

Thornley with Wheatley Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 9 May 2022 at

7.30 pm at Thornley School, Thornley

Present: Mr M Hayhurst (Chairman)
Mrs C Ansbro (Vice-Chairperson/Clerk)
Mr P Hallett (Representative on Parish Councils' Liaison Ctte)
Mrs G Airey (Responsible Financial Officer)

There were no questions from Members of the Public

22.05.01 Apologies for Absence

Apologies for absence were accepted from Mrs J Faraday.

22.05.02 Declarations of Interest

Mrs Airey had declared an interest in the planning application at Agenda item 10 b). Comments on this application had been made via email in order to meet the consultation timescale. Mrs Airey had not been invited to submit any comments.

22.05.03 Appointment to Roles

The following appointments to roles were proposed and seconded.

Mr M Hayhurst	-	Chairman
Mrs G Airey	-	Responsible Financial Officer
Mrs C Ansbro	-	Vice-Chairman/Clerk
Mr P Hallett	-	Representative on PCLC

22.05.04 Minutes of the meeting held on 28 February 2022

The Minutes of the meeting held on 28 February 2022 were approved and signed by the Chairman.

22.05.05 Matters Arising

21.11.06 Accounts – Damaged Railings at Tile Kiln Corner

As the damage to the railings had still not been repaired, Mr Hayhurst and Mr Hallett agreed to carry out an assessment of what was required and then organise the work.

RESOLVED Mr Hayhurst and Mr Hallett to review what work was required and then organise the work.

Action – Mr Hayhurst and Mr Hallett

22.02.05 b) Budget Comparison Statement 1/4/2021 – 14/2/2022

Mrs Airey reported that she had contacted Electricity North West who had agreed to change the reference from Arbour Farm to Thornley School in respect of agreement no 5c/2895/c. They, however, were unable to make future payment via BACS.

22.05.06 Accounts

a) End of Year Income and Expenditure Statement 2022

The End of Year Income and Expenditure Statement 2022 was accepted and signed by the Chairman and RFO.

As the next meeting of the PC is scheduled to be held in August

, Councillors have an agreement to allow delegated powers to the RFO/Clerk to approve any urgent payments and to the Chairman to deal with any urgent items of business, all of which would be reported at the August meeting.

b) Transaction Statements 1 Jan 2022 to 12 April 2022 and 29 March 2022 to 29 April 2022 and Excel Spreadsheet showing details

In reviewing the Transaction Statements Mr Hayhurst queried the payment received from Ribble Valley Borough Council. Mrs Airey explained that this was the precept payment together with £500 grant offered by the RVBC to PCs to assist with the cost of Platinum Jubilee Celebrations.

Mr Hallett checked the Statements together with the details provided in the Spreadsheet and signed all documents as correct.

c) Budget Comparison Statement year end

Mrs Airey presented the end of year Budget Comparison Statement which was accepted.

Councillors were informed that the PC had been contacted by its insurance providers offering a new insurance policy package commencing in June 2022. Mrs Airey and Mrs Ansbro had considered the new package which covered all the PCs requirements together with some additional cover at a reduced rate from the previous policy. It was agreed to accept the new policy being offer.

RESOLVED to accept the new policy package being offered by the PCs insurers.

Action – Responsible Financial Officer to pay the Invoice relating to the new insurance package.

The Clerk explained that she had received the reminder from Microsoft Office in respect of the renewal of the PCs subscription. She asked if she could now change the payment method to the PCs debit card. This was agreed.

RESOLVED to change the payment method for renewal of the subscription to Microsoft Office to the PCs debit card.

Action – Parish Clerk

d) Review of Rent for Land surrounding Thornley School

Councillors reviewed the rental payment for the land surrounding Thornley School. It was agreed to continue to charge £360.00 per annum for a further period of 3 years.

RESOLVED to continue to charge £360.00 per annum for the land surrounding Thornley School for a further period of 3 years.

Action – Parish Clerk to notify the Farmer who rents the land

e) Platinum Jubilee Celebrations Grant

Councillors were aware that RVBC had offered all PCs a grant of £500 as a contribution towards the cost of arranging Platinum Jubilee Celebrations.

It had been agreed that the PC would purchase a Queen's Platinum Jubilee Metal Sign which would be displayed in Thornley School. The remainder of the grant would be passed to Thornley Community Space who would organise a celebration event to be held in Thornley School.

Community Space had emailed the PC with an explanation of how they intended to spend the grant which Councillors considered and approved at the meeting.

