

SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend a meeting of the Parish Council on Thursday 9 May 2024 at St. Peters School Church Hall, Simonstone commencing at 7.00pm.

Members of the public are welcome to attend.

Agenda

1. Apologies for absence.

2. Approve the minutes of the Parish Council Meeting held on 4 April 2024.

3. 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.

4. Public participation.

This 15-minute session (time limit of 5 minutes per item/per person) provides members of the 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/DISCUSSION:

5. Finance Report.

Report of the Clerk (enclosed) to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.

6. Email and Website Hosting.

Report of the Clerk (enclosed) seeking Members approval to implement bespoke email addresses and to change the Council's website and website hosting service provider.

7. Internet Banking.

Report of the Clerk (enclosed) seeking Members approval to move to Internet banking and to switch to the Unity Trust Bank.

8. RVBC 50-Year Anniversary.

Update from the Clerk updating Members on the 50-year anniversary of the establishment of Ribble Valley Borough Council and seeking approval to plant a Giant Redwood tree at a suitable location within the Parish.

9. Grant Requests.

Verbal request from Cllr. Hampson asking Members to consider a grant request from Easi-Beats, a local banjo and ukelele band, based in Simonstone.

10. New bench.

Report of Cllr. Pollard (enclosed) asking Members to consider the purchase of new bench to be installed at Fort Vale.

ITEMS for INFORMATION:

11. Update on waste bins requirements.

Verbal update from the Cllr. Duckworth.

12. Scoping document for Electric Vehicles.

Report of Cllr. Duckworth updating members on the provision of EV charging points.

13. Parish Plan.

Verbal update from the Working Group (Cllrs: Duckworth, Hampson, and Norse).

14. Festive lights.

Update report (enclosed) by Cllrs. Vaughton and Norse.

15. Lengthsman vacancy.

Verbal update from Cllrs: Pollard and Duckworth.

16. Planning Report.

Report of the Clerk (enclosed) for members to consider planning matters since the previous meeting.

17. Installation of a new noticeboard.

Verbal update from Cllr. McKelvey.

18. Borough Councillor Report.

Report of Cllr. Malcolm Peplow.

19. Latest Crime Figures.

Report of the Clerk (enclosed) updating Members on the latest Parish crime statistics.

20. External Meetings.

Report (enclosed) from the Parish Council Liaison Meeting.

21. PROW and Kissing Gate Installation.

Verbal update by Cllr. Pollard

22. Consideration of matters not on the agenda.

An opportunity for members to provide updates, raise matters and suggest items for future meetings.

Future Meetings:

- Annual Parish Meeting - 30 May 2024 starting at 18:30.
- Annual Meeting of the Parish Council – 30 May 2024 starting at 19:00.



Clerk and Responsible Financial Officer.

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🌐 www.simonstone.org.uk

Agenda Item 2 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 4th April 2024 at
7.00p.m.

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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

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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)

PUBLIC DRAFT

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 4th April 2024 at 7.00p.m.

ATTENDANCE

Clerk: *Clerk position is currently vacant. Therefore, Cllr Hampson took minutes.*

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.

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

2 CHAIR'S CONCERNS

2' 24	<p>Very concerned about the flow of emails that have been happening since the last meeting. All should remember the Code of Conduct.</p> <p>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.</p> <p>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.</p>	
4' 36	<p>CP raised that he wanted to speak about the emails, the chair directed him to wait until later in the meeting.</p>	

3 DECLARATIONS OF COUNCILLORS INTERESTS AND DISPENSATIONS

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

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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>Action(s):</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 7TH MARCH

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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>Corrections/amendments to previous minutes</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 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.</p>	
17' 38"	<p>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.</p>	
17' 46"	<p>Bypass report</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"	<p>Cllr Duckworth queried if comments from an MGG official regarding elements of the Martholme Greenway needed to be included.</p>	
20' 14"	<p>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.</p>	
22' 30"	<p>ACTION: The Chair asked JH to delete first 3 lines of page 4 and putting 685 into Vote 1</p>	
27' 12"	<p>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.</p>	JH

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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>	
37' 50"	<p>(1) Liaise with RVBC bin department and request a waist high with domed lid to replace the wheelie bin.</p>	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> <p>Action(s):</p> <p>(1) Cllr Duckworth to include a facing sheet on the report, make a few amendments and will then recirculate to councillors.</p>	AD
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7.3 PARISH PLAN WORKING GROUP

