGAR 2023/2024. Enclosed.
- 10.4 To authorise the Chair to sign Section 2: AGAR 2023/2024. Enclosed

#### 11. Appointments and Nominations for parish activities:

- 11.1 To appoint an internal auditor.  
~~The current auditor is Lord Accountancy Services (Simonstone).~~ Correction: The current auditor is David Swift
- 11.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.  
Currently Cllrs. Peat and Hampson.

- 11.3 Liaison with Borough and County Councillors.  
*Currently carried out by Cllr. Peat.*
- 11.4 Coordination of planning comments.  
*Currently not assigned.*
- 11.5 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.  
*Currently carried out by Cllrs. Pollard and Duckworth.*
- 11.6 Activities involving LCC Highways and Street Lighting, reporting defects etc.  
*Currently not assigned.*
- 11.7 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.  
*Currently not assigned.*
- 11.8 Coordination and liaison with other parish councils, social groups, and coordinating Christmas activities.  
*This task is currently being carried out by Cllrs. Finn and Vaughton.*
- 11.9 Representative at the Road Safety Working Group.  
*This task is currently being carried out by Cllr. Hampson*
- 11.10 Website Update.  
*This task is currently being carried out by Cllrs. Finn and Hampson.*
- 11.11 Updating Social Media including Facebook.  
*This task is currently being carried out by Cllrs. Vaughton and Hampson.*

**ITEMS for REVIEW and DISCUSSION:** All documents are available on the Council's website.

## **12. Review the Council's Policies, Procedures, Registers and Regulations.**

- 12.1 Asset Register.
- 12.2 Standing Orders.
- 12.3 Council's Registration with the Information Commissioners Office: expires 19/05/25.
- 12.4 Insurance Policy Including Employers and Public Liability: valid until 31/05/25.
- 12.5 Code of Conduct.

## **13. Approve meeting dates for 2024-2025.**

Suggested dates:

2024: July 11, Sept. 5, Oct. 3, Nov. 7 and Dec. 5

2025: Jan. 9, Feb. 6 and March 6.

## **OTHER COUNCIL MATTERS for CONSIDERATION.**

### **14. Christmas Street Lights - Update.**

Cllrs. Vaughton and Norse.

### **15. 80<sup>th</sup> Anniversary of D-Day – Lighting of Beacons.**

Report by Cllr. Hampson.

### **16. SpID Installation - Northern End of Fort Vale.**

Cllr. Pollard.

**Michael Hill**

*Clerk and Responsible Financial Officer*

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# Agenda Item 6

## SIMONSTONE PARISH COUNCIL

18/05/2023

A meeting of the Parish Council was held at **Read and Simonstone Village Hall, East View, Read BB12 7PS on Thursday 18th May 2023 at 7.00p.m.**

**Present:** Chairman: Councillor Peat  
Councillors: Duckworth, Finn, Hampson, McKelvey, Norse & Pollard.

**In attendance:** April Collinson (Clerk)

5 members of the public attended.

### 1. List of Councillors Elected –

Alan Vincent Duckworth  
Stephen Finn  
Jacqueline Hampson  
Robert Eric Jebb McKelvey  
Greera Katrina Norse  
David Alan Peat  
Clifton Charles Pollard  
Maureen Vaughton

2. **Apologies for absence** – apologies for absence were received from Councillor McKelvey

3. **Appointment of Chairman** – David Peat proposed and seconded

### 4. Appointment of Vice Chairman and Council Representatives

Vice-Chair	To be confirmed
RV Parish Liaison Committee	David Peat & Jacqueline Hampson
LA Local Councils	To be reviewed as necessary
Parish Planning Area	Vice Chair and two other councillors to be confirmed
Governance Panel	Clerk
Bank Signatories	David Peat & Stephen Finn
Champion for the Youth & Elderly	To be reviewed as necessary
Read Simonstone Village Hall	To be reviewed as necessary
Martholme Greenway	To be reviewed as necessary
Lengthsman Coordinator	Alan Duckworth & Clifton Pollard
District Councillor	Gaye McCrum & Malcolm Peplow
Facebook	Maureen Vaughton & Jacqueline Hampson
Website co-ordinator	Jaqueline Hampson & Stephen Finn

Councillor Stephen Finn was nominated and seconded for the position of Vice Chairman as well as Greera Norse also being nominated and seconded for the position. Councillor Hampson put forward that any person making a deciding vote (in this case the vice chair should the chairman be unavailable) should be from the village of Simonstone. Other councillors believed that any councillor should be eligible to be vice chair as they were eligible to become councillors and were voted into the role by the residents of Simonstone. It was resolved to confirm the guidance in this matter and decide the position at the next meeting. This would go on to impact the Parish Planning Area post, which will also be reviewed following confirmation of the guidance at the next meeting.

## **5. Declarations of Councillors' Interest and dispensations**

**5.1 To receive declarations of interest from Councillors on items on the agenda.** – *none.*

**5.2 To receive requests for dispensations for disclosable pecuniary interests (if any)** – *none.*

**5.3 To grant any requests for dispensation as appropriate**

Regarding the speeding on Clough Lane – for clarity Jaqueline Hampson declared that she had been working with the conservative party to make connections to assist the village in improving road safety.

## **6. To approve the minutes of the previous Parish Council meeting held on 13<sup>th</sup> April 2023** – *minutes were read and agreed*

### **7. Matters arising from the above minutes not on the agenda –**

*Regarding minute 13/04/2023 10.a) Coronation, it was noted that Gayle Wray and John Barker asked for litter pickers which had been provided by Ribble Valley Borough Council. 4 litter pickers were provided for REG and 2 for The Martholme Greenway.*

*Regarding minute 13/04/2013 10.d) PROW (Public Rights of Way) Scheme, the Lengthsman and been contacted to make enquiries about replacing the stile with a gate as well as the waterlogged area.*

*Regarding minute 13/04/2023 10.f) Maintenance issues, the lengthsman had begun to make repairs to the wall of the Parish Garden where the top stones had gone missing, unfortunately a vehicle has since damaged the wall causing it to need much more extensive repairs. The Clerk has contacted the PCSO about the incident to see if it has been recorded so that a claim may be made against the vehicle's insurance. Details of the Council's insurance will also be checked to confirm whether this is covered.*

*Councillor Peat noted that a TTRO will be in effect for one week of July, this will close part of School Lane to traffic and may worsen local traffic flow.*

### **8. Public participation –**

A member of the public wished to extend Thanks to Councillor Maureen Vaughton for her work on the coronation celebration along with other councillors including Stephen Finn, David Peat and Clifton Pollard. It was noted that these events take a lot of work in preparations, she confirmed it was good to be supported by the councillors.

A resident raised issues with Litter bin emptying, councillors discussed that it is Ribble Valley Borough Council who empties the litter bins. All bins are now numbered and should there be an issue with any of them there will be a number to call and request emptying.

A resident raised concerns about some Japanese knot weed seen growing locally, It was confirmed that this is a Borough council issue so should be reported to Ribble Valley Borough Council.

## **8. Borough Councillor's Report – none**

### **9. Clerk's Report**

The Crime statistics for April for the area of Read & Simonstone are as follows;

Drugs - 0

Vehicle crime - 1

Criminal damage excluding vehicles - 0

Public order - 0

Anti-social behaviour - 0

Assault - 0

Theft - 0

Theft or unauthorised taking of a motor vehicle - 0  
Burglary – 0

## **10. reports from external meetings**

*none*

## **11. Decision Items**

### **a) Parish Council Code of Conduct**

Councillors are expected to sign up to the Code of Conduct, this is available on the Parish Council Website and will also be circulated to councillors via email.

**RESOLVED:** Councillors are to read the document thoroughly and confirm their acceptance.

### **b) Speeding on Clough Lane**

The council received a report that the 20mph speed limit on Clough Lane is not being followed, there were concerns about children washing cars parked roadside. It was noted that there is more of an issue traveling the down the hill. This road is a single-track lane. Councillors commented that there are clear signs and a SPID in place in the area. Road Safety and speeding has been a key issue which the Parish council is working to resolve and has created a dedicated Road Safety working group to help address this.

**RESOLVED:** The Road Safety Group will monitor this area of concern and review.

### **c) Completed Repair and Painting of Simonstone Sign on A671**

Duncan Armstrong has completed painting of the "Simonstone" sign and this has been put back in place. Councillor Hampson suggested printing a Card of Thanks for his work as he has quoted this at a low materials only cost. An invoice will need to be presented before payment can be made.

