

SIMONSTONE PARISH COUNCIL

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Parish Council Meeting – Minutes

Date:	9 May 2024		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat (Chair), A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard and M. Vaughton.		
In attendance:	Clerk to the Council (Mike Hill), Borough Councillors: G. McCrum and M. Peplow, two representatives from the local primary school and three parishioners.		
Meeting started:	19:00	Meeting closed:	21:00

24/05/09/

1. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor S. Finn.

2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 4 APRIL 2024.

The minutes presented were missing several items and will be re-presented at the next meeting of the Parish Council.

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

There were no declarations of interest.

4. PUBLIC PARTICIPATION.

The Chair welcomed two representatives from the local primary school who informed members of the road safety issues encountered by pupils at the start and end of the school day.

The Chair also welcomed two members of the public who expressed their concern regarding the proposed Read and Simonstone bypass.

RESOLVED THAT COUNCIL:

- Request the Clerk and Cllr. Hampson to review the issues submitted to the Road Safety Working Group and see if they can be re-prioritised and or updated, to included measures which could mitigate the road safety issues faced by pupils.
- Request Cllr. Hampson to upload the 2024 Bypass Funding Bid to the Parish Council Website and provide links to it from the Council's social media channels.

5. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

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

Table a:

Schedule of Payments to be considered for approval.								
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		April Collinson	Clerk Salary	7.20	0.00	7.20	10/05/24	Admin. Exp.
2		Sabden Parish Council (2023/24)	Contribution to Lengthsman Scheme	216.00	0.00	216.00	10/05/24	Amenity Exp.
3		Sabden Parish Council (2024/25)	Contribution to Lengthsman Scheme	300.00	0.00	300.00	10/05/24	Amenity Exp.
4	02/2024/pc	Clr. Peat	Reimbursement	15.00	0.00	15.00	10/05/24	Admin. Exp.
5	ZA002481	Information Commissioners Office	Annual Subscription	40.00	0.00	40.00	10/05/24	Admin. Exp.
6	532364129	Zurich Municipal	Insurance renewal	267.88	0.00	267.88	10/05/24	Admin. Exp.
7	34986/39689	Use-It Computers	Maint and Support and Office 365	17.26	2.88	14.38	10/05/24	Admin. Exp.
8		Read Parish Council	Contribution to running costs of Read Playground 2024	375.00	0.00	375.00	10/05/24	Sundry Exp
9	39873	Use-It Computers	Maint. and Support	2.50	0.42	2.50	10/05/24	Admin. Exp.
10	40047	Use-It Computers	Maint. and Support (April)	14.76	2.46	12.30	10/05/24	Admin. Exp.
Totals:				1,255.60	5.76	1,250.26		

Table b.

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:	(195)
Balance:	17,491.69
	£
Bank Balance as at 29/04/24:	17,491.69
If these two figures are different an explanation is required.	

6. EMAIL AND WEBSITE HOSTING.

The Clerk submitted a report asking members to approve the implementation of bespoke email addresses for the Clerk and all councillors and to change the Council's website hosting service provider.

The report noted that currently, councillors use their own private, personal email addresses, and the clerk uses a basic Gmail account.

RESOLVED THAT COUNCIL:

Agree to:

- Implement a new website and bespoke email addresses as set out in the report.
- Authorise the Clerk to place an order with Easy Websites for the above.
- Amend the Council's 2024-2025 budget, to cover the annual cost of implementing the changes.

7. INTERNET BANKING.

The Clerk submitted a report seeking approval to switch banks and move to Internet banking.

Members were reminded that for some time they had been considering moving to Internet banking and that the current Clerk had migrated several parish councils to Internet banking, and in each instance, this had been carried out successfully with a move to the Unity Trust Bank plc.

Unity Trust, provide specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector.

RESOLVED THAT COUNCIL:

Authorise the Clerk to start the Switching process from Barclays Bank to Unity Trust Bank on the terms as set out in the report.

8. RVBC 50-YEAR ANNIVERSARY.

The Clerk updated members on the offer from RVBC (as part of their 50-Year anniversary celebrations) to provide a Giant Redwood Tree to all parishes within the Ribble Valley.

RESOLVED THAT COUNCIL:

- a. Accept the offer and authorised the Clerk to inform RVBC.
- b. Agree for members to consult with landowners and confirm to the Clerk a preferred location.