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

40' 30"	<p><i>[Duckworth, Hampson, Norse]</i></p> <p>Councillors Duckworth, Hampson & 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>Action(s): (1) Duckworth, Hampson & 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> <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>	
41' 50"		
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 cash card 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</p>	

7.5 CHRISTMAS LIGHTS

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

42' 40"	<p>[Vaughton]</p> <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>Action(s):</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

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

52' 00"	<p><i>[Peat]</i></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> <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">• DP & SF to set agenda and do clerk correspondence• JH to do minutes• A third party (<i>to be discussed later in 12a</i>) to do accounts	
(1h 00' 00")	<p>Action(s):</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

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>Action(s):</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

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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 legal aspects 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>Action(s):</p> <ul style="list-style-type: none">(1) Cllrs to consider what amendments to the draft form they would like to be implemented and forward to Cllr Hampson ASAP.(2) Cllr Hampson will update the new form accordingly in time for the next meeting.(3) Cllr Peat will update the applicant for Easibeats regarding revisions to our process.	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>Action(s):</p> <ul style="list-style-type: none">(1) Await appointment of lengthsmen.	ALL
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7.10 STORK PUB WALL NOTICEBOARD

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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, 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.</i></p> <p>Action(s):</p> <p>(1) Cllr McKelvey to check the fittings required for the noticeboard, liaise with the Stork pub landladies and get it</p>	McK/AD
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8 BOROUGH COUNCILLOR'S REPORT

PUBLIC DRAFT

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

1h 10' 42"	<p><i>[Peplow]</i></p> <p>Cllr Peplow gave a verbal report to SPC on his activities at RVBC. A transcript of what was said is available on the SPC website next to the minutes of this meeting.</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 & Simonstone Village Hall for storing the signs in the interim.</p> <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> <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> <p><i>Sharps & medical waste</i></p> <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 beyond which is reasonable to expect a volunteer to be responsible.</p> <p>Action(s): (1) Cllr Peplow to ask RVBC's Environment Officer about the removal of sharps and medical waste from the River Calder</p>	MPw
1h 15' 00"		
1h 17' 47"		
1h 19' 22"		
1h 20' 30"		

9 CLERK'S REPORT

1h 29' 38"	<p>Local crime statistics for Read & 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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SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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 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>Action(s):</p>	SF
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11 REPORTS FROM EXTERNAL MEETINGS

None to report

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

12 DECISION ITEMS

12.1 Chair's Financial Report

1h 36' 24"	<p>[Peat]</p> <p>Chair's Financial Report shared with agenda was further discussed.</p> <p>Internal Auditor 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>Preparation of accounts in absence of Clerk <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>Decisions</p> <p>Vote 1: Do we appoint David Swift to be internal auditor for next year at a rate of £70?</p> <p>SPC: no objections</p> <p>Vote 2: Do we appoint Alina Lord to do the accounts at a rate of within the budget for the Parish Clerk?</p> <p>SPC: no objections</p> <p>Vote 2: Do we continue with AGAR</p> <p>SPC: no objections</p> <p>Cllr McKelvey minuted his thanks to Cllr Hampson for offering to step in had an alternative not been found. 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>Action(s): (1) David Peat to liaise with and appoint Alina Lord. (2) Alina Lord to prepare accounts in absence of parish clerk. (3) SPC to comply with AGAR for another year.</p>	DP DP ALL
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12.2 Safe Lanes Update

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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>Action(s):</p> <ul style="list-style-type: none">(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.(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.	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> <p>Action(s):</p> <ul style="list-style-type: none">(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"	<p>The document from RVBC has been circulated to all councillors via email and all are requested to make themselves familiar with it.</p>	ALL
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13.2 Phoenix RDA (Riding for Disabled Association)

1h 48' 32"	<p>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.</p> <p>Cllr Hampson suggested, that following Cllr Finn's social media report, we could include a page for them on our website.</p>	
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SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

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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(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 IT Computers	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	IRSVH Feb Mtg			22.00	Approved 7/3
07/03/2024	101566	IRSVH Dec Clerk			11.00	Approved 7/3