### **d) Cost of Coronation Picnic table/bench**

A grant of £500 for the coronation was received from Ribble Valley Borough Council. Some of this money has been put toward the indoor street party event held in the Village Hall. Councillors had discussed purchasing a picnic table with a commemorative plaque for the village. Councillors discussed some options and quotes presented and decided that rounded/octagonal picnic benches preferable as these seemed easier for people to get into the seat as it would not be necessary to shuffle along or climb over the seat. Low maintenance was seen as preferable. The Lengthsman will need to be contacted for a level paved area where the picnic bench can be sited. ARK plastics is local and has been used before for the Jubilee Bench, the offer an eight seater picnic bench with a round top, this is made of 100% recycled plastic and is available in Black or Brown with a cost of £765+VAT plus shipping, there are options for a plaque in stainless steel (£65) or brass (£60) plaque. The plaque would say that the picnic table was installed in the year of the coronation of King Charles III with funding from RVBC and Simonstone Parish Council to commemorate coronation on 6<sup>th</sup> May 2023.

**RESOLVED:** Enquiries will be made with the Lengthsman initially.

### **e) Report back from Coronation event**

Feedback from the event was very positive. The event was attended by the Mayor and Mayoress and the Deputy Mayor who is soon to become the Mayor showed interest in attending any future events. The event was advertised on noticeboards and in all shops in the village as well as on social media. Comments were made that some residents only stumbled across the event last minute but greatly enjoyed attending the event. The event raised £237 from the raffle and £257 from ticket sales for a total of £494 to be split between two local charities; Ribble Valley food bank & Pendleside Hospice.

**f) Plastic free Initiative**

Gayle Wray from REG spoke about the Plastic free initiative that the group is trying to achieve throughout the village which will encourage local people to stop using single use plastics, this would help to prevent litter and the use of oil in producing these plastics as well as CO2 emissions. 5 councillors would need to sign up to give up three single use plastics from daily living (for example plastic bottles, soap dispensers, plastic spoons etc.). An award is available should the council sign up. The council would be asked to support events such as the planned mass unwrap at Tesco, this would take place outside the store and with consent of store manager. The Parish Council would be able to add a symbol to the letterhead to show support for the plastic free initiative. It was suggested the council could show support and spread awareness by including information in the newsletter.

**RESOLVED:** Councillors voted to support the Plastic free initiative and take the plastic free pledge.

**g) Noticeboard**

Councillors discussed the noticeboard by the Stork Hotel and the quotes which had been gathered to that point. Councillors discussed looking for a more economical replacement.

**RESOLVED:** Councillors resolve to look for cheaper quotes prior to next meeting.

**12. Correspondence**

none

**13. Planning Applications/Decisions/Enforcements – There was one planning application received since the time of the last minutes;**

**Application number 3/2023/0304 at 9 Woodfields, Whins Lane, Simonstone, BB12 7SB**

The application is for Proposed erection of a single storey side extension.

No objections

**14. Finance & Accounts:**

**a) Payments out of accounts**

date	description	Net	VAT	Gross
20/04/2023	Clerk's wage	£228.74	£0.00	£228.74
21/04/2023	Clerk's expenses	£5.75	£0.00	£5.75
28/04/2023	RSVH – Hall Hire	£20.00	£0.00	£20.00
28/04/2023	RSVH – Hall Hire	£20.00	£0.00	£20.00

**b) Unpresented cheques**

Chq no.	description	Net	VAT	Gross
101495	Citizens advice bureau	£150.00	£0.00	£150.00
101504	Website domain & hosting fees	£133.05	£0.00	£133.05
101506	Lengthsman scheme	£335.76	£0.00	£335.76
101507	Npower xmas lights 21/22	£5.31	£0.27	£5.58
101508	Npower xmas lights 22/23	£3.86	£0.19	£4.05
101509	Use-IT Microsoft office package	£11.28	£2.26	£13.54

Cheque 101495, donation to Citizens Advice Bureau, will be withdrawn as the business is no longer active.

**c) income received**

11/04/2022	RVBC - Precept	£8,400.00
17/04/2022	RVBC - Coronation grant	£500.00

**d) Bank reconciliation as at 29 April 2023**

<b>Balances 01.04.23</b>			
Community Account	£8,018.08		
Business Saver Account	£9,640.59		£17,658.67
Add: Receipts			£8,900.00
Less: Payments			£274.49
Less: unpresented cheques			£641.98
Balance			£25,642.20

**e) payments to be made**

Description	Net	VAT	Gross
Clerks wage May	£228.74	£0.00	£228.74
RVBC – litter bin emptying (annual)	£420.29	£84.06	£504.35
Ingham & Yorke – playing field & bus shelter rent	£50.00	£0.00	£50.00
Painting of “Simonstone” sign on A671			TBC

Spend vs budget has been assessed and there has been recent underspend.

**15. Items for the next agenda**

Selection of Vice chairman

Litter bins

Road Safety

Parish plan working group

Noticeboards

**The Next Meeting will take place on 8<sup>th</sup> June 2023.**

**The meeting ended at 8.20pm**

# Agenda Item 7

## SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

A meeting of the Parish Council was held at  
St Peter's School Church Hall, School Lane, Simonstone on Thursday 4<sup>th</sup> April 2024 at 7.00p.m.

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Minutes: 4 April 2024

A meeting of the Parish Council was held at  
St Peter's School Church Hall, School Lane, Simonstone on Thursday 4<sup>th</sup> April 2024 at 7.00p.m.

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## Date and time of next meeting



**Thursday 9 May 2024 @ 7pm**

St Peter's Old School & Church,  
School Lane, Simonstone

BB12 7HR

## HOW TO ACCESS THE FULL SPC MINUTES



Draft minutes (and later amended minutes) are available on the Simonstone Parish Council website

**[www.Simonstone.org.uk](http://www.Simonstone.org.uk)**



Alternatively, you can visit Simonstone Parish Council's page on Facebook and pick up a direct link from there

**[Facebook.com/simonstonepc](https://www.facebook.com/simonstonepc)**

# SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

A meeting of the Parish Council was held at St Peter's School Church Hall, School Lane, Simonstone on Thursday 4<sup>th</sup> April 2024 at 7.00p.m.

## ATTENDANCE

Clerk:	<i>Clerk position is currently vacant. Therefore, Cllr Hampson took minutes.</i>
Chair:	Cllr Peat [DP]
Councillors:	Duckworth [AD], Finn [SF], Hampson [JH], McKelvey [McK], Norse [GN], Pollard [CP], Vaughton [MV]
Expected guests:	Borough Councillor(s): Malcolm Pepwell [MPw]  Read Parish Council Councillors: Marie Hacking, Richard Hanson
Public attendance:	2 members of the public from outside the area (one a student of politics) 1 resident of Simonstone (SM)

## MEETING MINUTES AND ACTIONS

### 1 APOLOGIES FOR ABSENCE

*None received.*

### 2 CHAIR'S CONCERNS

2' 24	Very concerned about the flow of emails that have been happening since the last meeting. All should remember the Code of Conduct.  On a recent course attended by the Chair he was reminded that there should be zero tolerance of abuse and criticism, this isn't to say that things can't be discussed, but the ways that things are discussed should be respectfully and within tolerances and boundaries.  Chair reminded councillors that we would not use emails to decide matters of policy and wait until meetings to do that. Nor should emails be used to subject individuals or groups to bullying and harassment, or subject people to personal attacks.	
4' 36	CP raised that he wanted to speak about the emails, the chair directed him to wait until later in the meeting.	

### 3 DECLARATIONS OF COUNCILLORS INTERESTS AND DISPENSATIONS

5'01	2.1 To receive declarations of interest from Councillors <b>on items on the agenda.</b> 2.2 To receive requests for dispensations for disclosable pecuniary interests (if any). 2.3 To grant any requests for dispensation as appropriate.  Clifton Pollard – Martholme Greenway	<i>(RPC – RH enters)</i>
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# SIMONSTONE PARISH COUNCIL

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## 4 PUBLIC PARTICIPATION

6' 48	<p>A resident of Simonstone, SM, thanked the councillors for their time and efforts, appreciating from their own past experience, how much time and work goes into working on behalf of fellow residents, and noting that all are volunteers.</p> <p>The councillors were highly appreciative of the thanks and offered their own in response.</p>	
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## 5 READ PARISH COUNCIL RE BYPASS

8' 08	<p><i>Marie Hacking, Chair of Read Parish Council, and Richard Holden, Councillor of RPC, spoke on behalf of RPC.</i></p> <p>Thanked the team for their work on the bypass funding bid.</p> <p>Retrospectively, the Chair considered that they would have preferred to have an additional month to formally approve the document after Simonstone Parish Council had formally approved the bid document. However, they did appreciate that time had been considered to be of the essence.</p> <p>Richard Hanson confirmed that there had been no amends put forward by Read PC. Furthermore, only a bypass had been discussed, no one had raised the inclusion of a cycleway or active travel provision therefore none of that had been discussed.</p> <p><b>Action(s):</b></p> <p>(1) None remain, rather than waiting for official responses and considering who else the bid document could be sent to.</p>	
Resume normal agenda		

