

## **Thornley with Wheatley Parish Council**

### **Minutes of the Annual Parish Council Meeting held on Monday 12 May 2025 commencing at 8.20 pm at Thornley Old School, Thornley with Wheatley**

**Present:** Cllr M Hayhurst (Chairman)  
Cllr C Ansbro (Clerk)  
Cllr G Airey (Responsible Financial Officer)  
Cllr P Hallett (Vice-Chairman)  
Cllr H Roper

#### **25.5.01 Apologies for Absence**

There were no Apologies for absence.

#### **25.5.02 Appointment to Roles**

The following Appointments to roles were proposed and seconded

Cllr M Hayhurst	-	Chairman
Cllr P Hallett	-	Vice-Chairman
Cllr G Airey	-	Responsible Financial Officer

The Chairman then signed the Declaration of Acceptance of Office.

#### **25.5.03 Issues brought to the meeting by Members of the Public**

There were no issues brought to the meeting.

#### **25.5.04 Declarations of Interest**

Cllr. Hallett declared an interest in the planning application at Agenda item 17 c) and would therefore not be involved in the discussion on this item.

#### **25.5.05 Minutes of the Parish Council meeting held on 24 February 2025**

The Minutes of the meeting held on 24 February 2025 were approved and signed by the Chairman.

#### **25.5.06 Clerk's Report**

The information provided in the Clerk's Report was noted

#### **25.5.07 Proposal from TCS regarding Internet connection for School**

Councillors considered the proposal from TCS regarding arranging an Internet connection to the School. It was noted that this would entail going through the field owned by the Parish Council and therefore would need a Wayleave Agreement. Councillors agreed to support the proposal.

**RESOLVED** to support the proposal and sign the Wayleave Agreement.

**Action - Chairman/Clerk**

#### **25.5.08 Accounts**

##### **a) Transaction Statement Business Current and Business Reserve and Excel Spreadsheet showing details**

The Transaction Statement and Spreadsheets were reviewed and agreed as correct. Cllr Hallett signed the Statements and supporting Spreadsheets. The RFO explained that the interest accrued in the Business Reserve account had been transferred to the Business Current Account.

As the next meeting of the PC is scheduled to be held in August 2025 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 next meeting.

##### **b) Invoices for signature**

The Chairman checked off and signed the following invoices which had been paid prior to the meeting; Engraving Studios £33.90; Kedel £117.50; LALC £57.27; So Plants £68.48. He also approved and signed the invoice from Thornley Community Space for the hire of the School for the PC meetings this evening £25.00. Cllr Hallett checked and signed the three invoices from Martindale Industrial Fasteners Ltd (£39.04; £15.92 and £3.01) which were in respect of the Chairman's purchases relating to the requirements for the Landmark tree.

##### **c) End of Year Receipt and Payments Account 2024/2025**

The End of Year Account was reviewed and signed off by the Chairman and RFO.

##### **d) Budget Comparison Statement**

Councillors reviewed and noted the Budget Comparison Statement 2024/2025 which had been updated to the end of the financial year.

##### **e) Review of Parish Council's Insurance Policy**

The renewal details relating to the Parish Council's Insurance Policy had been made available to Councillors. The cover provided was noted and the premium remained consistent. It was, therefore, agreed to renew the Insurance Policy with Zurich Municipal.

**RESOLVED** to renew the Insurance Policy with Zurich Municipal

**Action** - RFO/Clerk

**f) £500 grant from RVBC to be used to commemorate VE Day May 2025**

The grant offered to Parish Councils for VE Day 80<sup>th</sup> celebrations had been received and passed to TCS who were organising an event in the School. Information had also come forward regarding a Thornley resident who had been a Pathfinder in the RAF and had been killed during the War, so a further idea was to purchase a commemorative plaque to be placed in the School and perhaps arrange an event with his family. Councillors agreed this would be a good idea.

**25.5.09 Annual Governance and Accountability Return 2024/2025 (AGAR)**

- a) **Certificate of Exemption** – it was agreed that the PC wished to certify itself as exempt from a limited assurance review and the Certificate of Exemption form was signed by the Chairman and RFO for return to the External Auditors

**Action** - **Parish Clerk**

- a) **Annual Internal Audit Report 2024/25** – there were no issues of concern raised in the Report

- b) **Annual Governance Statement 2024/25** – the Annual Governance Statement was approved and signed by the Chairman and Clerk

- c) **Accounting Statements 2024/25** – the Accounting Statements prepared by and signed by the RFO were approved by the PC and signed by the Chairman.

- d) **Notice of period for the exercise of public rights** – the proforma had been completed and would be published on the PC's website and on the PC's noticeboard. The period of public rights to review documents would run from Tuesday 3 June 2025 to Monday 14 July 2025.

**Action** - **Parish Clerk/RFO**

Completed documents would be posted on the PC's Website

**Action** - **Parish Clerk/RFO**

**25.5.10 Review of Risk Assessment**

The current Risk Assessment drawn up by the RFO was reviewed. A minor amendment was proposed regarding the review of the PC's insurance cover. The RFO would make the amendment and forward the revised document to the Clerk.

