

SIMONSTONE PARISH COUNCIL

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Members of Simonstone Parish Council are summoned to attend a meeting of the Parish Council on Thursday 10 July 2025 at St. Peters School Church Hall, Simonstone commencing at 7.00pm.

Members of the public are welcome to attend.

Agenda

- 1. To receive apologies for absence.**
- 2. To approve minutes of the Council meeting held on 6 March 2025 and the Annual Meeting of the Parish Council held on 22 May 2025**

- 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. VE Day Remembrance Bench - Location**

Report of the Clerk (enclosed) seeking members views on the location of the VE Day Remembrance Bench.

- 7. Asset Policy and Register**

Report of the Clerk (enclosed) seeking members approval of the Parish Council's Asset Policy and Register.

- 8. Disposal of a Council Asset.**

Report of the Clerk (enclosed) seeking members approval for the disposal of a Council Asset to a not-for-profit organisation.

ITEMS for INFORMATION:

9. RVBC's UK Shared Prosperity and Jubilee Fund - Update

Report of the Clerk (enclosed) updating members on the next steps.

10. Parish Plan - Update

A verbal update from the Working Group.

11. Newsletter - Feedback

A verbal update from the Cllr. Vaughton.

12. Update on Actions from recent meetings.

Report of the Clerk (enclosed) to update members on actions from recent Council meetings.

13. Planning Report.

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

14. Crime Figures.

Report of the Clerk (enclosed) to update members on the latest crime figures for the area.

15. Councillor Reports.

Reports from Councillors (enclosed).

16. Consideration of matters not on the agenda.

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

17. Future Meetings.

2025: 4 September and 6 November. 2026: 8 January and 5 March

Mike Hill

Clerk and Responsible Financial Officer to Simonstone Parish Council.



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the Council's website

SIMONSTONE PARISH COUNCIL

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Parish Council Meeting – Minutes

Date:	6 March 2025		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat (Chair), S. Finn, C. Pollard, A. Duckworth, M. Vaughton, J. Hampson, R. McKelvy and G. Norse.		
In attendance:	Clerk to the Council (Mike Hill) and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:00

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1. APOLOGIES FOR ABSENCE.

Apologies were accepted from Borough Councillor M. Peplow.

2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 6 FEBRUARY 2025.

The minutes were approved and signed by the Chair.

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

Regarding Agenda Item 7 (Grant Applications), declarations of interest were made by Cllrs. Peat, Finn, McKelvy and Vaughton, as they are Trustees of Read and Simonstone Village Hall.

4. PUBLIC PARTICIPATION.

A member of the public, requested that in any newsletter the Council Publish, the Council request the importance of residents keeping their hedges and verges tidy.

RESOLVED THAT COUNCIL:

Thanked the member of the public for attending the meeting and noted the request for an article to be placed in any Newsletter the Council issue.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Remind the Clerk to progress the request for Cllrs. Hampson and Duckworth to become signatories.
- 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	01T41276	Cllr. Pollard	Postmix for Crib	25.78	4.30	21.48	Paid	Sundry
Totals:				25.78	4.30	21.48		

Note:

Approval is not usually sought for Direct Debit payments or for people or organisations where the Parish Council has a contractual relationship or has already approved payment.

Summary of Receipts and Payments		
	£	
Balance carried forward at 1st April 2024:	9,286.46	Table b
Add total receipts to date:	9,713	
Less total payments to date:	-12,980.62	
Balance:	6,018.84	
	£	If these two figures are different an explanation is required.
Unity Trust Bank Balance as at 01/03/25:	6,018.84	

6. COUNTRYSIDE CHARITY

The Clerk submitted a report requesting members to consider renewing their membership to the Countryside Charity.

RESOLVED THAT COUNCIL:

Renew their membership to the Countryside Charity.

7. GRANT APPLICATIONS.

The Clerk submitted a Report asking members to consider grant applications from Readstone Environment Group, Padiham on Parade and Read and Simonstone Village Hall.

The Report noted that members can make monetary grants to groups and organisations that work for the benefit of the local community within Simonstone.

RESOLVED THAT COUNCIL:

- Approve a grant of £339.99 to the Readstone Environment Group.
- Approve a grant of £110 to Padiham on Parade.
- Approve a grant of £140 to Read and Simonstone Village Hall.

8. PUBLIC RIGHTS OF WAY

The Clerk submitted a Report updating members on access to a local footpath (FP1210024) to the north of a property on Whins Lane, Simonstone.