9. GRANT REQUESTS.

Cllr. Hampson provided an update on a 'Grant Request Application Form' which the Council could use to assess any grant request, such as that recently received from Easi-Beats, a local banjo and ukelele band.

RESOLVED THAT COUNCIL:

Agree that:

- a. Cllr. Peat to provide a suitable 'Current Financial Status' question to Cllr. Hampson, for inclusion into the Application Form.
- b. The Parish Council require a Grant Policy to accompany the Application Form.
- c. A revised Application Form and Grant Policy to be submitted by the Clerk to a future meeting of the Parish Council.
- d. The Clerk will inform Easi-Beats on the status of their application.

10. NEW BENCH.

Cllr. Pollard submitted a report asking members to approve the purchase of a commemorative bench as set out in the report.

RESOLVED THAT COUNCIL:

- a. Agree expenditure of no more than £800 for the purchase and installation of a Thorneyholme Bench from Ark Plastics with engraved text.
- b. Authorise the Clerk to place the order with Ark Plastics.
- c. Request the Cllr. Pollard to contact Ark Plastics regarding an amendment to the engraved text.
- d. Agree that the Clerk and Cllr. Pollard will liaise on the proposed location and report back to Council.

11. UPDATE ON WASTE BINS.

Cllr. Duckworth updated members on the requirements for waste bins.

RESOLVED THAT COUNCIL:

Request the Clerk to contact RVBC regarding larger bins for the laybys on the A671 and an additional bin at Whins Lane.

12. SCOPING DOCUMENT FOR ELECTRIC VEHICLES.

Cllr. Duckworth updated members on the provision of EV charging points.

RESOLVED THAT COUNCIL:

Request the Clerk to inform LCC that the Parish Council is considering two locations within the parish for EV charging points.

13. PARISH PLAN.

The Working Group provided an update on the Parish Plan.

RESOLVED THAT COUNCIL:

Note the verbal update.

14. FESTIVE LIGHTS.

Cllrs. Vaughton and Norse submitted a report updating members on the progress to date.

The Report noted that all the work and research had been carried out in accordance with the document issued by LCC "*Guidance for the attachments to street lighting columns.*"

RESOLVED THAT COUNCIL:

- a. Approve expenditure of no more than £3,000 for the purchase of festive lights.
- b. Request Cllrs. Vaughton and Norse to get quotes for installation, and storage of the lights.
- c. Request Cllrs. Vaughton and Norse to look at available grants.

15. LENGTHSMAN SCHEME UPDATE.

Cllrs. Pollard and Duckworth informed members that two new Lengthsman were now in place .

RESOLVED THAT COUNCIL:

- a. Note the update.
- b. Request Cllr. Duckworth to contact Sabden Parish Council regarding the Council's actual expenditure so far this year.

16. PLANNING REPORT.

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

https://www.ribblevalley.gov.uk/weekly_lists

RESOLVED THAT COUNCIL:

Note the contents of the report.

17. INSTALLATION OF A NEW NOTICEBOARD.

Cllr. McKelvey updated members on installation of the new noticeboard.

RESOLVED THAT COUNCIL:

Note the update.

18. BOROUGH COUNCILLOR REPORT.

Cllr. Peplow's report is available on the Council's website.

RESOLVED THAT COUNCIL:

- a. Thanked Cllr. Peplow for his comprehensive report.
- b. Request the Clerk to contact RVBC and LCC and ask them if there is any scope for mowing/grass-cutting scheduled for May/early June being put back to later in the year.

19. LATEST CRIME FIGURES.

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

RESOLVED THAT COUNCIL:
Note the report.

20. EXTERNAL MATTERS.

The Clerk submitted a report updating members on Parish Council Liaison Meeting which was held on 11 April 2024 and attended by Cllr. Peat.

RESOLVED THAT COUNCIL:
Note the report.

21. PROW AND KISSING GATE INSTALLATION.

Cllr. Pollard provided a verbal update on the installation of Kissing Gates.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to add the matter as an Agenda Item to a future meeting of the Parish Council.

22. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

Matters concerning bus shelter cleaning and the location of Safe Lane Signs were discussed.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact LCC regarding the cleaning of bus shelters.
- b. Request the Clerk to contact the landowners where the locations for the signs have been identified.

Date of next meeting:

30 May 2024:

- Annual Parish Meeting – 19:00
- Annual Meeting of the Parish Council – 19:30