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Members of Barrow Parish Council are summoned to attend the **Parish Council Meeting** on Monday 13 January 2025 at Whalley Old Grammar School, commencing at 6.30pm.

**Members of the public are welcome to attend.**

## Agenda

- 1. Apologies for absence**
- 2. Approve the draft minutes of the Parish Council Meeting held on 18 November 2024**
- 3. Declarations of disclosable pecuniary and other registrable and non-registrable interests**
- 4. Public participation**

This 30-minute session (time limit of five minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECISION/DISCUSSION:

#### **5. Finance Report**

Report of the Clerk (enclosed) to approve the:

1. Accounts to date.
2. Schedule of Payments as set out in the Report.
3. Reconciliation of Receipts and Payments as shown in the Report.

#### **6. Planning Report**

Report of the Clerk (enclosed) to consider planning matters since previous meeting.

#### **7. Update on Village Hall development (22, 23-25 Old Row)**

Report by Cllr Street (enclosed) for information and decision. Note that the commercially sensitive element of this update will be covered as a Part 2 item.

### ITEMS for INFORMATION:

#### **8. Update on Car Park**

Verbal update from Cllr Street for information, timings, scope and any issues. Note that the commercially sensitive element of this update will be covered as a Part 2 item.

## 9. Update on Woodland Path

Verbal update from Councillors for information. Legal matters relating to this update will be covered as a Part 2 item.

## 10. Burial Committee

Verbal update from Cllrs Heyworth and Chiappi.

## 11. CCTV

Update from Cllr Street on RVBC funding for CCTV and discussion on CCTV operations.

## 12. Councillor Reports

Verbal reports.

## PART 2 ITEMS for DECISION/DISCUSSION

EXCLUSION OF THE PRESS AND PUBLIC (due to commercial sensitivity and personal information)

## 13. Appointment of contractor for Car Park works at the rear of Village Hall

Report by Cllr Street (enclosed).

## 14. Old Row, Village Hall

Report by Cllr Street (enclosed).

## 15. Legal matters relating to transfer of Woodland to the Parish Council

Report by Cllr Street (enclosed).



*Clerk and Responsible Financial Officer to Barrow Parish Council.*

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## Future Council Meetings:

**2025:** 17 March, 19 May (AGM), 21 July, 15 September, 17 November

**2026:** 19 January, 16 March

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## Parish Council Meeting – Draft Minutes - PUBLIC

<b>Date:</b>	18 November 2024		
<b>Place:</b>	Whalley Old Grammar School, Whalley, Clitheroe.		
<b>Present:</b>	Councillors: L Crook (Chair), K Heyworth, D Chiappi, E Kinder, L Street		
<b>In attendance:</b>	Clerk to the Council S Dent and 5 members of the public.		
<b>Meeting started:</b>	19.00	<b>Meeting closed:</b>	21.30

**1. APOLOGIES FOR ABSENCE.**

No apologies were received.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 23 SEPTEMBER 2024**

The above minutes were approved as correct and signed by the Chair.

**3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.**

None declared.

**4. APPOINT A CHAIR FOR THE PARISH COUNCIL**

Following Cllr Crook’s resignation as Chair, and with all Councillors present, Cllr Street was nominated (Cllr Chiappi) and seconded (Cllr Heyworth) as replacement Chair. Cllr Crook was proposed (Cllr Street) and seconded (Cllr Heyworth) as Vice-Chair. All were in favour, both nominations were carried, and Cllr Street took over chairing the meeting and is the new Chair of BPC.

**5. PUBLIC PARTICIPATION**

As Members of the public in attendance were present to hear updates on the Village Hall development, it was agreed to defer this item to later in the meeting when Village Hall matters were being discussed to allow members of the public to ask questions after the update.

**6. FINANCE REPORT**

- Accounts to date.
- Schedule of Payments as set out in the Report.
- Reconciliation of Receipts and Payments as shown in the Report.

Receipts for the period 1st April 2024 to 31st March 2025.

