



## Grindleton Parish Council

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**Minutes of the meeting of Grindleton Parish Council held directly following the AGM on Tuesday 16 May 2023 at the Pavilion, Grindleton.**

Members present:	Parish Cllr L Halley (Chair) Parish Cllr Glenn Wheeler (Vice Chair) Parish Cllr Peter Raywood Borough Cllr K Horkin MBE (RVBC)
Apologies for absence:	Parish Cllr Tony Bramwell
Clerk present:	Andrew Glover
Members of the public present:	Mr Paul Atkinson Mr Chris Brennan Ms Susan Walsh

1.	<b>Welcome</b>  The Chair welcomed all present to the meeting.	
2.	<b>Declarations of Interest</b>  a) <b>Standing orders suspended</b>  The Chair declared an Other Registrable Interest in relation to minute item 5eiii and did not directly participate in the discussion.  b) <b>Standing orders resumed</b>	
3.	<b>Public Participation</b>  None	
4.	<b>Minutes / matters arising</b>  a) <u>Minutes of the meeting held on 7 March 2023</u>  The minutes of the meeting held on 7 March 2023 were signed by the Chair as a true and accurate record.	

Proposed by: Cllr Wheeler  
 Seconded by: Cllr Raywood

**Resolved**

**The Chair was authorised to sign off the minutes of the meetings held on 7 March, and it was agreed that the minutes of this meeting would be posted on the Parish Council website**

Clerk

Matters arising (not covered elsewhere on the agenda):

a) Repairs to gate on Grindleton Brow

Members thanked Cllr Wheeler for his efforts in repairing the gate.

b) Worn steps – referred to Chatburn Parish Council

As agreed, the Clerk had referred the above issue to Chatburn Parish Council, the steps in question being located in that parish. A response had been received indicating that Chatburn Parish Council was currently trying to establish the ownership of the land and would report the issue to the PROW department at LCC when more information had been acquired.

c) Request for grit bin - The Spinney

As requested, the Clerk had approached LCC with regard to the installation of a grit / salt bin at The Spinney. LCC had subsequently confirmed that a grit bin assessment had been carried out and the Parish Council's request to place a grit bin on The Spinney did not meet the relevant criteria.

d) "Welcome to Grindleton" sign

The Clerk had been asked to approach County Cllr Mirfin with a view to establishing the correct procedure to be followed when erecting a roadside "welcome" sign. Following County Cllr Mirfin's intervention, a response from Craig Holden (Assistant Operation Engineer in the Highways and Transport team of LCC) had been received. Mr Holden suggested that members may wish to firm up their plans for a sign and provide a plan of the proposed location along with any ideas for design of a sign.

Members indicated that their preferred location for a sign would be affixed to the stone wall adjacent to Grindleton Bridge (where the path leads off to the river bank). However, the ownership of the wall was presently unclear (LCC or privately owned) and any sign would need to be removable due to HARP. The Clerk was asked to contact Mr Holden and seek his views on the suitability of the proposed location, as well as point out that – should LCC need to remove the sign for HARP purposes – then it would be replaced accordingly. In the meantime, members would research possible designs and give some thought to this.