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(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	

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(E) BANK RECONCILIATION

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

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

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 & 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>Action(s):</p> <ul style="list-style-type: none">(1) AD to send a printed copy of Bypass Funding Bid to DP.(2) DP to forward to RVBC.	AD DP
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Meeting concluded after 1h 56'

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Agenda Item 5

For Decision

Simonstone Parish Council

Meeting Date: 09/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

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	Cllr. 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		

Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams						
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Sundry	Totals
08/04/2024		RVBC - Precept payment	8,400.00					8,400.00
Total:			8,400.00	0.00	0.00	0.00	0.00	8,400.00

Schedule of Payments made for the period 1st April 2024 to 31st March 2025

Dates			Administration Expenses							Amenity Expenses				VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Admin.	Garden Maintenance	Playing Field	Other Expenses	Sundry Expenses		
07/03/24		101563	Use It				51.78								51.78
		101564	LALC Civility												-
07/03/24		101565	RSVH						22.00						22.00
07/03/24		101566	December Interview						11.00						11.00
04/04/24		101567	LALC MV				35.00								35.00
04/04/24		101568	Clean Bus Shelter									65.00			65.00
04/04/24		101569	Use IT												-
04/04/24		101570	Cllr. Hampson (Paper)						9.99						9.99
TOTALS				0.00	0.00	0.00	86.78	0.00	42.99	0.00	0.00	65.00	0.00	0.00	194.77

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)

Balance: 17,491.69

£
Bank Balance as at 29/04/24: 17,491.69

*If these two figures
are different an
explanation is
required.*

Comparisons as at 02/05/2025

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	8,400	8,400	8,400
Concurrent and other grants:			0
HMRC VAT Refunds:			0
LCC, sundry and other grants:			0
	8,400	8,400	8,400
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:			0.00
HMRC: Employers Tax and NIC:			0.00
Expenses: mileage etc.			9.99
General Administration inc. service charges			0.00
Website and email hosting, software/hardware:			0.00
General Admin. - Insurance:			0.00
General Admin.- Audit fees and ICO:			0.00
General Admin. - Legal fees:			0.00
General Admin. - Hall hire etc:			0.00
General Admin. - LALC Subscripton training:			51.78
	0	0	61.77
Amenity Expenses:	£	£	£
General maint and lengthsmen.:			0.00
Litter Bins:			0.00
Play area:			0.00
Rent:			0.00
Garden maintenance, plants etc.:			0.00
Amenity capital spend (benches CCTV, SpIDS etc.):			0.00
Misc.			65.00
Donations			0.00
	0	0	65.00
Sundry Expenses:	£	£	£
Christmas trees, lights and bunting:			0.00
Remembrance Sunday - wreath etc:			0.00
Defibrillator costs:			0.00
Other Sundry Expenses:			0.00
		0	0.00
VAT on Expenses to be Reclaimed:			0.00
	£	£	£
Total Expenditure:			126.77
SUMMARY:	£	£	£
Income:			8,400.00
Expenditure:			-126.77
			8,273.23
BALANCE:	£		£
Balance brought forward at 1 April:		2023/24 balance carried forward:	9,092
Add surplus / less deficit for the year:		2024/25 Balance to date:	8,273
Balance to be carried forward:		Overall Balance:	17,364.92

Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

[illegible][illegible]

2024/25 FORECAST	£
Forecast Income	8,400
Forecast Expenditure	112
Forecast Balance 2024/25	8,288

EOY 2025 FORECAST	£
Balance at 30/04/24	17,491.69
Forecast Income - May onwards	
Forecast Spend - May onwards	
Balance EOY	

For reference:	
Balance EOY 2023/24 =	

2024-2025 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward 31 March 2023	9,091.69											
Income 2024/25:	8,400.00											
Expenditure 2024/25:	112.40											
Balance:	17,379.29											
Bank Statement Balance:												
Statement Date:	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25

Meeting Date:	09 May 2024
Title:	Email and Website Hosting
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

To seeking Members approval for implementing bespoke email addresses for the Clerk and all councillors and to change the Council's website hosting service provider.

2. Introduction:

Much of the Council's communication is now managed via email, including agendas, minutes, reports, and finance updates as well as correspondence and information to and from other groups and members of the public.