Bank Date	Invoice Date	Invoice Reference	Customer	Details	Income Streams					Totals
					RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Sundry	
08/04/2024	02/04/2024	00204582	Ribble Valley Borough Council	Precept payment 24/25	28,341.00					28,341.00
09/06/2024	17/06/2024	3398224	Lancashire County Council	Bio Diversity and PROW 24/25				800.00		800.00
30/07/2024	03/07/2024	ZB576439	Mandy Richardson	ICO Duplicate payment 24/07/24 - Reimbursement					40.00	40.00
10/09/2024	25/07/2024	BPC24/01	Dennis Townson	Rental 2 x garages Barrow Car Park upto March 25					100.00	100.00
05/08/2024	30/07/2024	XRV126000107683	HMRC	VAT Refund PE 31.3.24		262.08				262.08
15/08/2024	07/08/2024	XRV126000107683	HMRC	VAT Refund PE 31.06.24		1,411.22				1,411.22
19/08/2024	10/06/2024	accy054836	Ribble Valley Borough Council	Barrow in Bloom			50.00			50.00
23/09/2024	10/09/2024	204582	Ribble Valley Borough Council	CCTV, litter, parks/playarea, lengthsman			1,370.00			1,370.00
										0.00
										0.00
										0.00
<b>Total:</b>					<b>28,341.00</b>	<b>1,673.30</b>	<b>1,420.00</b>	<b>800.00</b>	<b>140.00</b>	<b>32,374.30</b>

Schedule of Payments to be considered for approval.

#	Ref.	Payee		Gross £	Vat £	Net £	Due Date	Ref.
1	120PFO2389391	HMRC Cumbernauld	P32 Oct 24 - overtime tax/NI OldRow	148.60	0.00	0.00		Staff cost
2	LCO02833	Clear Councils (Clear Insurance)	buildings insurance 22-25 Old Row	329.46	0.00	0.00		Old Row
3	990142150	Electricity North West	electricity works 23-25 Old Row	403.62	67.27	336.35		Old Row
4	JM2741	Whalley Educational Foundation	Room Hire (23 Sept)	28.00	0.00	0.00		Admin expense
5	3/2024/0806	RVBC	discharge of conditions fee 22-25 Old Row	72.50	0.00	0.00		Old Row
6	PCJ07	Royal British Legion	Civic wreath	50.00	0.00	0.00		Amenity expense
7	Inv132	Read Design	Old Row: queries, planning and obtaining fire design quotes	1,200.00	0.00	0.00		Old Row
8	Invoice 72324	The Play Inspection Company	annual play inspection report	99.00	16.50	82.50		Amenity expense
9	BPC/15/Oct/24	Stuart Greenwood	Garden services October 24	70.00	0.00	0.00		Amenity expense
10	INV-2024-031	A P Landscaping Ltd	Playing Fields Maintenance (October 24)	304.70	0.00	0.00		Amenity expense
11								
12								
<b>Totals:</b>				<b>2,705.88</b>	<b>83.77</b>	<b>336.35</b>		

## Summary of Receipts and Payments

£  
Balance carried forward at 1st April 2024: 18,115.52

Add total receipts to date: 32,374.30

Less total payments to date: -36,440.74

**Balance: 14,049.08**

£  
Unity Trust Bank Balance as at 1/11/24: 13,897.74 -151.34

## 7. BUDGET & PRECEPT 2025-6

Due to limited time before the scheduled meeting for the newly appointed Clerk to prepare papers, the budget is in draft form only. The proposed budget applies a 2.5% rise on regular outgoings for the 2025-6 financial year, with additional costs for utilities for the Village Hall coming from reserves for the same period, rather than on the Precept. The intention is that the Village Hall will generate an income to cover its costs after the first year from budgets and any revenue generation. All were in favour. It was therefore also proposed to keep the Precept as low as possible this coming year and only increase by 2.5%. All were in favour.

### RESOLVED THAT COUNCIL:

- a. Accept the proposed budget
- b. Cover Village Hall utilities costs from the existing budget and revenue for 2025-26
- c. Accept the 2.5% increase on the 2025-26 Precept.

## 8. PLANNING REPORT

Report of the Clerk (enclosed) to consider planning matters since previous meeting. Councillors pointed out to the new Clerk that they should have sight of planning lists before the meeting, so they can comment. The Clerk will ensure this happens in future. Meanwhile, Councillors will look at the planning report and feed by Friday 22<sup>nd</sup> November 2024 to the Clerk who will send any comments to RVBC.