**Resolved**

**Clerk to contact Mr Holden at LCC**

Clerk

5.	<p><b>Overview of financial position</b></p> <p>a) <u>Monthly accounts – March 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of March 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p><b>Resolved</b>  <b>That the record for March 2023 as presented would be signed off</b></p> <p>b) <u>Monthly accounts – April 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of April 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p>In presenting the report, the Clerk pointed out that – in accordance with a recommendation made by the internal auditor – he had adjusted the closing balance for March 2023 and the opening balance for April 2023. This figure had been revised from £17200.18 to £16375.18, in order to reflect that cheque 00079 (written 12 October 2022) for £825 had now been cashed.</p> <p><b>Resolved</b>  <b>That the record for April 2023 as presented would be signed off</b>  <b>Members approved the amendment of the balance to reflect the cashing of cheque 00079, as proposed by the internal auditor</b></p> <p>c) <u>Precept</u></p> <p>The Clerk confirmed that RVBC had provided £8800 on 3 April 2023 as the Parish Council’s precept for 2023/24.</p> <p>d) <u>LALC / NALC membership 2023/24</u></p> <p>The Clerk had received the invoice for 2023/24 for membership of the above bodies. The total fees for membership amounted to £152.35, consisting of:</p> <ul style="list-style-type: none"> <li>• NALC - £49.19</li> <li>• LALC - £93.16</li> <li>• Contribution to Area Secretary - £10</li> </ul> <p><b>Resolved</b>  <b>Members agreed that membership of the above bodies should be continued and authorised the Clerk to arrange payment</b></p> <p>e) <u>Grant applications submitted to the Parish Council</u></p> <p>Members were invited to consider the following applications for funding:</p>	Clerk
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<p>i)</p>	<p><u>Application from Grindleton Recreation Grounds Committee (GRGC)</u></p> <p>The Parish Council had received a grant application from GRGC for the sum of £1000, as a contribution to the costs of mowing the playing field, bonfire site and children’s playing area incurred during 2022.</p> <p><b>Resolved</b>  <b>The grant application for £1000 was approved, with the Clerk authorised to arrange payment</b></p>	<p>Clerk</p>
<p>ii)</p>	<p><u>Second application submitted by GRGC (Coronation)</u></p> <p>The Parish Council had also received a second grant application from GRGC, for the sum of £250 as a contribution to the costs incurred in commemorating the coronation of King Charles III. However, this application had been withdrawn prior to the meeting.</p> <p>Notwithstanding this withdrawal, members were reminded by the Clerk that the Parish Council had itself applied to RVBC for a £500 grant to support community activities carried out by parish councils which related to the Coronation. With the agreement of the Vice Chair, the Clerk had submitted this application to RVBC on 21 April, with the expressed intention of using any grant funding provided by RVBC to subsidise any grant awarded by the Parish Council to GRGC. Confirmation had now been received that the grant would be paid.</p> <p>To resolve this matter, members agreed that that the entirety of the £500 grant received from RVBC should be handed over to GRGC for the purchase of a picnic table, this donation being conditional upon GRGC fixing a plaque (which commemorated the recent Coronation) to the picnic table once acquired.</p> <p><b>Resolved</b>  <b>Clerk to arrange payment, and inform GRGC of the condition imposed by the Parish Council</b></p>	<p>Clerk</p>
<p>iii)</p>	<p><u>Grant application from Grindleton Women’s’ Institute (WI)</u></p> <p>(NB – this item contained sensitive financial information relating to a third party which members were asked to treat in confidence.)</p> <p>The Parish Council had received a grant application from WI for the sum of £280, this being a contribution to the £558 costs incurred in the purchase of a tree guard. To aid their discussion, members had also requested – and been provided with – a copy of the WI’s accounts.</p> <p>Members agreed that the application for £280 should be approved.</p> <p><b>Resolved</b>  <b>Clerk to arrange payment</b></p>	<p>Clerk</p>

<p>f)</p>	<p><u>Revised form to be used by organisations seeking grant funding from Grindleton Parish Council</u></p> <p>Given the recent increase in applications to the Parish Council for grant funding, at the request of the Vice Chair the Clerk had redrafted and updated the relevant application form. Members considered the revised document and agreed that it should be formally adopted, with any future applicants for grant funding required to complete and submit it.</p> <p>Members were in favour of the revised format, but asked the Clerk to add in a time limit of 12 months within which any funding provided should be spent. Whilst this condition would not be enforceable, it would emphasise the Parish Council's expectation that grant money was to be spent within a reasonable time period.</p> <p><b>Resolved</b>  <b>The revised document would be adopted, subject to the amendment outlined above (Clerk to implement)</b></p>	<p>Clerk</p>
<p>g)</p>	<p><u>Grant application submitted by the Parish Council to RVBC: Xmas lights</u></p> <p>In March 2023, the Clerk had submitted an application to RVBC seeking a contribution to the recent purchase of Xmas tree lights (at a cost to the Parish Council of £198.98).</p> <p>No update had yet been received, and the Clerk was asked to contact RVBC and establish whether the grant application had been successful.</p> <p><b>Resolved</b>  <b>Clerk to contact RVBC</b></p>	<p>Clerk</p>
<p>h)</p>	<p><u>Pensions Regulator</u></p> <p>Since the March meeting, the Clerk had spent a considerable amount of time on the telephone seeking to regularise arrangements with the Pensions Regulator. As well as not submitting a Redeclaration of Compliance for the period 2020/23, it had become apparent that one had not been submitted for the prior period of 2017/20.</p> <p>Members noted that Redeclarations of Compliance for both the periods up to 2020 and up to 2023 had now been completed and submitted as required.</p>	
<p>i)</p>	<p><u>United Trust (UT) account - increase to interest rate</u></p> <p>UT Bank had confirmed that the interest rate on its 100-day notice account continued to rise, and currently stood at 3.5% from 4 May. At least one further interest rise was anticipated.</p>	

