



Grindleton Parish Council

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Minutes of the meeting of Grindleton Parish Council held on Tuesday 1 November 2022 at Grindleton Pavilion.

Members present:	Parish Cllr K Hutton (Chair) Parish Cllr L Halley (Vice Chair) Parish Cllr Tony Bramwell Parish Cllr Steve Dobson Parish Cllr Alan Fielding Parish Cllr Peter Raywood Parish Cllr Glenn Wheeler Borough Cllr K Horkin MBE (RVBC)
Apologies for absence:	None
Clerk present:	Dave Riley (outgoing Clerk) Andrew Glover (incoming Clerk)
Members of the public present:	None

1.	Minutes of the Last Meeting (6 September 2022): The minutes of the September 2022 meeting were signed by the Chair as a true and accurate record. Resolved It was agreed that the minutes of the 6 September meeting would be posted on the Parish Council website	Clerk
2.	Declarations of Interest a) Standing orders suspended No declarations of interest were made	

3.	<p>Public participation</p> <p>b) Standing orders resumed</p> <p>No members of the public were present</p>	
4.	<p>Welcoming the new Parish Clerk</p> <p>The Chair welcomed the new Clerk, Andrew Glover, to his role. It was agreed that the outgoing and incoming Clerks would meet in the near future in order to complete an official handover, with the incoming Clerk reporting back to the January meeting on any issues arising.</p> <p>Resolved</p> <p>Clerks to meet with an update to be provided at the January meeting</p>	Clerks
5.	<p>Road Safety meeting at Chipping</p> <p>As the Chair and Cllr Raywood had been unable to attend this event (held on 29 September at Chipping Village Hall), the incoming Clerk – who had been present at the event – provided a brief update. The meeting had been convened at the request of the Deputy Police and Crime Commissioner Andy Pratt (who introduced the event), and was intended to give a broad outline of road safety measures being introduced throughout the County. A number of speakers were in attendance, including Rennie Pinder from Altham Parish Council, who confirmed that RVBC was in the process of buying 3 x Speed Indicator Devices (SIDs) for the general use of parish councils. It was noted that a decision would ultimately need to be taken, presumably at a Parish Council Liaison Committee, as to whether (i) these new SIDs were to be loaned to parishes for them to erect / download data themselves; or (ii) the SIDS would be handed over to Rennie for him to hire out to parishes on a fee-paying basis with full support (erection, removal, data analysis) provided.</p> <p>Resolved</p> <p>Members noted the report</p>	
6.	<p>Xmas lights</p> <p>Led by Cllr Halley, members debated at length the arrangements for the proposed erection of Xmas lights. As a result, the following points were agreed:</p> <ul style="list-style-type: none"> • the date for switching on the lights would be Friday 2 December 2022; • the lights would need to be erected w/c Monday 21 November. On previous occasions this task had been carried out by Alan Parker – Cllr Dobson agreed to contact Alan the following day and make the necessary arrangements. The lights would be erected on a day to suit Alan, Nick and any other volunteers; 	SD

	<ul style="list-style-type: none"> the lights – stored in the Pavilion bar area – would need to be tested prior to use. Cllr Fielding agreed to contact Nick and Graham to ensure testing was carried out; in years prior to the Covid pandemic, Bowland High School had provided a choir to sing at the switch-on of the lights. Cllr Halley agreed to contact both Bowland High School and Grindleton Primary School to see if they would wish to provide a choir this year; Cllr Raywood agreed to carry out traffic duties on the night of the switch-on; and appropriate catering arrangements (mince pies, drinks) would need to be made. <p>It was noted that weekday erection of the lights may be impeded by the parking of construction vehicles in the vicinity, but it was hoped that this could be worked around.</p>	<p>AF</p> <p>LH</p> <p>PR</p>
7.	<p>Wildflower areas</p> <p>Cllr Halley confirmed that – in a roadside area at the foot of Grindleton Brow – the Parish Council had secured the use of a piece of land as a wildflower garden. The wildflower garden had been due to be strimmed by the Lengthsman. However, before this had occurred, Cllr Halley had observed contractors (commissioned by the landowner to strim in the vicinity) cutting grass in the area and she feared that the wildflower garden could in future be strimmed by the contractors at the wrong time of year. She had advised the contractors accordingly, but members agreed to monitor the situation moving forward.</p> <p>With regard to re-planting of the wildflower garden, Cllr Halley pointed out that the stock of seed acquired two years ago by the Parish Council was now coming to an end. Members discussed a number of options to replenish this, including a potential funding bid to the National Lottery (Grants for Heritage), but concluded that there were a number of reasons why this may not be appropriate (eg the minimum bid of £3000 and potential issues arising from land ownership). It was agreed that the Parish Council should itself fund the purchase of seeds for c£80.</p> <p>Resolved Cllr Halley to approach Carrs Billington at Gisburn with regard to the purchase of seed</p>	<p>LH</p>
8.	<p>Footpath off Eccles Terrace</p> <p>The Parish Council had previously become aware of a number of issues relating to this footpath, in particular the need to increase access to it. These issues included the stepping stones being washed away; repairs required to stiles; and concerns that a flood gate was situated in the wrong location. With regard to the latter point, in summer 2020 the Parish Council’s then Clerk (EF) had met with one of the</p>	

