

# SIMONSTONE PARISH COUNCIL

[www.simonstone.org.uk](http://www.simonstone.org.uk)

Members of Simonstone Parish Council are summoned to attend a meeting of the Parish Council on Thursday 3 October 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 5 September 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. Complaints Policy.**

Report of the Clerk (enclosed) for members to consider approving a Complaints Policy.

### ITEMS for INFORMATION:

**7. Crime Figures – Update.**

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

**8. Festive Lighting.**

Update on parish festive lighting.

**9. Update on Actions from recent meetings.**

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

**10. Planning Report.**

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

**11. Newsletter.**

Update from Cllr. Hampson

**12. Road Safety Update.**

Update from Cllr. Hampson

**13. Councillor Reports.**

Reports from Councillors (enclosed)

**14. 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** – 14 November and 5 December.
- **2025** – 9 January, 6 February and 6 March.



# SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

## Parish Council Meeting – Public Draft Minutes

<b>Date:</b>	5 September 2024		
<b>Place:</b>	St. Peters School Church Hall, Simonstone		
<b>Present:</b>	Councillors: D. Peat (Chair), S. Finn, J. Hampson, R. McKelvey, G. Norse, C. Pollard and M. Vaughton.		
<b>In attendance:</b>	Clerk to the Council (Mike Hill), Borough Councillor: M. Peplow and one member of the public.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	20:20

24/09/05/

**1. APOLOGIES FOR ABSENCE.**

Cllr. Duckworth sent his apologies.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 11 JULY 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 PCSO Katie Ferguson who updated members on the latest crime statistics, which included speeding traffic and fly tipping, Katie also noted that Simonstone is a low crime area, and the most recent problems had been caused by fallen trees.

**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	40531, 40947, 41154, 41368	Use it Computers	Provision 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.
<b>Totals:</b>				<b>1,372.91</b>	<b>54.54</b>	<b>1,318.37</b>		

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

#### 6. WEBSITE POLICY.

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

The policy covered the management of the Simonstone Parish Council website, in particular the scope of the website, management of the website, the role of the Parish Clerk, the role of the Nominated Editors and the criteria and procedures for making changes or additions to the website.

RESOLVED THAT COUNCIL:

- Agree to adopt the policy subject to changing the definitions of Webmaster and the role of the Clerk.
- Nominate Cllrs. Finn and Hampson as website Editors.
- Request the Clerk to send Cllrs. Finn and Hampson the website login credentials.

#### 7. VEXATION COMPLAINTS POLICY.

The Clerk submitted a report requesting members to consider the adoption a Vexation Complaints Policy shown in Appendix 1 to the Report.

The Clerk stated that the policy is adapted from the SLCC (Society of Local Council Clerks) Model Document and 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.

RESOLVED THAT COUNCIL:

- Approve the adoption of the Policy.
- Request the Clerk to prepare a Complaints Policy for submission at the next Council meeting.

**8. UNITY TRUST BANK.**

The Clerk submitted a report requesting 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.

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

The Report noted that the following councillors have authority to view the Unity Trust Bank account and also authorise transactions: Cllr. Peat, Cllr. Finn and Cllr. Pollard.

RESOLVED THAT COUNCIL:

- a. Agree that Cllrs. Duckworth, Hampson and Norse will be given the authority to view and authorise Unity Bank transactions.
- b. Request the Clerk to make the necessary Unity Bank arrangements.
- c. Request the Clerk to look at opening a Unity Bank savings account.

**9. LALC RIBBLE VALLEY AREA COMMITTEE – NOMINATIONS.**

The Clerk submitted a report requesting members to consider nominations to the Ribble Valley Area Committee. Members were reminded that 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/Town Council can be represented by three people, one of whom may be the clerk, to attend Area Committee meetings, to speak and vote.

The Report noted that for several years, the Ribble Valley did not have an Area Committee, however this situation had recently changed, and the Ribble Valley Area Committee had been re-convened, and your Clerk is the current Chair.

RESOLVED THAT COUNCIL:

Nominate Cllrs. Hampson and Peat as the Council's representative on the LALC - Ribble Valley Area Committee.

**10. FESTIVE LIGHTING.**

Cllr. Vaughton submitted a report updating members on the Parish Festive Lighting project.

Members were reminded 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 had become apparent that this would be too expensive and Cllr. Vaughton and Norse have been looking at other options and now consider that the installation of a Nativity display in the Parish Garden along with additional lighting would make an excellent festive display.

