

Meeting of Balderstone Parish Council held on Wednesday 19th May 2021 at Mellor Brook Community Centre, starting at 7.30pm.

Present : Cllrs. J.Evans (Chairman) K. Barker, S. Brunskill, J. Greenwood, P. Singleton.

Also in attendance: RV Borough Cllr. Robin Walsh, LCC Cllr. Schofield (part of the meeting), 4 members of the public for whom contact details were recorded for Covid Track & Trace purposes and the Interim Acting Parish Clerk.

- 1. To receive and approve apologies for absence Cllrs. Everett & Singleton**
 - 1.1 **RESOLVED to accept and approve those apologies.**

- 2. To receive declarations of pecuniary or personal interest**
 - 2.1 Cllrs. Evans & Greenwood Declared Interest in Item 7b, as both are School Governors

- 3. Adjournment for Public Session (Max 5 minutes per person)**
 - 3.1 Residents attended to again express concerns regarding antisocial behaviour and late opening at Feildens Arms. Residents were asked for specific dates and times for details of incidents & Acting Clerk was asked to again write in strong terms to RV Licensing, copy to Police. It was noted that without evidence, any changes in the licence were unlikely to take place.
 - 3.2 In response to a query from a resident, Chairman explained that the owner of the notice board on the wall at Feildens Arms had not been identified, despite numerous enquiries.

- 4. To resolve to confirm and approve the Minutes of the Parish Council Meeting held on 30 September 2020**
 - 4.1 Following minor amendments to the date of the previous meeting at point 5 and to the planning reference at point 6.1 of the Minutes of the Meeting held on 30 September 2020, it was
RESOLVED that the Minutes of the Parish Council Meeting held on 30 September 2020 be approved & these were duly signed.

- 5. Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY 5.1**
 - Members were informed that the bench at Spade Bridge was provided by Parish Council approximately 5 years previously.

- 6. To consider any response to be made to Planning Applications**
 - a) Following the request from Samlesbury & Cuedale PC, and under Emergency Powers, members have expressed a wish to submit an objection to LCC against the Sand & Gravel Extraction at Lower Hall Farm, Samlesbury Ref LCC/2021/0012 : *Draft submission to be circulated prior to the meeting for approval or otherwise*
 - 6.1 A draft letter of objection to the proposed quarry at Lower Hall Farm, Samlesbury in support of
Samlesbury & Cuedale Parish Council had been circulated and it was
RESOLVED that the letter be sent on behalf of Balderstone Parish Council

7. To consider and approve the Accounts, & Balances since 01 April 2021

- a) To consider items with potential costs as part of agreed Budget for 2021/22 financial year
 b) To consider and approve the installation of a notice board in school car park area of Parish (further to Minute 17.1 of 04 March 2020 Minutes)

7.1 Members approved that a Working Party be set up to look into the costs of improvements which were part of Budget 2021/22. Cllrs. Evans & Greenwood agreed to carry out this task & to ask Cllr. Everett to work with them.

7.2 The potential notice board at Balderstone School & Church car park was deferred. Interim Acting Clerk was asked to check on legislation for Parish Council powers & any potential planning constraints.

7.3 It was noted that current Bank Balance was £9,745.27
 Invoices put forward for payment were:

• E & SM Consulting Ltd (Internal Audit to 31.03.21	£60.00	Cheque 000043
• Mellor Brook Community Centre (Hire 19.05.21)	£24.00	Cheque 000044
• Int Acting Clerk salary April 2021	£83.20	Cheque 000045
• Clerk – office expenses to date	£45.34	Cheque 000045

RESOLVED that the above payments be approved & bank balance noted.

£9532.73

8. To consider, review and approve all current Parish Council policies, with amendments where appropriate

a) **Code of Conduct, Standing Orders, Asset Register, Financial Regulations, Complaints Procedure, General Data Protection Policy, Grants Policy & Accessibility Statement**

b) **To consider and approve the Internal Auditor's Report to 31 March 2021**

c) **To consider and approve the Annual Governance Statements to 31 March 2021**

d) **To consider and approve the Annual Financial Statements to 31 March 2021**

e) **To consider and approve the Exemption for External Audit to 31 March 2021**

f) **To consider and approve the Period for the Exercise of Public Rights between Monday 14 June 2021 & Friday 23 July 2021 inclusive. (These documents will be circulated prior to the meeting)**

8.1 Consideration in full of all Parish Council policies, including Standing Orders & Code of Conduct were deferred to the following Meeting. Cllr. Barker agreed to review all Policies & report back.

8.2 The Internal Auditor's Report to 31 March 2021 had been circulated and had no Matters of Significance. It was therefore

RESOLVED that Internal Auditor's Report to 31 March 2021 be approved.

8.3 Annual Governance Report was considered in detail and completed. It was then

RESOLVED that Balderstone Parish Council Annual Governance Report to 31 March 2021 be approved.