## 6 APPROVE MINUTES OF PREVIOUS MEETING 7<sup>TH</sup> MARCH

12'06"	<p>The new look of the minutes was warmly received. Cllr Vaughton raised that the minutes spreading across more than 3 pages had meant that not all could be displayed on the noticeboard so she had added a note that they could be viewed on Facebook and the website.</p> <p><b>Corrections/amendments to previous minutes</b></p>	
15'00"	<p><i>RMcK Pg 5 8.1</i></p> <p>It was a vehicle accident involving 3 cars, rather than a vehicle fire.</p>	
15'55"	<p><i>RMcK Pg 9 Bypass handout from JB</i></p> <p>Suggested that the annotation for the source of the blue line should be amended from Cllr Pollard to Cllr Duckworth. However, JH was 100%, having played minutes back when Dr Barker had first presented the document, that the blue route had been one proposed by CP (which CP confirmed). Cllr</p>	

# SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

	Pollard confirmed the blue route on John Barker's handout had been one proposed by him, not by Cllr Duckworth in the bypass funding bid document.	
17' 38"	<b>Chair confirms that with the exception of the bypass report and the amendment to 8.1 that councillors are happy for him to sign off the previous minutes.</b>	
17' 46"	<p><b>Bypass report</b></p> <p>Cllr Pollard objected to the word "guarantees" being used in the summarisation of his contribution to the Bypass Funding Bid discussion in the March SPC. His clarification being that he had said he "would only support a scheme which included provision for the completion of Cycleway 685 across the Martholme Viaduct".</p> <p>Cllr Pollard further clarified that when the Council had been discussing the bypass funding bid and focusing on the bypass itself, when he spoke about going over the viaduct he had been referring to a potential extension of Cycleway 685 going across the viaduct, not the bypass itself.</p>	
20' 08"	Cllr Duckworth queried if comments from an MGG official regarding elements of the Martholme Greenway needed to be included.	
20' 14"	Cllr Pollard disputed that Cycleway 685 had anything to do with the Martholme Greenway. Further, that Dr Barker doesn't support a bypass but he (CP) does support a bypass if it includes the provision of a cycleway over the viaduct.	
22' 30"	<b>ACTION: The Chair asked JH to delete first 3 lines of page 4 and putting 685 into Vote 1</b>	
27' 12"	Cllr Duckworth reminded people that the bypass document has been sent and there was no public mandate to lobby for a cycleway. Therefore, if Cllr Pollard wanted an extension to Cycleway 685, through Simonstone, he should do so via a separate bid document.	JH
27' 12"	<b>Chair – "and with those amends the minutes are signed".</b>	
28' 05"	Chair referred to recording of meetings, confirmed it was perfectly okay to do so, asked that each person recording in future declares it. However, for future reference all SPC meetings are recorded.	ALL
29' 30"	<p><b>Process for future minutes</b></p> <p>Councillors discussed the process and timing of when draft minutes and minutes are put into the public domain.</p> <p><i>Agreed process follows on next page</i></p>	

# SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

	<p><b>All to note it was agreed:</b></p> <ol style="list-style-type: none"><li>(1) Clerk drafts minutes and shares with Chair.</li><li>(2) Chair confirms they are happy to share with councillors.</li><li>(3) Clerk then shares with councillors.</li><li>(4) Councillors have 5 days to suggest any corrections to Clerk.</li><li>(5) Clerk makes any factual corrections (eg collision, not fire)</li><li>(6) Public draft is then published with a 'DRAFT' watermark on it.</li></ol> <p>Chair provided Simonstone resident with a copy of the bypass funding bid document, which Cllr Vaughton will also circulate via Facebook.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"><li>(1) Add page numbers to new style minutes.</li><li>(2) Add a DRAFT watermark to minutes.</li><li>(3) Delay publishing of draft minutes to the public for <b>5 days</b> until councillors have had chance to suggest any factual corrections.</li><li>(4) Cllr Vaughton to share bypass funding bid on Facebook.</li></ol>	JH JH MV/SF MV
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## 7 MATTERS ARISING FROM PREVIOUS MINUTES

### 7.1 UPDATE OF WASTE BIN REQUIREMENTS [DUCKWORTH]

35' 00"	<p><i>[Duckworth, Peat]</i></p> <p>Cllr Peat reported the need to replace the bins at the bus stops along the A671 at the Simonstone Lane end of the road. He suggested a larger drum type to replace the one in the eastbound direction, and had asked RVBC to make a recommendation about the one in the westbound direction. However, the roadworks had prevented progress.</p> <p>Councillors discussed the bin at the layby (with phonebox) on the A671 between Haugh Avenue and Scott Avenue. A smaller bin, than a wheelie bin, is needed at the lay-by in order to deter people dropping off household rubbish. The impact of roadworks on access to the bins was also considered.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"><li>(1) Liaise with RVBC bin department and request a waist high with domed lid to replace the wheelie bin.</li></ol>	
37' 50"		AD/DP

### 7.2 SCOPING DOCUMENTS FOR ELECTRIC VEHICLES

38'00"	<p><i>[Duckworth]</i></p> <p>Cllr Duckworth has produced a report on the potential for charging of electric vehicles in the parish, this was shared with Councillors and members of the public present. Lancashire County Council have funding available for EV schemes.</p>	
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	<b>Action(s):</b> (1) Cllr Duckworth to include a facing sheet on the report, make a few amendments and will then recirculate to councillors.	AD
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## 7.3 PARISH PLAN WORKING GROUP

40' 30"	<p><i>[Duckworth, Hampson, Norse]</i></p> <p>Councillors Duckworth, Hampson &amp; Norse volunteered to form a working group.</p> <p>It was confirmed that Cllr Finn (who had previous jurisdiction for leading the project) did not want to participate in the working group and that therefore the remaining 3 councillors should go ahead taking the project forward.</p> <p>Group to focus on residential views as a priority and tackle business opinions at a later stage.</p> <p><b>Action(s):</b> (1) Duckworth, Hampson &amp; Norse to meet before next SPC and report back with a plan for how to take the project forward.</p>	AD, JH, GN
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## 7.4 BANKING UPDATE

41' 21"	<p><i>[Peat]</i></p>	
41' 50"	<p>Cllr Peat updated the Council on his endeavours (and subsequent phone travails) to add Cllr Duckworth to the signatory list for parish accounts.</p> <p>The current signatories for SPC are: Stephen Finn, Clifton Pollard, David Peat, Graham Meloy and April Collinson.</p> <p>Cllr Peat completed and delivered a form that removed Graham Meloy and April Collinson.</p>	
42' 56"	<p>Cllr Duckworth has completed a form to be added to the signatory list. It is anticipated that it will take around 10 days for the process to complete.</p>	
43' 08"	<p>Cllr Peat also requested a <b>cash card</b> which has since been received and activated.</p> <p>Cllr Peat has also received an additional electronic device for making payments. It hasn't been used yet as it is felt appropriate policies for its use should be drawn up first in the future.</p>	

## 7.5 CHRISTMAS LIGHTS

42' 40"	<p><i>[Vaughton]</i></p>	
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# SIMONSTONE PARISH COUNCIL

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	<p>Cllr Vaughton has received a substantial document from LCC on the information required for fixing decorations to lampposts.</p> <p>SPC would need to have public liability insurance cover for up to £10 million for an individual incidents.</p> <p>SPC are exempt from £70 application fee because we're deemed a charity.</p> <p>Cllr Vaughton has done some initial research into suppliers for Christmas lights decorations e.g. <i>DZD.co.uk</i> and <i>JustLights.com</i></p> <p>Cllr Vaughton is happy to share her diagram of where the lampposts are if any other councillors are interested.</p> <p>Cllr Peat informed the Council that there is money available from RVBC.</p> <p>To be exempt from lamppost testing fees we have to give 10 weeks notice, therefore we must have a plan in place by September.</p> <p>Christmas lights annual installation and removal would be an additional fee, albeit one that could be done via the Lengthsman.</p> <p>Cllr Norse proposed that the cost of adding Christmas lights be staggered across a number of years, rather than be borne in any one year. Additionally, she proposed that grants be investigated.</p> <p>Cllrs Vaughton and Norse to team up and take this project forward.</p> <p><b>Action(s):</b></p> <p>(1) Cllrs Vaughton and Norse to meet and discuss how to take the project forward and what budget it might require.</p>	MV, GN
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## 7.6 CLERK VACANCY

