

SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend a meeting of the Parish Council on Thursday 5 September 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 Meeting of the Parish Council held on 11 July 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. Website Policy.

Report of Cllr. Finn (enclosed) for members to consider the adoption of a Website Policy.

7. Vexation Complaints Policy.

Report of the Clerk (enclosed) for members to adopt the Council's Vexation Complaints Policy.

8. Unity Trust Bank.

Report of the Clerk (enclosed) updating members on the switch to Unity Trust Bank and to agree which councillors can view and authorise payments.

9. LALC Ribble Valley Area Committee - Nominations.

Report of the Clerk (enclosed) requesting members to consider nominations.

ITEMS for INFORMATION:

10. Festive Lighting.

Report of Cllr. Vaughton (enclosed) updating members on parish festive lighting.

11. SpIDs.

Report of Councillor Hampson (enclosed) on Speed Indicator Devices.

12. Update on Actions from recent meetings.

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

13. Update on the Harvest Festival Songs of Praise.

Update of Councillor Peat.

14. Planning Report.

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

15. Councillor Reports.

Reports from Councillors (enclosed).

16. Consideration of matters not on the agenda.

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

Future Meetings:

- **2024** – 3 October, 7 November and 5 December.
- **2025** – 9 January, 6 February and 6 March.



Agenda Item 2

SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Parish Council Meeting – Minutes

Date:	11 July 2024		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat (Chair), S. Finn, A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard and M. Vaughton.		
In attendance:	Clerk to the Council (Mike Hill), Borough Councillor: M. Peplow and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:35

24/07/11/

1. APOLOGIES FOR ABSENCE.

There were no apologies.

2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 30 MAY 2024.

The minutes were approved and signed by the Chair.

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

The Chair welcomed one member of the public who requested to speak on Agenda Item 7.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

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

Schedule of Payments to be considered for approval.							Table a.	
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	1170	ARK Plastics	Provision of a bench	630.00	105.00	525.00	19/07/24	Amenity Exp.
2		Clerk	Salary - May	343.20	0.00	343.20	31/05/24	Admin. Exp.
3		Clerk	Salary - June	343.20	0.00	343.20	30/06/24	Admin. Exp.
4		HMRC Cumbernauld	Income Tax for 2 Months	171.60	0.00	171.60	22/07/24	Admin. Exp.
5		Use it Computers	Subscription Microsoft 365	29.52	0.00	29.52	12/07/24	Admin. Exp.
6	101585	Cllr. Hampson (B&M)	Small table for D-Day Celebrations	20.00	0.00	20.00	Paid	Sundry Exp.
7	101584	David Swift	Internal Audit	70.00	0.00	70.00	Paid	Admin. Exp.
8	101583	Lord Accountancy Services (0787)	Professional Fees to cover clerk duties	250.00	0.00	250.00	Paid	Admin. Exp.
9	101582	Use-It Computers Services	Microsoft Office 365	12.26	0.00	12.26	Paid	Admin. Exp.
10	101581	Simonstone St. Peters School	Lettings May 2024 to April 2025	200.00	0.00	200.00	Paid	Admin. Exp.
11	101580	Use-It Computers Services	Maint. and Support	2.50	0.42	2.08	Paid	Admin. Exp.
12	DD	Easy Web Sites	Provision of email and web services	58.08	9.68	48.40	Paid	Admin. Exp.
Totals:				2,130.36	115.10	2,015.26		

Summary of Receipts and Payments		Table b.
	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total receipts to date:	8,400	
Less total payments to date:	(512)	
Balance:	17,174.11	If these two figures are different an explanation is required.
	£	
Bank Balance as at 31/05/24:	17,174.11	

6. SOCIAL MEDIA POLICY.

Cllr. Finn submitted a report asking members to consider adopting a Social-Media Policy which was attached as an Appendix to the Report.

The report noted that the aim of the policy was to set out a Code of Practice that provided guidance to Parish Councillors, council staff and others who engage with the council using online communications.

RESOLVED THAT COUNCIL:

Agree to adopt the policy with a review to be conducted in January 2025.

7. SPEAKING AT PARISH COUNCIL MEETINGS.

The Clerk submitted a report requesting members to confirm who can speak at Parish Council meetings. The Clerk noted that the report should be considered alongside Agenda Item 8 - Revised Standing Orders.