	<p>Trustees of Grindleton Almshouse. On 27 September, the Clerk to the Trustees had sent a letter confirming that the Trustees were happy for the work to be undertaken as set out in previous correspondence, although no commitment had been given to financial support for any measures taken by the Parish Council.</p> <p>It was agreed that Cllr Halley would continue to liaise with Nigel Howe, Assessor at the Peak & Northern Footpaths Society (PNFS) to progress the matter.</p> <p>Resolved Cllr Halley to liaise</p>	LH
9.	<p>Community energy</p> <p>Members were aware that a local resident (who serves as an ambassador on the Ribble Valley Climate Action Network or RVCAN) had repeatedly contacted the Parish Council expressing enthusiasm for the concepts of community energy and renewables. Unfortunately, the resident was not present at the meeting to engage with parish councillors in person. However, the Chair commented that this important topic may merit the establishment of a new body (either a sub-group of the Parish Council or a wider village grouping) which would seek to examine the matter in depth and consider any next steps. Options could include a funding bid to RVBC, which was currently implementing its Green Policy.</p> <p>Resolved Clerk to diary a discussion at the next meeting</p>	Clerk
10.	<p>Matters arising</p> <p>a) <u>Duke of York</u></p> <p>Cllr Horkin confirmed that he had “called in” the latest application (3/2022/0883) in order to ensure that it would be heard in person by members of RVBC’s Planning and Development Committee, probably at its meeting on 1 December 2022.</p> <p>b) <u>Bank signatories</u></p> <p>Cllr Fielding confirmed that he was now authorised as an additional bank signatory and had successfully accessed the Parish Council’s account. However, the Chair reported that he was still struggling to do so and – given that this left only 2 functioning authorised signatories - Cllr Halley requested that another member volunteer for this role.</p> <p>Resolved Cllr Bramwell would be appointed as an additional signatory</p> <p>It was also noted that the outgoing Clerk would need to be replaced on the bank mandate by the incoming Clerk (viewing rights only).</p>	TB

	<p>Resolved Outgoing Clerk to resolve</p>	DR
c)	<p><u>Lengthsman's plan</u></p> <p> Cllr Halley confirmed that she had previously drafted a task list for the Lengthsman to follow; this had been circulated to members for their consideration. Both parish councillors and Lengthsman had responded favourably to the draft, with the latter offering to use it as a timesheet which he could fill in as tasks were completed and then submit the document to the Clerk for payment.</p> <p>Members formally approved the draft task list and the adoption of the system as proposed above, feeling that it would be more administratively convenient whilst also providing greater transparency as to the nature of tasks completed and charged for.</p> <p>Resolved Both the draft task list and the above procedure would be adopted</p>	
d)	<p><u>Parish Council Liaison meeting</u></p> <p>After not receiving the minutes from the last meeting, the outgoing Clerk had chased this up with RVBC and been advised that they would be sent to him.</p> <p>The next meeting will be held on 10 November.</p> <p>Resolved Chair and Cllr Fielding to attend</p>	Chair / AF
e)	<p><u>Improving PC effectiveness</u></p> <p>Members discussed the Dropbox system of cloud storage which would allow shared files to be accessed via a link. Cllr Halley confirmed that she now possessed passwords which should allow all members to access documents. It was agreed that Cllr Haley would initially send the password to Cllr Fielding on a trial basis, and if this was successful she would share it more widely.</p> <p>Members noted that Dropbox would be a useful place to store documents such as a list of all the tasks being undertaken by members as this would allow everyone to keep abreast of work in progress. In a wider discussion on minute item 10k below, members reached a number of conclusions about the development of Dropbox, including:</p> <ul style="list-style-type: none"> • once members could access Dropbox, all relevant documents in members' possession should be placed on the site – ideally this would take place over the next fortnight or so; • the Clerk would diary an agenda item for the next meeting, which would allow members to assess progress and take stock; • Cllr Wheeler suggested that an exercise to assess the range of issues affecting the parish could be compiled. This could involve the local community and potentially form the basis of a revised parish plan; and 	

