

SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend a meeting of the Parish Council on Thursday 11 July 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 Annual Meeting of the Parish Council held on 30 May 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. Social Media Policy.

Report of Cllr. Finn (enclosed) for members to consider the adoption of a Parish Council Social-Media-Policy.

7. Speaking at Meetings.

Report of the Clerk (enclosed) for members to confirm who can speak at Parish Council meetings. Note this report should be considered alongside Agenda Item 8.

8. Standing Orders.

Report of the Clerk (enclosed) for members to consider and adopt the Parish Council's Standing Orders as set out in Appendix 1 to the Report.

9. Grant Policy and Application Form.

Report by Cllr. Hampson (enclosed) for members to consider the adoption of a Parish Council Grants Policy and Grant Application Form.

ITEMS for INFORMATION:

10. Update on Actions from recent meetings.

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

11. PROW and Kissing Gate Update.

Report by Cllr. Pollard (enclosed).

12. Planning Report.

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

13. Crime Statistics – June 2024.

Report of the Clerk (enclosed) for members to consider the latest crime statistics.

14. Councillor Reports.

Reports from Councillors (enclosed).

15. Seniors Christmas Meal.

A verbal update from Cllr. Vaughton.

16. External Meetings.

Reports (enclosed)

17. 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** – 5 September, 3 October, 7 November and 5 December.
- **2025** – 9 January, 6 February and 6 March.



Agenda Item 2

SIMONSTONE PARISH COUNCIL

www.simonstone-pc.gov.uk

Date:	30 May 2024 – Annual Meeting of the Parish Council		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat, A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard, S. Finn and M. Vaughton.		
In attendance:	Clerk to the Council (Mike Hill), three members of the public, County Councillor G. Mirfin and Cllr. Sian Greenhough (Read Parish Council).		
Meeting started:	19:30	Meeting closed:	20:45

24/05/30/AMPC

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

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

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

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

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

The Chair signed the Declaration.

4. APOLOGIES FOR ABSENCE.

Cllr. Peplow apologised (retrospectively).

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

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

6. APPROVE THE MINUTES OF THE ANNUAL PATRISH MEETING HELD ON 18 MAY 2023.

Cllr. McKelvey noted that the minutes show him as being both present and absent at the meeting , he was present at the meeting.

With the exception of the above, the minutes were approved and signed by the Chair.

7. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4 APRIL 2024.

The minutes were approved and signed by the Chair.

8. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 MAY 2024.

The minutes were approved and signed by the Chair.

9. PUBLIC PARTICIPATION.

A discussion on road safety matters, which began at the earlier Annual Parish Meeting continued and Cllr, Sian Greenhough (Read Parish Council) raised the issue of the possible danger of speeding cars to pedestrians crossing Simonstone Lane to access the Greenway.

The Chair reminded members that PCSO Katie Ferguson would attend the Council's September meeting.

RESOLVED THAT COUNCIL:

- Request the Clerk to write to Cllr. Mirfin regarding the use of Roadside Variable Message Signs, for use within the parish.
- Request Cllr. Pollard to contact the Parish Lengthsman, to examine the status of the 'disused' SpID on Harewood Avenue (also see Agenda Item 16).

10. EXTERNAL AUDIT MATTERS:**10.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.**

The Financial Statements to 31 March 2024 were approved.

10.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024.

The Chair signed the Certificate of Exemption.

10.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.

The Chair signed Section 1.

10.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.

The Chair signed Section 2.

11. APPOINTMENT AND NOMINATIONS FOR PARISH ACTIVITIES.**11.1 TO APPOINT AN AUDITOR FOR 2025/26 AND 2026/27.**

Members agreed to re-appoint David Swift.

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

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

11.3 LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.

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

11.4 COORDINATION OF PLANNING COMMENTS.

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

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

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

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

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

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

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

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

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

11.9 REPRESENTATIVE AT THE ROAD SAFETY WORKING GROUP.

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

11.10 WEBSITE UPDATE.

Members agreed that the Clerk should carry out this activity.

11.11 UPDATING SOCIAL MEDIA INCLUDING FACEBOOK.

Members agreed that Cllrs. Vaughton and Hampson would carry out this task, with reporting carried out by Cllr. Finn.

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

Members considered the existing documents and agreed to update/review them throughout 2024/25.

13. APPROVE MEETING DATES FOR 2024/25

The following dates were approved:

2024: July 11, Sept. 5, Oct. 3, Nov. 7 and Dec. 5. **2025:** Jan. 9, Feb. 6 and March 6

14. CHRISTMAS FESTIVE LIGHTS

Cllrs. Vaughton and Norse provided an update on the purchase and installation of Christmas streetlights.

Members were reminded that at their meeting on 9 May 2024 they agreed expenditure of £3,000 for the purchase of streetlights and requested Cllrs. Vaughton and Norse to provide quotes for the installation, removal and storage of the lights.

Members also discussed renewing the lights for the 'Parish' Christmas Tree.

RESOLVED THAT COUNCIL:

Approve expenditure:

1. Of no more than £1,110 (including VAT) for the installation, removal and storage of the streetlights.
2. Of £100 for the purchase of new Christmas tree lights.

15. 80TH ANNIVERSARY OF D-DAY AND THE LIGHTING OF BEACONS.

Cllr. Hampson submitted a report requesting members to consider carrying out a lamp lighting ceremony and the sending of a letter of thanks to Lancashire's Beacon Champion.