RESOLVED THAT COUNCIL:

Note the Report

9. SCHOOL FIELD 'FOOTPATH' AND CONDITION OF FOOTPATH FP1210019 – UPDATE

The Clerk submitted a report updating members on matters raised by parishioners and the Chair of the Governors at Simonstone School, regarding the 'path' from Harewood Avenue to School Lane and to discuss the condition of footpath FP1210019, where it passes through Ox Hey Wood.

RESOLVED THAT COUNCIL:

- Note the Report.
- Request Cllr. Duckworth contact LCC requesting they consider constructing a drop-off area in the school field.
- Request Cllr. Pollard to contact the owners of the land where FP1210019 runs asking them to improve the footpath.

Post meeting note:

The Parish Council submitted an Expression of Interest funding request to RVBC for a grant from the UK Shared Prosperity and Jubilee Fund for installing a School Field Footpath.

10. VE DAY 2025 PLANNED ACTIVITIES - UPDATE.

The Clerk submitted a report updating members on planned activities for VE Day 2025.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request Cllrs. Hampson and Norse to arrange something similar to what the Council did last year.

11. LITTLE GREEN BUS.

The Clerk provided a verbal update that the Little Green Bus had provided the information requested. planning report.

RESOLVED THAT COUNCIL:

Request the Clerk to make a payment of £150 to Little Green Bus.

12. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

The Clerk presented a report updating members on actions from recent meetings.

RESOLVED THAT COUNCIL:

Note the report.

13. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last Council 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

The Clerk reminded members that comments on planning applications are collated by Councillors Duckworth and McKelvey, and that Cllr. Duckworth will submit the comments to RVBC.

RESOLVED THAT COUNCIL:

Note the report.

14. CRIME FIGURES.

The Clerk submitted a report updating members on the latest crime statistics up to January 2025 as provided by PCSO Katie Ferguson.

RESOLVED THAT COUNCIL:

Note the report.

15. LOCAL GOVERNMENT DEVOLUTION

The Clerk submitted a report to update members on how the Government's plans for Local Government Devolution could affect Simonstone Parish Council.

RESOLVED THAT COUNCIL:

Note the report.

16. COUNCILLOR REPORTS.

Borough Councillor Peplow submitted a report for consideration by the Council.

RESOLVED THAT COUNCIL:

Thanked Cllr. Peplow for his informative report.

17. PARISH PLAN

RESOLVED THAT COUNCIL:

- a. Nominate Cllrs. Hampson, Norse, Finn and Duckworth to be members of the Parish Plan Working Group.
- b. Agree to invite residents via social media and the Parish Newsletter in become involved in discussions.
- c. Request the Working Group to report back to a future meeting of the Parish Council.
- d. Request Cllr. Peplow to provide a copy of the Parish Settlement Plan.

18. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

No further considerations.

19. FUTURE MEETINGS 2025:

RESOLVED THAT COUNCIL:

Agree that the Annual Meeting of the Parish Council and Annual Parish Meeting will take place on 8 May

DRAFT

SIMONSTONE PARISH COUNCIL

Date:	22 May 2025 – Annual Meeting of the Parish Council		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat, A. Duckworth, G. Norse, C. Pollard, S. Finn and M. Vaughton.		
In attendance:	Clerk to the Council (Mike Hill).		
Meeting started:	19:30	Meeting closed:	20:25

25/05/22/AMPC

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Peat was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Finn was elected as Vice Chair for the next 12 months.

3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.

The Chair signed the Declaration.

RESOLVED THAT COUNCIL:

Request the Clerk to redo all the Councillors Declarations of Interest Forms and submit them to RVBC

4. APOLOGIES FOR ABSENCE.

Apologies were accepted from Borough Cllr. Peplow, and Parish Cllrs. Hampson and McKelvey

5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

Cllr. Pollard reminded members of his interest in Martholme Greenway.

6. APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 30 MAY 2024

The minutes were approved and signed by the Chair.

7. PUBLIC PARTICIPATION.

The public had participated in discussions at the Annual Parish Meeting which this meeting followed.

8. EXTERNAL AUDIT MATTERS:

8.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2025.

The Financial Statements to 31 March 2025 were approved.

8.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/2025.

The Chair signed the Certificate of Exemption.

8.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2024/2025.

The Chair signed Section 1.

8.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2024/2025.

The Chair signed Section 2.

9. APPOINTMENT AND NOMINATIONS FOR PARISH ACTIVITIES.

9.1 TO APPOINT AN AUDITOR FOR 2026/27 AND 2027/28.

Members agreed to re-appoint David Swift.