Currently, councillors use their private, personal email addresses, and the clerk uses a basic Gmail account.

Following the introduction of legislation regarding data protection and privacy (including GDPR Regulations 2018 and Data Protection Act 2018), the Council needs to consider whether it is satisfied that its current method of email communication and storage is compatible with the current legislation and what is now considered to be good practice, or whether it requires councillors to use Council provided email addresses and mailboxes for all Council communications.

3. Legislation:

Current legislation does not make it explicitly compulsory for parish councils to supply and insist that councillors use council email addresses, however it is regarded as best practice by authoritative bodies within the sector and other government organisations.

The Information Commissioners Office (ICO) note that there are possible ramifications to the use of personal email addresses as regards Freedom of Information Requests (FOI) and Subject Access Requests (SAR), as information held in personal email accounts may be subject to FOI and SAR if it relates to official council business. It advises that in order to avoid the complications of requesting searches of private email accounts ... *'information on authority related business should be recorded on the authority's record keeping systems in so far as reasonably practicable.'*

4. Considerations:

There are well documented advantages and disadvantages in migrating from private emails to council provided ones. Some of these are stated below:

4.1 Advantages to the Council of using bespoke email addresses:

- The Council appears more professional.

It is easier:

- To demonstrate GDPR compliance.
- To undertake Freedom of Information requests.
- To undertake Subject Access Requests.
- To ensure data is deleted when a councillor leaves the Council.
- For the community to contact councillors without infringing on the councillor's personal privacy.
- For the community to understand whether any statements or views of a councillor are those of the Council or personal.

4.2 Disadvantages to the Council of using bespoke email addresses:

- Additional cost.

4.3 Advantages to Councillors of using bespoke Council email addresses:

- Clear separation of Council and personal email correspondence.
- No potential FOI or SAR requests involving personal email accounts.
- Council emails are less likely to be accidentally missed.
- Easier to manage the retention and deletion of emails.

4.4 Disadvantage to Councillors of using bespoke Council email addresses:

- Need to remember to check the Council email account along with own private account.

5. Charges:

Easy Websites, who provide and host websites and email services to 10 Parish Councils in the Ribble Valley, including, Mellor, Ribchester, Sabden, Whalley, Barrow, Wiswell and Longridge Town Council, have quoted £48.40 per month, (with no set up charges) for the provision of 8 email addresses in the format `cllr.name.name@simonstonepc.gov.uk` and `clerk@simonstonepc.gov.uk` for the Clerk. These charges equate to around £590 per year (ex VAT).

The quote includes the provision of a WCAG 2.1/2.2 accessibility compliant website, hosting both the website and email server, SSL certificate, remote setup (where possible) and a helpline for the Clerk.

It is anticipated that the implementation would take around two weeks to complete, from the time an order was placed.

6. Recommendations:

Members are recommended 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.

Meeting Date:	09 May 2024
Title:	Internet Banking
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

The report seeks authority to switch banks and move to Internet banking.

2. Introduction.

Members will be aware that for some time they have been considering moving to Internet banking. The new Clerk has migrated Wiswell, Barrow and Ramsgreave Parish Councils to Internet banking, in each instance this has been carried out successfully with a move to the Unity Trust Bank.

Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector. Founded in 1984 its head office is located in Birmingham.

Unity Trust Bank offers Internet banking with the option to set up triple payment authority. Members should note that this is usually a key requirement when moving to Internet banking as it removes the need for cheque signing. Triple Authority would allow the Clerk to instigate a transaction with and any two nominated members being able to authorise it.

Other benefits include:

- Being able to assign an internet banking administrator.
- The ability to setup different levels of access with different payment levels.
- The ability to monitor all daily account activity and make future-dated payments.

There is an annual fee of £72 paid quarterly.

3. Members are recommended to:

Authorise the Clerk to start the Switching process from Barclays Bank to Unity Trust Bank.

Meeting Date:	09 May 2024
Title:	Purchase of a new bench
Submitted by:	Councillor Pollard

1. Purpose of the report.

The report seeks authority to purchase a new bench for location at Fort Vale.