RESOLVED THAT COUNCIL:

Approve:

1. That Cllr. Hampson organise a lamp lightening ceremony at the Parish Green.
2. Expenditure of £80 for the purchase of any equipment required for the above event.
3. That Cllr. Hampson write a suitable letter to Lancashire's Beacon Champion.

16. SPID INSTALLATION.

Cllr. Pollard suggested that as the Parish Council were contemplating purchasing/installing a new SpID (Speed Indicator Device) the redundant SpID which has been attached to the Harewood Avenue lamp post for over a year, could (assuming it works) be used permanently for the approach to the Simonstone Lane dip near the Greenway Steps.

Cllr. Hampson suggested, that if the SpID could be brought back into use, it could be used at various locations around the Parish.

RESOLVED THAT COUNCIL:

- a. Agree that Cllr. Pollard would ask the Parish Lengthsman to examine the status of the SpID, to see if it can be brought back into serviceable use, and report back to the Council.
- b. Request Cllrs. Pollard and Duckworth find out what happened to the 'second SpID'.

Date of next meeting:

11 July 2024



Agenda Item 5

For Decision

Simonstone Parish Council

Meeting Date: 11/07/2024

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	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		

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

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

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

Dates		Administration Expenses								Amenity Expenses					
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Admin.	Garden Maintenance	Playing Field	Other Expenses	Sundry Expenses	VAT	Total
07/03/24	02/04/24	101563	Use It				51.78								51.78
07/03/24		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	21/05/24	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
21/05/24	09/05/24	101571	Under payment previous clerk	7.20											7.20
09/05/24		101572	Sabden PC Lengthsman 2023/24 (£216)												-
09/05/24		101573	Sabden PC Lengthsman 2024/25 (£300)												-
09/05/24		101574	Room hire Clerk interview St John's (£15)												-
09/05/24	22/05/24	101575	GDPR annual subscription						40.00						40.00
	15/05/24	101576	Zurich Insurance						267.88						267.88
TOTALS				7.20	0.00	0.00	86.78	2.08	349.20	0.00	0.00	65.00	0.00	2.09	512.35

Summary of Receipts and Payments

£
Balance carried forward at 1st April 2024: 9,286.46

Add total **receipts** to date: 8,400

Less total **payments** to date: (512)

Balance: 17,174.11

£
Bank Balance as at 31/05/24: 17,174.11

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

Comparisons as at 31/05/2025

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	8,400	8,400	8,400
Concurrent and other grants:	0	0	0
HMRC VAT Refunds:	0	0	0
LCC, sundry and other grants:	0	0	0
	8,400	8,400	8,400
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	0	0	7.20
HMRC: Employers Tax and NIC:	0	0	0.00
Expenses: mileage etc.	0	0	8.32
General Administration inc. service charges	0	0	51.78
Website and email hosting, software/hardware:	0	0	2.08
General Admin. - Insurance:	0	0	267.88
General Admin.- Audit fees and ICO:	0	0	40.00
General Admin. - Legal fees:	0	0	0.00
General Admin. - Hall hire etc:	0	0	33.00
General Admin. - LALC Subscripton training:	0	0	35.00
	0	0	445.26
Amenity Expenses:	£	£	£
General maint and lengthsmen.:	0	0	0.00
Litter Bins:	0	0	0.00
Play area:	0	0	0.00
Rent:	0	0	0.00
Garden maintenance, plants etc.:	0	0	0.00
Amenity capital spend (benches CCTV, SpIDS etc.):	0	0	0.00
Misc.	0	0	65.00
Donations	0	0	0.00
	0	0	65.00
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	0.00
	0	0	0.00
VAT on Expenses to be Reclaimed:			2.09
	£	£	£
Total Expenditure:			512.35
SUMMARY:	£	£	£
Income:	0	0	8,400.00
Expenditure:	0	0	-512.35
	0	0	7,887.65
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:	7,888
Balance to be carried forward:		Overall Balance:	17,174.11

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

		Actual		Forecast Income 2024/25										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						800.00						800.00
4	Concurrent Funding	RVBC												0.00
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	800.00	0.00	0.00	0.00	800.00	500.00	0.00	0.00	0.00	0.00	10,500.00

		Actual		Forecast Expenditure 2024/25										Total
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
20	Use-It	Admin. Exp.	51.78	2.50		42.00		50.00			50.00			196.28
21	Easy Web	Admin. Exp.				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			230.00					36.00			301.00
24	Accountant and PKF LJ	Admin. Exp.				320.00								320.00
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	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				172.00		258.00			258.00			688.00
30	Payroll services	Admin. Exp.									120.00			120.00
31	Clerk Expenses	Staff Costs												0.00
32	Amenity etc.	Amenity Exp.	65.00			650.00								715.00
33	Insurance	Admin. Exp.		267.88										267.88
34	Room Hire	Admin. Exp.	33.00		15.00	200.00								248.00
35	Lengthsman/Other Maint	Grnd Maint				516.00								516.00
36	Training/Other Subs	Sundry Exp.												0.00
37	Grants	Other Exp.				150.00	300.00							450.00
38	Rembrance/Other	Sundry Exp.						50.00						50.00
39	Christmas	Sundry Exp.						3,000.00	100.00	275.00	1,100.00			4,475.00
Totals:		194.77	317.58	15.00	2,794.48	931.28	419.28	3,879.28	501.28	694.28	1,965.28	401.28	419.28	12,533.07

2024/25 FORECAST	£
Forecast Income	10,500
Forecast Expenditure	12,533
Forecast Balance 2024/25	-2,033

EOY 2025 FORECAST	£
Balance at 31/05/24	17,174.11
Forecast Income - June onwards	2,100
Forecast Spend - June onwards	12,021
Balance EOY	7,253

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										
Income 2024/25:	8,400.00	0.00										
Expenditure 2024/25:	194.77	317.58										
Balance:	17,491.69	17,174.11										
Bank Statement Balance:	17,491.69	17,174.11										
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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Meeting Date:	11 July 2024
Title:	Social-Media-Policy
Submitted by:	Councillor Finn

1. Purpose of the report.

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

2. Introduction:

The aim of this policy is to set out a Code of Practice to provide guidance to Parish Councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

The policy is intended to help Councillors and Council staff make appropriate decisions about the use of social media, and to outline the Parish Council's position on various aspects of its use.