	<ul style="list-style-type: none"> • Cllr Raywood suggested that – given the size of the parish - each parish councillor could be given their own “patch” on which their attention would be focused. <p>Resolved Cllr Halley to share password with Cllr Fielding and then more widely as appropriate All members to place relevant documents on Dropbox site Clerk to develop a list of ongoing member activities and diary a wider discussion on Dropbox progress at the next meeting</p>	<p>LF</p> <p>All Clerk</p>
f)	<p><u>HARP</u></p> <p>Cllr Horkin confirmed that information being released to borough councillors was very limited, but it was possible that a revised planning application could be submitted to RVBC in the New Year. It was hoped that any new application would include a proposal for United Utilities to fund an officer who would act as a single point of contact between all parties.</p>	
g)	<p><u>RVBC commemorative tree allocation</u></p> <p>The outgoing Clerk had learned that Grindleton Primary School was interested in taking possession of a tree, so he had put them in contact with the relevant officer at RVBC.</p>	
h)	<p><u>Boundaries at Hydro Lodge</u></p> <p>The issue of damage to the roadside banking caused by undesirable parking on the grass verge had yet to be resolved. Dialogue with the farmer and LCC had not produced a solution, the latter considering that the matter fell outside its remit as Highways Authority.</p> <p>Resolved Chair to explore in further detail</p>	<p>KH</p>
i)	<p><u>Fox development on Green Lane - tree felling</u></p> <p>Cllr Horkin reported that he had discussed the issue with officers at RVBC. However, in the absence of a Tree Preservation Order or the trees being located within a Conservation Area, tree felling was not illegal.</p> <p>Cllr Wheeler pointed out that he was in possession of a map of the Conservation Area, provided by RVBC in 2014. The map showed “protected views” (or similar wording); could this have an impact on the situation if the views had changed?</p> <p>Resolved Cllr Wheeler to send the map to the Clerk for further consideration</p>	<p>GW / Clerk</p>

<p>j)</p> <p>k)</p>	<p><u>Culvert - Higher Chapel Lane</u></p> <p>Cllr Wheeler confirmed that he was checking the culvert on a regular basis and it was clear at the present time. The Chair would also monitor the situation.</p> <p> <u>Stiles/kissing gates/finger posts/footpaths</u></p> <p>Given the large number of public rights of way within the parish, the condition of stiles etc was an important one and took up a lot of members' time. Cllr Halley acknowledged that it would be helpful to compile a list of those stiles etc under consideration. Cllr Bramwell commented that he had a spreadsheet of such information, which he would send to Cllr Halley for inclusion in the Dropbox when it was in full use.</p> <p>The outgoing Clerk reported that he had written to a local resident who had expressed concern at the condition of a stile (although in the outgoing Clerk's opinion it was not as bad as others in the parish). It was suggested that – when a list of stiles etc was developed – some form of grading system could be adopted which would allow for work to be assessed on a prioritised basis.</p> <p>Resolved Cllr Bramwell to send list to Cllr Halley</p>	<p>TB</p>
<p>l)</p>	<p><u>Results of the Lancashire Best Kept Village Competition 2022</u></p> <p>Confirmation had been received that Grindleton's performance in this year's competition was as follows:</p> <ul style="list-style-type: none"> • Champion Village – 5th • Public Playing Fields – winner (Pavilions), 15 entries • Children's Play Area – winner (18 areas) • Sheltered Accommodation – winner (Mary Brown Cottages), 11 entries • Public Building – Highly Commended (Pavilions), 21 entries <p>Cllr Halley expressed disappointment that the village had not made the final in the Championship village class, but to come 5th in a close and high-level competition was a creditable effort. Members reflected on the feedback from the judges, and identified a number of matters which could be revisited prior to the 2023 competition:</p> <ul style="list-style-type: none"> • the bench at the top of Grindleton Brow could be more regularly tidied and surrounding vegetation cut back; • the Lengthsman could be asked to pay more attention to all benches around the village – this could be included in his work plan; • Cllr Fielding undertook to try and clean up the wording on the Grindleton Stone, which had begun to look grubby; and • more effort could be made to engage with residents at the foot of Grindleton Brow, who did not necessarily consider themselves to be fully included in village activities. As the route up Grindleton Brow was a main access point to the village, perhaps the installation of "Welcome to Grindleton" signage in this vicinity could be considered. 	<p>AF</p>