### RESOLVED THAT COUNCIL:

- d. Review the contents of the report and feed back any comments to the Clerk

## 9. UPDATE ON VILLAGE HALL DEVELOPMENT (22, 23-25 OLD ROW) AND WOODLAND TRANSFER

Cllr Street gave a verbal update on progress with the Village Hall development. The building is now owned, contracts were exchanged on 27/11/24 and a contract with RHS, the building contractors, drawn up to a revised specification and signed on 6<sup>th</sup> November. Work has commenced and Cllr Street had that afternoon attended a site meeting to discuss progress.

The programme of works is set to complete the third week in February, several weeks ahead of the 31<sup>st</sup> March deadline to spend UKSPF funds. The outside of the building needs to be 'tidy and presentable' by 31<sup>st</sup> December. All external works are set to complete mid-late January 2025.

The budget for development (building only, not car park) is around £240k with a projected spend of £209k on the contractor. Spend to date on architect, legal, planning fees, insurance, utilities connections is £18k which leaves approximately £14k of UKSPF funding to cover architect fees for valuation and building contract administration to the end of development, and other Phase 1 expenses such as generator costs, unexpected work needed on the chimney, redesign of WC area and new requirements such as demolition of unsafe buildings/rooms. Items such as downstairs decoration, bar area refurbishment, flooring and kitchen would require further investigation of costs and budget consideration. Phase 2 would require additional budgets.

The budget for Phase 1 is tight and it is necessary to prioritise spend, which may involve compromise on some aspects. Re-design of the toilets to provide more units, more space in the hallway, and disabled facilities will future proof the building but does increase the cost against planned budget. Disabled access from outside – a ramp coming down from the car park – may be considered or at least supported as part of the Car Park renovation. Whilst the works had costed for removing the building's rendering, we do not know until this comes off whether remedial works to the stone underneath will be necessary and need a contingency for this.

The developer needed to access the joists upstairs but putting back the ceilings was not in the Phase 1 spec as upstairs works are Phase 2. They have renovated the roof and replaced the membrane but there is a risk of heat being lost (before Phase 2 works take place) without plasterboard and insulation being replaced, so Cllr Street has asked RHS for a quote to do this.

RVBC has agreed to monthly claims on UKSPF funds, rather than the two claims (end Dec and end March) in the Grant Agreement, to help with cashflow. A claim is being prepared for December.

A member of the public asked whether Building Regulations would allow use of the Village Hall's downstairs if the upstairs is not complete. Cllr Street had asked the architect this question but she didn't know, so it will be checked out with RVBC. The tender specification didn't go to Building Control before being issued, which has led to additional works being added and £13k being added to costs - provide better ventilation, sound proofing etc.

A member of the public asked whether there was a project manager to interface with all the agencies. Cllr Street responded that he is project managing to control costs with the architect supporting as a buildings expert and managing the developer's delivery against contract.

Cllrs Heyworth, Chiappi and Kinder are looking at what's needed for the kitchen as a minimum, and this contemplation feeds into the wider operational planning (Item 10). There is currently no budget for fitting out the kitchen, due to various issues discussed above taking priority, though the developer has suggested and costed a simple approach which is now under consideration by Councillors.

#### **10. VILLAGE HALL OPERATIONAL PLANNING**

Parishioner, Andrew McHugh, had kindly produced an options paper on a legal structure for the Village Hall which was discussed at the meeting. Andrew has a career background in asset transfer. It was agreed there is a lot to discuss and it is important to be in a position to state community purpose for the completed building. Another parishioner expressed an interest in being involved in operational planning. The new Clerk also has experience of supporting communities to develop community hubs and it was agreed she will work with Andrew and other volunteers to look at both Vision and options further. Andrew agreed to send through more thoughts on this in advance of an additional meeting (provisionally suggested for 9<sup>th</sup> December) to discuss both the build and operational planning for the Village Hall.

#### **RESOLVED THAT COUNCIL**

- a. The Clerk work with interested parishioners to develop a Vision, options for Governance structure, and operational plan for the Village Hall.
- b. The Council will hold an additional (likely an Extraordinary) meeting to discuss the build in detail and operational planning.

#### **11. ASH TREE AT 22 OLD ROW**

Report of the Clerk (enclosed) detailing a tree at the rear of 22 Old Row which is encroaching on the neighbouring cottage's garage wall was considered.

#### **RESOLVED THAT COUNCIL:**

- a. Will organise RHS to remove the tree. The Clerk will let the resident know.