6.	<p><b>Election – 4 May 2023</b></p> <p>As agreed, the Clerk had submitted a number of forms to RVBC on members' behalf prior to the deadline of 4 April 2023.</p> <p>Members were reminded that three serving parish councillors had now resigned during the election process. These resignations left a number of procedural changes to be made. These included:</p> <p>a) <u>Casual vacancies arising where Parish Council was quorate after an election</u></p> <p>The Clerk had initially been under the impression that new councillors could not be co-opted without a formal notice being drafted, displayed and forwarded to RVBC. However, correspondence received that day from RVBC indicated that this was not the case, and parish councils could co-opt new members as they saw fit within a window of 35 days from 4 May. As a number of potential candidates for the role of parish councillor were in attendance at the meeting, no further discussion on the appointment process took place. Instead, it was agreed that members would hold an internal discussion on their preferred way forward during the coming week, with a view to an Emergency General Meeting being called w/c 29 May to finalise arrangements. Appointments could then be made before the expiration of the 35-day window on 8 June. Whilst it was understood that there was no set format which an appointment process must follow, any new members would be obliged to sign the forms for Declaration of Acceptance of Office and Declaration of Interests immediately upon appointment.</p> <p><b>Resolved</b>  <b>Members to commence discussions w/c 22 May, with a view to a possible EGM being arranged w/c 29 May</b>  <b>Clerk to arrange recruitment process once agreed</b></p> <p>b) <u>Removal of former councillors Keith Hutton and Alan Fielding from the mandate for Lloyds Bank</u></p> <p>Members authorised the Chair and Cllr Bramwell (as the two remaining authorised signatories) to seek the removal of the above former councillor from the mandate held by UT Bank. It was also agreed that the Chair and Cllr Bramwell would seek to add Cllr Wheeler to the mandate as an authorised signatory.</p> <p><b>Resolved</b>  <b>Members authorised the Chair and Cllr Bramwell to pursue the above changes to the mandate</b></p> <p>c) <u>Removal of former councillor Keith Hutton from the mandate for United Trust Bank</u></p> <p>Members authorised the Clerk to seek the removal of former councillor Hutton from the mandate for the United Trust Bank.</p> <p><b>Resolved</b>  <b>Clerk to pursue</b></p>	<p>Clerk</p> <p>LH, TB</p> <p>Clerk</p>
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7.	<p><b>Registering with the Office of the Information Commissioner (ICO) as a Data Controller</b></p> <p>As agreed at the March meeting, the Clerk had submitted an application for the Parish Council to register with the ICO as a Data Controller. Members noted that the application process had now been completed, with the Clerk having put himself forward as the nominated Data Processing Officer.</p>	
8.	<p><b>Member training</b></p> <p>Members were invited to update on any training undertaken or training needs required. As a newly-appointed Chair, Cllr Halley expressed an interest in any LALC training courses on the charring role, and any new members appointed to the Parish Council would be expected to attend the appropriate LALC introductory course.</p> <p>It was agreed that the Clerk would ascertain details of future training courses and circulate these in due course.</p> <p><b>Resolved</b> <b>Clerk to pursue</b></p>	<b>Clerk</b>
9.	<p><b>Improving Parish Council effectiveness</b></p> <p>a) <u>Shared document storage</u></p> <p>At the March meeting, Cllr Wheeler had offered to undertake a trial of the Google Cloud document storage facility; this would require access to all members' email addresses, to which no objection was raised.</p> <p>However, progress on this matter had been deferred pending the appointment of new parish councillors.</p> <p>b) <u>List of ongoing member activities</u></p> <p>Members noted that the Clerk had updated the list capturing all ongoing member activities. However, members were also aware that – as mentioned in minute item 14a below – a separate list of member activities relating to the Best Kept Village Competition had been compiled. It was agreed that one list was preferable to two, and the Clerk would compile both lists into a composite document.</p> <p><b>Resolved</b> <b>Clerk to action</b></p> <p>c) <u>Lengthsman</u></p> <p>At the February meeting, it had been agreed that payment to the Lengthsman would only be made if a timesheet were submitted with his claim. While this requirement had been followed, it had been considered that the existing form needed further revision to give the detail that members required.</p>	<b>Clerk</b>

	<p>As a result, Cllr Halley had revised the timesheet for the Lengthsman to use and sent it to him on 10 April. Members discussed the document, and agreed to formally adopt it for future use (subject to the updating of the year – 2022/23 - in the header).</p> <p><b>Resolved</b> <b>Clerk to amend</b></p> <p>It was noted that the village had looked considerably tidier this year, with a big improvement on Grindleton Brow (where fewer rotten leaves had been allowed to build up. Cllr Raywood also commented positively on the Lengthsman’s work on Sawley Rd.</p>	<p><b>Clerk</b></p>
<p>10.</p>	<p><b>External Audit 2022/23</b></p> <p>In March 2023, the Clerk received information from the external auditors (PKF Littlejohn) about the procedure for the external audit for 2022/23. In light of this, members were now asked to consider the following matters:</p> <p>a) <u>Timescales / deadlines to be met</u></p> <p>The Clerk presented a draft timetable of actions intended to ensure that all necessary deadlines imposed by the external auditor were met.</p> <p><b>Resolved</b> <b>Members noted the draft timetable</b></p> <p>b) <u>Internal auditor</u></p> <p>The Parish Council’s internal auditor, Clare Atkinson, had agreed to once again act in this role for the 2022/23 exercise. Clare’s fee for her professional services was £80, an increase of £10 from 2021/22.</p> <p><b>Resolved</b> <b>Members authorised the Clerk to pay the required fee, and asked the Clerk to formally thank Clare for her efforts to date</b></p> <p>c) <u>Certificate of Exemption</u></p> <p>In accordance with both the above timetable and the Parish Council’s decision at the March meeting to apply for a Certificate of Exemption, the Clerk presented a draft Certificate of Exemption for members’ approval.</p> <p><b>Resolved</b> <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>authorise the Chair and Clerk to sign the draft Certificate of Exemption; and</b></li> <li>• <b>authorise the Clerk to submit the signed certificate (along with the required confirmation of contact details) to the external auditor prior to the deadline of 3 July 2023.</b></li> </ul>	<p><b>Clerk</b></p> <p><b>LH</b></p> <p><b>Clerk</b></p>