9.2 TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING (PCLM).

Members agreed that Cllrs. Peat and Hampson would represent the Council at the PCLM.

9.3 TO APPOINT TWO REPRESENTATIVES TO LALC.

Members agreed that Cllrs. Peat and Hampson would represent the Council at LALC meetings.

9.4 LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.

Members agreed that Cllr. Peat would carry out this task.

9.5 COORDINATION OF PLANNING COMMENTS.

Members agreed that Cllrs. Duckworth and McKelvey would carry out this task and report to RVBC.

9.6 MONITORING AND LIAISON ON ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Cllr. Duckworth would carry out this task.

9.7 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING, REPORTING DEFECTS ETC.

Members agreed that Cllrs. Hampson and Vaughton would carry out this task.

9.8 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Cllrs. Duckworth and Pollard would carry out this task.

9.9 COORDINATION AND LIAISON WITH OTHER PARISH COUNCILS, SOCIAL GROUPS, AND COORDINATING CHRISTMAS ACTIVITIES.

Members agreed that Cllrs. Finn, Norse and Vaughton would carry out this task.

9.10 WEBSITE UPDATE.

Members agreed that the Clerk should carry out this activity.

9.11 UPDATING SOCIAL MEDIA INCLUDING FACEBOOK.

Members agreed that Cllrs. Vaughton and Hampson would carry out this task.

9.12 PRODUCE A PARISH NEWSLETTER

Members agreed that Cllrs. Vaughton would carry out this task.

9.13 PRODUCE A PARISH PLAN

Members agreed that Cllrs. Hampson, Finn and Duckworth would carry out this task

10. REVIEW THE COUNCIL'S POLICIES, REGULATIONS AND PROCEDURES

Members considered the existing documents and agreed to update/review them throughout 2025/26.

11. APPROVE MEETING DATES FOR 2024/25

RESOLVED THAT COUNCIL:

Approved the following dates: 2025: 10 July, 4 September and 6 November. 2026: 8 January and 5 March.

12. UKSP AND JUBILEE FUND - EXPRESSIONS OF INTEREST (EOI)

RESOLVED THAT COUNCIL:

Authorise the Clerk to submit an EOI for funding to improve the footpath connecting the Padiham end of Harewood Avenue to School Lane in Simonstone.

13. PROW SIGNAGE AND SCHOOL FIELD PATH.

RESOLVED THAT COUNCIL:

Approve the purchase of Finger Post/Sign.

14. VE DAY – 8 MAY 2025

RESOLVED THAT COUNCIL:

Thanked Cllrs. Norse and Hampson for arranging the event and requested that for future events more notice would be appreciated.

Signed

A signed copy is on file.

Dated:

Next meeting: 10 July 2025

Agenda Item 5

For Decision

Simonstone Parish Council

Meeting Date: 10/07/2025

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:
 - a. Schedule of Payments.
 - b. Reconcilliation of Receipts and Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		David Swift	Accountant - AGAR	125.00	0.00	125.00	Paid	Admin
2	SI103655	The Sign Shed Limited	Sign for Shed	28.39	4.73	23.66	Paid	Amenity
3	8651	Cllr. Finn for Nu-Age Print	Parish Plan Flyers	50.00	8.33	41.67	Paid	Sundry
Totals:				203.39	13.06	190.33		

Note: Approval is not usually sought for people or organisations where the Parish Council has a contractual relationship or has already been agreed by Council.

Receipts for the period 1st April 2025 to 31st March 2026.

Bank			Income Streams						
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	UKSPF	Sundry	Totals
07/04/2025		RVBC Precept	9,000.00						9,000.00
14/04/2025		VE Day Grant			500.00				500.00
29/04/2025		HMRC VAT Claim		1,004.66					1,004.66
27/05/2025		Christmas Lights			150.00				150.00
Total:			9,000.00	1,004.66	650.00	0.00	0.00	0.00	10,654.66