#### **12. CHRISTMAS TREE & CHRISTMAS NEWSLETTER**

Verbal discussion. Cllr Kinder has organised a tree for Trafford Gardens and will forward invoice to the Clerk.

### 13. UPDATE ON ACTIONS

Outstanding issue re Local Plan input where the Parish Council had been given more time to contribute. The Clerk will check the new timeline and recommend action for Councillors.

### 14. COUNCILLOR REPORTS.

No Councillor Reports presented.

#### *S Dent*

*Clerk and Responsible Financial Officer to Barrow Parish Council.*

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#### **Future Council Meetings:**

**2025:** 13 January, 17 March and 19 May.

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## Report For Information & Decision



Meeting Date: 13/01/2025

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

### **Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

### **Recommendations:**

1. Approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.



Schedule of Payments to be considered for approval.

#	Ref.	Payee		Gross £	Vat £	Net £	Due Date	Ref.
1	statement	Unity Bank	Bank service charge	6.00	0.00	6.00	paid	Admin expense
2	01-477	Easy Web Sites	Web hosting and & Email Nov 24	52.80	0.00	52.80	paid	Admin expense
3	Inv 133	Read Design	Old Row: amendments, contract docs, WC redesign, site queries/meetings	1,995.00	0.00	1,995.00	paid	Old Row
4	Inv 02464	The British Christmas Tree Company	christmas tree for Barrow	250.00	0.00	250.00	paid	Amenity expense
5	120PFO238993912309	HMRC Cumbernauld	November PAYE/NI - S Dent & M Hill	244.96	0.00	244.96	paid	Staff cost
6	BPCNov24	Salary: Mike Hill	November salary	114.41	0.00	114.41	paid	Staff cost
7	BPCNov24	Salary: Sandie Dent	November salary	856.14	0.00	856.14	paid	Staff cost
8	JM2815	Whalley Educational Foundation	Meeting room hire 18 November	28.00	0.00	28.00	paid	Amenity expense
9	BPC/16/Nov/24	Stuart Greenwood	Garden services November 24	70.00	0.00	70.00	paid	Amenity expense
10	BPCDec24	Sandie Dent	December salary	855.94	0.00	855.94	paid	Staff cost
11	BPCDec24	Mike Hill	December salary	114.41	0.00	114.41	paid	Staff cost
12	BPCNovDec24	Sandie Dent	expenses for Nov & Dec 2024	135.73	0.00	135.73	paid	Staff cost
13	120PFO238993912309	HMRC Cumbernauld	December PAYE/NI - S Dent & M Hill	245.16	0.00	245.16	paid	Staff cost
14	1042-021220024-BCC	RHS Developments North Ltd	Invoice 1, less 5% retention fee, for works to 2nd December	51,343.68	8,557.28	42,786.40	paid	Old Row
15	sdebt23878	Ribble Valley Borough Council	Building regulations site inspection fee	977.00	162.83	814.17	paid	Old Row
16	1045-20122024-BCC	RHS Developments North Ltd	Invoice 2, less 5% retention fee, works to 20th Dec	46,422.40	7,737.07	38,685.33	paid	Old Row
17	jm2615	Whalley Educational Foundation	May meeting room hire - missed payment	28.00	0.00	28.00	30/06/24	Admin expense
18	Inv 36656	AP Bookkeeping Services	Payroll services for Oct, Nov & Dec 2024 @ £6/month	18.00	0.00	18.00	30/01/25	Admin expense
19	5500329875/A	Electricity North West	supplementary fee for additional works	610.68	101.78	508.90	asap	Old Row
			<b>Totals:</b>	<b>104,368.31</b>	<b>16,558.96</b>	<b>87,809.35</b>		

Receipts for the period 1st April 2024 to 31st March 2025.