d) Signing-off of other AGAR documentation

Members were invited to approve a number of documents in order to undertake the external audit process. Members were asked to note the following stipulations imposed by the external auditors:

- the documents were presented in the particular order in which the external auditors required approval to be given; and
- all the following documents must be published on the Parish Council’s website by 30 June 2023.

i) Presentation of Internal Auditor’s report

Members were asked to consider the copy of the internal auditor’s report as presented. The Clerk advised members that, in completing the internal audit report, the internal auditor had made a number of comments for members to reflect upon:

Auditor’s comment	Member response
The absence of a full asset register for 2022/23 hampered her role although she would consider this to be a <b>non-material concern</b>	Members <b>asked the Clerk to revisit / revise the Asset Register during the course of 2023/24</b>
There was a small discrepancy of £29.22 in the salary paid to the former Clerk – again considered a <b>non-material concern</b>	Noted, no further action required, all accounts fully balance
Cheque 00079 (written 12 October 2022) for £825 not shown on cash book summary. Cheque was cashed on 19 January 2023 and – whilst fully accounted for - has skewed end of year balance. The internal auditor recommended adjustment of year end balance to reflect this.	Agreed – the Clerk had already actioned this in the accounts presented for March 2023
No claim for VAT refund made during past year	Noted – <b>Clerk to action</b>
Only real difficulty had been the two different accounting methods used during the year “but overall records are diligently kept, accurate and timely”	Noted – this problem should not arise during 2023/24 when the Clerk’s accounting method will be used throughout

**Resolved**  
**Members agreed to:**

- **formally adopt the completed internal audit report as presented;**
- **note the comments made by the internal auditor and task the Clerk with addressing these as appropriate; and**
- **authorise the Clerk to arrange for display of the internal auditor’s report on the Parish Council website before 30 June 2023**

Clerk

ii)	<p><u>Section 1 - Annual Governance Statement</u></p> <p>The Clerk had completed a draft Annual Governance Statement, which he presented to members. This draft was based upon evidence compiled by the Clerk and which underpinned the submission.</p> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the contents of the draft Annual Governance Statement as presented, along with the underpinning evidence;</b></li> <li>• <b>formally adopt the Annual Governance Statement through its signature by the Chair and Clerk; and</b></li> <li>• <b>authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2023</b></li> </ul>	Clerk
iii)	<p><u>Section 2 - Accounting Statement</u></p> <p>The Clerk presented the draft Section 2 Accounting Statement. This had been completed and signed by the Clerk as Responsible Financial Officer, and would now need to be approved by the Parish Council and then signed by the Chair.</p> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the content of the Accounting Statement as presented;</b></li> <li>• <b>formally adopt the Accounting Statement and authorise the Chair to sign it on behalf of the Parish Council; and</b></li> <li>• <b>authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2023</b></li> </ul>	Clerk
e)	<p><u>Public Rights / Publication Requirements</u></p> <p>By 30 June 2023, smaller authorities must have published various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. In addition to (i) the internal auditor's report and (ii) Sections 1 and 2 AGAR (approved and signed), the following documents should also be displayed (either under the above Regulations or as a matter of best practice):</p> <ul style="list-style-type: none"> <li>• Explanation of Variances</li> <li>• Bank Reconciliation</li> <li>• Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015</li> <li>• List of expenditure over £100</li> </ul> <p>The Clerk presented the above documentation in draft form for members to consider.</p> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the proposed dates for the period of public rights (3 July – 11 August);</b></li> </ul>	