52' 00"	<p>[Peat]</p> <p>Cllr Peat updated the Council that RVBC had advertised the vacancy notice, however following no applications being received, the deadline has been extended by a week.</p> <p>The Council discussed the options for how the interviewing and decision-making processes would proceed. It was decided that rather than delay appointing a clerk the selection panel would have the power to appoint a Clerk before SPC next meets.</p> <p>Cllr Hampson recused herself from the being on a selection panel because she thought there was a chance that she knows a potential applicant.</p>	
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# SIMONSTONE PARISH COUNCIL

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(1h 00' 00")	<p>In the meantime, job has been split into 3 parts whilst we seek to appoint and council agreed to proceed in this way for the time being, with those currently undertaking the tasks.</p> <ul style="list-style-type: none"><li>• DP &amp; SF to set agenda and do clerk correspondence</li><li>• JH to do minutes</li><li>• A third party (<i>to be discussed later in 12a</i>) to do accounts</li></ul> <p><b>Action(s):</b></p> <p>(1) Cllrs Peat, Finn and Norse will serve as a Selection Panel on this occasion and will appoint a Clerk if a suitable candidate applies and passes the interview stage.</p>	DP, SF, GN
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## 7.7 LENGTHSMAN VACANCY

59' 05"	<p><i>[Pollard, Duckworth]</i></p> <p>Our lengthsmen has resigned due to taking on other work elsewhere. Therefore, Cllrs Pollard and Duckworth have been liaising with Angela at Sabden PC who coordinates the lengthsmen.</p> <p>There may be someone in the pipeline (Clitheroe lengthsmen).</p> <p><b>Action(s):</b></p> <p>(1) Cllr Pollard to liaise with the Lengthsman Coordinator re filling the vacancy.</p>	CP
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## 7.8 GRANT REQUEST - EASIBEATS

1h 50' 00"	<p><i>[Hampson]</i></p> <p>Cllr Hampson reported back that the form she had been sent to forward to Easibeats had required some updating since its last use. Therefore, she had updated the form which had then turned into a larger process than originally intended.</p> <p>The new draft form had been circulated prior to the meeting and was discussed at the meeting.</p> <p>SF raised concerns about including a section about potential conflicts of interests.</p> <p>DP would like to factor in more questions regarding financials and legals of any applicants.</p> <p>Easibeats will be informed that our application for funding is not quite complete and we will be in touch in due course. It is noted that there is no imminent requirement for funding.</p> <p><b>Action(s):</b></p>	
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# SIMONSTONE PARISH COUNCIL

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	<ul style="list-style-type: none"><li>(1) Cllrs to consider what amendments to the draft form they would like to be implemented and forward to Cllr Hampson ASAP.</li><li>(2) Cllr Hampson will update the new form accordingly in time for the next meeting.</li><li>(3) Cllr Peat will update the applicant for Easibeats regarding revisions to our process.</li></ul>	ALL JH DP
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## 7.9 FORT VALE

1h 09' 07"	<p><i>[Pollard]</i></p> <p>As mentioned at last meeting, Cllr Pollard met with Fort Vale's Innovation Director, Andrew Bryce, about putting a bench on the land they own beside the river and to have access through their site to do it.</p> <p>Cllr Pollard has a picture of a bench he would like to use.</p> <p><b>Action(s):</b></p> <ul style="list-style-type: none"><li>(1) Await appointment of lengthsman.</li></ul>	ALL
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## 7.10 STORK PUB WALL NOTICEBOARD

1h 09' 47"	<p><i>[McKelvey]</i></p> <p>Cllr McKelvey provided an update on the new noticeboard that has been signed off by the Council. It has now been delivered to Cllr Duckworth. Cllr McKelvey will arrange for it to be put up.</p> <p><i>As per Item 6.7 above</i>, with the current lengthsman vacancy as it is, this may be slower than anticipated but Cllrs Duckworth and Pollard will liaise with the Lengthsman Co-Ordinator based at Sabden PC.</p> <p><b>Action(s):</b></p> <ul style="list-style-type: none"><li>(1) Cllr McKelvey to check the fittings required for the noticeboard, liaise with the Stork pub landladies and get it fixed to the wall.</li></ul>	McK/AD
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## 8 BOROUGH COUNCILLOR'S REPORT

1h 10' 42"	<p><i>[Peplow]</i></p> <p>Cllr Peplow gave a verbal report to SPC on his activities at RVBC. <i>A transcript of what was said is available on the SPC website next to the minutes of this meeting.</i></p> <p>Cllr Peplow put on the record his thanks to Simonstone and Read parish councillors who have assisted with the Safer Lanes signage. He also extended his thanks to the Read &amp; Simonstone Village Hall for storing the signs in the interim.</p>	
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# SIMONSTONE PARISH COUNCIL

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1h 15' 00"	<p>Cllr Hampson asked Cllr Peplow to enquire with RVBC if the shared prosperity fund can be used for updating bus shelters. Cllr Peplow wants to wait for more direction/information from the Borough Council management.</p> <p>Cllr Peat asked Cllr Peplow to ask the RVBC Environment Officer about the removal of sharps and medical waste that washes up onto the land from the River Calder.</p>	
1h 17' 47"	<p>Cllr Peplow wanted it minuted that he and Gaye McCrum are continuing to ask questions about why the Borough Council think they can justify spending up to £1m on one site, Clitheroe Castle, and not be spreading the money wider across the borough.</p>	
1h 19' 22"	<p><i>Sharps &amp; medical waste</i></p>	
1h 20' 30"	<p>Read-RH confirmed that anything washing up on land from rivers is then deemed the responsibility of the landowners. He also confirmed that sharps and medical waste frequently get washed up onto his land too. Therefore, he knows the expectation is for landowners to bear the cost and effort(s) to remove the item(s).</p> <p>Cllr Peplow requested help from SPC regarding the litter on the south-side car park of Back Lane. Cllr Peplow believes the litter to be beyond which is reasonable to expect a volunteer to be responsible.</p> <p><b>Action(s):</b></p> <p>(1) Cllr Peplow to ask RVBC's Environment Officer about the removal of sharps and medical waste from the River Calder</p>	MPw

## 9 CLERK'S REPORT

1h 29' 38"	<p>Local crime statistics for Read &amp; Simonstone in March from our PCSO Katie Ferguson (given via email).</p> <p>Non-dwelling burglary x 1 (shed break in and cycles stolen) Road related offence x 1 (no insurance)</p> <p><i>Cllr Peplow departs</i></p>	
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## 10 FACEBOOK & WEBSITE REPORT

1h 30' 00"	<p><i>[Finn]</i></p> <p>Cllr Finn reported back on a recent course he attended and that it recommended that each parish council has a social media policy and clear directions for who does what.</p> <p>The Chair acknowledged that a long post he had put on the SPC Facebook page (15 March) had been received negatively and also resulted in Cllr Hampson being blamed for it. Cllr Norse also raised Cllr Hampson getting the</p>	
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# SIMONSTONE PARISH COUNCIL

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	<p>blame for what other people had posted on the SPC facebook page, such as the draft minutes being posted when it had been Cllr Vaughton. Cllr Hampson noted that she had received a lot of abuse as a consequence of this.</p> <p>Cllr Norse asked councillors to consider only posting positive content, because positivity breeds positivity and negativity breeds negativity. Also, negative posts reflect badly on all the SPC council, not just individuals.</p> <p>Cllr Hampson asked Cllr Finn to factor into his report that sharing memes, as someone had regarding panic attacks, bourbon and Bushmills, was not to be done in future. It could be perceived as making light of those experiencing problems with panic attacks or alcoholism. Also, the need to factor in the need to include frequent posts from official sources of information (eg LCC, RVBC, police) as this content can also contribute to Facebook better sharing our posts about agendas and minutes when we post those.</p> <p><b>Action(s):</b> (1) Cllr Finn to draft a social media policy for SPC.</p>	SF
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## 11 REPORTS FROM EXTERNAL MEETINGS

*None to report*

## 12 DECISION ITEMS

### 12.1 Chair's Financial Report

1h 36' 24"	<p><i>[Peat]</i></p> <p>Chair's Financial Report shared with agenda was further discussed.</p> <p><b>Internal Auditor</b> Cllr Peat reported that SPC's internal auditor, Les Pickering, has sadly passed in March. Cllr Peat has explored his network of financial contacts and received a referral to a former trainee of Cllr Peat, David Swift (IIA member <i>Institute of Internal Audits</i>), for future auditing.</p> <p><b>Preparation of accounts in absence of Clerk</b> <i>Cllrs Peat and Hampson have both done the relevant LALC course recently.</i></p> <p>A VAT claim and Variance Analysis also needs to be done.</p> <p><b>Decisions</b></p> <p><b>Vote 1: Do we appoint David Swift to be internal auditor for next year at a rate of £70?</b></p> <p><b>SPC: no objections</b></p>	
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# SIMONSTONE PARISH COUNCIL

