

SIMONSTONE PARISH COUNCIL

www.simonstone-pc.gov.uk

Members of Simonstone Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Thursday 07 May 2026 at St. Peters School Church Hall, Simonstone commencing at 7.45pm.

Annual Meeting of the Parish Council

- 1. Apologies for absence.**
- 2. 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.
- 3. To elect a Chair for the next 12 months.**
- 4. To elect a Vice Chair for the next 12 months.**
- 5. For Chair to sign the Declaration of Acceptance of Office Form.**
- 6. Appointments and Nominations for Parish activities:**
 - 6.1 To appoint an internal auditor for the next two years.
The current auditor is David Swift – appointed for 2026 and 2027 on 22 May 2025.
 - 6.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently Cllrs. Peat and Hampson.
 - 6.3 To appoint two representative(s) to LALC.
Currently Cllrs. Peat and Hampson.
 - 6.4 Liaison with Borough and County Councillors.
Currently carried out by Cllr. Peat.
 - 6.5 Coordination of planning comments.
Currently Dr Anna Haines.
 - 6.6 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.
Currently carried out by Cllr. Duckworth.
 - 6.7 Activities involving LCC Highways and Street Lighting, reporting defects etc.
Currently Cllr. Hampson.
 - 6.8 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.
Currently Cllr. Duckworth.
 - 6.9 Coordination and liaison with other parish councils, social groups, and coordinating Christmas activities.
This task is currently being carried out by Cllrs. Finn, and Vaughton.
 - 6.10 Website Update.
This task is currently being carried out by the clerk and Cllrs. Finn and Hampson.
 - 6.11 Update Social Media (including Facebook).
This task is currently being carried out by Cllrs. Vaughton and Hampson.

- 6.12 Produce a Parish Council Newsletter.
Task currently allocated to Cllr. Hampson for summer production.
- 6.13 Data Protection Officer.
Nominees required.

7. Minutes of the Annual Meeting of the Council held on 22 May 2025.

Approved at the July 2025 Parish Council meeting.

Parish Council Meeting

8. Public participation. To receive questions and comments on any agenda item.

This 15-minute session (time-limit of five minutes per item/per person) provides members of the electoral 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.

9. To approve minutes of the Council meeting held on 5 March 2026.

ITEMS for DECISION:

10. Audit and Financial Matters:

- 10.1 To approve as a correct record the Financial Statements to 31 March 2026 and to note the internal auditors' report. Enclosed.
- 10.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2025/2026. Enclosed
- 10.3 To authorise the Chair to sign Section 1: AGAR 2025/2026. Enclosed.
- 10.4 To authorise the Chair to sign Section 2: AGAR 2025/2026. Enclosed.
- 10.5 Finance Report to 30 April 2026. Report of the Clerk (to be circulated following month end statements) 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.

11. Review the Council's Policies, Procedures, Registers and Regulations.

All documents are available on the Council's website.

1. Asset register
2. Standing Orders.
3. Council's Registration with the Information Commissioners Office (19 May 2027).
4. Insurance policy, including employers' and public liability(26/27 insurance quote enclosed)Code of Conduct
5. Grants Policy
6. Social Media Policy
7. Website Policy
8. Vexations Complaints Policy
9. Complaints Procedure
10. Data Protection Policy
11. Draft CCTV Policy
12. Draft Financial Standing Orders (enclosed)

- 12. Approve meeting dates for 2026-2027.** (Suggested dates):
2026: 2 July, 3 September and 5 November. 2027: 7 January and 4 March
- 13. Parish Plan 2026 (enclosed).**
 - 13.1 To Approve the Parish Plan
 - 13.2 To authorise distribution among appropriate authorities
- 14. Peace pole.** Report from the clerk confirming that this is to be a permanent fixture if placed in the Parish Gardens.
- 15. Notice board repairs.** Report from the clerk requesting purchase of a new noticeboard on Whalley Road at Parish Gardens.
- 16. Defibrillator.** Update on installation status.
- 17. School Footpath:** Report of the clerk (enclosed) summarising the Footpath Use of Evidence Forms returned, risk assessment, comments by Simonstone School.
- 18. School Transport Costs:** Report from Cllr Hampson following correspondence with parish.
- 19. Lamplight Progress:** Report from Cllr Hampson on lamplight ceremony proceedings.
- 20. CCTV:** Report from the clerk (enclosed) on the latest CCTV installation.
- 21. Letter to Lancashire County Councillors on LCWIP funding:** Report from Cllr Pollard (enclosed) providing clarity on Martholme Greenway and surrounding cycleway routes, with letter to LCC on funding.
- 22. Lengthsman quote for bench by river Calder:** Report from the clerk (enclosed) outlining costings.
- 23. HGV and tractors driving along Simonstone Lane:** Report from the clerk (enclosed) on resident's complaints of HGV's driving along unsuitable routes.
- 24. Reports from External Meetings:** including Parish plan community energy scheme (report from the clerk enclosed).
- 25. Planning Report.** Report of the Clerk (enclosed) for members to consider planning matters since the previous meeting, including major housing development.
- 26. Crime Figures.** Report of the Clerk (enclosed) to update members on the latest crime figures for the area.
- 27. Consideration of matters not on the agenda.** An opportunity for the Clerk and members to provide updates, raise matters and suggest items for future meetings.
- 28. Borough Councillors Report.**
- 29. Items for Next Agenda.**