

Thornley with Wheatley Parish Council

DRAFT Minutes of the Parish Council Meeting held on Monday 10 November 2025 commencing at 7.00 pm at Thornley Old School, Thornley with Wheatley

Present: Cllr M Hayhurst (Chairman)
Cllr G Airey (Responsible Financial Officer)
Cllr C Ansbro (Clerk)
Cllr H Roper

25.11.01 Apologies for Absence

Apologies for absence from Cllr Hallett were noted.

25.11.02 Declarations of Interest

Cllr Airey declared an interest in the planning application which would be discussed at Agenda Item 12 c).

25.11.03 Minutes of the Parish Council Meeting held on 4 August 2025

The Minutes of the PC meeting held on 4 August were approved and signed by the Chairman.

25.11.04 Issues brought to the meeting by Members of the Public

There were no issues brought to the meeting

25.11.05 Clerk's Report

The information provided in the Clerk's report was noted. The Clerk explained that the plaque for the landmark tree was still awaited.

25.11.06 Accounts

a) Transaction statements (Business Current and Business Reserve Accounts) and Excel Spreadsheets showing expenditure details were reviewed and agreed as correct. It was explained that there had been a delay in payment of the invoice to Lancashire Association of Local Councils but this had now been paid. It was noted that the PC had received £239.73 in reclaimed VAT. Cllr Roper signed the Statements and supporting Spreadsheets.

b+c) Discussion had taken place at the previous meeting regarding a replacement printer for use by the Clerk. The Clerk had made enquiries about various options and shared details with the RFO and Chairman who, under delegated powers, had given approval for the purchase of an HP Pro Inkjet printer. The printer had been purchased and had included a 6 month complimentary printing plan. The Chairman checked off

and signed the invoice from Curry's for £99.99 which had been paid. The Chairman also signed the invoice from TCS (£25) for hire of the room for tonight's meeting.

d) The Clerk reported that a self assessment tool has been completed to determine if the PC would need to pay a data protection fee to register with the Information Commissioner's Office. The PC would be in Tier 1 and would need to pay an annual fee of £52.

RESOLVED Councillors agreed to register with the ICO and pay the annual fee.

Action - Parish Clerk/RFO

e) The Asset Register had been updated to take into account the updated valuation of the land surrounding Thornley School. The Register presented to Councillors was approved.

RESOLVED the updated Asset Register was approved.

f) Councillors discussed whether to request an increase in the Precept, which had remained static for many years, in order to ensure it could meet its increasing annual expenditure. It was agreed to request an uplift to £2,000 from £1,500.

Action - Parish Clerk/Chairman

g) The Draft Budgets presented by the RFO were discussed. The budget based on a precept of £2,000 was considered the most appropriate. However, there would need to be a new budget line added to take account of the cost of registration with the ICO (£52 pa).

RESOLVED to accept the budget based on a precept of £2,000 and to add a new budget line to take account of the cost of registration with the ICO (£52 pa).

Action - RFO

h) **RESOLVED** It was agreed to purchase a Christmas Tree for siting outdoors at Thornley School as in previous years

Action - Parish Clerk

i) Councillors discussed the budget allocation for Clerk's expenses. It was felt that as the Clerk had set up a dedicated area in her own home as the PC office it would be appropriate to raise this allocation to £200 as contribution to related annual expenses, effective from this year as payment is usually made in November. This allocation would be reviewed annually.

RESOLVED to raise the allocation for Clerk's expenses to £200, as contribution to related annual expenses, effective from this year as payment is usually made in November of the current financial year. To increase the allocation on the draft budget to £200 for 2026/2027.

Action - RFO

As the next meeting of the PC is scheduled to be held in February 2026 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.

25.11.07 Update regarding action taken in relation to the deterioration of Grade II listed structure (mounting block) in Thornley with Wheatley

The Chairman reported that he had spoken to the house owners to explain the enquiry received by the PC. It was left with them to decide if they wished to effect any repairs to the listed structure. The PC would keep a watching brief.

25.11.08 Update re the amended Practitioners Guide 2025 requirements in respect of 5.123 Website Accessibility – Accessibility Statement and the requirement for a generic email account

Lengthy discussion took place regarding these requirements. The Clerk explained the additional information she had obtained regarding the setting up of a free gov.uk generic email for the PC.

It was agreed to proceed with the offer from Parish Online of a free gov.uk domain and gov.uk mailbox for the Parish Clerk but not to upgrade to provide gov.uk mailboxes for Councillors at the present time.

RESOLVED to proceed with the offer of a gov.uk generic email for the Clerk which would be arranged free of charge by Parish Online.

Action - Parish Clerk

Councillors recalled that an audit of the accessibility of its Website had been undertaken in the past using Website Content Accessibility Guidelines (WCAG) 2.1 AA and the report had been posted on its Website. However, further guidelines have subsequently been published (WCAG) 2.2 AA. The PC understands that, as indicated in the Practitioners' Guide, it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on it but that a minimum requirement is to have an accessibility statement on the website which includes reasons for not meeting accessibility requirements, ways to source alternative copies of documents and a point of contact. Councillors were provided with an example of an Accessibility Statement.

RESOLVED to explore how best to audit against the new guidelines and the potential cost.

Action - Parish Clerk

25.11.09 Civility and Respect Pledge – Code of Conduct and Councillor's Statement of Assurance

Councillors considered the documents circulated with the Agenda. Councillors present signed a copy of the Councillor's Statement of Assurance. Copy to be provided to Cllr Hallett.

RESOLVED to sign up to the Civility and Respect Pledge

Action - Parish Clerk

25.11.10 LALC Ribble Valley Area Committee Agenda for meeting on 24 September 2025 and draft Minutes of 9 July 2025

The Agenda and Minutes were noted.

25.11.11 Parish Councils' Liaison Committee – Agenda for meeting on 13 November 2025

Copies of the Agenda which had only recently been published were provided to Councillors. It was noted that the Local Government Reorganisation was an item for discussion.

25.11.12 Planning Applications and any updates

- a) Proposed demolition of a redundant barn and erection of farm worker's self build dwelling at Wood Top Farm, Chipping Rd, Chaigley No 3/2025/0569
- b) Proposed timber framed conservatory extension on the northern elevation of the dwelling following demolition of the existing porch and garden outbuilding at Smithy Cottage, Birks Brow No 3/2025/0684

In order to meet consultation timescales the above applications have been considered by Councillors via email. The Applications have been put on the Agenda to confirm that Councillors had no issues with the applications. RVBC Planning Department has been notified accordingly

- c) Reserved matters application relating to appearance, landscaping, layout and scale following planning permission 3/2025/0289 – Reserved matters application 3/2025/0848 Thornley Hall Farm
This planning application was received the day after Agenda send out. It was emailed to Councillors within the required timescale to allow it to be discussed at this meeting
Councillors, with the exception of Cllr Airey, considered this application and reviewed the elevation and floor plan details. No issues were raised. RVBC Planning Department will be notified accordingly.

Action - Parish Clerk

25.11.13 Update on TCS application for funding to improve the heating at Thornley Old School and the proposal regarding the type of heating system to install

Councillors were very pleased to learn that the grant application was progressing well and it was looking very positive.

Councillors considered the email from TCS regarding the possible options for the type of heating system to choose. Given that this is a substantial project the PC wished to be consulted prior to any final decision being made.

RESOLVED to request a briefing meeting with TCS, once all the information was available, bearing in mind the short timescale required in respect of the application for grant funding

Action - Parish Clerk

Date and Time of Next Meeting – Monday 9 February at 7 pm at (to be confirmed)

The meeting closed at 8.40 pm