Payments made for the period 1 April 2025 to 31 March 2026

		Administration Expenses						Amenity Expenses							
Date	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	Grants	UKSPF	VAT	Total
01/04/25	GoCardless					46.20								9.24	55.44
07/04/25	St. Peter's Church lettings April '25 to March '26						200.00								200.00
17/04/25	RVBC - annual charge bin emptying							450.66						90.13	540.79
17/04/25	Ingham and Yorke Playing Field Bus shelter									150.00					150.00
17/04/25	LALC/NALC annual subscription					249.62									249.62
17/04/25	Use It 45493					16.30								3.26	19.56
17/04/25	Use It 44413					2.08								0.42	2.50
17/04/25	Use It 45087					16.30								3.26	19.56
17/04/25	Use It 44909					2.08								0.42	2.50
17/04/25	Clerk Salary	342.20													342.20
30/04/25	Unity Service Charge				6.00										6.00
01/05/25	GoCardless					46.20								9.24	55.44
28/05/25	Clerk Salary	343.20													343.20
29/05/25	Zurich Insurance						234.61								234.61
31/05/25	Unity Service Charge				6.00										6.00
02/06/25	GoCardless					46.20								9.24	55.44
11/06/25	HMRC		171.60												171.60
17/06/25	Use It 45881					16.30								3.26	19.56
17/06/25	Use It 45748					3.50								0.70	4.20
17/06/25	David Swift - Accountant						125.00								125.00
17/06/25	Sign for Shed									23.66				4.73	28.39
18/06/25	Sabden - Lengthsman - 2024/25							1169.11							1,169.11
18/06/25	Clerk Salary	343.20													343.20
18/06/25	Sabden - Lengthsman - 2025/26 Inv. 5							1,000.00							1,000.00
30/06/25	Country Side Commission										60.00				60.00
30/06/25	Cllr Finn Flyers (Parish Plan)										41.67			8.33	50.00
30/06/25	Unity Service Charge				6.00										6.00
01/07/25	GoCardless					46.20								9.24	55.44
		1,028.60	171.60	0.00	18.00	490.98	559.61	2,619.77	0.00	173.66	101.67	0.00	0.00	151.47	5,315.36

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2025:	5,024.21	
Add total receipts to date:	10,655	
Less total payments to date:	-5,315.36	
Balance:	10,363.51	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 06/07/25:	10,363.51	

The Switch from Barclays Bank to Unity Trust Bank took place on 16 August 2024.

Amount transferred = £15,086.93

Switch Authorised by:

- David Peat
- Clifton Pollard
- Stephen Finn

Comparisons as at 03/07/2025

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	8,400	8,400	9,000
Concurrent and other grants:	0	0	650
HMRC VAT Refunds:	0	0	1,005
LCC, sundry and other grants:	0	0	0
	8,400	8,400	10,654.66
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	0	0	1,028.60
HMRC: Employers Tax and NIC:	0	0	171.60
Expenses: milege etc.	0	0	0.00
General Administration:	0	0	18.00
Website and email hosting, software/hardware:	0	0	490.98
Other Admin:	0	0	559.61
	0	0	2,268.79
Amenity Expenses:	£	£	£
General maint and lengthsman.:	0	0	2,619.77
Play area and Read play area	0	0	0.00
Other Expenses	0	0	173.66
	0	0	2,793.43
Sundry Expenses:	£	£	£
Christmas trees, lights and bunting:	0	0	0.00
Remembrance Sunday - wreath etc:	0	0	0.00
Defibrillator costs:	0	0	0.00
Other Sundry Expenses:	0	0	101.67
	0	0	101.67
VAT on Expenses to be Reclaimed:			151.47
	£	£	£
Total Expenditure:			5,315.36
SUMMARY:	£	£	£
Income:	0	0	10,654.66
Expenditure:	0	0	-5,315.36
	0	0	5,339.30
BALANCE:	£		£
Balance brought forward at 1 April:		2024/25 balance carried forward:	5,024
Add surplus / less deficit for the year:		2025/26 Balance to date:	5,339
Balance to be carried forward:		Overall Balance:	10,363.51

Barclays Business Premium Account

£

Balance carried forward at 1 April 2025:

9,134.10

Agenda Item 6

For Decision

Simonstone Parish Council

Meeting Date:	10 July 2025
Title:	VE Day Commemorative Bench - Location
Submitted by:	Parish Clerk

1. Purpose of the report.

For members to decide on a location for siting a VE-Day Commemorative Bench.

2. Introduction.

Members will recall that RVBC provided a grant to all parish council of £500 to be used to commemorate VE Day 2025 and the Parish Council had decided to purchase a bench.

3. Current benches.

The table below shows the location of benches owned by the parish council.

Bench	Location
Diamond Jubilee QEII	Outdoor Elements, Trapp Lane
Longest Reigning Monarch QEII	Parish Garden
Platinum Jubilee QEII	Fountain Avenue.
King Charles III	Adjacent River Calder.
No name.	Whalley Road between Scott Avenue and Lawrence Avenue.