Members and the public participant considered the matter vigorously and at length.

RESOLVED THAT COUNCIL:

Confirm, that all members of the public can participate in the Public Participation Section of Parish Council meetings.

8. STANDING ORDERS.

The Clerk submitted a report requesting members to consider adopting revised Standing Orders as set out in Appendix 1 to the Report.

Members were reminded that they last approved the Council's Standing Orders in March 2016, and last reviewed them in February 2020.

The Clerk noted that the revised Standing Orders attached as Appendix 1 were based on the Model Standing Orders 2018 (England) published by the National Association of Local Councils (NALC).

RESOLVED THAT COUNCIL:

Agree to adopt the Council's Standing Orders as set out in Appendix 1 to the Report with a review to take place in July 2025.

9. GRANT POLICY AND APPLICATION FORM.

Cllr. Hampson submitted a report requesting members to consider the adoption of a Grants Policy and Grant Application Form which were attached as Appendix 1 and 2 to the report.

The Report stated that the aim of the policy was to ensure openness, transparency and fairness to all groups and organisations that wished to apply to the Parish Council for a grant.

RESOLVED THAT COUNCIL:

Agree to adopt the Grant Policy and Grant Form and review them both in January 2025.

10. UPDATES ON ACTIONS FROM PREVIOUS MEETINGS

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

The Clerk noted that most of the actions had been completed or were in the process of being completed.

RESOLVED THAT COUNCIL:

Note the report.

11. PUBLIC RIGHTS OF WAY AND KISSING GATES.

Cllr. Pollard submitted a report updating members on the footpaths and 'Kissing Gates' in the parish.

The report identified the location of the footpaths and 'Kissing Gates' suitable locations for new installations and the gates and footpaths that require maintenance.

Members were reminded that the Council had recently received a PROW grant from LCC of £500.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Authorise Cllr. Pollard and Cllr. Duckworth to approach Huntroyde Estate to see if they would allow the Council make repairs to footpaths and gates on their estate.
- c. Request the Clerk to approach the LCC PROW office for advice as to whether LCC would offer additional funding for repairs.
- d. Authorise Cllr. Pollard and Cllr. Duckworth to 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.

12. 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

RESOLVED THAT COUNCIL:

Note the contents of the report.

13. CRIME STATISTICS JUNE 2024

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

RESOLVED THAT COUNCIL:

Note the report.

14. COUNCILLOR REPORTS

Reports were received from Parish Cllrs. Hampson and Duckworth and a verbal update from Borough Councillor Peplow, who provided an update of his activities and a new RVBC grant scheme.

Cllr. Hampson updated members on the D-Day celebrations and reminded members that in 2025 VE celebrations would take place.

Cllr. Duckworth's report noted that:

- The PROW balance was £748, and the Lengthsman Scheme balance was £262.
- Installation of the replacement noticeboard had been delayed, due to access issues.
- Four new footpath signs are required.

RESOLVED THAT COUNCIL:

- a. The Chair thanked Cllr. Hampson and Cllr. Norse for arranging the D-Day Celebrations, which were very successful.
- b. Request the Clerk to add an item on November's agenda for members to consider VE Celebrations.

15. 'SENIORS' CHRISTMAS MEAL.

Cllr. Vaughton provided an update on the arrangements for the 2024 'Seniors' Christmas Meal.

RESOLVED THAT COUNCIL:

- a. Agree to hold the meal at Higher Trapp House Hotel on 5 December 2024.
- b. Agree to contribute £50 towards the required deposit.

16. EXTERNAL MEETINGS.

No reports were submitted.

17. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

Cllr. Peat updated members on a proposed event to be jointly hosted by Read Parish Council that would be held in the Spring of 2025.

RESOLVED THAT COUNCIL:

Agree a contribution to the 'Spring Event' of no more £150.

Future Meetings:

- 2024 – 5 September, 3 October, 7 November and 5 December.
- 2025 – 9 January, 6 February and 6 March.



