



Grindleton Parish Council

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Minutes of the Annual General Meeting of Grindleton Parish Council held on Wednesday 1 May 2024 at 7pm at the Pavilion, Sawley Rd, Grindleton.

Members present:	Parish Cllr L Halley (Chair) Parish Cllr G Wheeler (Vice Chair) Parish Cllr P Atkinson Parish Cllr T Bramwell Parish Cllr C Brennan Parish Cllr M Haslam Parish Cllr S Walsh
Clerk in attendance:	A Glover
Members of the public present:	None
Apologies:	Cllr K Horkin (RVBC)

1.	<p>Election of the Chair and Vice-Chair of the Council:</p> <p>a) <u>Election of Chair:</u></p> <p>The Chair stood down from her role whilst the Clerk sought nominations for the role of Chair during 2024/25. Parish Cllr Halley was nominated by Parish Cllr Wheeler and seconded by Parish Cllr Haslam. After a unanimous vote in her favour, Parish Cllr Halley agreed to assume the role of Chair until the next AGM.</p> <p>Resolved Parish Cllr Halley to act in the role of Chair for 2024/25</p> <p>b) <u>Chair’s Declaration of Acceptance of Office</u></p> <p>The Chair signed the Declaration of Acceptance of Office for 2024/25, as presented by the Clerk.</p>	LH
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c)	<p><u>Election of Vice Chair:</u></p> <p>The Chair then sought nominations for the role of Vice Chair. Parish Cllr Wheeler was nominated by Parish Cllr Atkinson and seconded by Parish Cllr Haslam. After a unanimous vote in his favour, Parish Cllr Wheeler agreed to act as Vice-Chair of the Parish Council for the next 12 months.</p> <p>Resolved Parish Cllr Wheeler to act in the role of Vice Chair for 2024/25</p>	GW
2.	<p>Welcome</p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council.</p>	
3.	<p>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</p> <p>Cllr Haslam declared an Other Registrable Interest as she had been invited to serve as Vice-Chair on the Sawley Village Hall Committee.</p>	
4.	<p>Minutes / Matters Arising:</p> <p>The minutes of the AGM held in May 2023 had previously been signed off at the meeting of the Parish Council held in July 2023.</p> <p>Members noted that a copy of the final / approved minutes from the AGM in May 2023 was now provided for their information only.</p>	
5.	<p>Chair's Annual Report / general comments:</p> <p>The Chair reported that the 12 months just gone had been the busiest and most satisfying of her time serving on the Parish Council, and she thanked all members and the Clerk for their collective efforts and enthusiasm. Cllr Halley outlined a number of the developments which had taken place during the previous year. A full list of achievements and future plans had been circulated to members prior to the meeting, but key points had included:</p> <ul style="list-style-type: none"> • a new team of committed and fully-trained parish councillors was now in place; • the Parish Council had continued its proud tradition in the Lancashire Best Kept Village competition, winning the Small Village class for 2023, as well as receiving several recognitions in the Outstanding Features categories (with commendations for the Pavilion and Alms Houses); • members continued to comment on planning applications relating to the village, and were keen to better understand the constraints around the increasing use of solar panels; • a number of referrals had been made to Lancashire County Council (as Highways Authority) in an attempt to keep the village's highways in as good a condition as possible. Referrals had also 	

	<p>been made to LCC regarding the poor condition of stiles and footpaths;</p> <ul style="list-style-type: none"> • although work on the forthcoming HARP project had temporarily stalled, the Parish Council continued to seek to represent the village’s best interest in dialogue with statutory and private bodies; • a number of improvements have been made to the Parish Council’s governance arrangements and wider internal procedures; • channels of communication have been established with local schools; • members are developing certain sustainable projects for the long-term betterment of the village; and • allotments were provided for the benefit of residents. <p>Finally, the Chair thanked those other residents of the village who had also assisted the work of the Parish Council over the previous year.</p>	
6.	<p>Review of representation on or work with external bodies and arrangements for reporting back:</p> <p>It was agreed that the following appointments would be made for the coming year:</p> <ul style="list-style-type: none"> • <i>Grindleton Recreation Ground Committee</i> – Cllr Wheeler; • <i>Parish Council Liaison Committee</i> – the Chair and Cllr Atkinson; and • <i>WASP</i> - the Chair and Cllr Bramwell. <p>In addition, Cllr Bramwell agreed to continue in his role as Lead Member – Allotments.</p>	
7.	<p>Ongoing governance issues (as part of Parish Council wider development work):</p> <p>Members considered the following draft documentation presented by the Clerk:</p> <ul style="list-style-type: none"> • Standing Orders 2024/25 • Financial Regulations 2024/25; • Code of Conduct 2024/25; • Asset Register 2024/25; • Data Retention Policy 2024/25; • Privacy notice – residents 2024/25; • Privacy Notice – staff and councillors 2024/25; • Model Publication Scheme 2024/25; and • Risk Assessment 2024/25. <p>Resolved Members approved the above documents for the forthcoming year 2024/25 Clerk to ensure that an up to date version of each was included on the Parish Council website</p>	Clerk