4. Suggestions.

1. Cllr. Duckworth has suggested a location at the North side of Whinns Lane approximately 35 metres to the west of the stile providing access to footpath 121002. This location avoids ownership issues, provides a resting place for PRow users and offers a clear view across the valley.
2. Extra seat in the Village Garden or the Village Green.
3. At Back Lane Car Park.

5. Members are recommended:

To agree a suitable location for a VE Day Commemorative Bench.

Agenda Item 7

For Decision

Simonstone Parish Council

Meeting Date:	10 July 2025
Title:	Asset Policy and Register
Submitted by:	Parish Clerk

1. Purpose of the report.

To seek approval of an updated Asset Policy and Register as attached to this Report as Appendix 1.

2. Members are recommended:

Members are recommended to approve and adopt the Asset Policy and Register.

**Simonstone
Parish
Council**

For Information

Asset Policy and Register 2025/26

Adopted:
Chairman:
Minute Ref.:

*Administered by Clerk and Responsible Financial Officer to
Simonstone Parish Council.*

To be reviewed annually.

1. Background.

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be updated and amended as necessary.

2. Purpose of the Asset Register.

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Collates information about each Council asset and makes it available to all Council members.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.
The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.
- Forms a record of assets held for insurance purposes.
The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register.

3.1 Assets Included.

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.

3.2 Assets not Included.

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges, and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Simonstone Parish Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Town Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- A replacement value is inserted for insurance purposes.
- The Total Value figure will be inserted into Box 9 in the AGAR Annual Return and represents the total value of the Council's fixed assets.

Item	Location	Acquired	Value £	Comments
Chain of Office (Medallion)	Chairman	1994	555.00	Stork on green background
Three bars added to chain of office.	Chairman	2015	115.00	
Neighbourhood watch sign	Fountains/Furness Avenue	1997/2011	177.00	
Yellow Salt Bins Throughout Village	Haugh Ave., Scott Ave., Lawrence Ave., Beaughley Ave., Harewood Ave. and Fountain Ave. (Damaged)	Jan. 2011	196.00	
QEII Diamond Jubilee - Bench	Outdoor Elements	Sept. 2012	480.00	
Notice Board – Glass Lockable	Parish Garden	Sept. 2012	636.00	
Electricity Cabinet	Entrance to Parish Garden	Jan. 2014	720.00	
Green Grit Bins x 5	Harewood Ave., Fountains Ave., Tintern Close, Furness Ave. and Woodside Ave.	Aug. 14	543.00	
World War 1 plaque	War memorial church wall	Nov. 2014	1,546.00	
2 x litter bins	School lane and Trapp Lane	Mar. 2015	442.00	
Gravel and Block (Donation)	Chair	2025-05	50.00	Major J. Moorhouse (gift)

Asset Policy and Register - 2025/2026

Item	Location	Acquired	Value £	Comments
QEII longest reigning monarch - Bench	Parish Garden	Mar. 2016	295.00	
SpID – Mobile x1	Located as required.	Nov. 2016	2,272.00	
SpID – Back plates	School Lane, Fountains Ave., Buckshaw Terrace, Harewood Ave. Simonstone Lane x 3 (Old Railway Station) (Near Pollard Row) and (Opposite Koonah)	Apr. 2017	119.00	
Mirror	Opp. Bank of Terrace Entrance	Apr. 2017	114.00	
Platinum Jubilee - Bench	Village – Fountain Avenue	2022	529.00	
Bench	Whalley Road – Between Scott Avenue and Lawrence Avenue	?	0	
Asus laptop	Clerk's office	2023	499.00	
Notice Board – Glass Lockable	Stork Hotel	25/01/24	883.88	
Notice Board – Plain Backboard	Stork Hotel - Wall	?	0	
Road Mirror	Bank Terrace	?	0	
Neighbourhood Watch Sign	Furness/Fountains Avenue		0	
Table	Cllr. Norse	July 2024	20.00	Used for VE Day
King Charles III - Bench	Adjacent the River Calder	July 2024	630.00	
Nativity Set		Oct. 2024	124.45	
Festive lights	Cllr. Peat - Garage	Nov. 2024	1,834.16	

Asset Policy and Register - 2025/2026

Item	Location	Acquired	Value £	Comments
Crib. Gifted by Dr. John Barker	In situ. Parish Garden	Nov. 2024	200.00	Council made donation and contributed to costs.
Light connectors and extension lead	In situ. Parish Garden	Nov. 2024	65.50	
Total:			13,045.99	AGAR Box 9

Notes: There are various street waste bins located throughout the parish. These are the property of RVBC.

