

Thornley with Wheatley Parish Council

DRAFT Minutes of the Parish Council Meeting held on Monday 9 February 2026 commencing at 7.00 pm at Little Town Tea Room, Thornley with Wheatley

Present: Cllr M Hayhurst (Chairman)
Cllr C Ansbro (Clerk)
Cllr H Roper
Cllr P Hallett (Vice Chairman)

In Attendance County Cllr I Duxbury

26.02.01 Apologies for Absence

Apologies for absence from Cllr Airey were accepted.

26.02.02 Declarations of Interest

There were no declarations of interest

26.02.03 Minutes of the Parish Council Meeting held on 10 November 2025

The Minutes of the PC meeting held on 10 November 2025 were approved and signed by the Chairman.

26.02.04 Issues brought to the meeting by Members of the Public

There were no issues brought to the meeting

26.02.05 Clerk's Report

The information provided in the Clerk's report was noted. The Clerk referred to email correspondence between a Town Councillor and a County Councillor regarding a potential issue with the grass verge on a section of Chipping Road. It was noted that Highways Authority had been approached and had provided a reassuring response regarding this issue.

26.02.06 Accounts

a) Transaction statements (Business Current and Business Reserve Accounts) and Excel Spreadsheet showing expenditure details were reviewed and agreed as correct. It was noted that a cheque had been received from Electricity North West in the sum of £1111.79 as payment for way leave. Cllr Hallett signed the Statements and supporting Spreadsheet.

b) The Chairman checked and signed the receipt for payment to So Plants (£59.99) in respect of the purchase of a Christmas tree for the School and for £37.92 in respect

of refreshing the PC's planters and the receipt for the purchase of ring binder files from TG Jones (£8.00).

c) The Clerk reported that the PC was now registered with the Information Commissioner's Office and the registration fee of £52 had been paid. This would be an annual subscription fee.

d) The amended draft Budget based on a precept of £2,000 and with an additional budget line to take account of the annual data protection fee was agreed.

RESOLVED to agree the budget based on a precept of £2,000 with an additional budget line to take account of the cost of the annual data protection ICO fee.

Action - RFO/Clerk

e) The request from the Little Green Bus charity was considered. It was noted that one resident in Thornley used the service and there was one volunteer from the Parish.

As the PC has a budget allocation for possible charity donations it was agreed to donate £50 to this service.

RESOLVED to donate £50 as financial support to the Little Green Bus service.

Action - Parish Clerk

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

26.02.07 Update on the progress with the grant application in respect of a new heating system for the School.

The email from Thornley Community Space outlining the current position with regard to the grant application had been forwarded to Councillors on 19 January. It was noted that TCS are still making positive progress with the RVBC Shared Prosperity and Jubilee Fund and intend to share options and quotes for the heating system with the PC when they were all available and they could be discussed.

26.02.08 Civility and Respect Pledge Certificate

At the PC meeting in November Councillors had agreed to sign up to the Civility and Respect Pledge and Councillors' Statements of Assurance had been signed. A Civility and Respect Certificate had been received which the Chairman signed on behalf of the PC.

26.02.09 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

With regard to Website accessibility the Clerk reported that she had contacted the PC's Website host and received confirmation that "for the most part Voice websites do meet WCAG AA accessibility standards". The Website administrator suggested that for further assurance the PC could do a review of its site using an accessibility checker

such as WAVE browser extension. The review had been undertaken and a few minor issues were resolved.

As a result of this work a Website Accessibility Statement has been prepared which Councillors considered and approved. The Statement will be posted on the PC's Website and will be reviewed annually.

RESOLVED to approve the Website Accessibility Statement which will be posted on the PC's Website and reviewed annually

Action - Parish Clerk

As agreed at the PC meeting in November the Clerk confirmed that she had arranged with Parish Online to provide a free gov.uk domain and gov.uk mailbox for the Parish Clerk which was now set up and in use.

Councillors further discussed the relevance of gov.uk email accounts for all Councillors and agreed that this was best practice going forward, with the understanding that there would be a cost for setting these up. An estimate of cost had been provided by Parish Online. It was noted that a local Parish had recently gone through the process and the Clerk agreed to contact the relevant Parish Clerk for more information which she would share with Councillors to help inform how we should proceed.

RESOLVED the Clerk to contact the relevant Parish Clerk for more information which she would share with Councillors to help inform how we should proceed.

Action - Parish Clerk

26.02.10 Draft Document Retention Policy

Councillors considered the draft Document Retention Policy which sets out how records are managed by the Parish Council and their retention period. Councillors approved the Policy.

RESOLVED to approve the Document Retention Policy.

26.02.11 Data held by Parish Council

Councillors reviewed the document outlining the data which was held by the Parish Council and how it was managed. Additional data could be added as it became appropriate. Councillors approved the document.

RESOLVED to approve the Data Map document

26.02.12 Statutory Consultation on the Draft Forest of Bowland National Landscape Management Plan 2026-2031

Councillors had had the opportunity to review the consultation document. It was felt that the document provided a very detailed plan on the challenges and actions needed to conserve and enhance the Forest of Bowland.

26.02.13 Parish Councils' Liaison Committee – Agenda for meeting on 29/1/2026 and draft Minutes of meeting on 13/11/2025

Councillors noted the Agenda and Minutes. Reference was made to the comment in the Minutes in respect of the Local Government Reorganisation Update which stated that RVBC supported the four unitary option which would see the Ribble Valley grouped with Lancaster and Preston.

26.02.14 Planning Applications, any Applications received after Agenda send out and any updates on Applications

- a) Martins Croft, Lords Lane, Proposed conversion of existing attached outbuilding currently being used as a domestic store and formation of a new single-storey (infill) extension over an existing patio area to provide a link to the converted outbuilding No 3/2026/0001

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

26.02.15 Date and Time of Next Meeting

It was agreed that the next PC meeting would be held on Thursday 21 May in Thornley School. This would also be the date of the Annual Parish meeting which would start at 7pm and would be followed by the Annual Parish Council meeting.

The meeting closed at 8.20 pm