

# SIMONSTONE PARISH COUNCIL

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<b>Date:</b>	05 March 2026		
<b>Place:</b>	St. Peters School Church Hall, Simonstone		
<b>Present:</b>	Councillors: D. Peat (Chair), A. Duckworth, C. Pollard, M. Vaughton, J. Hampson, R. McKelvey, S. Finn.		
<b>In attendance:</b>	Clerk to the Council (Dr A Haines)		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	20:00

260503/

**1. APOLOGIES FOR ABSENCE.**

Accepted: Cllr Malcolm Peplow.

Cllr Hampson arrived late during minute 5 and requested declaring interests again.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 8 JANUARY 2026.**

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

Cllr Pollard declared an interest in item 17 as secretary of the Martholme Greenway.

Cllr Hampson declared her involvement as student lecturer with East Lancs University Centre in the instance this could be perceived as an interest in any item on the agenda.

**4. PUBLIC PARTICIPATION**

None

**5. FINANCE REPORT.**

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

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Reconciliation of Receipts and Payments, Schedule of Payments for Jan-Feb 2025, and receipts for period 1<sup>st</sup> April-28<sup>th</sup> – Feb 2026.

**6. RAISING SCHOOL TRANSPORT COSTS FOR SIMONSTONE FAMILIES WITH LCC**

Verbal report from Cllr Hampson informing members that no post has been put out on Facebook as yet requesting information from parents on school travel.

RESOLVED THAT COUNCIL: Defer to later agenda.

**7. LAMPLIGHT**

Report from Cllr Hampson on SPC involvement this year with Lamplight's lamp of peace. Cllr Hampson informed members that nothing official laid out as yet from Lamp of Peace. Cllr Hampson has the lamp and candle. Cllr Hampson requested that we agree with the Stork pub that after we take the candle to the pub and leave it lit in there after the remembrance service.

RESOLVED THAT COUNCIL: Wait to see what Lamplight produce and how they want to go forward with it. Cllr Hampson and Cllr Vaughton to Discuss Lamp with the Stork pub, updating everyone by email and

agreeing that whatever is circulated by email. Cllr Hampson to get in touch with Rev Sue asking if the church wants to be involved and agree decision by email.

#### **8. APPROVAL OF IT POLICY**

The clerk submitted a report seeking approval of IT Policy draft.

RESOLVED THAT COUNCIL: SPC voted to approve the IT Policy. Cllr Hampson has abstained from vote and resigned as Data Protection Officer.

#### **9. APPROVAL OF DRAFT DATA PROTECTION POLICY**

The clerk submitted a report seeking approval of Data Protection Policy draft.

RESOLVED THAT COUNCIL: SPC voted to approve the Data Protection Policy. Cllr Hampson abstained from vote.

#### **10. ADVERTISEMENT OF COUNCILLOR VACANCY**

The clerk submitted a report seeking approval for draft advertisement of councillor vacancy, as well as details of vacancy timetable and arrangements.

RESOLVED THAT COUNCIL: Put notice of councillor vacancy out on Monday 9<sup>th</sup> March 2026 and inform electoral services at RVBC.

#### **11. CCTV UPDATE**

The clerk submitted a report updating members of the latest proceedings in the CCTV project, including quote from ITUS for CCTV camera minus contribution from RVBC. Cllr Peat met with and spoke to Police, and ITUS. He was advised that the location is appropriate, CCTV can block out windows and doors, will use a Sim card for wifi, and will not be facing school. RVBC deadline to draw down funding is the end of March but there is flexibility on this extending into April. Data will go to clerks laptop, not expected to monitor.

RESOLVED THAT COUNCIL:

Approve camera purchase with RVBC grant contribution. Let Toll Bar Cottage know of privacy arrangements, let School know that the CCTV will be facing away from the school. Let ITUS know and draw up a CCTV policy. Put notice on Facebook and website once CCTV is up and running.

#### **12. SCHOOL PATH UPDATE**

The clerk submitted a report informing members of the latest proceedings in the school footpath project, including returned Use of Evidence forms. It was agreed that these need to go out to more people who have historically used the route.

RESOLVED THAT COUNCIL: Put a notice on website and Facebook, and councillors to distribute Use of Evidence forms at café.

#### **13. AUTHORISATION OF LENGTHSMAN COSTS/WORK HOURS FOR FENCE AROUND BENCH**

Report by Cllr Pollard on the submitted costings/work hours provided by the Lengthsman for a fence around the bench by the River Calder. Cllr Pollard spoke to lengthsman informing him that SPC needs a written quote. Cllr Pollard has obtained permission for him to go across field in May so his quote doesn't need to include transportation across the field. He has had no response.