f)	<ul style="list-style-type: none"> <li>• agree to formally adopt the documents set out above; and</li> <li>• authorise the Clerk to arrange for their display on the Parish Council website before 30 June 2023</li> </ul> <p><u>United Trust account – proposal for increased monitoring by Parish Council</u></p> <p>Whilst not identified as a matter of concern by the internal auditor, the Clerk remained conscious that members may have had little involvement with or scrutiny of the UT bank account from one year end to the next. As a result, the Clerk proposed to report the account balance back to members on a twice-yearly basis (during the year-end audit and also around 1 November, when the annual statement will be received) to ensure that members retain a clearer understanding of the resources available to them.</p> <p><b>Resolved</b>  <b>Members agreed to receive twice-yearly reports relating to UT Bank</b></p>	Clerk
11. a)	<p><b>Planning applications to be considered</b></p> <p><u>Planning Application No: 3/2022/1181</u></p> <p>Proposal: Proposed demolition of a single storey rear lean-to extension, front porch and outbuilding. Construction of a two-storey side extension and associated external works.</p> <p>Location: Cherry Hall, Main Street, Grindleton BB7 4QT</p> <p>In January 2023 the Parish Council had submitted comments to RVBC in relation to the above planning application for Cherry Hall. In March, the Parish Council had received further comments from a local resident, who was of the opinion that the Parish Council’s initial submission focused on aesthetics and did not fully address highways concerns. The resident claimed that:</p> <ul style="list-style-type: none"> <li>• any expansion to the Cherry Hall property may exaggerate the already difficult parking situation on Main St;</li> <li>• the vehicular access over the bridleway to the development from the main road was unsuitable due to the width and sight lines into the main road when exiting the bridleway;</li> <li>• the entrance to the bridleway was so restricted that any visitors to the development and existing houses would tend to park on the main highway causing further congestion on this busy road; and</li> <li>• the narrow public footpath was not suitable for construction traffic which will result in the need for large vehicles reversing out onto main street.</li> </ul> <p>Members had been invited by email to consider whether to submit further comments to RVBC, and opinion on the matter was somewhat divided. As a result, and with the agreement of the Chair and Vice Chair, a second letter had been sent to RVBC on 28 March (a copy of which was provided for members’ information). Members noted that this letter had focused exclusively on the importance of preserving ease of access for residents of neighbouring properties, as well as pedestrians, throughout any construction work.</p>	

<p>b)</p>	<p>It was reported that application 3/2022/1181 had now been withdrawn.</p> <p><u>Planning Application No: 3/2023/0218</u></p> <p>Proposal: Renovation and part demolition of detached outbuilding to Highcliffe Cottage. Alterations to roof and addition of 1.1m high metal safety railings.</p> <p>Location: Highcliffe Cottage, Lower Chapel Lane, Grindleton BB7 4RN</p> <p>Details of the above application had been circulated by email to members on 24 April 2023. As no negative comments had been received, a consultation response had not been submitted to RVBC.</p>	
<p>12.</p> <p>a)</p>	<p><b>Haweswater Aqueduct Resilience Programme (HARP)</b></p> <p><u>Determination of planning application 3/2021/0661</u></p> <p>At the March meeting (held 2 days prior to the meeting of RVBC’s Planning and Development Committee), Cllrs Horkin and Mirfin had been in attendance and discussed the latest developments on HARP. Specifically, whilst it was intended that planning application 3/2021/0661 would be determined at a special meeting of the Planning and Development Committee on 9 March, this had now been overtaken by events. Nigel Evans MP had recently indicated his intention to “call in” in the application; and it was understood that this action would ensure that the application would be determined not by RVBC but by a Planning Inspector to be appointed on behalf of the S of State (Michael Gove).</p> <p>Notwithstanding the above, members had discussed the application at length and it had been agreed that:</p> <ul style="list-style-type: none"> <li>• a letter would be submitted by GPC to RVBC for consideration on 9 March. This letter had been compiled by the Clerk and submitted on 8 March, after input from members; and</li> <li>• the Chair would still attend the meeting and verbally address the Committee, expressing GPC’s concerns at the draft CTMP and requesting that RVBC did not hear the application until further work had been carried on the CTMP by UU.</li> </ul> <p>However, information circulated by RVBC prior to 9 March had then clarified the reason why RVBC proposed to continue to hold its meeting of the Planning and Development Committee. RVBC had confirmed that the call-in procedure only became relevant once the Local Planning Authority had approved the application, a situation which would not arise until the Committee had met and heard the matter. (In effect, there was no decision to “call in” until the application had been approved). Furthermore, the application – once determined - would only be referred to the Secretary of State (Michael Gove) should he find that it would not be appropriate for the application to have been heard locally.</p> <p>Due to bad weather, the meeting scheduled to be held on 9 March had been deferred until 16 March. The rearranged meeting had been attended by Cllr Halley</p>	