Members are reminded that at the Annual Meeting of the Parish Council on 30 May 2024, it was agreed that Cllrs. Vaughton and Hampson would carry out the task of updating social media platforms (including the Council's Facebook page) and reporting would be carried out by Cllr. Finn.

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.
- Over time the Parish Council may add to its channels of communication, if any changes occur, this policy will be updated to reflect any new arrangements.
- This policy 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

Social-Media-Policy 2024/25

Adopted: 11/07/2024

Chairman: Cllr. D Peat

Minute Ref.: 240711/6

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

Review Date: July 2025

1. Introduction.

Simonstone Parish Council recognises that the Internet provides a unique opportunity to participate in interactive discussions and share information using a wide variety of social media, such as Facebook, X (*Twitter*), and blogs. Employees and Councillors are likely to use social media in a private capacity outside of work and they may/will also be required to use it in a business capacity as part of their role at the Parish Council.

Employees' and councillors' use of social media in both a personal and business capacity can present risks to our confidential information and reputation and can jeopardise our compliance with legal obligations. To minimise these risks, we expect employees and councillors to adhere to this policy.

The purpose of this policy is to assist employees and councillors by providing clear guidance about acceptable behaviour on social media both at work and out of work.

2. Scope.

This policy applies to:

- a. All employees and councillors of the Parish Council.
- b. The use of social media for both business and personal purposes whether during office hours or otherwise. It also applies whether the social media is accessed using Council IT facilities, or equipment belonging to employees or councillors.

3. Definitions.

Social media is a type of interactive online media that allows parties to communicate instantly with each other, or to share data in a public forum. This includes online social forums such as X (*Twitter*), Facebook, Instagram, LinkedIn, Internet newsgroups and chat rooms. Social media also covers blogs and video and image sharing websites such as YouTube and Flickr.

There are many more examples of social media than can be listed here and this is a constantly changing area. This policy refers to the examples listed and any new social media which is developed in the future.

4. Using social media sites in the name of Simonstone Parish Council.

All posts on behalf of the Parish Council must go via agreed councillors seeking advice from the Clerk as necessary. Councillors' authority to post will be withdrawn during a defined period before local council elections in order to comply with legislation (Purdah).

Councillors should also be aware that the Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature which includes web advertising on their personal social media accounts. Full guidance for candidates can be found at www.electoralcommission.org.uk.

5. Personal Safety and Privacy.

Employees and councillors need to be aware that the information they post on their personal social media profile can make them identifiable to residents and service users, as well as people they know in a private capacity.

Online sites such as Facebook are in the public domain, and personal profile details can be seen by anyone, even if users have their privacy settings on the highest level, if a user's profile is linked to other sites, any changes to their profile will be updated there too.

Employees and councillors who have set their privacy level to the maximum can have their privacy compromised by 'friends' who may not have set their security to the same standard.

6. Key Principles

6.1 Employees and councillors must not:

- Use the Cllr or Councillor title on personal social media.
- Present personal opinions as that of the Parish Council.
- Bring the Parish Council into disrepute or cause embarrassment, including through content posted in a personal capacity.
- Post content that is contrary to the democratic decisions of the Parish Council.
- Disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.
- Post comments on employees or councillors without their prior approval.
- Upload, post or forward any content belonging to a third party unless you have that third party's consent. This includes use of an individual's name without written permission to do so; publishing photographs or videos of minors without parental permission.
- Post any information that infringes copyright of others including any link to a third-party website without checking that any terms and conditions of that website permit you to link to it.
- Post, forward or link to controversial or potentially inflammatory remarks, engage in personal attacks, online fights and hostile communications as this may constitute bullying or harassment and will bring the Parish Council into disrepute.
- Conduct any online activity that is against regulation or law e.g., may be deemed libellous or that constitutes a criminal offence.

6.2 Examples of good practice:

- Be honest and open but be mindful of the impact your contribution might make to people's perceptions of the Parish Council.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Consider others' privacy and avoid discussing topics that may be inflammatory e.g., politics and religion.
- Offer routes to enable resolution of concerns and complaints e.g., how to report to Ribble Valley Borough Council and other statutory bodies
- The above examples are not a definitive list but are examples to illustrate what misuse and good practice may look like.

Councillors must avoid posting views in advance of a decision to be debated by the Council or a Committee meeting, that may constitute predetermination or bias. The Localism Act 2011 states that Councillors must not have "had or appeared to have had a closed mind (to any extent) when making the decision".

7. Addressing allegations of misuse.

Any employee or councillor who feels that they have been harassed or bullied or are offended by material posted or uploaded by a staff member or councillor onto a social media website should inform the Clerk or Chairperson of the Parish Council who should ensure that all complaints are dealt with consistently and fairly.