#### **14. FUTURE OF LENGTHSMAN SCHEME**

Report by the clerk sharing a letter from Lengthsman coordinator on the termination of the scheme. Cllr Pollard reported at the meeting that SPC would be opting out of the scheme, but scheme is coming to an end anyway.

#### **15. DEFIBRILLATOR DECISION**

The clerk submitted a report informing members that the defibrillator is currently at the School hall awaiting installation by electrician. Electrician has called to say he can fit the defibrillator to the wall and connect to the electrics as it is similar to a few he has done already; however he hasn't opened the operating manual, NWSA/first aiders normally come out and do this, and set up code. He is willing to do free of charge for parish, but has just requested if he can mention the work on his social media to show diversity of the work he does. School will check defibrillator, and register it with the Circuit.

RESOLVED THAT COUNCIL: Instruct electrician to install and permit to mention work on social media. Put notice on website and Facebook once defibrillator is up and running.

#### **16. BLACKBURN DIOCESE BIG MISSION WEEKEND**

Report from the clerk on Blackburn Diocese's Big Mission Weekend in September 2026, and specifically Rev Sue's requests to organise a parish walk and put up a peace pole in the community garden.

RESOLVED THAT COUNCIL: Check if peace pole will fit in Christmas tree fitting hole. Inform Rev Sue that SPC are happy to go ahead and support this for this event and check time frame for the peace pole (a fortnight to a month is agreeable).

#### **17. MOTION TO VOTE IN FAVOUR OF SENDING A LETTER TO LCC COUNCILLORS ON FUNDING FOR THE EXTENSION OF THE MARTHOLME GREENWAY**

Cllr Pollard submitted a letter to LCC outlining funding available to support the extension of Martholme Greenway. There is some disagreement to the wording in the letter of the positive responses to the Greenway Question. To clarify, out of all the parish plan questionnaire responses, 77 responded to say yes, they would like an extension to the Martholme Greenway, 24 said no, the rest abstained (total responses 133).

Cllr Pollard removed himself from the room for the discussion and took no part in this or the decision.

Cllr Duckworth asked who 3 landowners are in question, if they are in Read this is a Read issue, and SPC should be sharing this with Read. (to our knowledge 2 out of 3 landowners objecting to the greenway aren't in Simonstone). Simonstone's letter only needs to concern the landowner from Simonstone.

Cllr Hampson suggested that there are conflicts around the room, which was met with objections. Cllr Hampson also suggested grammar and punctuation in the letter needs addressing. Cllr Hampson concerned that this letter has been raised by secretary of Martholme Greenway, and objects to this. Cllr Hampson also objects to the phrasing of the cycleway, as people were asked if they want an extension to the greenway and not the cycleway route. This should be revisited with a question on Facebook.

It was highlighted that SPC supported the motion to contact LCC on this matter in the previous meeting, and now we are adjusting the letter for Simonstone landowners.

The exact route of the greenway/cycleway was under debate. The route is dedicated as a cycleway by LCC, we are just reminding them of this in this letter Landowner concerns have been around security. Cycleway 685 ends at bypass A608 and doesn't cross the road. Extension is proposed by Sustrans. Land behind Time Technology is fenced off, but it is clear on development planning permission that cycleway is there.

Cllr Hampson raised concerns over paragraph 1-3 which states that the Martholme Greenway is designated, it is not. The extension is a different route according to Cllr Hampson. The route of the Martholme Greenway is not strategic route 3.

Cllr Hampson proposes that letter, as it is, does not go forward at this time but we seek to clarify factual corrections and present at a different meeting. Chair has proposed to ask secretary of Martholme greenway to go away and check facts, show on plans and draft their own letter to LCC, showing us and asking us to support Simonstone specifically. Read should do the same but only relating to Read Parish concerns. Named vote: all councillors present happy with decision (Cllr Pollard did not take part in vote).

RESOLVED THAT COUNCIL: Action all councillors to check route records on active travel map by LCC to ascertain exact route of Greenway and cycle route, so any reference to these routes is correct.

**18. ARRANGEMENTS FOR ANNUAL MEETING/ANNUAL GENERAL MEETING**

Proposed annual meeting on 7<sup>th</sup> may in two parts as done in the past. No elections in Ribble Valley, but if one put forward may have to reconsider

**19. PLANNING REPORT.**

The clerk submitted a report on the relevant planning applications that had been submitted since the last Council meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

[https://www.ribbonvalley.gov.uk/weekly\\_lists](https://www.ribbonvalley.gov.uk/weekly_lists)

3 applications received:

3/2025/0982 Planning Permission to remove and replace roof tiles, replace windows which are beyond repair, re-pointing, re-lay paths and improve surface water management, renew rainwater goods where required and reinstate historic windows.