	<p>who had addressed the meeting and informed members of the Parish Council's ongoing concerns. Ultimately, the application had been put to a member vote and passed by a majority of 8 to 1.</p> <p>Cllr Halley outlined her frustration at how the meeting of the Planning and Development Committee had been conducted and the members' response to residents' concerns.</p> <p>Cllr Horkin reported that – some 2 months after the meeting of the Planning and Development Committee – the Secretary of State had yet to indicate whether the decision would indeed be called in. It was understood that UU may be in the process of bringing legal action in order to resolve the impasse, as any further delay was proving costly to them.</p> <p><b>Resolved</b>  <b>The Parish Council would continue to monitor the situation and awaited an update on how the matter would now unfold</b></p>	
13.	<p><b>Duke of York</b></p> <p>a) <u>Planning application</u></p> <p>The planning application for the Duke of York (3/2022/0883) had finally been determined on 12 May 2013, being approved with conditions attached. (The conditions were numerous but did not seem inconsistent with a planning approval of this nature and scale).</p> <p>The Clerk had been approached by a reporter from the Lancashire Telegraph who was keen to understand how residents now viewed having two pubs in the village (having had none until recently). Members discussed a possible press response and formulated some wording which the Clerk was asked to convey.</p> <p><b>Resolved</b>  <b>Members would continue the site for compliance with planning conditions imposed and liaise with RVBC Planning Enforcement as required</b>  <b>Clerk to liaise with press reporter</b></p>	Clerk
14.	<p><b>Lancashire Best Kept Village Competition 2023</b></p> <p>a) <u>Entry for 2023 competition / Group Walk</u></p> <p>Cllr Halley updated on the parish's entry for the 2023 competition, with particular regard for the Group Walk around the village undertaken by members on 2 May. The Group Walk had been considered a success and identified a number of actions which needed to be addressed. These had been captured by the Chair and subsequently circulated on a list for members to consider and action as appropriate.</p> <p>Members were reminded of the importance of dealing with those actions identified as high priority; ideally members should complete those high priority tasks allocated to them by 1 June.</p>	

**Resolved**  
**All to action tasks as appropriate**

15. **Footpath off Eccles Terrace**

In seeking to progress the long-running matter of the unsafe stepping stones crossed by the public right of way 3-21-FP-64, it had been suggested at the March meeting that a permissive footpath could be established (linking the public right of way to the existing footbridge and thereby avoiding the stepping stones). As a result, the Clerk had identified the owner of land to the rear of 4 Eccles Terrace, through which the permissive footpath would need to pass, as the consent of the landowner to a permissive footpath would be needed.

On 14 March a letter was sent to the landowner, who had responded and explained that he was happy to discuss the matter but would have certain stipulations which he wished the Parish Council to take into account. It had been agreed that these would be discussed in more detail, with a face-to-face meeting (attended by the Clerk and Cllr Halley) being held on 26 April.

Stepping stones, accessed via land rented by a third party



Private land through which proposed permissive footpath would pass

The site visit had established the following practical matters to be addressed:

- a) a permissive footpath (following the line of the stream from the stepping stones to the footbridge) would need to be physically created – as shown in the photograph below, the land slopes too steeply towards the stream for walkers to be unassisted:



Permissive path would follow the stream and run across the steep slope

- b) a new access point would need to be created on the adjacent land through which access to the stepping stones was currently gained, as well as the current stile providing access to the dangerous stepping stones needing to be blocked up



New stile required

Existing stile to be blocked up



- c) similarly, a new stile / access point would need to be created at the other side of the landowner's property, where it joined the land owned by the Woodland Trust, thereby giving the desired access to the footbridge



New stile needed

Further work would then also be needed to establish a footpath on the land owned by the Woodland Trust, should their agreement to the proposal be secured.

The landowner indicated that, as part of securing his agreement to the permissive path crossing his land, he would ask for the following historical matter of concern to be addressed at the same time. A public right of way (confusingly also numbered 3-21-FP-54) ran along the front of Shaw Terrace, through his back garden and down to the path accessing the footbridge. The landowner requested that, in any discussions between the Parish Council and the County Council, permission would be sought to stop up the footpath from Shaw Terrace, or divert it in some way so that access to his back garden would be denied (and walkers instead use the existing adjacent footpath through the neighbouring field).

No other concerns had been raised by the landowner at this stage.

Members considered a number of options to move the matter forward, including;

- a. whether a site meeting of all the relevant parties would be feasible;
- b. contacting the Woodland Trust (with a view to their agreement to a permissive path across their land being sought); and
- c. entering into further correspondence with the PROW Officer at LCC in order to set out the Parish Council's full thoughts on the situation.