RESOLVED to pass the remainder of the grant to Thornley Community Space to be used as a contribution to the cost of organising a celebratory Platinum Jubilee event at Thornley School.

Action – Responsible Financial Officer

22.05.07 Membership of Lancashire Association of Local Councils

Councillors agreed that membership of the Lancashire Association of Local Councils (LALC) would be of benefit to the PC. The aim of the Association is to offer support to member councils to help them achieve the highest standards of Local Government, to offer training and to represent the first tier of local government as widely as possible. As a member of LALC the PC would have access to the National Association of Local Councils.

LALC have requested the name of a Councillor to be the PCs representative on the Area Committee. Mr Hayhurst agreed to be the PCs representative.

RESOLVED the PC to become a member of LALC. Mr Hayhurst to be the PCs representative on LALC's Area Committee.

Action – Parish Clerk

22.05.08 Annual Governance and Accountability Return 2021/2022

a) Certificate of Exemption

Councillors agreed that the PC met the criteria to certify itself as exempt from a limited assurance review. The Certificate of Exemption 2021/2022 was duly signed by the Chairman and RFO and would be submitted to the External Auditor.

RESOLVED the PC met the criteria to certify itself as exempt from a limited assurance review.

Action - Parish Clerk

b) Annual Internal Audit Report 2021/2022

The Annual Internal Audit Report was received and noted.

c) Annual Governance Statement 2021/2022

The Annual Governance Statement was approved and signed by the Chairman and Clerk.

d) Accounting Statements 2021/2022

The RFO presented the certified Accounting Statements. The PC considered and approved the Statements which were then signed by the Chairman.

e) Explanation of Variances

As the Accounting Statements indicated a substantial increase in the total of fixed assets an Explanation of Variances pro forma had been completed by the RFO. Councillors noted that the increase was due to an updated valuation in respect of the re-furnished Thornley School building.

f) Notice of period for the exercise of public rights

Councillors considered the completed Notice of period for the exercise of public rights.

It was noted that the required documents would be available on reasonable notice for inspection from Monday 13 June to Friday 22 July.

RESOLVED the AGAR documents had been completed and were signed appropriately. The required documents would be published on the PCs website within the relevant timescales. The Certificate of Exemption would be emailed to the External Auditors before the deadline of 30 June.

Action - Parish Clerk

22.05.09 Draft Complaints Procedure

Councillors considered the Draft Complaints Procedure which was approved for adoption.

RESOLVED to adopt the Complaints Procedure

22.05.10 Speed Management Survey

The Parish Clerk explained that the PC had been contacted by Lancashire County Council who was in the process of clarifying the current status of all Speed Indicator Devices on Lancashire highways. She had completed their survey confirming that the PC did not own an SpID sign.

22.05.11 Planning Applications

- a) Smithy Cottage, Birks Brow – erection of agricultural building with external measurements of 6m x 6m and height of 2.5m to the eaves for storage of machinery, animal feed and bedding and associated items No 3/2022/0167
- b) Thornley Hall Farm, Up Bedlam Road – application for the proposed erection of a farm worker’s dwelling (outline planning) and the creation of a new access off the public highway No 3/2022/0265

Due to the consultation timescales comments from Councillors regarding these applications had been provided by email. Applications have been put on the Agenda to confirm Councillors comments.

In respect of a) the PC had responded as follows – “on the basis that the application is for an agricultural building of a moderate size and construction, no objections have been raised”.

In respect of b) the PC had responded as follows – “We note that traffic count and speed surveys have been undertaken to understand the flows along the route of the site. The speeds are considered to be low compared to the limit and sight lines can be provided in the highway or client land. Taking this into consideration no objections have been raised by the PC in respect of the outline application for the erection of a farm worker’s dwelling with new access off the main road”.

- c) Consultation on planning application 3/2022/0256 Elliott House, Chipping Road, Chaigley PR3 2TS

Councillors discussed this planning application. It was noted that the proposed extension would provide a considerable sized family home. However, it was considered that the design and materials to be used were sympathetic and would relate well to the original farmhouse. The development could actually enhance the area. No objections to the application were raised.

Comments in respect of a) and b) had been submitted to RVBC within the consultation timescales.

Comments in respect of c) would be submitted by 12 May to meet the consultation timescale.

Action – Parish Clerk

22.02.10 Date and Time of next meeting

It was agreed that the next meeting would be held on Monday 8 August 2022 commencing at 7 pm in Thornley School.

The meeting closed at 8.45 pm

Signed _____ Date _____