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	<p><b>Vote 2: Do we appoint Alina Lord to do the accounts at a rate of within the budget for the Parish Clerk?</b></p> <p><b>SPC: no objections</b></p> <p><b>Vote 2: Do we continue with AGAR</b></p> <p><b>SPC: no objections</b></p> <p>Cllr McKelvey minuted his thanks to Cllr Hampson for offering to step in had an alternative not been found.</p> <p>Cllr Hampson requested that SPC get better at transparency for how they conduct business in order to fully satisfy AGAR criteria. For example, the councillors have easy access to a correspondence folder so they can see all letters that are sent out in SPC name.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"><li>(1) David Peat to liaise with and appoint Alina Lord.</li><li>(2) Alina Lord to prepare accounts in absence of parish clerk.</li><li>(3) SPC to comply with AGAR for another year.</li></ol>	DP DP ALL
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## 12.2 Safe Lanes Update

1h 45' 45"	<p><i>[Pollard, Hampson]</i></p> <p>Cllr Pollard has received permission from Mr Whitwell (Law Farm) to put up a sign near to Wickentree Row. Several have already been put up in Read.</p> <p>Cllr Pollard would like an additional sign on Trapp Lane and therefore needs a letter to be written to Huntroyde asking permission to place one on their land at the side of Trapp Lane.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"><li>(1) Cllr Pollard to share with Cllr Hampson the preferred location of the remaining temporary road safety sign that he and Cllr Peplow would like to install.</li><li>(2) Cllr Hampson to draft a letter to Huntroyde when she has what she needs. At a later date to then ensure the letter is on the clerk's laptop.</li></ol>	CP JH
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## 12.3 Road Safety Roll-out [Hampson]

1h 46' 32"	<p>Cllr Hampson has been somewhat impeded by the roadworks for accessing the potential SPID locations along the A671.</p> <p>Notes that Trapp Lane doesn't present many existing points where a SPID could be added so it will be necessary to position separate posts from which SPIDs could be hung. However, this has also prompted a few questions about what is required of where SPIDs are positioned.</p>	
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# SIMONSTONE PARISH COUNCIL

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	<b>Action(s):</b> (1) JH to liaise with Altham SPID team and LCC, and report back at either May or June SPC meetings.	JH
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## 13 CORRESPONDENCE

### 13.1 RVBC Yearbook

1h 48' 22"	The document from RVBC has been circulated to all councillors via email and all are requested to make themselves familiar with it.	ALL
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### 13.2 Phoenix RDA (Riding for Disabled Association)

1h 48' 32"	DP has been contacted by email to ask if we will include their details on our website and social media channels, with a view to promoting their service to potential riders and supporters.  Cllr Hampson suggested, that following Cllr Finn's social media report, we could include a page for them on our website.	
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## 14 PLANNING APPLICATIONS, DECISIONS & ENFORCEMENTS

1h 49' 58"	Chair had been reminded by Cllr Duckworth that SPC used to have a couple of councillors designated to go out in pairs to inspect/consult on planning applications received. All to consider if we want to return to doing this, for decision at next meeting.	ALL
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3/2024/0212 Huntroyde agricultural building

***No objections noted.***

## 15 FINANCE & ACCOUNTS

1h 50' 48"	Cllr Peat is now receiving the parish bank statements, so he and Cllr Finn have been able to update the financial information as provided below.	DP
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# SIMONSTONE PARISH COUNCIL

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## (A) PAYMENTS OUT SINCE FEBRUARY & MARCH 2024

Description	Net	VAT	Total	Status
<i>Sub-Totals</i>	10.4	2.09	112.49	
LALC course for MV			35.00	Approved 7/3
Dave Scott (bus shelter cleaning)			65.00	Approved 7/3
Use ITComputers	2.08	0.42	2.50	Approved 7/3
J Hampson for Dec newsletter paper	8.32	1.67	9.99	Approved 7/3

## (B) UNPRESENTED CHEQUES

Date	Cheque No	Description	Net	VAT	Total	Status
		<i>Sub-Totals</i>	927.03	185.41	1175.44	
	101561	Noticeboard	883.88	176.78	1060.66	
07/03/2024	101563	USE IT	43.15	8.63	51.78	Approved 7/3
07/03/2024	101564	LALC SF/DP			30.00	Approved 7/3
07/03/2024	101565	RSVH Feb Mtg			22.00	Approved 7/3
07/03/2024	101566	RSVH Dec Clerk			11.00	Approved 7/3

## (C) INCOME

Date	Description	Total	Status
	<i>Sub-Totals</i>	0	

## (D) PAYMENTS TO BE MADE

Date	Cheque No	Description	Net	VAT	Total	Status
		<i>Sub-Totals</i>	0	0	0	

# SIMONSTONE PARISH COUNCIL

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## (E) BANK RECONCILIATION

No access to account to check bank statements for updated figures.

Balances brought forward	
<b>Community Account</b>	<b>£10,377.12</b>
<b>Business Saver Account</b>	<b>£8,967.03</b>
Add: Receipts (c )	0
Less: Payments (a + d)	112.49
Less: Unpresented cheques (b)	1175.44
<b>Balance</b>	<b>£ 18,056.22</b>

## 16 DATE AND TIME OF NEXT MEETING

Thursday 9 May @ St Peter's Church, Simonstone

AGM will happen at start of next meeting. Normal meeting thereafter.

## 17 A.O.B (ANY OTHER BUSINESS)

### 17.1 Joint Parish Road Safety

1h 54' 12"	<p>Cllr Hampson updated the Council that in the absence of an update from the RVBC Joint Parish Road Safety project group she had contacted LCC directly to ask them for an update on timescales.</p> <p>Rupert Swarbrick, Cabinet Secretary for Highways &amp; Transport, confirmed that representatives from the joint parish group had met with officials from LCC and that a working group will considering how to take forward their proposals at a meeting on 2 May.</p> <p>An update will follow in due course.</p>	JH/AD
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### 17.2 Bypass Proposal Bid

1h 55' 07"	<p>Cllr Duckworth asked if SPC would be sending a copy to RVBC. Cllr Peat will do so when he receives a fresh print out of it from Cllr Duckworth.</p> <p><b>Action(s):</b></p> <ul style="list-style-type: none"><li>(1) AD to send a printed copy of Bypass Funding Bid to DP.</li><li>(2) DP to forward to RVBC.</li></ul>	AD DP
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Meeting concluded after 1h 56'

## Agenda Item 8

# SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

### Parish Council Meeting – Draft Minutes

<b>Date:</b>	9 May 2024		
<b>Place:</b>	St. Peters School Church Hall, Simonstone		
<b>Present:</b>	Councillors: D. Peat (Chair), A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard and M. Vaughton.		
<b>In attendance:</b>	Clerk to the Council (Mike Hill), Borough Councillors: G. McCrum and M. Peplow, two representatives from the local primary school and three parishioners.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	21:00

**24/05/09/**

**1. APOLOGIES FOR ABSENCE.**

Apologies were received from Councillor S. Finn.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 4 APRIL 2024.**

The minutes presented were missing several items and will be re-presented at the next meeting of the Parish Council.

**3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**

There were no declarations of interest.

**4. PUBLIC PARTICIPATION.**

The Chair welcomed two representatives from the local primary school who informed members of the road safety issues encountered by pupils at the start and end of the school day.

The Chair also welcomed two members of the public who expressed their concern regarding the proposed Read and Simonstone bypass.

RESOLVED THAT COUNCIL:

- Request the Clerk and Cllr. Hampson to review the issues submitted to the Road Safety Working Group and see if they can be re-prioritised and or updated, to included measures which could mitigate the road safety issues faced by pupils.
- Request Cllr. Hampson to upload the 2024 Bypass Funding Bid to the Parish Council Website and provide links to it from the Council's social media channels.