	<p><b>Resolved</b>  <b>A written approach to the PROW Officer would be made (Chair to provide an initial draft, Clerk to flesh out and send) – at that point the further involvement of County Cllr Sue Hind could be sought</b>  <b>Clerk to make a written approach to the Woodland Trust to ascertain its stance on the proposal</b></p> <p>As part of her investigations of the above, the Chair had been advised by the LCC PROW Officer that the current route of footpath 3-21-FP-54 to the front of Shaw Terrace was wrongly sited; the correct route was to the rear of Shaw Terrace. It was thought that this error may have come about due to the poor positioning of the footpath sign. It was therefore proposed that, following consultation with the residents of Shaw Terrace, the Parish Council should relocate the footpath sign to more accurately indicate the correct route.</p> <p><b>Resolved</b>  <b>Chair to consult with residents of Shaw Terrace</b>  <b>Subject to their agreement, the Parish Council would arrange for the sign to be relocated</b>  <b>Clerk to advise LCC PROW Officer of this intention in his correspondence with him</b></p>	<p>LH,  Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Clerk</p>
<p>16.</p>	<p><b>Consultation on the proposed expansion of Bowland High School</b></p> <p>At the January meeting, members had debated at some length the proposed changes to the School Place Planning Delivery Programme 2023-25, as a result of which Bowland High School was listed for a permanent increase in its Published Admission Number from 110 to 140 places from September 2024. This would follow an agreed temporary expansion of 30 places from September 2023.</p> <p>As agreed, the Clerk had submitted a summary of the Parish Council’s discussion to LCC on 9 January. The period of consultation ended on 15 January 2023, with a final decision due to be taken by LCC’s Cabinet in February. No update on this decision had yet been received. However, members noted that the proposed timetable for implementation of any decision was understood to be as follows:</p> <ul style="list-style-type: none"> <li>• February 2023 - final decision by Cabinet on Scheme</li> <li>• February 2023 - submission of proposal to DfE</li> <li>• Spring 2023 - DfE decision</li> <li>• September 2024 - implementation (if approved)</li> </ul>	
<p>17.</p> <p>a)</p>	<p><b>Allotments</b></p> <p><u>Lead Member – allotments</u></p> <p>Given his overall workload, the Clerk had discussed with the Vice Chair whether any member may be interested in taking a “lead role” with the allotments. This would involve working with the Clerk to ensure smooth delivery of:</p> <ul style="list-style-type: none"> <li>• plot inspection / monitoring to ensure tenancy conditions are met;</li> <li>• annual renewal of tenancies / signing contracts / chasing payments owed;</li> </ul>	

	<ul style="list-style-type: none"> <li>• maintaining a waiting list / finding new users;</li> <li>• holding an annual meeting or consultation exercise with tenants to discuss possible site improvements etc;</li> <li>• working with the Clerk to revise tenancy agreements; and</li> <li>• any other allotment-related work to be identified.</li> </ul> <p>Members noted that Cllr Bramwell had offered to work with the Clerk in the capacity of “lead member”, and arrangements to progress the above would be put in place over the summer.</p> <p>b) <u>Tenancy – Plot 1</u></p> <p>At the March meeting, it had been agreed that – due to the overgrown condition of Plot 1 – the then Chair would trim and clear the plot prior to the proposed new tenants assuming responsibility. This offer had been conveyed to the interested residents, who indicated their willingness to proceed with taking on the tenancy subject to the plot being cleared.</p> <p>Although this work had not been able to proceed, the potential tenants remained keen to start work and take advantage of the Easter good weather. Consequently, the Clerk had approached Cllr Bramwell, and the following way forward agreed:</p> <ul style="list-style-type: none"> <li>• the tenants could access the site immediately, so long as they undertook to sign a contract and commit to payments within a week or so;</li> <li>• the rental fee would be reduced by 25% to compensate for inconvenience; and</li> <li>• strimming etc would still be pursued, although mechanics at that time remained unclear.</li> </ul> <p>Following a subsequent intervention by Cllr Halley, who had negotiated with the Lengthsman for the remaining brash and debris to be removed in his van, the potential tenants had now returned a signed contract and paid the discounted fee of £28.59. However, the Clerk had that day been contacted by the new tenants, who indicated that – whilst much of the excess vegetation had now been cleared to their satisfaction – the substantial derelict structures at the foot of the plot had not been removed.</p> <p>Members discussed the extent of their responsibilities in this regard and considered a number of options to resolve this situation. It was agreed that a starting point would be for the Clerk to ask the residents to submit photographs of the structures in question, thereby allowing Cllr Wheeler to assess whether they could be moved in his vehicle.</p> <p>The Clerk reported that all plots were now let and all tenancy agreements were fully up to date.</p> <p><b>Resolved</b>  <b>Clerk to contact residents and ask for photographs to be submitted</b></p>	<p><b>Clerk</b></p>
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18.	<p><b>Miscellaneous matters</b></p> <p>a) <u>Signage – Bird in the Barn</u></p> <p>Following the March meeting, Cllr Halley had circulated an email seeking members’ consent for the owner of the Bird in the Barn to display a promotional sign at a more prominent location in the village. After due consideration, the Clerk had been asked to draft a letter to be sent to the owner of the premises outlining (i) the Parish Council’s stance and (ii) the technical / legal constraints within which signage could be displayed.</p> <p>A copy of the letter sent to the owner on 14 March was provided for members’ information.</p> <p>b) <u>Wildflower seeds (Carrs Billington)</u></p> <p>Cllr Halley had purchased (and claimed for) seeds to the value of £76.80. The seeds had now been planted, and – whilst some objections to the wildflower area had been raised – it was hoped that the flowers would prove an attractive feature for the village.</p> <p>c) <u>Flower tubs</u></p> <p>Cllr Wheeler had now removed the broken tubs, for which members thanked him. It was not considered a good use of public money for the tubs to be replaced at this time.</p> <p>d) <u>Storm damage to SID – insurance claim</u></p> <p>At the previous meeting, the former Chair had offered to check whether the SID could be made viable by reattaching the wires. However, as the former Chair was no longer associated with the Parish Council, members discussed the ongoing problems with the SID and concluded that it would no longer be beneficial to keep it in situ, bearing in mind that:</p> <ul style="list-style-type: none"> <li>• the device was still not functioning correctly, as a result of which it was no longer considered to act as a deterrent to speeding motorists;</li> <li>• all avenues for repair or replacement had been exhausted with the supplier; and</li> <li>• the insurers had deemed that it fell outside the existing policy.</li> </ul> <p>Members reluctantly agreed that the best course of action was to remove the device from its location and scrap it at an appropriate time.</p> <p><b>Resolved</b>  <b>Cllr Wheeler to remove the device from its current location and dispose of it accordingly</b></p>	GW
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<p>e)</p>	<p><u>Speeding vehicles at East View – concern raised by Cllr Bramwell</u></p> <p>At the March meeting, Cllr Bramwell had expressed concern at the risk posed by speeding vehicles on East View, and it was agreed that the Clerk would make enquiries as to whether a SID could be hired from RVBC. The Clerk had since established that RVBC had effectively sub-contracted the provision of SIDs to Rennie Pinder of Altham Parish Council. Parish Councils wishing to hire a SID would need to pay for Rennie’s service at a cost of a maximum of £300 per cycle - this would cover erection of the devices; their removal after use; and downloading / sharing the data gathered. However, the practicalities of hiring a SID were not straightforward in terms of suitable locations, the presence of suitable back plates etc.</p> <p>Members debated at some length the benefit of spending public money on the hire of a SID. It was acknowledged that any data acquired would be useful evidence in seeking to persuade the police to take a greater interest in the problem, but there was also scepticism that deployment of a SID would bring about any long-term change in driver attitudes.</p> <p>It was agreed that, before making any final decision, it would be useful to invite Rennie Pinder to a future meeting of the Parish Council, with a view to better understanding the services available (and indeed whether it was feasible for a SID to be deployed on East View).</p> <p><b>Resolved</b>  <b>Clerk to contact Rennie Pinder and invite him to a future meeting</b></p>	<p>Clerk</p>
<p>f)</p>	<p><u>Footpath issue – steps at end of Ribble Avenue</u></p> <p>There was concern that the steps on the Grindleton side of the River Ribble were set quite deep (making them difficult for some to use) and lacked a handrail, which would offer support to users. The Chair had discussed this with the Lengthsman, who did not undertake the installation of handrails but said that his father did. The Lengthsman’s father had subsequently offered to submit a quote for this work, but it had not yet been received.</p>	
<p>g)</p>	<p><u>Youth issues</u></p> <p>Cllr Halley had noticed a post on Facebook advertising a weekly ‘youth group for rural kids’ at Slaidburn. It was run by LCC and sponsored by Accrington Stanley FC. She had made an approach to LCC Youth Services and learned that free weekly sessions would be run from a mobile unit, with a programme of activities tailored to the needs of local young people.</p> <p>Members felt that the presence of the youth workers could be of benefit to local young people, and she undertook to try and establish the potential level of interest via social media and other means.</p> <p>It was considered that the case for inviting the youth workers into the parish may be strengthened if other parishes were willing to associate themselves with the exercise, and at Cllr Horkin’s suggestion the Clerk agreed to approach West</p>	