RESOLVED THAT COUNCIL:

- 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 in the report.
- c. Request Cllrs. Vaughton, Norse and Finn (check current electrical installation) make the necessary arrangements.

**11. SPIDS.**

Cllr. Hampson's report will be presented at the next Council meeting.

## **12. UPDATE 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 where in the process on being completed.

RESOLVED THAT COUNCIL:

Note the report.

## **13. HARVEST FESTIVAL SONGS OF PRAISE - UPDATE**

Cllr. Peat updated members on the arrangements for the Harvest Festival which will take place on 6 October at 4:00pm

RESOLVED THAT COUNCIL:

Note the update.

## **14. 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](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

Note the contents of the report.

## **15. COUNCILLOR REPORTS**

Verbal reports were provided by Cllr. Hampson, regarding a Parish Newsletter and Borough Councillor Peplow whose report is attached to these minutes.

Cllr. Duckworth provided a written report updating members on the Lengthsman scheme and PRow requirements.

RESOLVED THAT COUNCIL:

- a. Note the verbal updates.
- b. Request Cllr. Hampson submit a report on a Parish Newsletter to the Council's October meeting.
- c. Request Cllr. Pollard to continue to engage with RVBC and Martholme Greenway on the planting of the Golden Jubilee - Giant Redwood tree.

## **16. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

Cllr. Hampson provided a verbal update on road safety initiatives (including SpIDs).

A grant request from Easi-Beats , (a band that provide musical entertainment in and around the Simonstone area) for the purchase of musical equipment was received

RESOLVED THAT COUNCIL:

- a. Request Cllr. Hampson to submit a on road safety initiatives to the Council's October meeting.
- b. Approve a grant of £100 to Easi-Beats on the understanding that Easi-Beats acknowledge the Council's grant on social-media platforms and on publicity material

## **Future Meetings:**

- 2024 – 3 October, 14 November and 5 December.
- 2025 – 9 January, 6 February and 6 March.



## Agenda Item 5

**For Decision**

**Simonstone Parish Council**

Meeting Date: 03/10/2024

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, 41878 and 41667	Use it Computers	Provsion of IT Services	68.84	11.47	57.37	Paid	Admin. Exp.
2	Contract	Clerk	September 2024 - Salary	343.20	0.00	343.20	Paid	Admin. Exp.
3	3769	DM Payroll Services	Payroll Services	60.00	0.00	60.00	Paid	Admin. Exp.
<b>Totals:</b>				<b>472.04</b>	<b>11.47</b>	<b>460.57</b>		



# 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
23/09/2024	054992	Concurrent Grant			313.00		313.00
Total:			8,400.00	0.00	313.00	800.00	9,513.00

# 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./Ref	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		172										171.60

Dates					Administration Expenses					Amenity Expenses					
CHQ Stub	Bank Recon.	CHQ No./Ref	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
	07/08/24	101590	Use it Computers					2.08						0.42	2.50
Unity	27/08/24	367009	High Trapp Deposit - Cllr. Peat										50.00		50.00
Unity	30/08/24		Clerk Salary - August 2024	343.20											343.20
DD	02/09/24		Easywebsites - Email and website hosting					48.40						9.68	58.08
Unity	02/09/24	20232406	PKF Littlejohn - AGAR for 2023 Audit				252.00								252.00
Unity	16/09/24		Cllr. Norse IKEA for D-Day										28.46		28.46
Unity	16/09/24		Clerk Salary - September 24	343.20											343.20
Unity	16/09/24	3769	DM Payroll Services				60.00								60.00
Unity	16/09/24	2425117	LALC annual subscription						249.27						249.27
Unity	19/09/24	Use it	Invoices: 40531, 40947, 41154, 41368, 41878 and 41667					57.37						11.47	68.84
TOTALS				1,380.00	171.60	8.32	468.78	240.41	855.15	516.00	375.00	590.00	98.46	148.86	4,852.58

## Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total <b>receipts</b> to date:	9,513	
Less total <b>payments</b> to date:	(4,853)	
<b>Balance:</b>	<b>13,946.88</b>	If these two figures are different an explanation is required.
	£	
<b>Unity Trust Bank Balance as at 29/09/24:</b>	<b>13,946.88</b>	