For councillors: Complaints will be dealt with following the Council's Complaints Policy, with complaints concerning a councillor's conduct being referred to the Ribble Valley Borough Council's Monitoring Officer.

For employees: Complaints will be dealt with following the Parish Council's Disciplinary Procedure.

-OO-

Meeting Date:	11 July 2024
Title:	Speaking at Parish Council Meetings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to confirm who can speak at Parish Council meetings. Note this report should be considered alongside Agenda Item 8 - Revised Standing Orders.

Members will recall at their Annual Meeting of the Parish Council on 30 May 2024 a member of the public asked members to clarify the Council's rules regarding public participation at Parish Council Meetings.

Members should note that if adopted, the Council's revised standing orders address the matter of who can speak at Council meetings as shown below:

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

2. Members are recommended to:

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

Meeting Date:	11 July 2024
Title:	Standing Orders
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider and adopt the Parish Council's Standing Orders as set out in Appendix 1 to the Report.

2. Introduction.

Members are reminded that they last approved the Council's Standing Orders on 10 March 2016, and last reviewed them in February 2020. These were based on NALC's Model Standing Orders 2013.

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

3. Member are Recommended:

To consider, and subject to any agreed amendments, adopt the Council's Standing Orders as set out in Appendix 1 to the Report.

For Information

Standing Orders

Adopted: 06/03/2024

Chairman: Cllr. D. Peat

Ref.: 240711/7

The following standing orders have been adapted for Simonstone Parish Council from the Model Standing Orders 2018 (England) published by the National Association of Local Councils. Statutory requirements are highlighted in bold type.

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

Review Date: July 2025.

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Introduction.

How to use model standing orders.

Standing orders are the written rules of a local council they are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes.

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils. For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
-

- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chair of a committee does not call an extraordinary meeting within five days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least three clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the Council held on [date] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee, for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee:**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received to councillors within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council; and
- xvi. manage access to information about the Council via the publication scheme.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's member of staff shall notify the Chair of the Council or, if he is not available, the vice-Chair, of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chair of Council or in his absence, the vice-Chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's employee shall contact the Chair of the Council or in his absence, the vice-Chair, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or vice-Chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a **The Council may appoint a Data Protection Officer.**

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23 (a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Meeting Date:	11 July 2024
Title:	Grant Policy and Application Form
Submitted by:	Councillor Hampson

1. Purpose of the report.

For members to consider adopting the Grant Policy and Application Form as attached as Appendix 1 and 2 of the Report.

2. Introduction:

The aim of the policy is to ensure openness, transparency and fairness to all groups and organisations that wish to apply to the Parish Council for a grant.

The Policy, if adopted:

- Would supplement and should be read in conjunction with all other policies and procedures adopted by Simonstone Parish Council.
- Could be amended at any time.

3. Members are recommended to:

- a. Consider the Policy and Application Form attached as Appendix 1 and 2 to the Report and with any agreed changes, approve their adoption.
- b. If adopted, authorise the Clerk to send the Application Form to Easi-Beats, who have requested a grant and to the Little Green Bus Company who the Council may wish to provide a grant.

Simonstone Parish Council

For Information

Grant Policy - 2024/25

Adopted: 11/07/2024

Chairman: Cllr. D Peat

Minute Ref.: 240711/6

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

Review Date: July 2025

The aim of the policy is to ensure openness, transparency and fairness to all groups and organisations that wish to apply to the Parish Council for a grant.

Simonstone Parish Council can make monetary grants to groups and organisations that work for the benefit of the local community within Simonstone.

An organisation can only make one application for a grant in any one financial year (April to March). In exceptional circumstances the Council may consider additional requests. The Council regrets that it is not able to make grants to individuals therefore, applications must be from three or more people.

Application forms and further details are available from Simonstone Parish Council's Clerk. Details are provided at the end of this document.

CONDITIONS OF FUNDING

- Applications will be considered from charitable or non-profit making organisations.
- Applications will be considered for projects being carried out by three or more people.
- Applications for funding must include a fully completed Grant Application Form with all the yellow sections completed, and all requested information provided.
- The Clerk may aid the applicant in completing the form, especially if disabilities would otherwise impede an application being made. However, this is at the discretion of the Clerk and cannot fully use the quota of time the Clerk has available for Council matters.
- Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within Simonstone.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
- Simonstone Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- A timeframe to be agreed for the grant to be spent and evidence reported back to Simonstone Parish Council.
- Organisations that receive a grant are required to acknowledge the contribution from Simonstone Parish Council on publicity and printed material and in all public communications, such as websites, press releases and newsletters.

PROPORTIONALITY

Simonstone Parish Council does not wish the application form to deter smaller groups of residents getting together to work on a project for the benefit of the community. Therefore, for requests under £60 only an application form needs to be completed. Full financial statements are not required.

APPLICATIONS THAT WILL **NOT** BE CONSIDERED

- From a single individual or a group of less than three persons.
- From commercial enterprises set up to generate profit.
- From health, education or welfare organisations whose services should be provided by statutory funding.
- From organisations intending to support or oppose any particular political party.
- From organisations that discriminate on the grounds of race, religion or sexual orientation.
- From private organisations that operate as a business to make profit or surplus.

APPLICATIONS THAT WILL **NOT** USUALLY BE CONSIDERED

From national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

OTHER CONSIDERATIONS

- Grants will not be awarded on a retrospective basis but only on future funding requirements.
- Simonstone Parish Council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return.
- A copy of the organisation's latest bank statement is required to be included with the application and it will be into this account that any grant will be paid and not an individual account.
- Grant applicants if they wish, can address the meeting at which their grant is being considered.

- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
Compliance with this requirement will need to be demonstrated throughout the project. The Council can provide grants under s.137 to religious groups and churches so long as a benefit is demonstrated to many in the community and not just the respective congregations of the religious group(s).
- Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are direct benefits to the wider community within Simonstone.

For further information please contact the Parish Clerk.

WHAT WE NEED FROM YOU

- Supporting information / evidence needed for the project.
- Evidence of secured funding / applications for other funding.
- Estimates or quotes for work / equipment where appropriate.
- A copy of your organisation's latest bank statement or statement of accounts.

ADDITIONAL INFORMATION

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community.

An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

Ongoing commitments to award grants or subsidies in future years will not be made.

A fresh application will be required each year. However, Simonstone Parish Council cannot guarantee funds across multiple years as it must strive to balance funding across multiple groups.

Each application will be assessed on its own merits and will be considered along with other applications at a Parish Council meeting. To ensure as fair a distribution as possible, the Parish Council will consider the amount and frequency of previous awards.

Due consideration will be taken of the extent to which funding has been sought or secured from other sources or own fundraising activities.

Further details of other organisations that may be supportive may be obtained from Simonstone Parish Council's Clerk.

If approved by the Council, the grant will be paid directly into a bank account. It must be acknowledged promptly by the organisation, stating the amount granted.

Any grant must only be used for the purpose for which it was awarded unless the written approval of Simonstone Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Simonstone Parish Council by the end of the financial year following the year in which it was awarded.

Simonstone Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

There are certain instances where a Council are required by law to have sight of a report as to how money has been spent, where s.137 is used as the spending power, and where assistance worth £250 or more is given to a voluntary body, the body must give a written report to a Council within 12 months stating how the money has been used.

Further Information and Applications Forms.

Application forms and further information is available from the Parish Council's Clerk:

Post: 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD

Tel: 07855 183 444

Email: clerk@simonstone-pc.gov.uk

Application forms are also available on the Council's website www.simonstone-pc.gov.uk



SIMONSTONE PARISH COUNCIL**GRANT APPLICATION FORM**

Introduction and Considerations

The purpose of the grant is to support and develop non-profit initiatives which benefit Simonstone residents and support Parish Council aims.

When considering an application, the Parish Council will note both the number of Simonstone residents that would benefit from the grant and if the balance of funding benefits all age groups.

You are welcome to include any additional information you think would benefit your application when you submit it.

Finally, it is not the aim of this form to put any residents off applying for help with a small project to benefit fellow residents. However, we do have to have a form and process that will suit all grant requests. Therefore, if you have a lovely idea that you would like us to financially support because it would benefit fellow residents do, please apply and we will give it every consideration.

Next Steps...

If you're requesting £1 - £149 please complete pages 1 and 2 of this document having considered the Notes and Rules on page 3.

For any funding over £150, in addition to completing this application form, please include your latest audited accounts and balance sheet; alternatively, please list the assets including cash of your organisation at the latest year end. You must also include a list of all officers if you have an official committee structure to your group.

**Thank you for wanting to be part of how we
improve Simonstone for our residents.**

GRANT (IN PRINCIPLE) APPLICATION FORM

PLEASE USE THE NOTES THAT ARE ATTACHED WITH THIS FORM FOR GUIDANCE.

Yellow boxes must be completed.

*If you are filling in the form electronically,
simply click in the empty boxes and type, or use the tab key to move around the form*

Name of Organisation	Charity Number	VAT Reg. No.
	Date of establishment	

Name of applicant	
Position of applicant	

Address of organisation	Address of applicant (if different from organisation)
Postcode	Postcode
Telephone	Telephone
Email	Email

Please tick	0-4 yrs	5-11	12-15	16-18	19-25	26-54	55-75	76+
Which age groups do you cater for?								

Please tick applicable areas	Simonstone	Read	Whalley	Wider Ribble Valley	Other (please state)
Which areas do you cater for?					
How many people in these areas would benefit from us funding you?					

Purpose of your organisation (please continue on a separate sheet if needed)	Date funding needed by:
	/ /
	Project will be delivered by:
	/ /

GRANT (IN PRINCIPLE) APPLICATION FORM

What will the funding be used for (tick those applicable)?

Ongoing costs	Staff costs	One-off Project	Equipment

What will you do with the funding? *Please continue on a separate sheet if needed.*

Total amount of funding this project will need	£	
How much money do you already have organised for this project?	£	
How much money do you require from Simonstone Parish Council?	£	
How much additional money will you need to find from elsewhere?	£	

Name of other organisation(s) providing funding	Date £ given	Amount £
	/ /	£
	/ /	£
	/ /	£

When do you need a decision by?	/ /	What is your deadline to receive £?	/ /
--	------------	--	------------

Please list any other groups that are involved in delivering the project this funding is for:	
--	--

<i>To help us comply with Code of Conduct regulations, please list any councillors on Simonstone Parish Council or the Clerk, that you, anyone in your household, or immediate family have any connection with:</i>	
---	--

Final checks and signatures		<i>Signature</i>	
Please tick all those you agree with:	✓		
I/Our organisation agree(s) to abide with the notes and rules laid out in the Notes section of this funding application.		Print Name	
If the aforementioned notes and rules are not upheld I/we will repay the money to Simonstone Parish Council		Position held	
I am authorised to sign this application		Date	/ /

