



Grindleton Parish Council

Clerk: Tracey Boswell, The Old School, Newton-in-Bowland, CLITHEROE BB7 3DY

e-mail: grindletonparishcouncil@gmail.com

Tel: 07484 312225

Minutes of the meeting of Grindleton Parish Council held on Tuesday 1st April 2025 at the Pavilion, Grindleton.

Members present:	Parish Cllr Lorraine Halley (Chair) Parish Cllr Paul Atkinson Parish Cllr Tony Bramwell Parish Cllr Chris Brennan Parish Cllr Susan Walsh Parish Cllr Megan Haslam
Apologies for absence:	Parish Cllr Glenn Wheeler (Vice Chair) Borough Cllr Kevin Horkin MBE (RVBC)
Clerk present:	Andrew Glover – retiring Tracey Boswell – incoming
County Cllr present:	None
Members of the public present:	None
Others:	None

A	Procedural Items	
1.	Apologies for absence Parish Cllr Glenn Wheeler	Chair
2.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None.	
3.	Public Participation None.	

4.	<p>Minutes / matters arising.</p> <p>a) To resolve that the minutes of the meeting of the Parish Council held on 4th February 2025 be signed as a correct record.</p> <p>Proposer – Cllr Bramwell Seconder – Cllr Walsh</p> <p>Resolved: Members agreed that the minutes of the meeting of the Parish Council held on 4th February 2025 should be signed as a correct record and published on the Parish Council website.</p> <p>b) <u>Actions taken / matters arising since the last meeting (not covered elsewhere on the agenda):</u></p> <p>The Clerk had compiled a list of actions (Appendix 2) for members to note / update briefly on progress since the last meeting.</p> <p>Subject to a guillotine of 30 minutes, members gave verbal updates on their respective actions. These were captured by the Clerk on the list retained by her.</p>	Clerk
B	Finances	
5.	<p>Overview of financial position</p> <p>a) <u>Income and Expenditure – February 2025 (Appendix 3)</u></p> <p>A statement of income and expenditure for the month of February 2025 was provided for members’ consideration.</p> <p>Resolved: Members approved this statement as an accurate record of transactions during February 2025.</p> <p>b) <u>Income and Expenditure – March 2025 (Appendix 4)</u></p> <p>A statement of income and expenditure for the month of March 2025 was provided for members’ consideration.</p> <p>Resolved: Members approved this statement as an accurate record of transactions during March 2025.</p> <p>c) <u>Budget Monitoring – Q4 2024/25 (Appendix 5)</u></p> <p>The Clerk presented a budget monitoring report for Q4 2024/25 (Appendix 5). Key points included:</p> <ul style="list-style-type: none"> income remained in excess of budget, to date totalling £12,217 over the year. This is due to larger than expected returns on (i) the interest paid by 	

	<p>UT Bank following the transfer of funds over to the Parish Council's savings account and (ii) the Concurrent Functions Grant; and</p> <ul style="list-style-type: none"> at c£10,365, expenditure is slightly under budget, although the following points are worthy of note: <ul style="list-style-type: none"> spend on the Lengthsman had this year risen sharply to c£2,250 against an annual budget of £2000. over the course of the year, the Clerk's salary is estimated below budget by £200, and PAYE is estimated to be above budget by £90; and some unexpected expenditure has occurred, including £370 on Armistice silhouettes and some expenditure remains to be accounted for c£400 on crane hire for Xmas lights. <p>At year end, the Parish Council is likely to have current account assets of c£5k.</p> <p>Resolved: Members noted the budget monitoring report for Q4 2024/25.</p>	
d)	<p><u>Peak and Northern Footpaths Society (PNFS) – renewal</u></p> <p>Members were informed that the affiliate membership of PNFS for 2025/2026 at a fee of £30 is due for renewal. The benefits of a renewal were discussed, Members agreed to purchase for year 2025/26 and to review at the end of the year.</p> <p>Resolved: To renew the affiliate membership of PNFS for 2025/26 at a fee of £30.</p>	Clerk
e)	<p><u>Little Green Bus</u></p> <p>Members were informed that it had been established that the last donation/grant funding of £100 had been made to the Little Green Bus in February 2024. Members considered whether a payment should be made again in 2025.</p> <p>Resolved: That a rolling programme to consider future donations/grants to be established for April each year. That a donation/grant of £100 should be paid for the year 2025/26.</p>	Clerk Chair
C	Governance	
6.	Improving PC effectiveness (Appendix 6)	
a)	<p><u>Village communications</u></p> <p>The Parish Council had previously sought to engage with village residents (on issues such as local events, the Best Kept Village competition etc) by using an email distribution list compiled and retained by GRGC. However, this would no longer be viable as GRGC was contemplating a move to wider access via Mail Chimp, a multiple account and verification facility.</p>	