3/2025/0983 Listed Building Consent to reinstate the dwelling into one.

3/2026/0024 Proposed first floor extension above existing attached garage

A planning notice appeal was also received (APP/T2350/C/25/3376953)

Notice of a site submission for houses behind tennis courts – Cllrs reported that they couldn't get on to the map to view.

RESOLVED THAT COUNCIL:

Note the report and respond to planning department with comments (no comments or objections received for 3 planning applications and planning notice. SPC has not been asked to comment on housing development site submission at this stage).

**20. CRIME FIGURES.**

The Clerk submitted a report updating members on the latest crime statistics up to February 2026 as provided by PCSO Katie Ferguson.

Still a low crime area. Thanks to clerk for crime figures.

RESOLVED THAT COUNCIL:

Note the report (Crime figures spreadsheet in Appendix II).

**21. CONSIDERATION OF MATTERS NOT ON THE AGENDA.**

None.

**22. BOROUGH COUNCILLOR REPORT**

Nothing to report

**23. ITEMS FOR NEXT AGENDA.**

1. Appointment of Data Protection Officer
2. Selection of officers
3. Annual report
4. Accounts. Cllr Hampson suggested that Cllr Peat has a conflict of interest appointing an auditor that he trained 40 years ago. Cllr Finn proposed we note Cllr Hampson's concerns and vote on it anyway as the auditor needs appointing before May. Cllr Finn proposes we continue with the same auditor, Cllrs Finn, Pollard, Vaughton, McKelvey, and Duckworth voted in favour except for Cllr Hampson (Cllr Peat abstained).

**24. FUTURE MEETINGS 2026: 7 MAY (ANNUAL MEETING/ANNUAL PARISH MEETING), 2 JULY, 3 SEPTEMBER 2026.**

RESOLVED THAT COUNCIL: Agree that the next meeting would take place on 7 May 2026.

*Dr Anna Haines*

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

DRAFT

Appendix I: Finance Report January-February 2026.

<b>January and February 2026 Account reporting</b>		
<b>Payments</b>		
Date	Item	Amount
02/01/26	Easy websites	£ 62.04
07/01/26	BP to Little Green bus SPC Donation	£ 150.00
13/01/26	BP to USE IT Computers SPC49409	£ 4.20
13/01/26	BP to USE IT computers SPC49558	£ 19.56
14/01/26	BP to Defibshop	£ 1,608.00
15/01/26	Clerk salary - Anna Haines Jan	£ 801.10
15/01/26	Clerk tax and NO Jan 2026	£ 3.52
31/01/26	Service charge	£ 6.00
02/02/26	Easy websites	£ 62.04
04/02/26	BP to Higher Trapp PP meeting	£ 40.00
09/02/26	BP to Dacid Scott Mar and Sept bus shelter cleaning	£ 120.00
12/02/26	BP to USE IT computers SPC49765	£ 4.20
12/02/26	Clerk salary - Anna Haines Feb	£ 408.50
12/02/26	BP to Use IT computers SPC49898	£ 19.56
28/02/26	Service charge	£ 6.00
<b>Total</b>		<b>£ 3,314.72</b>
<b>Receipts</b>		
Date	Item	Amount
31/01/2026	Interest on savings account	£ 70.19
<b>Total</b>		<b>£ 70.19</b>
<b>Bank accounts</b>		
	Unity Current:	£ 694.69
	Unity Savings:	£ 10,581.12
	<b>Total</b>	<b>£ 11,275.81</b>
	Balance brought forward	<b>£ 14,520.34</b>
	Difference from previous month	-£ 3,244.53
<b>Bank reconciliation</b>		
	Receipts - Payments	-£ 3,244.53
	Difference from previous month	-£ 3,244.53
	Do these amounts match?	YES

		Actual Income													
	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	
RVBC Precept	Precept	9,000.00												9,000.00	
HMRC VAT Return	VAT Repay	1,004.66												1,004.66	
RVBC Grants	Grants	500.00	150.00							250.00				900.00	
Concurrent Funding	Grants						396.00							396.00	
Other Grants	Grants							469.45						469.45	
Bank interest	Bank							10.93			70.19			81.12	
Tax rebate/refund	Rebates, refunds and switches													0.00	
Account switch	Rebates, refunds and switches							9,208.16						9,208.16	
<b>Totals:</b>		<b>10,504.66</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>396.00</b>	<b>9,688.54</b>	<b>0.00</b>	<b>250.00</b>	<b>70.19</b>	<b>0.00</b>	<b>0.00</b>	<b>21,059.39</b>	