Agenda Item 5

For Decision

Simonstone Parish Council

Meeting Date: 05/09/2024

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	40531, 40947, 41154, 41368	Use it Computers	Provsion of IT Services	46.78	7.80	38.98	Now	Amenity Exp.
2	Cllr. Norse	IKEA	Items for D-Day Celebration	28.46	4.74	23.72	Now	Sundry Exp.
3	367009	Cllr. Peat for Higher Trapp House Hotel	Deposit Christmas Lunch	50.00	0.00	50.00	Paid	Sundry Exp.
4	3769	DM Payroll Sevices Ltd. (Bright Pay)	Provision of Payroll Services	60.00	0.00	60.00	13/08/24	Admin. Exp.
5	2425117	LALC/NALC	Subscription 2024/25	249.27	0.00	249.27	Now	Admin. Exp.
6	Unity	Clerk	August 2024 - Salary	343.20	0.00	343.20	Paid	Admin. Exp.
7	Unity	PKF Littlejohn	Outstanding payment for AGAR 2023/24	252.00	42.00	210.00	Due	Admin. Exp.
8	101588	Clerk	June 2024 - Salary	343.20	0.00	343.20	Paid	Admin. Exp.
Totals:				1,372.91	54.54	1,318.37		

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

Bank		Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	
08/04/2024		RVBC - Precept payment	8,400.00				8,400.00
03/07/2024	422557	LCC PROW and Bio diversity Grant				800.00	800.00
Total:			8,400.00	0.00	0.00	800.00	9,200.00

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

Dates		Administration Expenses							Amenity Expenses						
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	VAT	Total
07/03/24	02/04/24	101563	Use It				51.78								51.78
07/03/24	12/03/24	101564	LALC Civility (£30)												-
07/03/24	04/04/24	101565	RS Village Hall - February						22.00						22.00
07/03/24	04/04/24	101566	RS Village Hall - Interview - December						11.00						11.00
04/04/24	11/04/24	101567	LALC Training				35.00								35.00
04/04/24	09/04/24	101568	Clean Bus Shelter									65.00			65.00
04/04/24	09/05/24	101569	Use IT					2.08						0.42	2.50
04/04/24	08/04/24	101570	Cllr. Hampson (Paper)			8.32								1.67	9.99
09/05/24	21/05/24	101571	Under payment previous clerk	7.20											7.20
09/05/24	19/06/24	101572	Sabden PC Lengthsman 2023/24							216.00					216.00
09/05/24	19/06/24	101573	Sabden PC Lengthsman 2024/25							300.00					300.00
09/05/24	05/06/24	101574	Room hire Clerk interview St John's						15.00						15.00
09/05/24	22/05/24	101575	GDPR annual subscription						40.00						40.00
	15/05/24	101576	Zurich Insurance						267.88						267.88
	20/06/24	101577	Use it Computers					17.26							17.26
	05/06/24	101578	Contribution to Read Playground 2024								375.00				375.00
	20/06/24	101579	Use it Computers					2.08						0.42	2.50
	01/07/24	DD	Easy Websites					48.40						9.68	58.08
	17/07/24	101580	Use it Computers					2.08						0.42	2.50
	-	101581	St. Peter's Letting May 2024 - April 2025 £200												-
	17/07/24	101582	Use it Computers - Office 365					12.26							12.26
	20/06/24	101583	Fees to cover clerk duties - Lord Accountancy						250.00						250.00
	27/06/24	101584	Internal Audit - David Swift				70.00								70.00
	16/07/24	101585	Cllr. Hampson D-Day celebration										20.00		20.00
	26/07/24	101586	Ark Plastics - Bench									525.00		105.00	630.00
	23/07/24	101587	Clerk Salary - May 2024	343.20											343.20
	23/07/24	101588	Clerk Salary - June 2024	343.20											343.20
	01/08/24	DD	Easy Websites					48.40						9.68	58.08
	16/0724	101589	HMRC Cumbernauld		171.60										171.60

Dates			Administration Expenses							Amenity Expenses				VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses		
	07/08/24	101590	Use it Computers					2.08						0.42	2.50
	27/08/24	Unity	High Trapp Deposit - Cllr. Peat										50.00		50.00
	30/08/24	Unity	Clerk Salary - August	343.20											343.20
TOTALS				1,036.80	171.60	8.32	156.78	134.64	605.88	516.00	375.00	590.00	70.00	127.71	3,792.73

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total receipts to date:	9,200	
Less total payments to date:	(3,793)	
Balance:	14,693.73	If these two figures are different an explanation is required.
	£	
Unity Trust Bank Balance as at 31/08/24:	14,693.73	