GRANT (IN PRINCIPLE) APPLICATION FORM

Notes and Rules

1. Charity and VAT registration numbers are not mandatory, space is provided for it to be included for those who have them.
2. No monies requested and secured may be used for unlawful purposes.
3. No monies requested and secured may be used to the detriment of Simonstone residents or those involved with the project the funding is for.
4. If the project being funded involves children or vulnerable adults then all respective measures (*e.g. DBS checks, risk assessments etc*) must be adhered to and responsible bodies notified for any mandatory checks.
5. No funding can be provided for any groups that would fail to comply with Prevent Duty requirements, or in any way support or encourage extremist behaviour and activities.
6. Any applications that are contrary to policies and procedures of Lancashire County Council will not be considered or funded.
7. Applicants are responsible for their own respective insurance and liability cover (if applicable).
8. Depending on the level of funding being requested Simonstone Parish Council reserves the right to request additional documentation and/or a presentation prior to delivery of any funding.
9. By signing the funding application, you are confirming that you are authorised to sign this application and that you will be responsible for the adherence of these notes and rules.
10. Existing connections to councillors do not exempt individuals from funding applications but any and all connections must be disclosed at application stage so the Council can ensure that the respective councillor(s) do not vote on any application where it may be perceived they have a conflict of interest. As there can be legal repercussions for councillors who do not comply with these rules, we ask for your full honesty and cooperation, so we can protect all parties involved.
11. Evidence of how the money has been spent is required at the earliest opportunity for it to be provided. The Council reserves the right to approve what evidence is deemed appropriate.
12. Any photographs of people benefiting from the funding that the Council may share on their social media channels (*e.g. children in a play area, adults at a social event*) must have the consent of those photographed.
13. Council reserves the right to apply a deadline by which the funding given must be used.
14. If after securing funding it is later found that not all information provided on this form, or in any later stages, was correct, or later judged as misleading, then some or all of the funding provided may be repayable to Simonstone Parish Council within 30 days of the parish council issuing a repayment notice

Simonstone Parish Council Does Not:

- Accept responsibility for the delivery of projects and/or their respective compliance(s)
- Guarantee individual promotion of projects funded, applicants are responsible for their own marketing and advertising costs (if applicable).

Please contact the Parish Council if you require help in answering the questions or completing the form.

COMPLETED APPLICATIONS SHOULD BE EMAILED OR POSTED TO:

clerk@simonstone-pc.gov.uk

SPC Clerk c/o 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD

Meeting:	11 July 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 09/05/2024 - Council Meeting:

Minute 240509/	Action	Who	Update
4	a. Review the issues submitted to the Road Safety Working Group to see if they can be re-prioritised and or updated, to included measures which could mitigate the road safety issues faced by pupils.	Cllr. Hampson Clerk	Noted
	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 the above	Clerk	Complete
7	a. Start the switching process to Unity Trust Bank	Clerk	Ongoing
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	Ongoing
	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	Ongoing
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		Ongoing
15	Contact Sabden Parish Council regarding the Council's actual expenditure so far this year.	Cllr. Duckworth	?
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. <i>This meeting</i>
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

3. 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 Cllr. Duckworth	Noted

4. Members are recommended:

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

Meeting Date:	11 July 2024
Title:	Public Rights of Way and Kissing Gates
Submitted by:	Councillor Pollard

1. Purpose of the report.

For members to consider the report.

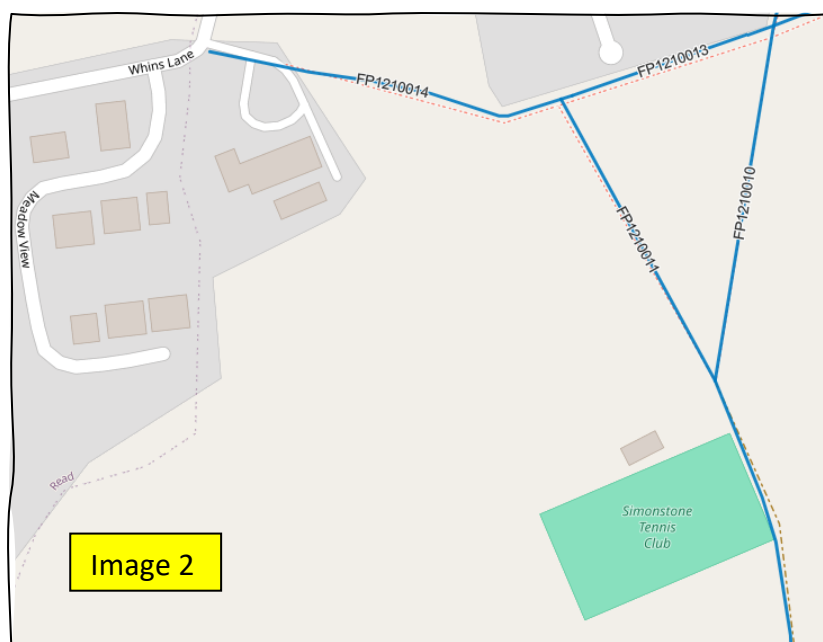
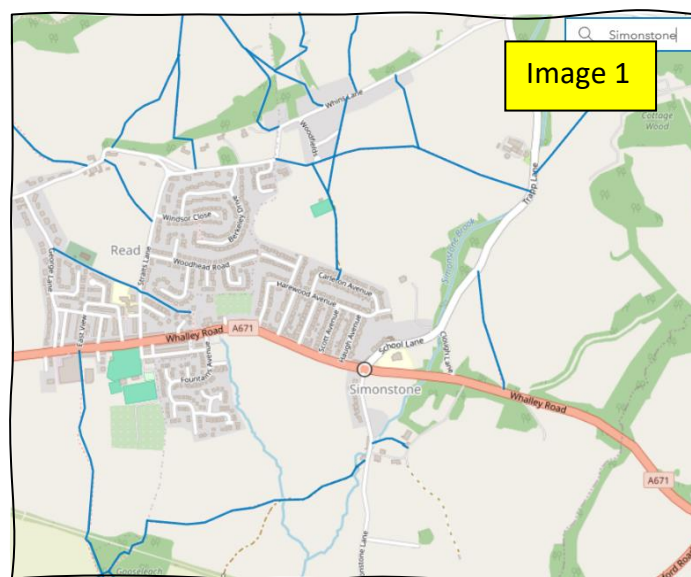
2. Update: (Images from Mario Maps).