	<p>With regard to the Parish Plan, it was noted that the 2023/24 version would be revisited at the regular May meeting (to follow on directly from the AGM), and a revised version of the Parish Plan for 2024/25 would be presented to the June 2024 meeting for formal adoption.</p> <p>Resolved Clerk to bring a draft of the revised Parish Plan to the June meeting for consideration / adoption</p>	Clerk
9.	<p>Financial summary:</p> <p>a) <u>Overview</u></p> <p>The Clerk gave an overview of the Parish Council’s financial position over the course of the previous 12 months, taking into account both income and expenditure.</p> <p>Resolved Members noted the general financial position</p> <p>b) <u>Draft budget proposed for 2024/25:</u></p> <p>In light of the above, the Clerk presented a draft budget for 2024/25, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading.</p> <p>Members supported the use of the draft budget as a means of enabling them to exercise greater financial control, and once again invited the Clerk to report any variance on a quarterly basis.</p> <p>Resolved The draft budget as presented was formally adopted for 2024/25 Clerk to continue with quarterly monitoring of the budget as agreed</p>	Clerk
10.	<p>Insurance cover 2024/25:</p> <p>The Clerk confirmed that the current Zurich policy would expire on 31 May 2024. The renewal premium for 2024/25 was £609.94 including tax (an increase of £20.04 or 3.35%).</p> <p>Resolved Members approved renewal of the Zurich insurance contract and authorised the Clerk to arrange for payment to be made</p>	Clerk
11.	<p>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:</p> <p>The Clerk presented a revised list of meeting dates for 2024. After a discussion on what would be the most effective way to use their time, members agreed to abandon their current approach of meeting monthly and instead move to a combination of the following:</p>	

	<ul style="list-style-type: none"> the establishment of a members' WhatsApp group (intended to speed up communication on a range of practical issues which may need attention); and reverting to meeting on a bi-monthly basis (as had been their previous preference). <p>Resolved Cllr Haslam to establish the member WhatsApp group</p> <p>It was agreed that the Clerk would contact GRGC and advise the following:</p> <p><u>Meeting dates to be retained:</u></p> <p>June 2024 August 2024 October 2024 December 2024</p> <p><u>Meeting dates to be rescinded:</u></p> <p>July 2024 September 2024 November 2024</p> <p>At the end of 2024, a further assessment of whether to meet monthly or bi-monthly would be made, prior to the Clerk confirming meeting dates for 2025 with GRGC.</p> <p>No claim for recompense from GRGC for the cancelled meeting dates would be made.</p> <p>Moving forward, all meetings would continue to start at 7pm.</p> <p>Resolved Clerk to contact GRGC and advise of the agreed changes to meeting dates Clerk to diary a further discussion at the December 2024 meeting on the frequency of meetings to be held in 2025</p>	<p>MH</p> <p>Clerk Clerk</p>
13.	<p>Questions from members of the public</p> <p>None</p>	
14.	<p>Any Other Business</p> <p>Cllr Brennan updated members on a number of issues raised by a local resident:</p> <p>i) <u>Drain</u></p> <p>The drain on Back Lane / Chapel Lane appeared to have been narrowed in the course of some building work, and was full of stones and rubble.</p>	

ii)	<p>Resolved Members to monitor</p> <p><u>Blue barrel</u></p> <p>This was in need of clearing out.</p> <p>Resolved Cllr Brennan to action</p> <p><u>Potential breach of Planning legislation</u></p> <p>It was alleged that a number of breaches of Planning legislation may have occurred at a local property, including:</p> <ul style="list-style-type: none"> • the felling of trees without planning approval; and • removal of hedgerows in a field now used for the grazing of horses (a possible change of use). <p>Resolved Clerk to report the above to RVBC Planning Enforcement</p>	CB
iii)	<p>Resolved Clerk to report the above to RVBC Planning Enforcement</p>	Clerk
<p>Date / time of next meeting:</p> <p>The next ordinary meeting of the Parish Council will be held on 1 May 2024, directly after conclusion of the AGM.</p>		

The meeting closed at 7.31pm.

Signed by:		
	Date: 4 June 2024	Cllr L Halley Chair