Bank Date	Invoice Date	Invoice Reference	Customer	Details	Income Streams					Totals	
					RVBC Precept	VAT Repay	RVBC Grants/Ot her	Other Grants - small	Other grants - large		Sundry
08/04/2024	02/04/2024	00204582	Ribble Valley Borough Council	Precept payment 24/25	28,341.00						28,341.00
09/06/2024	17/06/2024	3398224	Lancashire County Council	Bio Diversity and PROW 24/25				800.00			800.00
30/07/2024	03/07/2024	ZB576439	Mandy Richardson	ICO Duplicate payment 24/07/24 - Reimbursement						40.00	40.00
10/09/2024	25/07/2024	BPC24/01	Dennis Townson	Rental 2 x garages Barrow Car Park upto March 25						100.00	100.00
05/08/2024	30/07/2024	XRV126000107683	HMRC	VAT Refund PE 31.3.24		262.08					262.08
15/08/2024	07/08/2024	XRV126000107683	HMRC	VAT Refund PE 31.06.24		1,411.22					1,411.22
19/08/2024	10/06/2024	accy054836	Ribble Valley Borough Council	Barrow in Bloom			50.00				50.00
23/09/2024	10/09/2024	204582	Ribble Valley Borough Council	CCTV, litter, parks/playarea, lengthsman			1,370.00				1,370.00
18/12/2024	17/12/2024	BPC UKSPF 1	Ribble Valley Borough Council	1st claim UKSPF - Village Hall					102,461.69		102,461.69
waiting	05/01/2025	RR2C-FXPV-98UX	HMRC	VAT Refund PE 31.12.24		18,167.96					18,167.96
16/12/2024	20/09/2024	INV-1409/DET_103226	Miller Goodall	refund for overpayment						1,320.00	1,320.00
<b>Total:</b>					<b>28,341.00</b>	<b>19,841.26</b>	<b>1,420.00</b>	<b>800.00</b>	<b>102,461.69</b>	<b>1,460.00</b>	<b>154,323.95</b>



Bank Date	Invoice Date	Invoice No	Payee	Narrative	Pmt	Folio No.	Administration Expenses					Amenity Expenses				Old Row				Total				
							Clerk Salary	HMRC Tax/NI	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Admin. Expenses	Garden Maintenance	Playing Field	Other Expenses	Sundry Expenses	BAG	W/Path	Admin		Build	VAT	Opymt	
02/12/24	30/11/24	BPCNov24	Salary: Sandie Dent	November salary	BP	82	856.14																	856.14
18/12/24	02/12/24	JMZ815	Whalley Educational Foundation	Meeting room hire 18 November	BP	83				28.00														28.00
18/12/24	05/12/24	BPC126/Nov/24	Stuart Greenwood	Garden services November 24	BP	84						70.00												70.00
27/12/24	31/12/24	BPCDec24	Sandie Dent	December salary	BP	85	855.94																	855.94
27/12/24	31/12/24	BPCDec24	Mike Hill	December salary	BP	85	114.41																	114.41
18/12/24	31/12/24	BPCNovDec24	Sandie Dent	expenses for Nov & Dec 2024	BP	86			135.73															135.73
18/12/24	31/12/24	1209F0238993913309	HMRC Cumbernauld	December PAYE/NI - S Dent & M Hill	BP	87		245.16																245.16
23/12/24	02/12/24	1042-021220024-BCC	RHS Developments North Ltd	Invoice1 less retention fee (5%) for works to 2nd December	BP	88																		
18/12/24	06/12/24	sdebt23878	Ribble Valley Borough Council	Building regulations site inspection fee	BP	89																		
23/12/24	20/12/24	1045-20122024-BCC	RHS Developments North Ltd	Invoice2 less retention fee (5%) for works to 20th December	BP	90																		
04/06/24	04/06/24	jm315	Whalley Educational Foundation	May meeting room hire - missed avmmt	BP	91				28.00														28.00
31/12/24	31/12/24	Inv 36656	AP Bookkeeping Services	Payroll services for Oct, Nov & Dec 2024 @ £6/month	BP	92				18.00														18.00
02/01/25	10/12/24	5500328875/A	Electricity North West	Additional works re electricity connection requirements	BP	93																		
02/01/25	02/01/25	01-477	Easy Web Sites	Web hosting and Email Dec 24	DD	3					52.80													52.80
31/12/24	31/12/24	statement	Unity Bank	Bank service charge	DD	stm				6.00														6.00
<b>TOTALS</b>							<b>8,091.34</b>	<b>2,962.27</b>	<b>525.08</b>	<b>911.70</b>	<b>1,228.18</b>	<b>898.71</b>	<b>1,168.34</b>	<b>2,296.55</b>	<b>730.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,539.96</b>	<b>82,430.63</b>	<b>19,084.94</b>	<b>-1,508.04</b>	<b>140,877.86</b>	