Agenda Item 8

For Decision

Simonstone Parish Council

Meeting Date:	10 July 2025
Title:	Disposal of a Council Asset
Submitted by:	Parish Clerk

1. Purpose of the report.

To seek approval of the disposal of a Council Asset.

2. Introduction

Cllr. Peat is now in possession of the Parish Council's previous Laptop (Toshiba L70-B) which was purchased in March 2015 at a cost of £390. This asset is no longer required by the Council.

Cllr. Peat is aware of 2 local historians who need a dedicated computer to set up an archive of photos and documents relating to Simonstone and Read.

3. Considerations.

Any asset no longer required by a parish council, can be gifted to a group, if the group are a not-for-profit organisation, and the asset remains as a community benefit.

4. Members are recommended:

To consider gifting the Toshiba Laptop to the two historians, for the purpose as set out in the report.

Meeting Date:	10 July 2025
Title:	UK Shared Prosperity and Jubilee Fund
Submitted by:	Parish Clerk

1. Purpose of the report.

To update members on the Expression of Interest (EOI) submitted to RVBC.

2. Introduction.

Members will recall that the Clerk submitted an expression of interest (school footpath) for funds from the UKSP and Jubilee Fund.

3. Update.

All the EOIs received by RVBC were considered by Policy and Finance Committee on 17 June 2025. All EOIs will now be considered by the Shared Prosperity and Jubilee Fund Working Group, with their recommendations on which projects will be invited to submit a full application reported to Policy and Finance Committee on 16 September 2025.

4. Members are recommended.

To note the update.

Agenda Item 12

For Information

Simonstone Parish Council

Meeting:	10 July 2025
Title:	Updates on Actions from Previous Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Actions from 6 March 2025 Council Meeting.

Minute 250306/	Action	Who	Update
5	Progress the request for Cllrs. Hampson and Duckworth to become Unity Trust signatories	Clerk	Started
6	Renew Countryside Charity membership	Clerk	Complete
9b.	Contact LCC requesting they consider constructing a drop-off area in the school field.	Cllr. Duckworth	?
9c.	Contact the owners of the land where FP1210019 runs asking them to improve the footpath.	Cllr. Pollard	On-going
10	VE Day. Arrange something similar to what the Council did last year.	Cllr. Norse and Hampson	Complete
17c.	Working Group to report back to a future meeting of the Council.	Parish Working Group Plan	This meeting

3. Actions from 6 February 2025 – Council Meeting

Minute 250206/	Action	Who	Update
4b	Add the schools concerns over road safety and the ongoing matter of the 'School Footpath' to future Council meetings.	Clerk	Complete and ongoing
6b	Contact LCC regarding access to FP1210024 on Whins Lane	Clerk	Complete Waiting response
7b	Contact Read Parish Council in regard to hosting a joint event.	Cllr. Vaughton	Complete This meeting
8b	Request the LCC PROW Team to include the 'School Field' footpath in the definitive PROW map.	Clerk	Complete Waiting response
8c	Consider actions that the Council can take to address the concerns raised by the Chair of School Governors regarding the safety of children enroute to and from school.	All	Complete and ongoing
9	Contact Little Green bus and ask them: a. To complete the Council's Grant Request Form. b. To explain their level of reserves. c. To provide information on the services they provide;	Clerk	Complete Waiting response
15	Set up a Christmas 2024 Lessons Learned - Working Group	Clerk	Noted

4. Actions from 14 November 2024 – Council Meeting

Minute 241103/	Action	Who	Update
4b	Make a payment of £100 towards the costs incurred by Dr Barker.	Clerk	Complete
4c	Make a £100 donation to an organisation proposed by Dr Barker.	Clerk	Complete
7b	Transfer funds from the Council's Barclays Bank account to a Unity Trust savings account.	Clerk	Noted
9	Consider VE Day Commemorations.	Members	Complete
10	Consider restoring unhindered access to footpath (FP1210024)	Members	Ongoing
12	Discuss School Field 'Footpath' at Council meeting	Members	Complete
16	Prepare Spring version of the Parish Newsletter	All	Complete

5. Actions from 3 October 2024 – Council Meeting

Minute 241003/	Action	Who	Update
8	Contact the Lengthsman and ask him to trim the shrubbery, prune the trees and when they are delivered, install the festive lights.	Cllr. Duckworth	Complete
11	Present a draft Newsletter to the next Council meeting for consideration.	Cllr. Hampson	Not required
12a	Stay in dialogue with LCC Highways and the Road Safety Group.	Cllr. Hampson	Not required
12b	Present a report to a future meeting of the Parish Council, requesting members to consider the installation of additional Speed Indicator Devices.	Cllr. Hampson	?
13	Purchase a commemorative plaque for the Giant Redwood.	Clerk	Noted