		Actual Expenditure															
	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Budget	Rem.	
Clerk Salary	Admin. Exp.	342.20	343.20	343.20		909.67	352.30	352.50	386.15	436.75	801.10	408.50	394.55	5,070.12	4,657.87	-412.25	
HMRC Income Tax	Admin. Exp.			171.60	85.80			0.00	197.98	55.86	3.52		0.00	514.76	257.4	-257.36	
Clerk Expenses	Admin. Exp.						13.62	24.69	2.78	13.58			12.00	66.67	87	20.33	
Payroll services	Admin. Exp.						72.00	0.00	72.00	0.00			0.00	144.00	144	0.00	
Use-It	Admin. Exp.	44.12		23.76		71.28	43.32	4.20	23.76	23.76	23.76	62.04	31.00	351.00	368.48	17.48	
Easy Web/web site	Admin. Exp.	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	62.04	23.76	55.44	640.20	665.28	25.08	
Training	Admin. Exp.	249.62						144.00		0.00			0.00	393.62	249.62	-144.00	
Audit	Admin. Exp.			125.00				0.00		0.00			0.00	125.00	125	0.00	
ence fees/subscriptions	Admin. Exp.							0.00		0.00			0.00	0.00	50	50.00	
Insurance	Admin. Exp.		234.61					0.00		0.00			0.00	234.61	234.61	0.00	
Bank charges	Admin. Exp.	6.00	6.00	6.00	6.00	6.00	12.00	12.00	6.00	6.00	6.00	6.00	6.00	84.00	72	-12.00	
Room Hire	Admin. Exp.	200.00				45.00		0.00				40.00	0.00	285.00	250	-35.00	
Other admin	Admin. Exp.							248.00						248.00	144	-104.00	
RVBC Bins	Amenity Exp.	540.79						0.00		0.00			0.00	540.79	0	-540.79	
enghthsmen/Other Maint	Amenity Exp.			2,197.50				0.00		0.00			100.00	2,297.50	1225	-1,072.50	
Defrib./Bus Shelter	Amenity Exp.	150.00						0.00		0.00	1,608.00	120.00	0.00	1,878.00	150.00	-1,728.00	
Other amenity	Amenity Exp.			50.00		21.90		702.00		0.00			50.00	823.90	500.00	-323.90	
Grants/contributions	Sundry Exp.			60.00		375.00		0.00	150.00	0.00	150			735.00	500	-235.00	
Remembrance/Other	Sundry Exp.						100.00	27.50	30.00	0.00				157.50	500	342.50	
Christmas	Sundry Exp.					50.00	6.53	0.00	544.60	15.98				617.11	500	-117.11	
<b>Totals:</b>		<b>1,588.17</b>	<b>639.25</b>	<b>3,032.50</b>	<b>147.24</b>	<b>1,534.29</b>	<b>655.21</b>	<b>1,570.33</b>	<b>1,468.71</b>	<b>607.37</b>	<b>2,654.42</b>	<b>660.30</b>	<b>648.99</b>	<b>15,206.78</b>	<b>10,680.26</b>	<b>-4,526.52</b>	



Appendix II

The table below shows the crime statistics for various months. The category previously listed as 'road' has been split into 'road-related offence' and 'road traffic collision'.

Period	Category													Total
	Burglary	Drugs	TFV	Road-related offence	Road traffic collision	Robbery	Theft	DTV	Assault	ASB	Public order offence	CD	Other	
Feb '25			1	1	1		1				1			5
Jan '25	1			1	2		2		1	4		1		12
Dec. '25	2				3		1		1	1				8
Nov. '25					3		1		2	0	1	2		9
Oct. '25	1			1	1				4			1		8
Sept. '25	1		1	1			1		1			1		6
August '25	1			1	1		4		1	1		2	1	12
July '25		1	1		1				1					4
June '25				3	1		2		2					8
May '25	1			1	5		1		3					11
April '25				2	3		1			4				10
March '25			1	4	1					4				10
Feb. '25			1	2	2		1							6
January '25								1	2	1				4
Dec. '24		1		1	4		1							7
Nov. '24				3						1				4
October '24				2	3		1			1		2		9
Sept. '24								1	1			1		3
August '24				4				1						5
June '24							1			4				5
April '24	2	1	1											4
October '23	1			1		1	2							5
August '23				1			1	1						3
July '23	1		1				2	2	1	1				8
June '23	1						1		3				1	6
May '23	1		1						1	2		1		6
<b>Total:</b>	<b>13</b>	<b>3</b>	<b>8</b>	<b>29</b>	<b>31</b>	<b>1</b>	<b>24</b>	<b>6</b>	<b>24</b>	<b>24</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>178</b>

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