	<p>In order to minimise costs but continue to communicate with residents of the village it was agreed that the Chair would go back to GRGC and ask whether that body would, once per year, provide the Parish Council with a download of participating residents' email addresses. This would be subject to GRGC obtaining the consent of all participating residents as required under Data Protection legislation.</p> <p>Cllr Atkinson has subsequently obtained a copy of the village database (330 email addresses) from GRGC and has uploaded the addresses to the list of contacts in the Parish Council's gmail account.</p> <p>The Chair has produced a flyer for distribution to any new residents, this serves as a welcome to the village and also asks people if they want to sign up for communications from the GPC, to do so requires an 'opt-in' approach.</p> <p>Resolved: Cllr Halley to deliver the flyers directly to new residents.</p>	LH
7.	<p>Registration with the Information Commissioner's Office (ICO)</p> <p>As a data processor, the Parish Council is obliged to register each year with the ICO at an annual fee of £40. Members were advised that registration has been renewed.</p> <p>Resolved: Members to note. Reflect in records and forward plan February 2026.</p>	All Clerk
8.	<p>Appointment of new Parish Clerk (Appendices 7-8)</p> <p>a) <u>Update.</u></p> <p>The Selection Panel had interviewed 3 candidates in February 2025, the successful candidate is Tracey Boswell who is appointed to the role of Parish Clerk/Responsible Financial Officer with effect from 1st April 2025. Members welcomed Tracey to the meeting.</p> <p>b) <u>Clerk's entitlement to holiday pay.</u></p> <p>(i) Members were informed of the change applicable with effect from 1st April 2024 which provides a holiday entitlement to workers on 'irregular hours'. Paid holiday entitlements for these workers will be calculated at 12.07% of actual hours worked in a pay period.</p> <p>Members were advised that there are two ways the entitlement can be calculated, (i) by ascertaining average hours worked over a previous 52 week period, or (ii) a 'roll up' of the holiday entitlement spread over the year and paid as a portion in each salary claim. Employers applying the 'roll up' approach are required to meet conditions re method of calculation, pay period, and identification as a separate holiday pay payment.</p>	

(ii)	<p>Resolved: That the approach the PC will adopt is the 'rolled up' approach.</p> <p><u>Budgetary implications</u></p> <p>Members reviewed the financial modelling and calculations for the impact of paying holiday entitlement on the 2025/26 budget, the sum of £355 was provided as the sufficient allocation to cover future claims for holiday pay.</p> <p>Resolved: To allocate £350 as an appropriate budget heading. To include this in future budget papers and for the AGM in May 2025.</p>	Clerk Clerk
	<p>(iii) <u>Contractual implications/revised Contract of Employment (Appendix 7)</u></p> <p>Any decision to adopt a 'rolled up' approach to holiday pay will need to be reflected in the terms and conditions of the incoming Clerk. The outgoing Clerk had drafted a Contract (Appendix 7) for Members to review.</p> <p>Resolved: To adopt the revised Contract of Employment for the incoming Clerk. To ask the incoming Clerk to sign and retain a signed copy on file.</p>	
9.	<p>Audit process 2025/26</p> <p>April will see the Parish Council having to undergo its internal audit (and decide whether to apply for a certificate of exemption from the external audit).</p> <p>The retiring Clerk has contacted the Parish Council's established internal auditor, Clare Atkinson, who has confirmed she is willing to undertake this role again, a fee of £95 will apply.</p> <p>Members were advised that the external audit deadline is end of July 2025 and requested that items are prepared and provided to the June meeting for review and agreement.</p> <p>Resolved: Members to note timeframes and to approve the internal audit fee proposed. Contact Clare once the audit documentation is received to commence process. Proceed with audit preparations and bring all to June meeting.</p>	All Clerk Clerk
D	Planning issues	
10.	Planning applications to be considered (Appendices 8-10)	
A)	<u>Applications on which the Parish Council is considered a statutory consultee.</u>	
(i)	<p>Planning Applications No: 3/2024/0439 and 3/2024/440 Location: Duke of York Inn, Grindleton Brow, Grindleton BB7 4QR Change of use from Public House with living accommodation to residential use. Demolition of side and rear extensions and construction of a single storey</p>	