Image 1 shows the footpaths (blue lines) in Simonstone.

As regards kissing gates almost all the Simonstone paths have them apart from places where stiles are built into walls.

It may be worthwhile approaching the LCC PROW Officer to ask if an installation would be practical at the top of the field above the tennis club just below the exit onto Whins Lane which was mentioned by Cllr. Hampson (Image 2).

Apart from that I am not aware of any other places which would be suitable.



Installation is planned for the Gooseleach Wood stiles this summer: at the northern and southern boundaries and one on the exit from the underpass in the centre of the wood. See Image 3.

As far as maintenance is concerned, the main areas needing attention that I am aware of are the kissing gate at the northern exit of the tennis club car park which becomes a pond in wet weather, and the path through Heightside Plantation just to the west of Priddy Bank Farm which requires drainage and step construction. This has been brought up previously without success.



I suggest the Council approach Huntroyde Estate to ask if they would allow us to use our grant towards effecting these repairs and also approach the PROW office for advice as to whether LCC would offer additional funding?

If you wish I will contact Law Farm and ask if they would have any objection to us asking the Lengthsman to raise the surface level at the Tennis Club kissing gates to alleviate the flooding problem.

I would be more than happy to go along and visit these sites with Cllr. Duckworth who is now our footpath representative .

3. Members are recommended:

To consider the report and the suggestions made by Cllr. Pollard.

Meeting:	11 July 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.

7 June 2024:

3/2024/0423	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 24/05/2024	Development Address: Rookwood School Lane Simonstone BB12 7HR	Proposed single-storey extension to side.	377596 434535
Officer:	Emily Pickup 01200 425111		

10 May 2024:

3/2024/0288	Applications for full consent	Development Description:	Grid Reference
DATE VALID: 26/04/2024	Development Address: Stoneroyd Haugh Avenue Simonstone BB12 7HZ	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.	377356 434465
Officer:	Emily Pickup 01200 425111		

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

21 June 2024:

3/2024/0288	Simonstone	Development Description:	Grid Reference
Decision Date: 21/06/2024	Applications for full consent Development Address: Stoneroyd Haugh Avenue Simonstone BB12 7HZ	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.	377356 434465
Officer:	Emily Pickup		
Decision Type:	APPROVED WITH CONDITIONS		

7 June 2024:

3/2023/1009	Simonstone Applications for full consent	Development Description: Demolition of existing garage and first-floor extension and erection of two-storey extension to side and rear to include new garage.	Grid Reference 377415 434283	
Decision Date: 05/06/2024	Development Address: Summerfield Simonstone Lane Simonstone BB12 7NX			
Officer:	Emily Pickup			
Decision Type:	APPROVED WITH CONDITIONS			

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 Applications for full consent	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.	Grid Reference 377356 434465	
Decision Date: 21/06/2024	Development Address: Stoneroyd Haugh Avenue Simonstone BB12 7HZ			
Officer:	Emily Pickup			
Decision Type:	APPROVED WITH CONDITIONS			

5. Members are recommended:

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

Meeting Date:	11 July 2024
Title:	Crime Statistics for June 2024
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. June 2024 in Summary:

- ASB x 4 - Stand Down party at school.
- Theft x 1.

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	
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
Total:	6	1	3	2	1	7	3	5	7	1	1	37

4. Members are recommended to:

To note the report.

Meeting Date:	11 July 2024
Title:	Councillor Reports
Submitted by:	Council Members – Collated by the Parish Clerk

1. Purpose of the report.

For members to consider the Reports submitted by Parish Councillors.

2. Councillor Reports:

Appendix 1 - Councillor J. Hampson.

Appendix 2 – Councillor A. Duckworth

3. Members are recommended:

To consider the reports.

D-Day - Event

As part of the official 80th Anniversary of D-Day a series of events were held across the UK. As part of this a series of beacons and lamps were lit during community events. As Simonstone doesn't have a suitable spot for a beacon we chose to do a lamp lighting ceremony on the parish green grass (opposite the Stork Car Park). This positioning also gave Read residents an opportunity to participate as RPC didn't have their own event.

We also encouraged The Stork Pub to participate with us on the joint D-Day event of National Fish & Chip Day, in doing so they offered a special price deal for Fish & Chips on 6th June.

A brief lamp lighting ceremony was held which made incorporated the 7 national tributes being read out at each event, remembrance music such as the Last Post and Reveille were played at the appropriate moments. A minute's silence was held to remember those who gave their all for D-Day and WWII as a whole. The lantern was lit and people were given an opportunity to have their own private moments at the lantern and invited to take pictures of it if they wished to do so.

Around 30-40 people attended from both villages with feedback received after the event that they were grateful we had done something that gave them an opportunity to pay their respect to all those in D-Day.