## 5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- Approve Schedule of Payments as set out in the Table a below:

Table a:

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		April Collinson	Clerk Salary	7.20	0.00	7.20	10/05/24	Admin. Exp.
2		Sabden Parish Council (2023/24)	Contribution to Lengthsman Scheme	216.00	0.00	216.00	10/05/24	Amenity Exp.
3		Sabden Parish Council (2024/25)	Contribution to Lengthsman Scheme	300.00	0.00	300.00	10/05/24	Amenity Exp.
4	02/2024/pc	Clr. Peat	Reimbursement	15.00	0.00	15.00	10/05/24	Admin. Exp.
5	ZA002481	Information Commissioners Office	Annual Subscription	40.00	0.00	40.00	10/05/24	Admin. Exp.
6	532364129	Zurich Municipal	Insurance renewal	267.88	0.00	267.88	10/05/24	Admin. Exp.
7	34986/39689	Use-It Computers	Maint and Support and Office 365	17.26	2.88	14.38	10/05/24	Admin. Exp.
8		Read Parish Council	Contribution to running costs of Read Playground 2024	375.00	0.00	375.00	10/05/24	Sundry Exp
9	39873	Use-It Computers	Maint. and Support	2.50	0.42	2.50	10/05/24	Admin. Exp.
10	40047	Use-It Computers	Maint. and Support (April)	14.76	2.46	12.30	10/05/24	Admin. Exp.
Totals:				1,255.60	5.76	1,250.26		

Table b.

Summary of Receipts and Payments	
	£
Balance carried forward at 1st April 2024:	9,286.46
Add total receipts to date:	8,400
Less total payments to date:	(195)
<b>Balance:</b>	<b>17,491.69</b>
	£
<b>Bank Balance as at 29/04/24:</b>	<b>17,491.69</b>
If these two figures are different an explanation is required.	

## 6. EMAIL AND WEBSITE HOSTING.

The Clerk submitted a report asking members to approve the implementation of bespoke email addresses for the Clerk and all councillors and to change the Council's website hosting service provider.

The report noted that currently, councillors use their own private, personal email addresses, and the clerk uses a basic Gmail account.

RESOLVED THAT COUNCIL:

Agree to:

- Implement a new website and bespoke email addresses as set out in the report.
- Authorise the Clerk to place an order with Easy Websites for the above.
- Amend the Council's 2024-2025 budget, to cover the annual cost of implementing the changes.

**7. INTERNET BANKING.**

The Clerk submitted a report seeking approval to switch banks and move to Internet banking.

Members were reminded that for some time they had been considering moving to Internet banking and that the current Clerk had migrated several parish councils to Internet banking, and in each instance, this had been carried out successfully with a move to the Unity Trust Bank plc.

Unity Trust, provide specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector.

RESOLVED THAT COUNCIL:

Authorise the Clerk to start the Switching process from Barclays Bank to Unity Trust Bank on the terms as set out in the report.

**8. RVBC 50-YEAR ANNIVERSARY.**

The Clerk updated members on the offer from RVBC (as part of their 50-Year anniversary celebrations) to provide a Giant Redwood Tree to all parishes within the Ribble Valley.

RESOLVED THAT COUNCIL:

- a. Accept the offer and authorised the Clerk to inform RVBC.
- b. Agree for members to consult with landowners and confirm to the Clerk a preferred location.

**9. GRANT REQUESTS.**

Cllr. Hampson provided an update on a 'Grant Request Application Form' which the Council could use to assess any grant request, such as that recently received from Easi-Beats, a local banjo and ukelele band.

RESOLVED THAT COUNCIL:

Agree that:

- a. Cllr. Peat to provide a suitable 'Current Financial Status' question to Cllr. Hampson, for inclusion into the Application Form.
- b. The Parish Council require a Grant Policy to accompany the Application Form.
- c. A revised Application Form and Grant Policy to be submitted by the Clerk to a future meeting of the Parish Council.
- d. The Clerk will inform Easi-Beats on the status of their application.

**10. NEW BENCH.**

Cllr. Pollard submitted a report asking members to approve the purchase of a commemorative bench as set out in the report.

RESOLVED THAT COUNCIL:

- a. Agree expenditure of no more than £800 for the purchase and installation of a Thorneyholme Bench from Ark Plastics with engraved text.
- b. Authorise the Clerk to place the order with Ark Plastics.
- c. Request the Cllr. Pollard to contact Ark Plastics regarding an amendment to the engraved text.
- d. Agree that the Clerk and Cllr. Pollard will liaise on the proposed location and report back to Council.

**11. UPDATE ON WASTE BINS.**

Cllr. Duckworth updated members on the requirements for waste bins.

RESOLVED THAT COUNCIL:

Request the Clerk to contact RVBC regarding larger bins for the laybys on the A671 and an additional bin at Whins Lane.

**12. SCOPING DOCUMENT FOR ELECTRIC VEHICLES.**

Cllr. Duckworth updated members on the provision of EV charging points.

RESOLVED THAT COUNCIL:

Request the Clerk to inform LCC that the Parish Council is considering two locations within the parish for EV charging points.

**13. PARISH PLAN.**

The Working Group provided an update on the Parish Plan.

RESOLVED THAT COUNCIL:

Note the verbal update.

**14. FESTIVE LIGHTS.**

Cllrs. Vaughton and Norse submitted a report updating members on the progress to date.

The Report noted that all the work and research had been carried out in accordance with the document issued by LCC "*Guidance for the attachments to street lighting columns.*"

RESOLVED THAT COUNCIL:

- a. Approve expenditure of no more than £3,000 for the purchase of festive lights.
- b. Request Cllrs. Vaughton and Norse to get quotes for installation, and storage of the lights.
- c. Request Cllrs. Vaughton and Norse to look at available grants.

**15. LENGTHSMAN SCHEME UPDATE.**

Cllrs. Pollard and Duckworth informed members that two new Lengthsman were now in place .

RESOLVED THAT COUNCIL:

- a. Note the update.
- b. Request Cllr. Duckworth to contact Sabden Parish Council regarding the Council's actual expenditure so far this year.

**16. PLANNING REPORT.**

The clerk submitted a report on the relevant planning applications that had been submitted since the last meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

[https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

Note the contents of the report.

**17. INSTALLATION OF A NEW NOTICEBOARD.**

Cllr. McKelvey updated members on installation of the new noticeboard.

RESOLVED THAT COUNCIL:

Note the update.

**18. BOROUGH COUNCILLOR REPORT.**

Cllr. Peplow's report is available on the Council's website.

RESOLVED THAT COUNCIL:

- a. Thanked Cllr. Peplow for his comprehensive report.
- b. Request the Clerk to contact RVBC and LCC and ask them if there is any scope for mowing/grass-cutting scheduled for May/early June being put back to later in the year.

**19. LATEST CRIME FIGURES.**

The Clerk submitted a report updating members on the latest crime statistics for April 2024 as provided by PCSO Katie Ferguson.

RESOLVED THAT COUNCIL:  
Note the report.

**20. EXTERNAL MATTERS.**

The Clerk submitted a report updating members on Parish Council Liaison Meeting which was held on 11 April 2024 and attended by Cllr. Peat.

RESOLVED THAT COUNCIL:  
Note the report.

**21. PROW AND KISSING GATE INSTALLATION.**

Cllr. Pollard provided a verbal update on the installation of Kissing Gates.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to add the matter as an Agenda Item to a future meeting of the Parish Council.

**22. CONSIDERATION OF MATTERS NOT ON THE AGENDA.**

Matters concerning bus shelter cleaning and the location of Safe Lane Signs were discussed.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact LCC regarding the cleaning of bus shelters.
- b. Request the Clerk to contact the landowners where the locations for the signs have been identified.

**Date of next meeting:**

**30 May 2024:**

- Annual Parish Meeting – 19:00
- Annual Meeting of the Parish Council – 19:30

# Agenda Item 10.1

## Income for the year ending 31/03/2024

Income for the year ending 31/3/24

From	Date	Chq no	Description	Money in £
current bank a/c	11/04/2023	00009373	Direct Credit From Ribble Valley B C	8,400.00
current bank a/c	17/04/2023	00009373	Direct Credit From Ribble Valley B C	500.00
current bank a/c	17/08/2023	Xfv126000105752	Direct Credit From HMRC Vtr	476.09
savings bank a/c	05/06/2023		Gross interest received	20.10
savings bank a/c	04/09/2023		Gross interest received	25.22
savings bank a/c	04/12/2023		Gross interest received	31.12
savings bank a/c	04/03/2024		Gross interest received	33.53
				<b>9,486.06</b>
			Precept	8,400.00
			Total income except Precept	1,086.06



