

Thornley with Wheatley Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 21 May 2026 commencing at 8.00 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

26.05.01 Apologies for Absence

There were no Apologies for absence.

26.05.02 Appointment to Roles

The following Appointment to Roles were proposed and seconded

Cllr M Hayhurst - Chairman (acceptance of office form signed)
Cllr P Hallett - Vice Chairman
Cllr G Airey - Responsible Financial Officer

26.05.03 Issues brought to the meeting by Members of the Public

There were no issues.

26.05.04 Declarations of Interest and Update of Declaration Forms

Cllr Hayhurst declared an interest in Agenda item 17 a) and Cllr Airey declared an interest in Agenda item 17 d). Neither Councillor was included in discussions relating to the relevant item.

RESOLVED Councillors had been requested to update and sign their Declaration Forms. The signed forms would be forwarded to the Clerk to send to Legal Services at Ribble Valley Borough Council.

Action - **Councillors/Parish Clerk**

26.05.05 Minutes of the PC meeting held on 9 February 2026

The Minutes were approved and signed by the Chairman.

26.05.06 Clerk's Report

The Clerk's report was noted. The Clerk reminded Councillors to undertake the on-line Data Protection training provided by the Information Commissioner's Office.

26.05.07 Accounts

a) Transaction statements (Business Current and Business Reserve) and Excel Spreadsheets showing expenditure details

The Statements and Spreadsheets were reviewed and approved as correct and duly signed by Cllr Hallett. It was noted that the Precept of £2,000 had been received.

b) Invoices for signature – The Chairman checked and signed the invoices from Littleton Farm Shop (£25) for hire of room for the February PC meeting and Easy Web Sites (£6.60) in respect of the setting up of the Clerk's .gov email address and the subsequent invoice (£21.12) for the set-up of Councillors .gov email addresses. The Clerk explained that the £21.12 included a small overcharge of £1.32. She had discussed this with Easy Web and an adjustment would be made on the June invoice.

c) Updated Budget 2026/2027

Cllr Airey presented the updated 2026/2027 budget which now included an additional line in respect of the annual cost of the management fee of .gov emails by Easy Web. Councillors approved the revised budget.

RESOLVED to approve the revised budget.

d) End of year Receipts and Payments Account 2025/2026

The End of Year Receipt and Payments Account prepared by the RFO was reviewed and agreed and signed off by the Chairman, RFO and Clerk

e) Budget Comparison Statement

Councillors reviewed and noted the Budget Comparison Statement 2025/2026 which had been updated to the end of the financial year.

f) Replacement of metal lid for septic tank

Councillors noted that the septic tank needed a replacement metal lid.

RESOLVED - to obtain a replacement metal lid for the septic tank which Cllr Roper agreed to organise

Action - Cllr Roper

g) Renewal of Parish Council 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 the same as last year (£196). It was therefore agreed to renew the policy with Zurich Municipal.

RESOLVED to renew the Insurance Policy with Zurich Municipal

Action - RFO/Clerk

26.05.08 Annual Governance and Accountability Return 2026/2026

a) Certificate of Exemption

RESOLVED it was agreed that the PC wished to certify itself as exempt from the limited assurance review and the Certificate of Exemption form was signed by the Chairman and RFO for submission to the External Auditors

Action - Parish Clerk

b) Annual Internal Audit Report 2025/26 – there were no issues of concern raised at the internal audit

c) Annual Governance Statement 2025/26 – the Annual Governance Statement was approved and signed by the Chairman and Clerk.

d) Accounting Statements 2025/26 – the Clerk explained that due to External Auditors receiving queries regarding the completion of Box 11 on the pro forma the National Association of Local Councils had advised that any Parish Council who is not a sole managing trustee should tick YES in this box. The Accounting Statements prepared by and signed by the RFO were presented and approved by the PC and duly signed by the Chairman.

e) Explanation of Variances pro forma – the RFO explained that the increase in expenditure (£3,000) in 2025/2026 in comparison with 2024/2025 was due to the PC contributing to new heritage windows installed in the School building. This funding was paid from the PC's reserve account. An increase in income was shown due to the uplift in the rental for the land and the reimbursement of VAT.

f) Notice of the 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 3 June to 14 July 2026

Completed AGAR documents would be posted on the PC's Website.

Action - RFO/Clerk

26.05.09 To consider domain change for PC's website

The Clerk explained the information she had obtained from Gov.UK regarding getting Council approval to buy a .gov.uk domain. It was noted that Councillors had already approved the purchase of .gov.uk email addresses for the Clerk and Councillors which were now set up and in use. They also agreed that, should it prove necessary, the purchase of a .gov.uk website could be pursued.

RESOLVED should it prove necessary, the purchase of a .gov.uk website could be pursued.