Cllrs Hampson and Norse liaised with the Stork and purchased the equipment needed (table, lantern and candle), Cllr Hampson organised the national tributes and wrote some passages to accompany the ceremony.

Cllr. Peat performed the role of ceremony host, supported by Cllrs. Norse and Hampson. Cllrs McKelvey and Vaughton each read one of the national tributes, with the remaining tributes being read out by parishioners (including Rev Susan Ball). The ceremony felt more like a true community event with parishioners volunteering to read some of the national tributes and this was remarked upon by several of the attendees.

The outdoor table, lantern and candle are now deemed assets of Simonstone Parish Council. Receipts to be forwarded to the Clerk and reimbursed to Cllrs Norse (Candle & lantern = £27.90) & Hampson (Table = £20).



VE – Day Celebrations

Following a letter of thanks, that was sent by Cllr. Hampson to the D-Day Beacon and Lamp lighting Organisers, we have been invited to participate in the VE Day celebrations next year. We can confirm our decision to participate from July onwards. Further details of what will be organised will follow nearer the time, in the meantime we can pencil in VE Day 80th Anniversary for 8 May 2025.

Recognition from Pageantmaster.



80 D-DAY 6 JUNE 2024

Certificate of Grateful Recognition
6th June 2024

With sincere thanks for your contribution to D-Day 80
the international commemoration of the 80th anniversary of the D-Day landings
on the five beaches in Normandy, France, on 6th June 1944.

Sailors American GIs British Soldiers Canadian Soldiers Airmen Merchant Seamen

French Allies Air Wardens Fishermen Women's Land Army Doctors Nurses

Despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to Company Sergeant Major Stanley Hollis of the 6th Battalion, The Green Howards.

VC & GC ASSOCIATION

Chinese naval officer Huang Tingxin received the French Legion d'honneur, the highest order of military and civil honours that France bestows, 2006 in recognition of his bravery during D-Day.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

Thank You Letter from Pageantmaster.

Dear Jacqueline,

Thank you for your email and your very kind words.

We are delighted you are taking part in D-Day 80 with a Lamp Light of Peace etc, and have great pleasure in attaching your Certificate of Grateful Recognition for doing so, along with the information regarding the D-Day 80 souvenir Pin Badge, along with the Press Release for your use too.

We are also now starting to plan for VE Day 80, taking place on 8th May next year, and attach the Guide To Taking part in this event too.

If you wish to participate in VE Day 80 - 8th May 2025, please be kind enough to register your involvement from 1ST JULY 2024, and not before please.

We wish you well with your event on 6th June.

My warmest regards to you all.

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk



Thank you Letter, sent by Cllr. Hampson to the Pageantmaster.

Dear Pageantmaster Peek,

Firstly, many thanks to you and your network of Beacon Champions for bringing together communities across the UK as they mark the 80th Anniversary of D-Day. I've taken the liberty of copying Col J. A. Davies DL, Beacons Champion for Lancashire, into this email as it is by his kind invitation that we learnt of the D-Day Beacons programme.

I appreciate we are late to the organising party but we wanted to let you know of our involvement, although we don't expect at this late stage to be included in any official listings, so you can see the reach of your pageant.

We will be working with our village pub to offer an evening of fish and chips (and mushy peas), as a build up to our lamp lighting ceremony which will be timed to coincide with the national 9.15pm lighting and tributes. We are also in the process of securing a piper for the event and connecting to other groups in our village who may also want to attend and participate.

Thank you for putting together a national pageant of remembrance to honour all brave souls involved in D-Day, we are certainly looking forward to standing together as a community to honour our local and national heroes, and ultimately taking a moment to reflect and value peace in our lives today.

Respectfully yours,

Jacqueline Hampson

Event Details – 6 June 2024

Event Co-Ordinators: **Jacqueline Hampson and Greera Norse. Simonstone Parish Councillors**

Organisation: **Simonstone Parish Council, Ribble Valley, Lancashire**

Correspondence Address:

c/o Simonstone PC Clerk, 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD

Website: **Simonstone-pc.gov.uk**

Mobile: **07768 596 356** and **07855 183 444**

Emails: **Cllr.Hampson@Simonstone-pc.gov.uk, Cllr.Norse@Simonstone-pc.gov.uk,**
Clerk@Simonstone-pc.gov.uk

6pm to 9pm Fish & Chips with Mushy Pease at Stork Hotel, Simonstone

Stork Hotel Pub, Whalley Road, Simonstone, Lancashire, BB12 7NZ

9.10 to 9.20pm Lamplight Ceremony, including lighting and International Tribute at 9.15

On public green opposite the Stork Hotel pub

YES - Will you have Fish, Chips with Mushy Peas as part of your Beacon and Lamplight of Peace lighting

UNSURE - Will your School be involved in the reading of the Poem at 11am

YES - Will your event involve the reading of the International Tribute at 9.15pm

Planning Applications.

Responsibility adopted for managing Simonstone planning applications

Parish Council Lengthsman Scheme.

Financial statement has been requested from Sabden Parish Council and has been promised for the meeting on 11 July 2024.

Noticeboard.

Installation of the replacement noticeboard has been delayed; traffic barriers to be used on garage parking area.

Public Rights of Way (PROW).

Four new 'Footpath' signposts required:

- Back Lane near car park to Priddy Farm.
- Sabden Road near Red Rock to Priddy Farm.
- Law Farm to Haugh Head Farm; Whins Lane opposite old quarries.

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