	extension to side and detached garage. Alteration to vehicle access and creation of domestic curtilage.	
	Resolved: To note response due from RVBC by end April 2025.	All
(ii)	Planning Application No: 3/2023/0973; (Resubmission of 3/2023/0297). Location: Rushton House, Lower Chapel Lane, Grindleton BB7 4QT Retention of 14 solar panels on the south and east facing roof slope. Resolved: To consider the ongoing/wider implications for the parish as a result of the appeal.	All
-	Planning Application No: 3/2025/0073 Location: Laneside Barn, Grindleton Road, Grindleton BB7 4QH The deadline for response was 27 th March, Members were advised that a response had been submitted. <u>Planning implications - solar panels.</u>	
(iii)	Members reviewed the wording (as included in the agenda) of the Statement in Principle as set out on the Parish Council website which clarifies their stance on solar panels. Members agreed that the narrative provides a general view, but that it should include a footnote regarding applications within the Conservation Area. Resolved: Provide a form of words which state the Parish Council's stance on solar panels within the Conservation Area. Arrange for the revised Statement in Principle to be uploaded onto the website.	Chair Clerk
B)	<u>Planning Enforcement matters (Confidential) (appendices 9 and 10).</u>	
(i)	Motion to exclude the press and public (Appendix 9) Under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on that rounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act, namely 'information taken to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime'. The retiring Clerk provided an update.	
(ii)	Motion to exclude the press and public (Appendix 10) Under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on that rounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of	

	the Act, namely ‘information taken to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime’.																					
	The retiring Clerk provided an update.																					
E	Standing Business Items	Lead																				
11	Haweswater Aqueduct Resilience Programme (HARP)	Chair																				
a)	<p><u>Planning application 3/2021/0661 – update</u></p> <p>Members received an update from United Utilities on 13th March 2025, this is provided in the agenda for this meeting.</p> <p>The matters to note are the alternative proposals to the temporary park and ride facilities now to be constructed off Pimlico Road, and confirmation that United Utilities are still on track to award a contract in the first half of this year.</p> <p>Resolved: Members to note the update.</p>	All																				
12	Footpaths																					
A)	<p><u>Log of footpath concerns (Appendix 11)</u></p> <p>Members reviewed the up-to-date log; no new items were added.</p> <p>A brief discussion took place about the riverside path and tree and wildflower planting being undertaken, it was also noted that parking for ~4 cars will be made available at the site for the landowner and fishermen.</p> <p>Resolved: To ask for guidance on any likely impact planting on farmland might raise.</p>	Clerk																				
13	Other reports submitted to LCC and other bodies.																					
	<table><tr><td>By</td><td>To</td><td>Location</td><td>Issue</td></tr><tr><td>LH</td><td>LCC</td><td>Opp Rectory</td><td>Leaning road sign – action awaiting</td></tr><tr><td>LH</td><td>LCC</td><td>East View</td><td>2 x potholes</td></tr><tr><td>LH</td><td>LCC</td><td>Brow, Grindleton Road</td><td>Rumble strips re-instated, awaiting painting of SLOW’s</td></tr><tr><td>LH</td><td>BT</td><td>Brow Top</td><td>3 x broken BT chamber covers – replaced</td></tr></table>	By	To	Location	Issue	LH	LCC	Opp Rectory	Leaning road sign – action awaiting	LH	LCC	East View	2 x potholes	LH	LCC	Brow, Grindleton Road	Rumble strips re-instated, awaiting painting of SLOW’s	LH	BT	Brow Top	3 x broken BT chamber covers – replaced	
By	To	Location	Issue																			
LH	LCC	Opp Rectory	Leaning road sign – action awaiting																			
LH	LCC	East View	2 x potholes																			
LH	LCC	Brow, Grindleton Road	Rumble strips re-instated, awaiting painting of SLOW’s																			
LH	BT	Brow Top	3 x broken BT chamber covers – replaced																			
	<p>Resolved: To close all shaded from the register as closed.</p>	Clerk																				

F	Other business items	
14	<p>Lengthsman</p> <p>a) <u>Resignation</u> Members were informed that the current Lengthsman had resigned, and no payments remained outstanding. Attempts to recruit a replacement have proved unsuccessful to date. The Chair informed the group that she has had contact with a local resident, David Graveston and that he had expressed some interest.</p> <p>Resolved: Contact David and gauge interest, feedback to Cllr Atkinson.</p> <p>b) <u>Lengthsman draft contract</u> Members discussed requirement to review roles and responsibilities for the Lengthsman position based on the old contract. Terms agreed to be maximum of 170 hours per week at £15/hour, all hours to be monitored against the total agreed and timely claims to be paid.</p> <p>Resolved: Review roles and responsibilities based on old contract.</p>	<p>Chair</p> <p>PA</p>
15	<p>Lancashire Best Kept Village Competition 2025</p> <p>a) <u>Entry</u> The Chair confirmed that the entry has been submitted for 2025, there are no significant changes from last year's requirements. There may be a need to step up some working parties, the view of the group is that it would be good to involve residents, a suggestion to share photos on Facebook was made.</p>	
16	<p>Events</p> <p>a) <u>VE Day 80 – 8 May 2025 – ‘A Shared Moment of Celebration’</u></p> <p>Cllr Brennan updated that he would look at the beacons from last time. The event will need to be advertised in the village, all to congregate at 9.00pm, the beacon is to be lit at 9.30pm, approaches will be made to residents to light the beacon and to give a reading. Members proposed that the event is kept relatively low key.</p> <p>Resolved: Approach Olly Ollerenshaw to light the beacon, and Simon Hall or Rodney Hailwood to do the reading. Produce a poster for Facebook.</p>	<p>CB</p> <p>Chair</p>