6. Actions from 5 September 2024 – Council Meeting

Minute 240905/	Action	Who	Update
6	b. Change definitions in Website Policy	Clerk	Complete
	c. Send website login credentials to Cllr. Finn and Hampson	Clerk	Complete
7	b. Prepare a Complaints Policy for submission at the next Council meeting	Clerk	Complete
8	b. Make the necessary Unity Bank arrangements for the new councillor authorisations.	Clerk	On-going
	c. Look at opening a Unity Bank savings account	Clerk	On-going
10	c. Festive lighting: Check current electrical installation and make the necessary festive arrangements.	Cllrs. Vaughton, Norse and Finn	Complete
11/15	Road safety report for October Council meeting.	Cllr. Hampson	Not required

15	b. Submit a report on a Parish Newsletter to the Council's October meeting	Cllr. Hampson	Not required
	c. Engage with RVBC and Martholme Greenway on the planting of the Golden Jubilee - Giant Redwood tree.	Cllr. Pollard	Complete

7. Actions from 11 July 2024 – Council Meeting.

Minute 240711/	Action	Who	Update
11	b. Approach Huntroyde Estate to see if they would allow the Council make repairs to footpaths and gates on their estate.	Cllr. Pollard and Duckworth	Agreement in principle
	c. Approach the LCC PROW office for advice as to whether LCC would offer additional funding for repairs.	Clerk	Complete and waiting
	d. Contact Law Farm and see if they have any objection to the Council raising the surface level at the Tennis Club 'Kissing Gates' to alleviate the flooding problem.	Cllr. Pollard and Duckworth	Complete. Waiting on LCC
14	Add item to November's agenda on VE Celebrations	Clerk	Complete

8. Actions from 09/05/2024 - Council Meeting:

Minute 240509/	Action	Who	Update
4	a. Review issues submitted to the Road Safety Working Group, see if they can be re-prioritised/updated, to included measures to mitigate the road safety issues faced by pupils.	Cllr. Hampson	No longer required
	b. Upload 2024 Bypass Funding Bid to the Parish Council Website and provide links to it from the Council's social media channels.	Cllr. Hampson	Complete
6	a. Implement a new website and bespoke email addresses	Clerk	Complete
	b. Amend the Council's budget to cover the annual cost of above	Clerk	Complete
7	a. Start the switching process to Unity Trust Bank	Clerk	Complete
8	a. Accept the offer of a Giant Redwood and inform RVBC.	Clerk	Complete
	b. Consult with landowners and confirm to the clerk a preferred location for the Giant Redwood.	Members	Complete
9	a. Provide a suitable 'Current Financial Status' question to Cllr. Hampson, for inclusion into the Grant Application Form.	Cllr. Peat	Complete
	c. A revised Application Form and Grant Policy to be submitted to a future meeting of the Parish Council.	Clerk	Complete
	d. Inform Easi-Beats on the status of their application.	Clerk	Complete
10	b. Place order for new bench with Ark Plastics	Clerk	Complete
	c. Contact Ark Plastics re an amendment to the engraved text	Cllr. Pollard	Complete

	d. Liaise on the proposed location of the new bench	Cllr. Pollard and Clerk	Complete
11	Contact RVBC regarding larger bins for the laybys on the A671 and an additional bin at Whins Lane.	Clerk	Complete
12	Inform LCC that the Parish Council is considering two locations within the parish for EV charging points.	Clerk	Complete
14	b. Find quotes for installation, and storage of the lights.	Cllrs. Vaughton and Norse	Complete
	c. Look at available grants for festive lights		Complete
15	Contact Sabden Parish Council regarding the Council's actual expenditure so far this year.	Cllr. Duckworth	Complete
18	Contact RVBC and LCC regarding scope for mowing/grass-cutting scheduled for May/early June being put back to later in the year.	Clerk	Complete
21	Add PROW and Kissing Gates as an Agenda Item to a future meeting of the Parish Council.	Clerk	Complete.
22	a. Contact LCC regarding the cleaning of bus shelters.	Clerk	Ongoing
	b. Contact the landowners where the locations for the Safe Lane Signs have been identified.	Clerk	Complete

9. Actions from 30/05/2024 - Annual Meeting of the Parish Council:

Minute 240530/	Action	Who	Update
9	a. Contact Cllr. Mirfin regarding the use of Roadside Variable Message signs for use by the Parish Council.	Clerk	Complete and waiting
	b. Contact Parish Lengthsman regarding the disused SpID on Harewood Avenue.	Cllr. Pollard	Complete
15	a. Organise a lamp lightening ceremony at the Parish Green.	Cllr. Hampson	Complete
	b. Write a suitable letter to Lancashire's Beacon Champion.	Cllr. Hampson	Complete
16	a. Ask the Parish Lengthsman to examine the status of the SpID, to see if it can be brought back into serviceable use.	Cllr. Pollard	Complete
	b. Find out what happened to the 'second SpID'.	Cllr. Pollard and Duckworth	Complete

10. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.