**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 29/09/2024

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
<b>INCOME</b>	£	£	£
RVBC Precept:	8,400	8,400	8,400
Concurrent and other grants:	0	0	1,113
HMRC VAT Refunds:	0	0	0
LCC, sundry and other grants:	0	0	0
	<b>8,400</b>	<b>8,400</b>	<b>9,513</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	£	£	£
Clerk's salary:	0	0	1,380.00
HMRC: Employers Tax and NIC:	0	0	171.60
Expenses: mileage etc.	0	0	8.32
General Administration:	0	0	468.78
Website and email hosting, software/hardware:	0	0	240.41
Other Admin:	0	0	855.15
	<b>0</b>	<b>0</b>	<b>3,124.26</b>
<b>Amenity Expenses:</b>	£	£	£
General maint and lengthsman.:	0	0	516.00
Play area and Read play area	0	0	375.00
Other Expenses	0	0	590.00
	<b>0</b>	<b>0</b>	<b>1,481.00</b>
<b>Sundry Expenses:</b>	£	£	£
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	98.46
	<b>0</b>	<b>0</b>	<b>98.46</b>
<b>VAT on Expenses to be Reclaimed:</b>			<b>148.86</b>
	£	£	£
<b>Total Expenditure:</b>			<b>4,852.58</b>
<b>SUMMARY:</b>	£	£	£
Income:	0	0	9,513.00
Expenditure:	0	0	-4,852.58
	<b>0</b>	<b>0</b>	<b>4,660.42</b>
<b>BALANCE:</b>	£		£
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:	4,660
Balance to be carried forward:		Overall Balance:	<b>13,946.88</b>

## 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	150.00				650.00
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	150.00	0.00	0.00	0.00	10,463.00

			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	68.84	50.00			50.00			260.14
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	1,059.85	3,897.28	501.28	694.28	805.28	401.28	419.28	11,571.26

2024/25 FORECAST	£
Forecast Income	10,463
Forecast Expenditure	11,571
<b>Forecast Balance 2024/25</b>	<b>-1,108</b>

EOY 2025 FORECAST	£
Balance at 29/09/24	<b>13,946.88</b>
Forecast Income - Sept. onwards	2,063
Forecast Spend - Sept. onwards	11,059
<b>Balance EOY</b>	<b>4,951</b>

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	14,693.73						
Income 2024/25:	8,400.00	0.00	0.00	800.00	0.00	313.00						
Expenditure 2024/25:	194.77	317.58	1,245.76	1,580.84	453.78	1,059.85						
Balance:	<b>17,491.69</b>	<b>17,174.11</b>	<b>15,928.35</b>	<b>15,147.51</b>	<b>14,693.73</b>	13,946.88						
Bank Statement Balance:	<b>17,491.69</b>	<b>17,174.11</b>	<b>15,928.35</b>	<b>15,147.51</b>	<b>14,693.73</b>							
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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<b>Meeting Date:</b>	<b>3 October 2024</b>
<b>Title:</b>	<b>Complaints Policy</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

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

**2. Introduction:**

Members are reminded that:

- Complaints should be handled in full Council or by nominated Councillors who are authorised to deal with complaints but are not involved with the case.
- If the complaint is handled by full Council, then two nominated Councillors should not take part in the proceedings. They will then be available to handle any appeal, if required.
- The Clerk should normally represent the Council through the proceedings, but a nominated Councillor may act instead.

**3. Members are recommended:**

To approve the Council's Complaints Procedure as set out in Appendix 1 to this report

# Simonstone Parish Council

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## For Information

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## Complaints Procedure

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Adopted: 03/10/2024

Chairman: Cllr. D. Peat

Minute Ref.: 241003/6

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

*Review Date: April 2025*

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## 1. Introduction

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken, or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

**Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a committee tasked with investigating the matter.**

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaint's procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

**Please note that other bodies have responsibility for certain types of complaints:**

The table below sets out the type of 'other complaints' and who to contact.

Type of other complaint	Who to contact
Individual member's conduct alleged to breach the Code of Conduct adopted by the Council.	Ribble Valley Borough Council's (RVBC) the Monitoring Officer should be contacted.
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16). Financial irregularities are handled by the Council's own auditor or the Audit Commission.
Alleged criminal activity.	The Police

## The Procedure:

### 2. Before a properly convened meeting.

- 2.1 Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD.
- 2.2 If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at [1 Haugh Avenue, Simonstone, Burnley, BB12 7HZ](#)
- 2.3 The Clerk to the Council or Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
- 2.4 Please note that any complaint will be treated as confidential, and that the Council is obliged to always comply with its duties under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 2.5 The complainant will be invited to attend the meeting at which the complaint will be considered and be offered the opportunity to be accompanied by a representative, if required.

- 2.6 Seven working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
- 2.7 The Council will provide the complainant with copies of documents it wishes to rely on at the meeting, allowing time for the complainant to read the material before the meeting.