## Summary of Receipts and Payments

£  
Balance carried forward at 1st April 2024: 18,115.52

Add total **receipts** to date: 154,323.95

Less total **payments** to date: -140,877.86

**Balance:** 31,561.61

£  
**Unity Trust Bank Balance as at 31/12/2024:** 13,089.75 -18,471.86

*Difference = VAT reclaim not yet in bank*

# Comparisons as at 2/12/2024

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
<b>INCOME</b>			
RVBC Precept:	22,692.00	28,341.00	28,341.00
RVBC S106, concurrent and other grants:	8,566.00	50.00	1,420.00
HMRC VAT Refunds:	3,196.84	1,673.30	19,841.26
LCC, rentals, sundry and other grants:	715.57	840.00	2,260.00
Barrow Action Group:	0.00	0.00	0.00
UKSPF	0.00	0.00	102,461.69
	<b>35,170.41</b>	<b>30,904.30</b>	<b>154,323.95</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>			
Clerk's salary:	8,278	8,236	8,091
HMRC: Employers Tax and NIC Clerk	2,066	2,224	2,962
Clerk expenses: Home use, milege etc.	726	600	525
Projects Officer Salary	0	1,030	0
Project Officer NI and Tax	0	257	86
Project Officer Home Usage/Mileage	0	120	0
Website and email hosting, software/hardware:	588	800	1,228
General Admin. - Insurance:	761	850	0
General Admin.- Audit fees and ICO:	240	500	200
General Admin. - Payroll/Bank Charges	1,174	250	91
General Admin. - Room hire etc:	156	150	146
General Admin. - LALC Subscripton/CCTVMaintenance	701	325	899
	<b>14,691</b>	<b>15,342</b>	<b>14,228</b>
<b>Amenity Expenses:</b>			
General maint and lengthsman.:	383	250	2,297
Car park rental: RVBC	100	100	100
Car park - maintenance:	3,910	0	0
Playing field - improvements:	0	0	0
Playing field - inspections:	75	80	0
Playing field - maintenance:	0	100	0
Playing field - bin emptying RVBC:	459	500	0
Ground maintenance - grass cutting RVBC:	0	500	0
Garden maintenance, plants etc.:	2,411	1,250	1,168
Amenity cap. spend (benches CCTV, SpIDS etc.):	5,280	3,500	0
Electric and other:	363	0	0
Woodland Path:	0	0	0
Old Row - Admin and Legal:	0	0	20,540
Old Row - Design and Build:	0	0	82,431
	<b>12,982</b>	<b>6,280</b>	<b>106,535</b>
<b>Sundry Expenses:</b>			
Christmas trees, lights and bunting:	300	250	250
Remembrance Sunday - wreath etc:	0	50	50
Lifebelt and Defibrillator costs:	752	0	0
Other Sundry Expenses: car park lease	961	100	280
	<b>2,013</b>	<b>400</b>	<b>580</b>
<b>BAG:</b>			
Net Expenditure:	<b>5,814</b>	<b>0.00</b>	<b>0</b>
<b>VAT on Expenses to be Reclaimed:</b>			
	3,025	0	19,085
<b>Total Expenditure:</b>			
	<b>38,524</b>	<b>22,022</b>	<b>140,878</b>
<b>SUMMARY:</b>			
Income:	35,170	30,904	154,324
Expenditure:	(38,524)	(22,022)	140,878
	<b>(3,354)</b>	<b>8,882</b>	<b>13,446</b>
<b>BALANCE:</b>			
Balance brought forward at 1 April:	21,670	2023/24 balance carried forward:	18,316
Add surplus / less deficit for the year:	(3,354)	2024/25 Balance to date:	13,446
Balance to be carried forward:	<b>18,316</b>	Overall Balance:	<b>31,762.50</b>

## Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

		Actual										Forecast			
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	
1	RVBC Precept	Precept	28,341.00											28,341.00	
2	RV in Bloom	RVBC Grant					50.00							50.00	
3	HMRC VAT Return	VAT Repay					1,673.30				18,167.96	8,887.00	26,000.00	54,728.26	
4	Concurrent Funding	RVBC Grant						1,370.00						1,370.00	
6	S106 Contribution	RVBC Grant												0.00	
7	Other Income	Other				40		100.00						1,460.00	
8	Other Funding	LCC			800.00									800.00	
		UKSPF: VH								102,461.69	45,846.10	45,846.10	45,846.10	240,000.00	
		UKSPF: CP											51,100.00	51,100.00	
<b>Totals:</b>			<b>28,341.00</b>	<b>0.00</b>	<b>800.00</b>	<b>40.00</b>	<b>1,723.30</b>	<b>1,470.00</b>	<b>0.00</b>	<b>0.00</b>	<b>103,781.69</b>	<b>64,014.06</b>	<b>54,733.10</b>	<b>122,946.10</b>	<b>377,849.26</b>