Agenda Item 13

For Information

Simonstone Parish Council

Meeting:	10 July 2025
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. Applications received by RVBC since the last Council Meeting.

Note. For most applications, RVBC's Planning Department email a letter to the Parish Clerk requesting comments by a certain date. These comments will be collated by Councillors Duckworth and McKelvey, who will submit them to RVBC.

3/2025/0455	Applications for full consent Development Address: Carniola Whins Lane Simonstone Lancashire BB12 7QT	Development Description: Proposed Erection of detached garage within garden curtilage.	Grid Reference 377466 435248
DATE VALID: 03/06/2025			
Officer:	Emily Pickup 01200 425111		
3/2025/0146	Applications for full consent Development Address: Evesons Barn Simonstone Lane Simonstone BB12 7NU	Development Description: Proposed change of use of land to residential with access track (60m long), gate (2m high) and boundary treatments (1.2m high fences and 1m high stone wall), bin store and parking area to the rear.	Grid Reference 377477 434144
DATE VALID: 29/05/2025			
Officer:	Kathryn Hughes 01200 425111		
3/2025/0301	Applications for full consent Development Address: Raydale Simonstone Lane Simonstone BB12 7NX	Development Description: Proposed single-storey rear extension and roof replacement to existing conservatory. Front porch extension/enclosure with pitched roof.	Grid Reference 377413 434299
DATE VALID: 02/06/2025			
Officer:	Emily Pickup 01200 425111		
3/2025/0106	Applications for full consent Development Address: 19 Scott Avenue Simonstone BB12 7HY	Development Description: Proposed demolition of existing garage, storerooms and rear porch. Erection of a single-storey extension to side to provide a new single garage and en-suite bedroom. Remodelling of front elevation with side extension to replace existing flat roof and pergola with dual-pitched tiled roof and chimney. Erection of raised deck to rear with steps down to the garden.	Grid Reference 377369 434569
DATE VALID: 19/02/2025			
Officer:	Emily Pickup 01200 425111		
3/2025/0126	Applications for full consent Development Address: Trapp Forge Trapp Lane Simonstone BB12 7QW	Development Description: Proposed extension to the side of the existing building and relocation of storage containers.	Grid Reference 377798 435530
DATE VALID: 12/02/2025			
Officer:	Emily Pickup 01200 425111		

3. Decisions made by RVBC since the last Council Meeting.

Planning Applications decided week ending: 25 April 2025			
3/2025/0106	Applications for full consent	Development Description:	Grid Reference 377369 434569
Decision Date: 25/04/2025	Development Address: 19 Scott Avenue Simonstone BB12 7HY	Proposed demolition of existing garage, storerooms and rear porch. Erection of a single-storey extension to side to provide a new single garage and en-suite bedroom. Remodelling of front elevation with side extension to replace existing flat roof and pergola with dual-pitched tiled roof and chimney. Erection of raised deck to rear with steps down to the garden.	
Officer: Decision Type:	Emily Pickup APPROVED WITH CONDITIONS		
3/2024/0918	Simonstone Alter or Extend a Listed Building	Development Description:	Grid Reference 377625 434537
Decision Date: 16/05/2025	Development Address: Cockshotts Farm School Lane Simonstone BB12 7HR	Listed Building Consent for proposed internal and external renovation works including removal of render, re-pointing, improved rainwater management, repair and replacement of windows, installation of two stoves to existing fireplaces, installation of acoustic wall on the party wall, automatic Mist Suppression System and external landscaping.	
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS		
3/2024/0919	Simonstone Applications for full consent	Development Description:	Grid Reference 377625 434537
Decision Date: 16/05/2025	Development Address: Cockshotts Farm School Lane Simonstone BB12 7HR	Planning application for proposed external renovation works including removal of render, re-pointing, improved rainwater management and repair and replacement of windows.	
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS		

4. Members are recommended:

- To note the contents of the report.
- Set out any actions relating to the planning matters mentioned.