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 31/08/2024

	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	0	800
HMRC VAT Refunds:	0	0	0
LCC, sundry and other grants:	0	0	0
	8,400	8,400	9,200
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	0	0	1,036.80
HMRC: Employers Tax and NIC:	0	0	171.60
Expenses: mileage etc.	0	0	8.32
General Administration:	0	0	156.78
Website and email hosting, software/hardware:	0	0	134.64
Other Admin:	0	0	605.88
	0	0	2,114.02
Amenity Expenses:	£	£	£
General maint and lengthsman.:	0	0	516.00
Play area and Read play area	0	0	375.00
Other Expenses	0	0	590.00
	0	0	1,481.00
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	70.00
	0	0	70.00
VAT on Expenses to be Reclaimed:			127.71
	£	£	£
Total Expenditure:			3,792.73
SUMMARY:	£	£	£
Income:	0	0	9,200.00
Expenditure:	0	0	-3,792.73
	0	0	5,407.27
BALANCE:	£		£
Balance brought forward at 1 April:		2023/24 balance carried forward:	9,286
Add surplus / less deficit for the year:		2024/25 Balance to date:	5,407
Balance to be carried forward:		Overall Balance:	14,693.73

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

			Actual Income					Forecast Income							Total
INCOME	Stream		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1	RVBC Precept	Precept	8,400.00												8,400.00
2	RV in Bloom	RVBC Grant													0.00
3	HMRC VAT Return	VAT Repay							300.00						300.00
4	Concurrent Funding	RVBC						313.00							313.00
6	Other RVBC Grants	RVBC Grant								500.00					500.00
7	Other Income	Other													0.00
8	Other Funding	LCC				800.00									800.00
Totals:			8,400.00	0.00	0.00	800.00	0.00	313.00	300.00	500.00	0.00	0.00	0.00	0.00	10,313.00

			Actual Expenditure					Forecast Expenditure							Total
EXPENDITURE	Stream		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Use-It	Admin. Exp.	51.78	2.50	19.76	14.76	2.50		50.00			50.00			191.30
21	Easy Web	Admin. Exp.				58.08	58.08	58.08	58.08	58.08	58.08	58.08	58.08	58.08	522.72
22	RVBC Payments	Other Exp													0.00
23	LALC Subs. training	Sundry Exp.	35.00					249.27				36.00			320.27
24	Accountant and PKF LJ	Admin. Exp.			320.00			252.00							572.00
25	Consum/License/GDPR	Admin. Exp.	9.99	40.00											49.99
26	Clerk Salary	Staff Costs		7.20		686.40	343.20	343.20	343.20	343.20	343.20	343.20	343.20	343.20	3,439.20
27	Defrib./Bus Shelter	Sundry Exp.							120.00						120.00
28	Bank charges	Admin. Exp.						18.00			18.00			18.00	54.00
29	HMRC Income Tax	Staff Costs				171.60			258.00			258.00			687.60
30	Payroll services	Admin. Exp.						60.00				60.00			120.00
31	Clerk Expenses	Staff Costs													0.00
32	Amenity etc.	Amenity Exp.	65.00		375.00	630.00		28.46							1,098.46
33	Insurance	Admin. Exp.		267.88											267.88
34	Room Hire	Admin. Exp.	33.00		15.00										48.00
35	Lengthsman/Other Maint	Grnd Maint			516.00										516.00
36	Training/Other Subs	Sundry Exp.													0.00
37	Grants	Other Exp.													0.00
38	Remembrance/Other	Sundry Exp.				20.00			50.00						70.00
39	Christmas	Sundry Exp.					50.00		3,000.00	100.00	275.00				3,425.00
Totals:			194.77	317.58	1,245.76	1,580.84	453.78	1,009.01	3,879.28	501.28	694.28	805.28	401.28	419.28	11,502.42

2024/25 FORECAST	£
Forecast Income	10,313
Forecast Expenditure	11,502
Forecast Balance 2024/25	-1,189

EOY 2025 FORECAST	£
Balance at 31/08/24	14,693.73
Forecast Income - Sept. onwards	1,913
Forecast Spend - Sept. onwards	10,990
Balance EOY	5,617