# Expenditure for the year ending 31/03/2024

Simonstone Parish Council Expenditure 2023/2024														
bank account	date	cheque no	To whom	Description	notes	Allocation	NET	VAT	Gross	date cashed	matched to bank (current a/c)	unpresen ted chq current	matched to inv	Follow up
current	13/04/2023	101500	April Collinson		Apr-23	clerk's wage	228.74	-	228.74	20/04/2023	228.74		Y	
current	13/04/2023	101501	April Collinson - expenses			admin	5.75	-	5.75	21/04/2023	5.75		Y	
current	13/04/2023	101502	RSVH	meeting room		admin	20.00	-	20.00	28/04/2023	20.00		Y	
current	13/04/2023	101503	RSVH	meeting room		admin	20.00	-	20.00	28/04/2023	20.00		Y	
current	13/04/2023	101504	B.P. Tyrer	Hosting fees		admin	133.05	-	133.05	17/05/2023	133.05		Y	
current		101505			chq cancelled		-	-	-		-			
current	13/04/2023	101506	Sabden PC	Lengthsman		environment	335.76	-	335.76	20/06/2023	335.76		Y	
current	13/04/2023	101507	N Power	21-22 Christmas lights		Christmas	5.31	0.27	5.58	05/05/2023	5.58		Y	
current	13/04/2023	101508	N Power	22-23 Christmas lights		Christmas	3.86	0.19	4.05	05/05/2023	4.05		Y	
current	13/04/2023	101509	Use-IT	Microsoft office		admin	11.28	2.26	13.54	26/07/2023	13.54		Y	
current	18/05/2023	101510	April Collinson		May-23	clerk's wage	228.74		228.74	24/05/2023	228.74		Y	
current	18/05/2023	101511	Ribble Valley BC	Litterbins		environment	420.29	84.06	504.35	31/05/2023	504.35		Y	
current	18/05/2023	101512	Ingham&Yorke	Field & bus shelter rent	chq cancelled		-		-		-			
current	08/06/2023	101513	Use-IT	Microsoft office		admin	33.85	6.77	40.62	26/07/2023	40.62		Y	
current	08/06/2023	101514	Use-IT	Maintenance		admin	4.17	0.83	5.00	26/07/2023	5.00		Y	
current	08/06/2023	101515	Zurich	Insurance		admin	262.45	-	262.45	23/06/2023	262.45		Y	
current	08/06/2023	101516	April Collinson		chq cancelled	clerk's wage	-		-		-			
current	08/06/2023	101517	April Collinson		Jun-23	clerk's wage	228.74	-	228.74	16/06/2023	228.74		Y	
current	08/06/2023	101518	RSVH	Coronation Event		Coronation Event	212.79	-	212.79	13/07/2023	212.79		Y	
current	13/07/2023	101519	April Collinson			clerk's wage	91.70	-	91.70	17/07/2023	91.70		Y	
current	13/07/2023	101520	HMRC	Tax		clerk's wage	18.80	-	18.80	14/08/2023	18.80		Y	
current	13/07/2023	101521	April Collinson			clerk's wage	320.44	-	320.44	25/07/2023	320.44		Y	overpaid by £2.20
current	13/07/2023	101522	HMRC	Tax	chq cancelled		-		-		-			
current	13/07/2023	101523	RSVH	Coronation		Coronation Event	12.50	-	12.50	04/08/2023	12.50		Y	
current	13/07/2023	101524	ICO	Data Protection Fee		admin	40.00	-	40.00	16/08/2023	40.00		Y	
current	13/07/2023	101525	L Pickering	Audit fee		admin	75.00	-	75.00	14/08/2023	75.00		Y	
current	01/08/2023	101526	April Collinson			clerk's wage	320.44		320.44	23/08/2023	320.44		Y	overpaid by £7.20
current	01/08/2023	101527	HMRC	Tax	chq cancelled		-		-		-			
current	01/08/2023	101528	Read Environment Group	Home eco kit		donations	150.00	-	150.00	16/08/2023	150.00		Y	
current	04/08/2023	101529	Higher Trapp	Deposit to Marie Hacking		Christmas	20.83	4.17	25.00	14/09/2023	25.00		Y	
current	04/08/2023	101530	HMRC	Tax July 2023		clerk's wage	21.00	-	21.00	14/08/2023	21.00		Y	
current	31/08/2023	101531	LALC	Membership LALC and NALC		admin	228.91	-	228.91	06/10/2023	228.91		Y	
current	31/08/2023	101532	HMRC	Tax		clerk's wage	26.00		26.00	27/09/2023	26.00		Y	
current	07/09/2023	101533	Duncan Armstrong	Painting 'Simonstone sign'		admin	95.00		95.00	06/10/2023	95.00		Y	
current	07/09/2023	101534	Karen Farnhill	Wage Sept 23'		clerk's wage	248.24		248.24	02/10/2023	248.24		Y	
current	07/09/2023	101535	April Collinson	Wage Sept 23'		clerk's wage	248.24		248.24	19/09/2023	248.24		Y	
current	07/09/2023	101536	USE-IT	Maintain & Support		admin	4.16	0.84	5.00			5.00	Y	
current	07/09/2023	101537	USE-IT	Office package		admin	56.40	11.30	67.70			67.70	Y	
current	05/10/2023	101538	April Collinson	Holiday pay		clerk's wage	30.45		30.45			30.45	Y	UNDERPAID BY 16.60
current	05/10/2023	101539	HMRC	A Collinson tax		clerk's wage	16.60		16.60	24/11/2023	16.60		Y	
current	05/10/2023	101540	Karen Farnhill	Oct'23		clerk's wage	248.24		248.24	23/10/2023	248.24		Y	
current	05/10/2023	101541	Bus shelter	Cleaning		environment	120.00		120.00	17/10/2023	120.00		Y	
current	05/10/2023	101542	PFK	Littlejohn Auditor		admin	210.00	42.00	252.00			252.00	Y	
current	05/10/2023	101543	Read PC	Playground		environment	375.00		375.00	18/10/2023	375.00		N	

bank account	date	cheque no	To whom	Description	notes	Allocation	NET	VAT	Gross	date cashed	matched to bank (current a/c)	unpresen ted chq current	matched to inv	Follow up
current	05/10/2023	101544	CPRE	Subscription		donations	36.00		36.00	01/12/2023	36.00		Y	
current	13/11/2023	101545	Poppy Wreath	Karen Farnhill		donations	49.99	-	49.99	21/11/2023	49.99		Y	
current	13/11/2023	101546	Higher Trapp	Deposit -cancelled	chq cancelled		-		-		-			
current	13/11/2023	101547	Karen Farnhill			clerk's wage	248.24		248.24	21/11/2023	248.24		Y	
current	14/11/2023	101548	HMRC	Tax		clerk's wage	82.40		82.40	24/11/2023	82.40		Y	
current	27/11/2023	101549	USE-IT	o/s amount only-cancelled	chq cancelled		-		-		-			
current	27/11/2023	101550	RSVH	Hire		admin	22.00		22.00	19/01/2024	22.00		Y	OVERPAID BY £2.00
current	28/11/2023	101551	Xmas Raffle	Prizes		Christmas	11.00		11.00	18/12/2023	11.00		Y	
current	28/11/2023	101552	Higher Trapp	30 senior less£25 deposit		Christmas	229.17	45.83	275.00	07/12/2023	275.00		Y	
current	29/11/2023	101553	Greera Norse	Xmas gifts		Christmas	138.26		138.26	04/12/2023	138.26		N	missing inv
current	29/11/2023	101554	Higher Trapp	L30		Christmas	25.00	5.00	30.00	07/12/2023	30.00		Y	
current	01/01/2024	101555	April Collinson	back pay -pay/increase		clerk's wage	107.47		107.47	26/01/2024	107.47		Y	
current	01/01/2024	101556	HMRC	Tax		clerk's wage	26.80		26.80	30/01/2024	26.80		Y	
current	01/01/2024	101557	Karen Farnhill			clerk's wage	306.74		306.74	09/01/2024	306.74		Y	
current	01/01/2024	101558	USE-IT	Computer		admin	81.17	16.23	97.40	02/02/2024	97.40		Y	
current	15/01/2024	101559	Payroll	services-1st+2nd		admin	120.00		120.00	25/01/2024	120.00		Y	
current	25/01/2024	101560	Karen Farnhill			clerk's wage	267.74		267.74	30/01/2024	267.74		Y	
current	25/01/2024	101561	Notice Board			fixed asset	883.88	176.78	1,060.66	14/03/2024	1,060.66		Y	
current	09/02/2024	101562	Karen Farnhill			clerk's wage	267.74		267.74	27/02/2024	267.74		Y	
current	07/03/2024	101563	USE-IT	Invoice		admin	43.15	8.63	51.78			51.78	Y	
current	07/03/2024	101564	LALC	Civility		admin	30.00		30.00	12/03/2024	30.00		Y	
current	07/03/2023	101565	RSVH	FEB' 24		admin	20.00		20.00			20.00	Y	UNDERPAID BY 2.00
current	07/03/2024	101566	RSVH	Dec interview		admin	11.00		11.00			11.00	Y	
saver	04/08/2023	100011	P Hardman	wall repairs		environment	750.00		750.00		750.00	-	Y	
							8,890.47	405.17	9,295.64		8,857.71	437.93		