26.05.10 Review of Risk Assessment

The Risk Assessment approved at the PC meeting in May 2025 was reviewed. A few minor updates were discussed and agreed.

RESOLVED RFO to update the Risk Assessment and forward the amended version to the Clerk. To review again in May 2027.

Action - RFO

26.05.11 Enquiry regarding purchase of a defibrillator

Councillors had seen the email received from a Longridge Town Councillor asking if the PC would be prepared to purchase and maintain an outdoor defibrillator which could be sited on a residential property at the junction of Birk's Brow and Forty Acre Lane. The Clerk had obtained some estimates of cost both of a suitable defibrillator and cabinet together with consumables which were considered. Following discussion it was agreed that enquiries be made to determine where defibrillators are sited in the Parish to provide an understanding of local accessibility to this type of equipment.

RESOLVED enquiries to be made about where defibrillators are sited in the Parish to provide an understanding of local accessibility to this type of equipment.

Action - Cllr Hallett/Clerk

26.05.12 Removal of general waste bin at Tile Kiln Corner

The Chairman informed Councillors that the general waste bin had been removed from the area by the bench at Tile Kiln Corner. This had resulted in general waste being placed in the dog waste bin and strewn around the area.

RESOLVED to contact Ribble Valley Borough Council to request that the bin be reinstated

Action - Parish Clerk

26.05.13 Lack of footpath between Little Town Farm/Café entrance and Stanley Court

Cllr Hallett drew Councillors attention to the lack of a footpath between the entrance to Little Town Farm/Café and Stanley Court which resulted in pedestrians having to walk on the main road and also the lack of dropped kerbs onto existing footpaths which caused difficulties for anyone using a mobility vehicle or pushing a pram.

RESOLVED to contact County Councillor Ian Duxbury to raise these concerns for his consideration.

Action - Cllr Hallett

26.05.14 Review of Standing Orders

Councillors reviewed the PC's Standing Orders which is an annual requirement. It was noted that the PC had adopted NALC's Model Standing Orders with an added Appendix with more specific orders relevant to the PC. The Clerk proposed a minor amendment to the wording in 7.2 of the Appendix.

RESOLVED to amend the reference to the Clerk "advising the Bank of any changes to mandates with the Bank" as this fell under the role of the RFO.

Action - Parish Clerk

26.05.15 Review of PC's IT Policy

Councillors reviewed the PC's IT Policy. The added sentence in paragraph 8 Password and account security which read "councillors use .gov email addresses for PC work" was noted.

Councillors signed to confirm that they had read and would comply with the PC's IT Policy.

26.05.16 Parish Councils' Liaison Committee – Minutes of meeting held on 19 April 2026

The Minutes of the PCLC were noted. The date of the next meeting would be 18 June 2026

26.05.17 Planning Applications, any new Applications received after Agenda send out and any updates

- a) Proposed construction of phase 1&2 of a poultry house to accommodate 16000 free range chickens for egg production No 302026/0112 and No 3/2026/0113, Wheatley Farm, Four Acre Lane.
- b) Proposed erection of a detached garage/carport 1 Cockleach Cottages, Chipping Road No 3/2026/0165
- c) Proposed conversion of existing garage to form garden room Moss Gate Barn No 3/2026/0177
- d) Reserved matters application relating to appearance, landscaping, layout and scale following outline planning permission 3/2025/0289 at Thornley Hall No 3/2026/0217

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 Councillors' responses. No issues were raised by Councillors in regard to these applications and Ribble Valley Borough Council was notified accordingly.

Updates

- 1) Proposed demolition of redundant barn and erection of farm worker's (self build) dwelling to include new vehicular track Wood Top Farm No 3/2025/0569 – notification that planning permission was refused and appeal made to the Secretary of State – this was noted.
- 2) Proposed construction of phase 1&2 of a poultry house to accommodate 16000 free range chickens for egg production No 302026/0112 and No 3/2026/0113, Wheatley Farm, Four Acre Lane. It was reported that this had been refused.

26.05.18 Any issues requiring discussion following the Parish Meeting

- a) The update provided by TCS regarding a new heating system for the School was discussed.

RESOLVED to ask TCS to arrange a presentation to the PC regarding the preferred system which would allow the PC to fully understand what was involved and ask any questions of the potential contractor.

Action - Parish Clerk to email TCS to arrange

- b) Queries raised regarding climate change and biodiversity

RESOLVED to ask the MOP to provide some suggestions on how the PC could address the issues raised which could be considered at the next PC meeting

Action - Parish Clerk to email the MOP

26.05.19 Date and Time of Next Meeting – 7 pm on Thursday 6th August 2026

The meeting closed at 9.40 pm

Signed by Chairman