8.4 Financial Statements to 31 March 2021 had been completed and circulated to Members. It was

RESOLVED that Balderstone Parish Council Financial Statements to 31 March 2021 be approved.

8.5 Members noted that Balderstone Parish Council met the criteria for Exemption for External Audit & **RESOLVED that Balderstone Parish Council approve the Exemption for External Audit to 31 March 2021.** Cllr. Barker asked that it be noted: she wished to seek an External Audit at a cost of £240.00, but this did not receive support, as the Parish Council met the Exemption criteria.

8.6 Members noted the recommended dates for the Exercise of Public Rights and it was **RESOLVED that the Period for the Exercise of Public Rights be between Monday 14 June 2021 & Friday 23 July 2021 inclusive** Interim Acting Clerk was asked to deal with submissions to External Auditor & publication requirements.

9. To consider and approve a Communications Policy for Balderstone Parish Council, and Publication Scheme in addition to any other Policies deemed necessary.

9.1 This Item was deferred to a future meeting.

10. To consider and approve the editorship, format, content and costs for a Parish Council Newsletter

10.1 Members considered that a Newsletter would be useful in communicating with residents, across the Parish. Information including bus times could assist residents, in addition to Parish Council business. A draft version was to be created, envisaged as A4 format folded to A5 size. All Cllrs. were asked to supply copy to Acting Clerk to collate & she would investigate printing costs with RVBC. Distribution could be mainly by Cllrs, possibly posting to outlying residents. A trial print run of 500 was considered sufficient, however no budget was approved.

11. To consider and approve any improvements to be carried out to footpaths in the Parish utilizing the £500 grant from LCC Public Rights of Way grant.

11.1 Members noted that some stiles needed repair. Chairman offered to speak to a Member of Wilpshire PC, as that Parish Council has carried out this type of work. Members were reminded that £500 Grant is from LCC Public Rights of Way Team & may only be spent on footpaths, not benches. Acting Clerk had a contact with North Pennines Footpaths Group, who had carried out Footpath survey work, which may include Balderstone. *Stuart and Jonathan to feed back on paths*

12. To consider and approve any agenda items for the next RVBC Parish Council Liaison Meeting 12.1

Cllr. Barker had circulated a proposal regarding a cohesive approach to improve the various anti social behaviour issues in certain areas of the Parish. Following discussion and amendments, it was **RESOLVED that Cllr. Barker's proposal be put to RV Parish Liaison next meeting & that Cllr. Barker address the Meeting on behalf of Balderstone Parish Council.** (to LALC not on agenda but discussed)

13. To receive any reports from Meetings:

a) **Any County Council Meetings following Election on 06 May 2021** County Cllr. to report) 13.1 LCC Cllr. Schofield had left the meeting and no Report was received.

b) **Ribble Valley Borough Council Meetings** (Borough Cllrs. to report)

13.2 RV Cllr. Brunskill reported on changes following May 2021 Elections and that she had passed over the role of Ribble Valley Mayor to Cllr. Tony Austin. Meetings were again taking place face to face, with Covid regulations being followed. Cllr. Brunskill is now a Member of Community Services, Licensing & Planning Committees, with Cllr. Walsh being a Member of Licensing, Parish Council Liaison & Health & Housing Committees. Cllr. Brunskill then reported that, during her prolonged term as Ribble Valley Mayor whilst Covid had made major changes for the last year, she had been able to carry out fundraising which had been donated to a number of local groups, including Mellor Juniors Football Club, Clitheroe Dolphins Junior Swimming, Longridge Junior Band & The Little Green Bus Company. She had enjoyed her prolonged Mayoral role which had been a privilege & Members congratulated her on this honour.

14. To consider and approve any actions regarding the Vacancy for Parish Clerk

14.1 Members considered this to be a Staff Matter & therefore

Resolved to exclude Press & Public from this item of the agenda, due to the confidential & sensitive nature of the item. Members of the public then left.

14.2 Members noted that the suggested Interview Date was originally 12th April 2020 and this item had again been deferred, due to Covid. In response to a query, Interim Acting Clerk agreed to carry out a handover to the appointee. Members considered that it was now an appropriate time to re-advertise and **RESOLVED to re-advertise the position of Parish Clerk / Responsible Finance Officer on the basis as previous, with all correspondence to be dealt with initially by Interim Acting Clerk.**

15. Date of next scheduled meeting –

15.1 **Members resolved that the next Parish Council Meeting be held on Wednesday 14 July 2021, following the latest Government Guidance in place at the time.**

Dates of Future Meeting

To revert to 1st Wednesday of the month, 7.30pm start

1st September 2021

3rd November 2021

5th January 2022

2nd March 2022

Chairman thanked all for their attendance & input & closed the meeting at 9.15pm.