# 2023/2024 - Budget/Spend Comparisons

2023/2024 Budget / Spend comparison

Income	Budget	Actual
Precept	8,400.00	
Grants received	350.00	
Interest Bank	20.00	
Ex-Reserves	2,600.00	
Mis (received)	-	
VAT refund	150.00	
Total	11,520.00	-

Ex-Reserves	£
Environment group	500.00
Tennis Club	100.00
Martholme	500.00
Village Hall	500.00
Platinum Jubilee	1,000.00
	2,600.00

Expenditure	Budget	Spend 21/22	Spend 22/23	Spend 23/24
Audit fee	75.00	70.00	310.00	327.00
Chairman's allowance	160.00	320.00	-	
Celebration Sunday	-	488.97	119.98	
Coronation Event				225.29
Christmas Tree	500.00	241.74	417.99	158.89
Donations paid	2,000.00	115.00	471.00	199.99
Environment	500.00	350.00	-	870.00
Expenses print	350.00	841.80	187.83	5.75
fixed asset				1,060.66
Ground maintenance	200.00	62.99	-	95.00
Grants Paid	600.00	1,350.00	150.00	
Hall Hire	210.00	250.00	420.00	93.00
Insurance	260.00	612.24	244.38	262.45
Litter Bins	460.00	436.80	457.33	504.35
Lengthsman	900.00	46.99	800.00	335.76
Play area	375.00	350.00	375.00	375.00
Pensions Party	500.00	331.00	431.09	330.00
Rents	50.00	50.00	50.00	-
Salary	2,900.00	2,193.52	3,086.37	3,391.90
Tax	-	539.40	85.20	191.60
Subscriptions	400.00	343.21	279.11	334.91
Training	150.00	-	-	
Computer	800.00	95.00	768.15	414.09
Payroll Admin	-	-	120.00	120.00
Jubille	1,000.00	-	529.20	
Total	12,390.00	9,088.66	9,302.63	9,295.64



# Bank Reconciliation (AGAR)

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a receipts and payments basis.

Name of smaller authority:

Simonstone Parish Council

County area (local councils and parish meetings only):

Lancashire

Financial year ending 31 March 20xx

Prepared by (Name and Role):

ALINA LORD CLERK

Date:

13/5/2024

Balance per bank statements as at 31/3/2024:

Current account  
Savings account

£  
£  
9286.46  
9000.56

18,287.02

Petty cash float (if applicable)

Less: any un-presented cheques as at 31/03/2023 (enter these as negative numbers)

donation to citizens Advice office from 2023  
Use-It Computers  
Use-It Computers  
April Robinson holiday pay  
RAF - Littlejohn Auditor  
Use-It Computers  
RSH  
RSH

(150.00)  
(5.00)  
(67.70)  
(30.45)  
(252.00)  
(51.78)  
(20.00)  
(11.00)

(587.93)

Add: any un-banked cash as at 31/3/2024

none

Net balances as at 31/03/2024 (Box 8)

17,699.09

# End of Year Bank Statement



MR DAVID A PEAT CHAIRMAN  
SIMONSTONE PARISH COUNCIL  
1 HAUGH AVENUE  
SIMONSTONE  
BURNLEY  
LANCASHIRE  
BB12 7HZ

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

### Your balances on 28 March 2024

#### Business Current Accounts

Community Account Statement	£9,286.46
.....	
Sort Code 20-15-70 • Account No 90798533	

#### Business Savings Accounts

Business Premium Account	£9,000.56
.....	
Sort Code 20-15-70 • Account No 80798568	

This is the end of your account summary.

## Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

Simonstone Parish Council

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: £9,486 **ENTER AMOUNT £00,000**

Total annual gross expenditure for the authority 2023/24: £9,296 **ENTER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2024.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

**SIGNATURE REQUIRED**

24/05/2024

I confirm that this Certificate of Exemption was approved by this authority on this date:

30/05/2024

Signed by Chair

Date

**SIGNATURE REQUIRED**

DD/MM/YYYY

as recorded in minute reference:

240530/10.2 **MINUTE REFERENCE**

Generic email address of Authority

simonstoneparishcouncilclerk@gmail.com **IC EMAIL ADDRESS**

Telephone number

07855183444 **E NUMBER**

\*Published web address

https://simonstone.org.uk/ **PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

We acknowledge as the members of:

Simonstone 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	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

30/05/2024

and recorded as minute reference:

240530/10.3 MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

#### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No  
✓ |

<https://simonstone.org.uk/>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Simonstone Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward	17,725	17,509	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.
<b>2.</b> (+) Precept or Rates and Levies	8,400	8,400	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	680	1,086	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	2,943	3,583	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.
<b>5.</b> (-) 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).
<b>6.</b> (-) All other payments	6,354	5,713	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	17,509	17,699	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	17,509	17,699	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	10,550	10,331	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.
<b>10.</b> 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	
<b>11a.</b> 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.
<b>11b.</b> 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**

*[Signature]* SIGNATURE REQUIRED

Date

24/05/2024

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

30/05/2024

as recorded in minute reference:

240530/10.4 MINUTE REFERENCE

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

SIGNATURE REQUIRED

Meeting Date:	30 May 2024 – Annual Meeting of the Parish Council
Title:	D-Day 80 <sup>th</sup> Anniversary and Lighting of Beacons
Submitted by:	Councillor Hampson

### 1. Purpose of the report.

For members to consider carrying out a lamp lighting ceremony at one of the locations suggested in the report and consider sending a letter of thanks to Lancashire's Beacon Champion (see Appendix 1).

### 2. Background.

Members are reminded that as part of the 80<sup>th</sup> Anniversary of D-Day, a series of events are being held across the United Kingdom. Part of the commemorations is the lighting of beacons and lamps across Lancashire. (See Appendix 2).

### 3. Opportunity.

Although Simonstone doesn't have an existing beacon, it could carry out a lamp lighting ceremony, suitable locations are St Peter's Memorial Wall and the Parish Green opposite the Stork car park, the latter location would also provide the residents of Read an opportunity to participate in a commemorative event, if Read Parish Council are not organising their own.

### 4. Members are recommended to:

1. Consider carrying out a lamp lighting ceremony at 9.15pm at one of the suggested locations shown in Section 3 of the Report above.
2. Consider sending a letter of thanks to Lancashire's Beacon Champion as shown in Appendix 1 to the Report.

## Appendix 1 – Suggested Letter to the Beacons Champion

To: Col. J. A. Davies DL, Beacons Champion for Lancashire  
c/o: jadeswood@btinternet.com  
cc : Sue Wilding <Sue.Wilding@lancashire.gov.uk>  
Subj: 80<sup>th</sup> Anniversary of D-Day – Lighting of Beacons

Dear Colonel Davies,

Thank you for your email dated 20 February 2024 in which you outline plans to light a series of beacons across Lancashire to mark the 80<sup>th</sup> anniversary of D-Day as a token of the “Light of Peace”.

We confirm we can access the link and are grateful to be included in your notifications of this event. Whilst we’re unable to stage our own ceremony in Simonstone we will be sharing with our residents news of other nearby beacon and lamp lightings.

Furthermore, we’ll be delighted to promote eating Fish, Chips & Mushy Peas on Thursday 6<sup>th</sup> June!

Finally, thank you for lighting up Lancashire in honour of our veterans and all the brave souls who supported them.

# Appendix 2

## How to take part and register your involvement

**Step 1:** To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to [brunopeek@mac.com](mailto:brunopeek@mac.com) as soon as possible please, but **no later than 30th May 2024**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator

Name of Council, School, Pub, Care Home, Hotel, Restaurant, Organisation etc.

Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory

Name of County

Name of Parish, Town, Borough, District, Community, or

County Council etc

Full Postal address including post code

Telephone number - Landline/Mobile

Email

Will you be having Fish & Chips with Mushy Pease as part of

your Beacon and Lamplight of Peace lighting YES/NO

Will your School be involved in the reading of the Poem at

11am, found YES/NO

Will your School/Pub/etc/ event be involving the eating of Fish

& Chips during the day YES/NO

Will your event involve the reading of the International Tribute

at 9.15pm YES/NO

**Public event**

**Private event**

### Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 54** before lighting your Beacon and Lamp. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

### Beacon and Lamp Light lighting ceremony - 6th June 2024

**Please light your Beacon and Lamp and undertake the Nation's Tribute using the wording found on page 41 at 9.15pm.**

The Beacon and Lamp Light, lighting ceremony and the Nation's Tribute should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman of Leader of the Council, winner of your competition, or another of your choice from within your local community etc, to light your Beacon or Lamp and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 41**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the Beacon or Lamp and the Nation's Toast.

**Step 3:** If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

**Step 4:** Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to