2. Introduction.

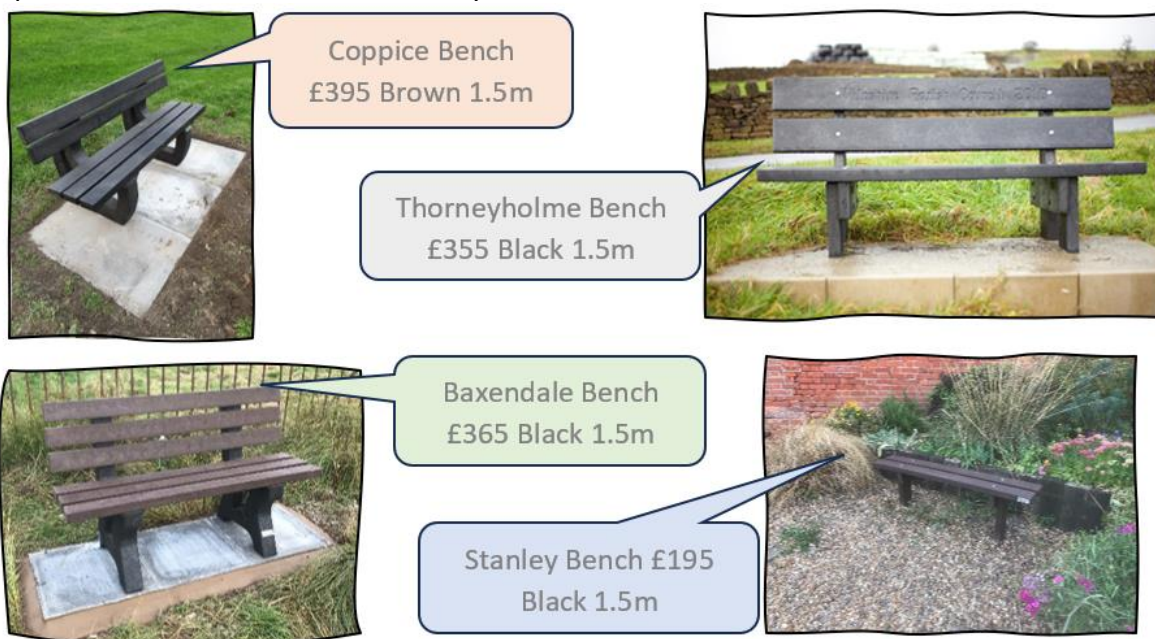
Members will be aware that in 2023 the Council resolved to install a commemorative bench for the King's coronation on the Parish-garden at the corner of School Lane and Whalley Road. Members will also be aware that when the local residents were consulted there was some objection to this.

I suggested to the Council that a suitable place would be on the riverside path and proposed that the then clerk write to you to ask if Fort Vale would give permission for this. Members should note that there had been a bench in this area some years ago.

The suggested site would be on the Altham Bridge side of where Simonstone Brook enters the Calder and where the land level is slightly higher. The bench would be made of recycled plastic and would look towards Altham Church.

3. Financial Considerations:

Ark Plastics who are based in Accrington provide a range of suitable composite benches (see below), have an excellent reputation, and have recently provided benches and picnic tables to several Ribble Valley Parish Councils.



All prices exclude VAT.

4. Members are recommended to:

1. To consider the report
2. Purchase one of the benches shown in the report, and subject to approval from Fort Vale.
3. Locate the bench at the site suggested in the report.
4. Authorise the Clerk to instruct the Lengthsman to install it.

Meeting Date:	09 May 2024
Title:	Seasonal Lights - Update
Submitted by:	Councillors Vaughton and Norse

1. Purpose of the report.

To update members on the progress to date.

2. Update:

Members should note all work and research has been carried out in accordance with the document issued by LCC *"Guidance for the attachments to street lighting columns."*

- 18 lampposts have been identified between Clough Lane and the Stork. (Included in the pack).
- Completed application form needs to be sent to LCC.
- There is a £70 application fee, however the fee is waived if an application is submitted at least 10 weeks before the erection (September).
- Within the application, the Meter Point Administration Number (MPAN) needs to be included.
- Proof of insurance cover needs to provide to a minimum of £10 million. (Included in the Pack.)
- The Council need to identify, an electrician qualified to fit the lights, who may need to use a cherry picker, to fit and remove every year. We have been given the contact details of a suitable company.