17	<p>Allotments</p> <p>a) <u>General issues</u> Cllr Tony Branwell updated that there are no real issues to report, one new tenant will take up a plot wef 1/4.</p> <p>b) <u>Rental income/renewal of tenancy agreements</u> The Clerk presented Appendix 12, the updated position is that all tenants have paid, and all contracts are returned.</p> <p>c) <u>1981 lease agreement/possible areas of conflict with tenancy agreement to be explored.</u> Members heard that no update has yet been received from RVBC on this matter, initial enquires were made in June 2024, and the last approach for an update was made on the 8th February 2025. Pending a response the tenancy agreements have remained as per last year.</p> <p>d) <u>Tenancy agreements – proposed amendment to process for future years.</u> No report.</p> <p>e) <u>Request for shed.</u> No report.</p> <p>f) <u>Tenants meeting</u> Cllr Bramwell advised that no tenants meeting had been set, and that one will be arranged once RVBC have given a response to the questions posed.</p>	
18	<p>Rural Prosperity Fund</p> <p>a) <u>Permissive path</u> The Chair confirmed this item is to be parked for now.</p>	
19	<p>Update from Ward Councillor present</p> <p>None</p>	
20	<p>Other meetings</p> <ul style="list-style-type: none"> ● GGRC – the Chair reported that a very successful and enjoyable music evening had been held. ● Parish Councils' Liaison Committee – the next meeting is week commencing 7th April, Cllr Lorraine Halley and Cllr Paul Atkinson will attend and report back. ● WASP (Working Against Speed in Parishes) - the Chair reported that LCC have agreed to look at proposals submitted ~12 months ago, Andrew Yates has requested a resubmission of wishes. The group discussed the following: 	

	<p>(i) SLOW on Slaidburn Road before the n=bend on Main Street</p> <p>(ii) SLOW on the brow for the High School</p> <p>(iii) SLOW on East View</p> <p>in addition, a Speed Indicator Device (SID) is to be installed by LCC on Main Street, a date is yet to be advised. This will record data which can be used to inform further interventions.</p> <p>Resolved: Submit the three requests above to LCC.</p>	Chair
21	<p>Correspondence received.</p> <p>None</p>	
22	<p>Any Other Business</p> <p>a) <u>B4RN</u> The Chair reported this is progressing at pace and that it is on plan to be completed by the end of the year. Feedback about the workers has overall been good with just one complaint received.</p> <p>b) <u>Wildflower Seeds</u> Cllr Susan Walsh informed that the field had been prepared and the seeds sown, the children will attend on Thursday and will also be able to also sow small pots of seed. A bird box has been donated by Holden Clough Nurseries as well as materials for a Bug House, they have also offered to do some further engagement once the flowers have developed. A flower identification sheet has been produced, and a bug identification sheet will also be produced, Susan also suggested an artist friend might offer additional activities with the children once the flowers grow. A discussion took place re developments for future years which might include entering the RHS Best Kept Lawn Awards.</p> <p>Resolved: Request permission to access the tree to install the bird box. Invoice for seeds once received to be processed for payment.</p> <p>c) <u>Bowland High School traffic</u> The Chair reported that the flashing lights are now working at both ends of the approach.</p> <p>d) <u>Highways</u> As reported in item 13.</p> <p>(e) The Chair reported that she will attend the Cement Liaison Meeting on the 24th of April and report back on any points of note.</p> <p>(f) As this was the last meeting for the Clerk Andrew Glover, the Chair expressed her sincere thanks and those of all the Parish Councillors for the hard work and service</p>	Chair Clerk

	Andrew has provided to the Parish Council, on behalf of everyone she wished him good luck in his new home and future life plans, and said that he would be very much missed.	
	The next meeting of Grindleton Parish Council will be the AGM and will take place at 7pm on Tuesday 6th May 2025 at Grindleton Pavilion.	

The meeting closed at 9.10pm.

Signed by:		
	Date: 1.4.25	Cllr L Halley (Chair)