	Bradford Parish Council and ascertain their views (the next meeting of that body being held on 31 May).  <b>Resolved</b> <b>Chair to establish potential level of interest in the group's presence</b> <b>Clerk to seek views of West Bradford Parish Council</b>	<b>LH</b> <b>Clerk</b>
19.	<b>Update from Ward and County Councillors present</b>  In addition to his contributions on HARP, Cllr Horkin updated members on the outcome of the local elections held on 4 May. These had led to a hung council, with the number of Conservative councillors elected falling from 26 out of 40 to 18. Two Green Party councillors had been elected, along with 7 from the Labour Party; 8 from the Liberal Democrat Party; and 5 independents. The "mayor making" ceremony (when a new ruling administration would be formed) was due to be held on 24 May, and it remained unclear whether a new coalition administration could be agreed.	
20.	<b>Other meetings</b>  <u>GRGC</u>  Cllr Raywood commented on plans to make greater use of the cricket and football pitches, following the demise of both local teams. Whilst the cricket pitch may be developed for community use, it was possible that teams from outside the parish would be invited to use the football pitch.  It was confirmed that the MUGA was being renovated through grant funding which had been acquired.  The event to commemorate the coronation of King Charles III had proved a great success.	
21.	<b>Correspondence received</b>  None	
22.	<b>AOB</b>  None	
	<b>The next meeting of Grindleton Parish Council will take place at 7.30pm on Tuesday 4 July 2023 at Grindleton Pavilion</b>	

The meeting closed at 10.21pm.

Signed by:		
	Date: 4.7.23	Cllr L Halley Chair