### **3. At the meeting.**

- 3.1 The Council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst considering any duties to safeguard personal data as under (2.4) above.
- 3.2 The Chairman will introduce everyone at the meeting and explain the procedure to be followed.
- 3.3 The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by the Clerk and members of the Council.
- 3.4 The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by the complainant and then members.
- 3.5 The complainant will be offered the opportunity to summarise their position.
- 3.6 The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
- 3.7 The Clerk and complainant will both be asked to leave the room whilst members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- 3.8 The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

### **4. After the meeting.**

- 4.1 Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
- 4.2 The result of the proceedings will be reported at the next Council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

### **5. Appeals.**

Should the complainant not agree with the decision they are entitled to appeal the decision within fourteen days of receipt of the result of the proceedings. The Councillors nominated to handle the appeal should, within twenty-one days of receiving the appeal, examine the way in which the Council dealt with the complaint. If procedures were correctly handled by the Council, then the appellant should be notified that the appeal has not been successful. If the complaint was not handled correctly, it must be referred again for consideration. The appellant should be notified of the result of the appeals process within fourteen days.

Meeting Date:	03 October 2024
Title:	Crime Statistics for September 2024
Submitted by:	Clerk and Responsible Financial Officer

**1. Purpose of the report.**

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

**2. September 2024 in Summary:**

- 1 x damage to vehicle wing mirrors licked off car on Fort Street.
- 4 x road related offence 1 x speeding, 1 x No insurance and 2 x erratic driving.

**3. Statistics:**

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

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

Period	Category											Total
	Burglary	Drugs	TFV	Road	Robbery	Theft	DTV	Assault	ASB	CD	Other	
August '24				4			1					5
June '24						1			4			5
April '24	2	1	1									4
October '23	1			1	1	2						5
August				1		1	1					3
July	1		1			2	2	1	1			8
June	1					1		3			1	6
May	1		1					1	2	1		6
<b>Total:</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>42</b>

**4. Members are recommended to:**

To note the report.

<b>Meeting:</b>	<b>3 October 2024</b>
<b>Title:</b>	<b>Updates on Actions from Previous Meetings</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

To update members on actions from recent meetings.

**2. 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	?
11/15	Road safety report to be presented at the October Council meeting.	Cllr. Hampson	?
15	b. Submit a report on a Parish Newsletter to the Council's October meeting	Cllr. Hampson	?
	c. Engage with RVBC and Martholme Greenway on the planting of the Golden Jubilee - Giant Redwood tree.	Cllr. Pollard	Complete

### 3. 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	Noted

### 4. 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	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. 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

### 5. 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	Comple 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

### 6. Members are recommended:

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



<b>Meeting:</b>	<b>3 October 2024</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

### 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](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.*

None.

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

<b>Application:</b>	<b>3/2024/0669 – 13 September</b>
<b>Proposal:</b>	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.
<b>Location:</b>	Trapp Forge Trapp Lane Simonstone BB12 7QW
<b>Link:</b>	<a href="#">Planning Application - Ribble Valley Borough Council</a>
<b>Decision:</b>	<b>Approved no conditions</b>

<b>Application:</b>	<b>3/2024/0625 – 20 September</b>
<b>Proposal:</b>	Demolition of existing 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
<b>Location:</b>	High Lea Cottage Whins Lane Simonstone BB12 7QU
<b>Link:</b>	<a href="#">Planning Application - Ribble Valley Borough Council</a>
<b>Decision:</b>	<b>Approved with conditions</b>

Application:	3/2024/0416 – 27 September
Proposal:	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:	<a href="#">Planning Application - Ribble Valley Borough Council</a>
Decision:	Approved with conditions

#### 4. Members are recommended:

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

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Meeting Date:	3 October 2024
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Clerk

**1. Purpose of the report.**

For members to consider the Reports submitted by Parish Councillors.

**2. Councillor Reports:**

Appendix 1 - Councillor Duckworth.

**3. Members are recommended:**

To consider the reports.

## Public Rights of Way and Lengthsman Scheme

### 1. Signposts:

Three new signposts installed at Back Lane, Sabden Road, and Whins Lane.

### 2. Flooding:

Agreement in principle with Huntroyde estate for work at Priddy Bank Farm, Trapp Lane (summit), and tennis courts. Waiting response from LCC PRow Team.

### 3. SpID Deployment:

Shifted to Simonstone Lane. Schedule of required movements would be useful.

### 4. Lengthsman Scheme:

Bench painting and Parish Garden strimming agreed with Lengthsman.

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