For reference:
Balance EOY 2023/24 = 9,286

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	9,286.46	17,491.69	17,174.11	15,928.35	15,147.51							
Income 2024/25:	8,400.00	0.00	0.00	800.00	0.00							
Expenditure 2024/25:	194.77	317.58	1,245.76	1,580.84	453.78							
Balance:	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73							
Bank Statement Balance:	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73							
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

Barclays Business Premium Account

£

Balance carried forward at 31 March 2024:	9,000.56
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Expenditure April 2024 to 31 March 2025:	0.00
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Balance at 31 May 2024	9,000.56
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Balance at 16 August 2024	9,034.22
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Agenda Item 6

Report for Discussion/Decision

Meeting Date:	5 September 2024
Title:	Website Policy
Submitted by:	Councillor S. Finn

1. Purpose of the report.

For members to consider adopting the Website Policy as attached as Appendix 1 of the Report.

2. Introduction:

This policy covers the management of the Simonstone Parish Council website, in particular:

- The scope of the website.
- Management of the website, the Parish Clerk and the Webmaster.
- Criteria and procedures for making changes or additions to the Website.

3. Considerations:

- The Policy, if adopted, would supplement, and should be read in conjunction, with all other policies and procedures adopted by Simonstone Parish Council.
- As the Policy is new, if adopted it will be formally reviewed in 6 months (March 2025), however with Council approval it may be amended at any time.

4. Members are recommended to:

Consider the Policy attached as Appendix 1 to the Report and with any agreed changes, approve its adoption.

Simonstone Parish Council

For Information

Website Policy - 2024/25

Adopted: 05/09/2024

Chairman: Cllr. D Peat

Minute Ref.: 240905/6

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

Review Date: March 2025

This policy covers the management of the Simonstone Parish Council website in particular -

- The scope of the website.
- Management of the website, the Parish Clerk and the Webmaster.
- Criteria and procedures for making changes or additions to the Website.

Definitions:

- **Council** – Simonstone Parish Council
- **Councillor** – Councillor of Simonstone Parish Council
- **Parish** – Simonstone
- **Parish Clerk** – Parish Clerk to Simonstone Parish Council
- **Website** – Simonstone Parish Council Website
- **Webmaster** – Person who works directly on the website
- **Archive or Archival Material** – Material that is a record of Parish Council business, e.g. meetings, reports, surveys, plans or correspondence referred to in the Minutes, Official correspondence received or sent out by the Parish Council.

1. Website Hosting Arrangements:

The Council is committed to operating a website hosted by a third-party provider, having no other connection with the Simonstone Parish Council. The present host is Easy Web Sites who provide website hosting services to other parish councils in and around the Ribble Valley and also provide and host the Council's email domain.

The current system is a 'Content Management System' where the Parish Clerk and Webmaster have direct control of day-to-day editing and updating.

2. Who determines what should be on the Website:

Subject only to the requirements of the law, the Council has the right to determine what should or should not be included on the Website.

3. What the Website should contain:

- 3.1 The Website shall contain material that arises from Council business such as agendas and minutes, policies, factual information about the Council and Councillors. It should also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.
- 3.2 The Website should also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature that is appropriate for the Website on a 'custom and practice' basis. The Website may also possess interactive functionality, customary for such local authority websites (such as questionnaires, visitor response facilities, links to other sites etc.). The footprint of the Website may change from time to time according to requirements and circumstances.

- 3.3 The Website shall in principle not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole.

However, Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally, it can happen that the Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

- 3.4 Regardless of what has been voted on by Council, the Website shall not contain any material that is libelous or defamatory or in any way against the law or which could expose the Council to legal challenge.

