# SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

## **Parish Council Meeting – Minutes**

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

## 24/09/05/

#### 1. APOLOGIES FOR ABSENCE.

Cllr. Duckworth sent his apologies.

#### 2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 11 JULY 2024.

The minutes were approved and signed by the Chair.

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

There were no declarations of interest.

#### 4. PUBLIC PARTICIPATION.

The Chair welcomed PCSO Katie Fergusion who updated members on the latest crime statistics, which included speeding traffic and fly tipping, Katie also noted that Simonstone is a low crime area, and the most recent problems had been caused by fallen trees.

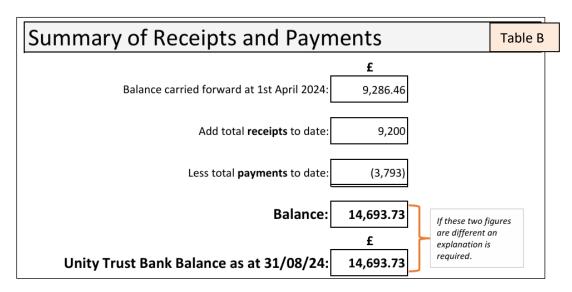
#### 5. FINANCE REPORT.

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

#### **RESOLVED THAT COUNCIL:**

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

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



#### 6. WEBSITE POLICY.

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

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

#### **RESOLVED THAT COUNCIL:**

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

#### 7. VEXATION COMPLAINTS POLICY.

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

The Clerk stated that the policy is adapted from the SLCC (Society of Local Council Clerks) Model Document and is intended to identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious, and suggests ways of responding to such situations.

#### **RESOLVED THAT COUNCIL:**

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

#### 8. UNITY TRUST BANK.

The Clerk submitted a report requesting members to consider those councillors that can access the Council's Unit Trust Bank account and those that also have the authority to approve payments.

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

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

#### **RESOLVED THAT COUNCIL:**

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

#### 9. LALC RIBBLE VALLEY AREA COMMITTEE - NOMINATIONS.

The Clerk submitted a report requesting members to consider nominations to the Ribble Valley Area Committee. Members were reminded that each year Simonstone Parish Council pays a subscription to become a member of LALC. (Lancashire Association of Local Councils). Each LALC member is then eligible for membership of the local Area Committee and each Parish/Town Council can be represented by three people, one of whom may be the clerk, to attend Area Committee meetings, to speak and vote.

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

#### RESOLVED THAT COUNCIL:

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

#### 10. FESTIVE LIGHTING.

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

Members were reminded that at their meeting on 9 May 2024 they agreed expenditure of no more than £3,000 for the purchase of festive lights. The original intention was to place these lights on street lighting columns, however, after establishing the costs of such installations it had become apparent that this would be too expensive and Cllr. Vaughton and Norse have been looking at other options and now consider that the installation of a Nativity display in the Parish Garden along with additional lighting would make an excellent festive display.

#### **RESOLVED THAT COUNCIL:**

- a. Approve the installation of a Nativity display and additional lighting in the Parish Garden.
- b. Approve that the money (or a proportion of it) allocated for street festive lighting can be used for the purpose as set out in the report.
- c. Request Cllrs. Vaughton, Norse and Finn (check current electrical installation) make the necessary arrangements.

#### 11. SPIDS.

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

#### 12. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

The Clerk submitted a report updating members on actions from recent meetings. The Clerk noted that most of the actions had been completed or where in the process on being completed.

**RESOLVED THAT COUNCIL:** 

Note the report.

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

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

**RESOLVED THAT COUNCIL:** 

Note the update.

#### 14. PLANNING REPORT.

The clerk submitted a report on the relevant planning applications that had been submitted since the last Council meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below: <a href="https://www.ribblevalley.gov.uk/weekly\_lists">https://www.ribblevalley.gov.uk/weekly\_lists</a>

RESOLVED THAT COUNCIL:

Note the contents of the report.

#### 15. COUNCILLOR REPORTS

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

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

#### **RESOLVED THAT COUNCIL:**

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

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

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

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

#### **RESOLVED THAT COUNCIL:**

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

### **Future Meetings:**

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

Signed by the Chair for the meeting:  $\mathbb{D}$ ,  $\mathbb{P}eat$  Date: 03/10/2024

A signed copy is on file.