**RESOLVED** to amend the Risk Assessment and send the revised copy to the Clerk.

**Action** - **RFO/Clerk**

**25.5.11 Review of Standing Orders**

The Clerk explained that the National Association of Local Councils had issued an updated version of Model Standing Orders. She had made some changes to reflect our own PC's requirements. Some sections of Orders were not applicable to our PC so had been left in but annotated accordingly. She drew Councillors attention to the paragraph regarding data protection. Cllr Airey said she would consider undertaking

the role of Data Protection Officer if this was a requirement. It was agreed to adopt the Model Standing Orders

**RESOLVED** - to adopt the Model Standing Orders which had been circulated and to further consider the appointment of a Data Protection Officer

**Action** - **RFO/Clerk**

#### **25.5.12 Changes to the Practitioners Guide**

The Practitioners Guide 2025 had been circulated to Councillors. The Clerk pointed out the assertion regarding digital and data compliance which would require the PC to have taken actions with regard to email management and its website in order to be able to provide a positive response to the AGAR in 2025/26.

**RESOLVED** the RFO and Clerk to carry out further work to identify what actions were required following the changes to the Practitioners Guide and report back to the PC.

**Action** - **RFO/Clerk**

#### **25.5.13 Review of Financial Regulations**

The updated Model Financial Regulations issued by NALC had been adapted to meet the PC's requirements and the document had been circulated with the Agenda. Councillors agreed to adopt the Model Financial Regulations they had received.

**RESOLVED** to adopt the Model Financial Regulations circulated with the Agenda

**Action** - **RFO/Clerk**

#### **25.5.14 LALC Agenda for meeting on 26 March 2025 and Minutes of meeting held on 29 January 2025**

Councillors noted the Agenda and Minutes of the LALC meetings which had been circulated.

#### **25.5.15 Parish Councils' Liaison Committee – Agenda of meeting held on 10 April 2025 and Minutes of meeting held on 30 January 2025**

Councillors noted the Agenda and Minutes of the PCLC.

#### **25.5.16 Definitive Map Modification Order**

Councillors had had the opportunity to view the Modification Order which related to addition of restricted byway along Old Clay Lane, Longridge and deletion of Footpath Definitive Map Modification Order 2025. Details had been posted on a PC Noticeboard as requested.

#### **25.5.17 Planning Applications and any updates**

- a) Listed Building Consent to formalise past alterations including insertion of two roof lights in south eastern rear roof, formation of first floor window opening in

the north eastern side walls and part replacement of external window and door frames No 3/2025/0184 – Whitefold House Barn, Birks Brow

In order to meet the consultation timescale the above application has been considered by Councillors and comments sent to the Clerk via email. No issues were raised in respect of this application. The Application has been put on the Agenda in order to record the action taken.

- b) Planning application to regularise past alterations including insertion of two roof lights to south eastern rear roof; formation of first floor window openings in the north eastern side wall and part replacement of external window and door frames No 3/2025/0276 – Whitefold House Barn, Birks Brow

No issues were raised in respect of this planning application.

- c) Proposed alteration to vehicular access from Chipping Road at Little Town Farm, Chipping Road No 3/2025/0284

Cllr Hallett had declared an interest in this item, he therefore left the room whilst it was discussed. Councillors considered the application and no issues were raised

Cllr Hallett returned to the meeting.

- d) Technical details following permission in principle for the erection of one self-build dwelling – The Stables, Chaigley Road No 3/2025/0302

No issues were raised in relation to the technical details.

**RESOLVED** RVBC to be notified of the comments made in respect of the planning applications

**Action - Clerk**

## **25.5.18 Ribble Valley Settlement Review**

The email received from the Planning Policy Team was noted.

## **25.5.19      Issues requiring discussion following the Annual Parish Meeting**

Following further consideration of issues raised at the Annual Parish meeting the Parish Council agreed that it would

- a) Ensure any request for comment on a planning application relating to the Waste Recycling business is put on a Parish Council meeting agenda to provide Residents with the opportunity to bring their comments. If the timescale for response is earlier than the next scheduled meeting an extraordinary meeting would be called. All Parish Council Agendas are displayed on the Parish Noticeboard and on the Website*
- b) Contact Highways Authority to raise again Residents concern regarding the speed of vehicles travelling along Chipping Road, particularly on the stretch from the Derby Arms into Longridge.*
- c) Consider in more detail the suggestion put forward regarding the land owned by the PC surrounding the School which is currently leased for agricultural use. This issue would be an item on the August PC meeting Agenda*

**Action            -      Parish Clerk/Councillors**

## **24.5.20      Date and Time of next meeting**

It was agreed that the next meeting would be held on Monday 4 August 2025 commencing at 7 pm at Thornley Old School

The meeting closed at 9.35 pm

Signed \_\_\_\_\_ Date \_\_\_\_\_