4. A Webmaster

- 4.1 It is highly desirable that an independent Webmaster who enjoys the confidence of the Council, either explicitly with a motion or implicitly from the nature of the proceedings be appointed. If there is more than one Webmaster, it may be advisable to apportion a specific area of the site to each Webmaster.
- 4.2 The function of the Webmaster is to manage the Website, adding or deleting material, and editing pages as required. So long as they enjoy the confidence of the Council, the Webmaster shall be empowered to update the Website as they see fit without prior reference to Council and subject to Section 7 below.
- 4.3 Other than for totally routine matters, like uploading minutes, the Webmaster should keep the Parish Clerk informed of activities they may have conducted on the Website. This is in case Councillors make enquiries at Council meetings about changes on the Website when it would be helpful to have more than one person who can explain what the Webmaster has been doing. The Webmaster shall be under direct supervision by the Parish Clerk.
- 4.4 The Webmaster may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.
- 4.5 The Webmaster is accountable to the Council as a whole.
- 4.6 Where the Webmaster has managed the Website in a manner contrary to the will of the Council, the Council may require the Webmaster to make good any deficiencies, or in extreme cases, pass a motion of 'No Confidence' in the Webmaster and relieve them from their role on the Website. In that case, the Parish Clerk should take back control of the Website password and block any further activities by the Webmaster.
- 4.7 In these circumstances it will be highly desirable for a replacement Webmaster to be appointed. Failing this, it will be necessary for the Parish Clerk to take over control of the entire website subject to approval by the Council.
- 4.8 Council may appoint a non-councillor external consultant to operate as Webmaster, provided that the external consultant has no conflicting interest nor is part of any identifiable pressure group or political party where those activities and interests might be relevant to the business of the Council.

4.9 If there is no Webmaster, e.g. after an election if the previous Webmaster is not re-elected, the Parish Clerk shall update the Website in a caretaker role within the time that they have available until such time as a new Webmaster can be found.

5. Procedure for adding new material to the Website.

Any Councillor may submit material for inclusion on the website provided that it is consistent with the general policies in Section 3, and also falls within any limits of technical feasibility to upload.

6. Specific powers of the Webmaster in determining what can go on the Website and editing what is already there.

6.1 Routine updates:

The Webmaster may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes where this improves the organisation of the Website.
- Replacing out-of-date documents with current versions.
- Uploading agendas, minutes and other parish documents as required.

6.2 Preservation of Archival Material:

It is understood that Archival Material (as in the 'Definitions 'section above) should be preserved without change to the content but can be reorganised or restructured as required. If the Webmaster considers other 'Non-Archival 'material to be out of date and no longer relevant, such as advertising an event that no longer takes place; they may consider it for deletion. If the deletions are substantial, the Webmaster must check with the Parish Clerk prior to making significant deletions or significant changes to existing material, for example, by creating an 'update plan 'that Council can approve.

6.3 Webmaster uploading material:

The Webmaster may upload material to the Website with prior agreement with the Parish Clerk, subject to the provisions of Section 3 above. However, the Webmaster should be prepared to answer for his actions in Council and be prepared to delete the material should Council pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Webmaster to obtain the prior approval of the Council.

6.4 Resolution of Disputes

If there is a dispute about the Webmaster's decisions or activities the matter shall be referred to the full Council whose majority vote shall be considered final. In case of further difficulty see Paragraphs 4.6 and 4.7 above.

7. Allocation of tasks between the Webmaster and the Parish Clerk.

7.1 Parish Clerk:

- Contact Us /Your Comments /Council Business
- Council Events/Diary
- Agendas and Minutes
- Council Elections
- County and District Councillors Committees, Policies /freedom of info Accounts /Budgets /Elections /Casual Vacancies Staffing /all vacancies. Highways /local issues
- Parish Planning
- Grants
- Social Media Channels

7.2 The Webmaster:

Work as directed by the Parish Clerk, including but not limited to:

- Home Page
- Items of news
- Local history
- Local Business Directory
- Parish maps
- Parish footpath map and PROW
- Photos of the Parish
- Parish Councillors
- Planning application updates
- Playing Field information
- Police contact details.
- Local events.
- Social Media Channels
- Surveys /Reports
- Useful links
- Useful information
- Useful telephone numbers

8. Webmaster working relationship with Parish Clerk.

The Webmaster and the Parish Clerk should operate co-operatively on the management of the Website. The Parish Clerk or the Webmaster may from time to time help in each other's areas, but in the interests of good and harmonious practice, changes (other than trivial typographical corrections) to each other's areas should be done with some kind of consultation with the other party. In case of disagreement, the normal rules governing the relationship of the Parish Clerk with individual Councillors and with the Council as a whole shall apply.

Agenda Item 7

Report for Discussion/Decision

Meeting Date:	5 September 2024
Title:	Vexation Complaints Policy
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To request members to consider for adoption a draft Vexation and Complaints Policy shown in Appendix 1 to the Report.

2. Introduction.

The policy attached as Appendix 1 is intended to identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious, and suggests ways of responding to such situations.