	<p>Resolved Clerk to diary a further discussion on LBKVC preparation in Spring 2023</p> <p>m) <u>SID</u> Members expressed contrasting opinions on the extent to which the SID was presently operational. Given its apparent inconsistency in working, it was agreed that the Chair would give the matter further attention.</p> <p>Resolved Chair to reassess whether the SID was working correctly</p> <p>n) <u>Equiniti signatories</u> As attempts to resolve the matter had proved unsuccessful, the Chair had written to the Ombudsman (who would contact Equiniti and seek to determine a way forward). No timescale for further progress had been given.</p> <p>o) <u>Income and expenditure since the last meeting</u> The outgoing Clerk submitted details of income and expenditure since the September meeting. Details of these are set out in Annex 1 to the minutes.</p>	<p>Clerk</p> <p>Chair</p>
11.	<p>Accounts to be authorised</p> <p>Members approved the accounts as presented by the outgoing Clerk.</p> <p>Resolved Members agreed that the details of income and expenditure (as set out in Annex 1) would be formally adopted</p>	
12.	<p>Any Other Business</p> <p>a) <u>Update from Ward Councillor</u> Cllr Horkin reflected on the difficult national political picture and economic backdrop against which the Borough Council was required to operate. It was possible that the Borough Council may soon release some of its capital reserves and, in this event, borough councillors would be looking for priority areas in which to invest. Parish councillors were therefore asked to give some thought to capital facilities from which the village in particular and the borough in general may benefit.</p> <p>b) <u>Signage within Conservation Area</u> Cllr Halley explored whether there was any appetite to encourage the use of signage by businesses operating within the Conservation Area. Members were not generally supportive of this approach, noting that Advertisement Consent would generally also be required from RVBC, and it was agreed not to pursue this further.</p>	

c)	<p><u>Christians Against Poverty (CAP)</u></p> <p>Cllr Halley informed members that CAP was running a debt / money advice service through St James' Church in Clitheroe. Any resident who felt they would benefit from this service was encouraged to access it.</p>	
d)	<p><u>Member training</u></p> <p>The outgoing Clerk had circulated details of member training available through LALC. It was agreed that the following sessions would be attended by members:</p> <ul style="list-style-type: none"> • New Councillors and Clerks -a whistle stop tour of powers and responsibilities: Cllrs Bramwell, Dobson and Wheeler to attend on 17 January 2023 • Get parish and town councils prepared for the local council elections in May: Cllr Halley to attend on 1 February 2023 <p>The incoming Clerk offered to make the relevant bookings for members and supply them with the necessary information to attend.</p> <p>Resolved Incoming Clerk to action</p>	Clerk
e)	<p><u>Awards – Mary Brown Cottages</u></p> <p>Having once again been successful in the Best Kept Village Competition (for the third time in consecutive years), Mary Brown Cottages now had a number of awards on display. Cllr Raywood queried whether the awards from previous years should be removed and only the most recent displayed?</p> <p>Resolved Cllr Halley offered to create a new composite certificate which would reflect the success of Mary Brown Cottages over the 3-year period</p>	LH
f)	<p><u>Complaints received</u></p>	
i)	<p><u>On-street parking</u></p> <p>The outgoing Clerk had received a letter from a resident pointing out that the prevalence of on-street parking in the village was increasing, a problem which would be exacerbated by (i) the ongoing development activity at the former Buck Inn and (ii) the planning application submitted for the Duke of York premises. The resident noted that – in its Parish Plan of 2008 – the Parish Council was committed to identifying new parking areas and insistence upon the provision of on-site parking with new development.</p> <p>Resolved Incoming Clerk to diary a further discussion at the next meeting Incoming Clerk to send a holding response to the resident</p>	Clerk Clerk

ii)	<p><u>Condition of road surface on Back Lane</u></p> <p>A resident had contacted the outgoing Clerk with regard to the impact of work carried out by Electricity North West on Back Lane; as a result the road surface was in a poorer condition than it had been previously.</p> <p>Resolved Outgoing Clerk to provide incoming Clerk with contact details for the complainant Incoming Clerk to make contact with complainant and assess</p>	Clerk Clerk
	At the conclusion of the meeting, the Chair warmly thanked the outgoing Clerk for his considerable efforts in the role. His patience and diligence had been greatly appreciated by all members.	
	The next meeting of Grindleton Parish Council will take place at 7.30pm on Tuesday 3 January 2023 at Grindleton Pavilion	

The meeting closed at 9.35pm

Signed by:		
	Date: 3.1.23	Cllr K Hutton Chair

Annex 1

Grindleton Parish Council Income and Expenditure from– 7/9/22 – 31/10/22

Income			Expenditure		
DATE	SOURCE	AMOUNT £	DATE	ITEM	AMOUNT £
10/10/22	RVBC - concurrent function grant	491.00	7/9/22	L Halley – plants, gas	15.03
25/10/22	HMRC- vat refund	40.11	12/9/22	N Millward - cement	7.80
			15/9/22	C Atkinson - Auditor	70.00
			20/9/22	GRGC – Jubilee contribution	1147.34
			26/9/22	Water rate	13.55
			29/9/22	PNFS membership	22.50
			22/10/22	C Sutcliffe - Hedge cutting	84.00
			25/10/22	Water rate	13.55
TOTALS		531.11			1373.77
BANK BALANCE 31/10/22					21,588.15