3. Fittings and Costs

Two light fittings have been identified that would be suitable, one is a colourful baubles and ribbon; the other is a single colour shooting star. (Pictures included in Pack)

Fitting Type	Costs (ex VAT) £	
	Per Item	x 9
Baubles	284.99	2,564.91
Shooting Star	166.66	1,499.94
Total for two sets =18 lights:		4,064.85

The Council could decide on a part fitting for Christmas 2024 and add additional lights in the following years. This would reduce the initial costs.

4. Estimated annual ongoing costs.

- Electrician with cherry picker x 2 (estimate £500).
- Storage and transportation of the lights for the rest of the year (estimate £300).
- Possible electrical costs for the duration of the lights (estimate £50).

We are unsure if the Council need to reapply to LCC every year.

5. Possible sources of funding

- Community Futures.
- Fort Vale.
- RVBC Christmas lights grant (£150 max).
- Private Sponsorship from local companies.

6. Members are recommended to:

Consider the report.

Meeting Date:	09 May 024
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform Members of planning matters since the last Council meeting that relate to Simonstone.

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Please note the following types of applications are not for consultation and are therefore excluded from the lists below: *Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.*

2. Weekly Applications:

19 April:

3/2023/1001	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 03/04/2024	Development Address: 2 Station Close Wilpshire BB1 9PT	Proposed conversion of existing garage into a ground-floor bedroom with first-floor extension above; replacement front porch; single-storey extension to rear.	368734 431911
Officer:	Lucy Walker 01200 425111		

3. Weekly Decisions.

26 April:

3/2024/0088	Simonstone	Development Description:	Grid Reference
Decision Date: 23/04/2024	Prior notification for the installation a Development Address: Time Technology Park Blackburn Road Simonstone BB12 7TY	Prior approval for the installation of a solar PV system of 973.44kw on the two largest buildings within the site.	377662 433448
Officer:	Emily Pickup		
Decision Type:	PERMISSION NOT REQUIRED		

4. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

Meeting Date:	09 May 2024
Title:	Crime Statistics for April 2024
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the latest crime statistics for April 2024 as provided by PCSO Katie Ferguson.

2. April 2024 in Summary:

- Burglary x 2: Attempted break-ins to integral garages, no entry gained.
- Drugs x 1: Vehicle stopped and searched, and male arrested for possession with intent to supply.
- Theft from vehicle x 1: tools, taken from possibly insecure vehicle.

3. Statistics:

The table below shows the crime statistics for the Read and Simonstone area for various months.

Table Key: TFV = Theft from Vehicle. DTV = Damage to Vehicle. ASB = Anti- Social Behaviour.
CD = Criminal Damage.

Period	Category											Total
	Burglary	Drugs	TFV	Road	Robbery	Theft	DTV	Assault	ASB	CD	Other	
April '24	2	1	1									4
October '23	1			1	1	2						5
August				1		1	1					3
July	1		1			2	2	1	1			8
June	1					1		3			1	6
May	1		1					1	2	1		6
Total:	6	1	3	2	1	6	3	5	3	1	1	32

4. Members are recommended to:

Consider the report.

Meeting Date:	09 May 2024
Title:	External Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on matters from external meetings.

2. Parish Council Liaison Meeting. (11/04/2024):

The meeting attended by Councillor Peat, covered a range of topics as set out below:

- Britain in Bloom: To Councillor Peat's knowledge Simonstone has never participated.
- Prevent: Essentially a process to identify early stages of potential terrorist behaviour. Vigilance is necessary but much of the emphasis is on schools/students.
- Community Safety: An ongoing exercise of Police, Councils and Business in a Community.
- Ribble Valley Council 50th Anniversary: The Council are planting and offering Giant Redwood Trees. Historically a native species which capture carbon, provide a habitat for small songbirds, and provide a suitable tree to celebrate the Borough's Anniversary.
Each parish is invited to consider the offer of a tree and if in agreement to its location. (Note the green space below the Stork Car Park has better soil than the Garden on School Lane)
- Rural Uplift: There are uncommitted resources from Rural Uplift and the Boroughs budget for non-recurrent (one off) schemes in villages.

3. Members are recommended to:

1. Consider the report.
2. Consider RVBC's offer of a Giant Redwood Tree and a suitable planting location.