The Policy is adapted from the SLCC (Society of Local Council Clerks) Model Document.

3. Members are recommended to:

To consider the draft Policy and after any changes adopt it as a Council Policy.

Simonstone Parish Council

For Information

Vexatious Complaints Policy.

A policy for dealing with abusive, persistent or vexatious complaints and complainants.

Adapted from SLCC Model Document

Adopted:

Chair: Cllr. D. Peat

Minute Ref.:

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

Review Date March 2025

1. Introduction.

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious. The following clauses form the Council's Policy for ways of responding to these situations.

- 1.1 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.2 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.3 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.4 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.5 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

- 2.1 For this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:
 - (1) unreasonable complaints and/or unrealistic outcomes; and/or
 - (2) reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Councillors for Simonstone Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

- 3.1 Simonstone Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
- Refuse to specify the grounds of a complaint despite offers of assistance
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence
- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints

- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- Deny statements he or she made at an earlier stage in the complaint process
- Are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- Adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- Persistently approach the Council through different routes or other persons about the same issue
- Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- Refuse to accept documented evidence as factual
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- Combine some or all of these features. This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

4. Imposing Restrictions

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted Complaints Procedure.
- 4.2 In the first instance the Clerk will consult with the Chair and the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chair and the Council and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
 - Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
 - Banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
 - Requiring contact to take place with one named member of staff only
 - Restricting telephone calls to specified days and/or times and/or duration
 - Requiring any personal contact to take place in the presence of an appropriate witness
 - Letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).
- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
 - Why the decision has been taken
 - What action has been taken
 - The duration of that action.
- 4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.
- 4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair and the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

- 4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or Persistent

- 5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair and Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.
- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chair and Council after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.
- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

- 7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
- The name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
 - When the restrictions came into force and ends
 - What the restrictions are
 - When the person and Council were advised.
- 7.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

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Agenda Item 8

Report for Discussion/Decision

Meeting Date:	5 September 2024
Title:	Unity Trust Bank – Access to the Account
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider those councillors that can access the Council's Unit Trust Bank account and those that also have the authority to approve payments.

2. Background:

Members are reminded that only the Town Clerk can initiate payments, and that two Councillors are required to approve a transaction before it is processed.

3. Current Status:

The following councillors have authority to view the Unity Trust Bank account and also authorise transactions:

- Cllr. Peat
- Cllr. Finn
- Cllr. Pollard

4. Members are Recommended to:

- a. Approve those councillors that can access the Unity Trust Bank account and those that can also approve transactions.
- b. Authorise the Clerk to contact Unity Trust Bank and add the councillors agreed in recommendation a. (above) to the Unity Trust Bank account.

Agenda Item 9

Report for Discussion/Decision

Meeting Date:	5 September 2024
Title:	LALC Ribble Valley Area Committee - Nominations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To request members to consider nominations to the Ribble Valley Area Committee.

2. Background:

As members will be aware each year Simonstone Parish Council pays a subscription to become a member of LALC. (Lancashire Association of Local Councils).

Each LALC member is then eligible for membership of the local Area Committee and each Parish Council can be represented by three people, one of whom may be the clerk, to attend Area Committee meetings, to speak and vote.

For several years, the Ribble Valley did not have an Area Committee, this has recently changed, and the Ribble Valley Area Committee has been re-convened, and your Clerk is the Chair.

There are currently 12 Area Committees under the auspices of LALC, and they are governed by model Standing Orders. According to the Standing Orders the main aims of an Area Committees are to:

- a. Assist parish councils in the performance of their duties and to promote and develop the social cultural recreational life of parishes and villages.
- b. Promote a widespread and well-informed interest in local government and to promote good local government.
- c. Provide a forum for discussion on matters of common interest.
- d. Make recommendations or representation to other bodies or people.
- e. Make recommendations, to individual parish or town councils within the Committee's area.
- f. Consult with relevant higher authorities.

3. Introduction:

At the last meeting of the Ribble Valley Area Committee (25 July 2024), Cllr. Norse accepted the role of Committee Secretary (a role that is paid an honorarium) and Cllr. Hampson accepted a nomination to represent the Area Committee on the LALC Executive Committee. Other representatives on the LALC Executive Committee are your Clerk, Cllr. Houghton (Wiswell Parish Council) and Cllr. Vickers (Whalley Parish Council).

4. Members are recommended to:

Nominate three people to become members of the Ribble Valley, LALC, Area Committee.

Agenda Item 10

Report for Information/Decision

Meeting Date:	5 September 2024
Title:	Festive Lighting
Submitted by:	Councillor M. Vaughton

1. Purpose of the report.

To update members on the Parish Festive Lighting project.

2. Background:

Members will recall that at their meeting on 9 May 2024 they agreed expenditure of no more than £3,000 for the purchase of festive lights. The original intention was to place these lights on street lighting columns, however, after establishing the costs of such installations it has become apparent that this would be too expensive.

3. Introduction:

Cllr. Norse and I have been looking at other options and consider that the installation of a Nativity display in the Parish Garden along with additional lighting would make an excellent festive display.

4. Financial Considerations:

There would be a one-off cost of the lights, Nativity display, and electricity usage. Going forward there would be charges for electricity usage and for storage of the Nativity display. Electricity is currently on site, but this needs to be checked and Cllr. Finn is looking into this. This may involve some costs.

5. Members are recommended to:

- a. Approve the installation of a Nativity display and additional lighting in the Parish Garden.
- b. Approve that the money (or a proportion of it) allocated for street festive lighting can be used for the purpose as set out above.
- c. If members approve a. and b. above, request Cllrs. Vaughton, Norse and Finn to make the necessary arrangements.

Agenda Item 12

For Information

Meeting:	5 September 2024
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 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	?
	c. Approach the LCC PROW office for advice as to whether LCC would offer additional funding for repairs.	Clerk	Noted
	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	?
14	Add item to November's agenda on VE Celebrations	Clerk	Noted

3. 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	?
	b. Upload the 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	?
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. The Clerk will 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	RVBC need exact location
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		?
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

4. 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	Noted.
	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

5. Members are recommended:

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

Agenda Item 14

For Information

Meeting:	5 September 2024
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.

Application:	3/2024/0366 – 12 July
Proposal:	Proposed construction and operation of a battery energy storage system (132 MVA) and associated infrastructure, access and landscaping.
Location:	Land adjacent to Calder Works off Burnley Road Simonstone BB12 7ND
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0416 – 26 July
Proposal:	Proposed demolition of existing front porch and construction of single-storey extension to front, side and rear. First floor extension over existing pitched roof above garage.
Location:	23 Harewood Avenue Simonstone BB12 7JB
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0625 – 9 August
Proposal:	Demolition of conservatory, garage, oil store and the north west corner of the building. Construction of canopy over front door, single-storey extension to side and single-storey extension to rear with decking. Construction of double garage with mezzanine storage above including new paved area and resin bound hardstanding to front.

	Installation of electric gates at vehicular entrance.
Location:	High Lea Cottage Whins Lane Simonstone BB12 7QU
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	

Application:	3/2024/0642 – 16 August
Proposal:	Retention of two unauthorised sheds with decking and fencing containing hot tubs in garden area to front of hotel.
Location:	Higher Trapp Hotel Trapp Lane Simonstone BB12 7QW
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	

Application:	3/2024/0669 – 23 August
Proposal:	Prune T2 Beech Tree, T5 Oak Tree, G1 Hazel, G2 and Fell T3 Cedar Tree, T4 Sycamore Tree, T7 Cypress Tree, T8, Ash Tree, T9 Plum Tree, T10 Ash Tree.
Location:	Trapp Forge Trapp Lane Simonstone BB12 7QW
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	

3. Applications approved by RVBC since the last Council Meeting.

None.

4. Status of recently approved applications.

Note: The Status of an approved application is based on information provided by Council Members from their observations and submitted to the Clerk for submission at Council Meetings.

21 June 2024:

3/2024/0288	Simonstone	Grid Reference
Decision Date: 21/06/2024	Applications for full consent Development Address: Stoneroyd Haugh Avenue Simonstone BB12 7HZ	377356 434465
Officer: Decision Type:	Emily Pickup APPROVED WITH CONDITIONS	Development Description: Proposed demolition of existing garage and utility room, erection of single-storey extension to rear and attached double garage to side, creation of new access/ driveway with new gates and provision of new railing to boundary wall along Haugh Avenue frontage.

Status:

5. Members are recommended:

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