		Actual										Forecast			
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	
20	IT and Easy Websites	Admin. Exp.	56.76	56.76	56.76	56.76	52.80	52.80	52.80	52.80	52.80	52.80	52.80	649.44	
21	BAG Expenditure	BAG												0.00	
22	RVBC Payments	Other Exp	682.40						72.50			800.00		1,554.90	
23	LALC Subscription	Sundry Exp.	343.71											343.71	
24	Accountant and PKF LJ	Admin. Exp.		200.00			252.00							452.00	
25	Office Consum/Licenses	Admin. Exp.				887.74								887.74	
26	Clerk Salary	Staff Costs			2,288.00	818.40	856.14	856.14		1,450.04	855.94	856.14	856.14	9,693.08	
	Project Officer Salary	Staff Costs				343.20	343.20			114.41	114.41	114.41		1,029.63	
27	Defibrillator/Lifebelt	Sundry Exp.		50.00										50.00	
28	Bank charges	Admin. Exp.			18.00			18.00			18.00			72.00	
29	HMRC Income Tax	Staff Costs	652.73			894.17	85.95	345.56	345.56	393.56	245.16	245.16	200.00	3,607.85	
30	Payroll services	Admin. Exp.	33.30			66.60		73.05	5.40	6.00	6.00	6.00	6.00	213.60	
31	Clerk Expenses	Staff Costs	145.75			196.85		46.75			135.73	16.00	16.00	573.08	
32	Trafford Gard/Amenity etc.	Amenity Exp.	190.40	134.00	259.99	231.96	406.00	70.00		70.00	70.00	70.00	70.00	1,642.35	
33	Insurance	Admin. Exp.											800.00	800.00	
34	Room Hire	Admin. Exp.	26.00			28.00	28.00	28.00	28.00	28.00	28.00	28.00		222.00	
35	Lengthsman/Other Maint	Grnd Maint	780.00	314.42		227.18	108.00	108.00		304.70	108.00	200.00	108.00	2,366.30	
36	GDPR/Training/Other Subs	Sundry Exp.				80.00								80.00	
37	CCTV	Other Exp.			666.00									666.00	
38	NPower	Other Exp.											100.00	100.00	
39	Other Legal	Admin. Exp.												0.00	
40	Playing Fields	Amenity Exp.						99.00						99.00	
41	Xmas/Remembrance/other	Sundry Exp.						50.00		250.00				300.00	
42	Woodland Path	W/Path												0.00	
43	Old Row - Admin.	Old Row	2,180.20		2,329.00	4,773.00	3,660.00	5,174.78	3253.08		2,972.00	2,600.00	2,000.00	28,942.06	
44	Old Row - Build	Old Row								97,766.08	53,000.00	53,000.00	53,000.00	256,766.08	
45	Old Row - car park	Old Row										2,000.00	61,000.00	63,000.00	
<b>Totals:</b>			<b>5,091.25</b>	<b>755.18</b>	<b>5,617.75</b>	<b>8,603.86</b>	<b>5,540.09</b>	<b>7,025.08</b>	<b>3,906.34</b>	<b>2,419.51</b>	<b>102,622.12</b>	<b>57,188.51</b>	<b>57,108.94</b>	<b>118,232.19</b>	<b>374,110.82</b>

2024/25 FORECAST	£
Forecast Income	377,849
Forecast Expenditure	374,111
<b>Forecast Balance 2024/25</b>	<b>3,738</b>

EOY 2025 FORECAST	£
Balance at 31/12/2024	<b>13,090</b>
Forecast Income - Jan 25-Mar 25	345,475
Forecast Spend - Jan 25-Mar 25	337,571
<b>Balance EOY</b>	<b>20,993</b>
EOY Forecast less BAG Funds	16,961

<b>For reference:</b>
<b>Balance EOY 2023/24 = £18,116</b>
Balance EOY 2023/24 less BAG Funds = £14,083

2024-2025 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance b/forward from 31 March 2023:	18,115.52	41,365.27	35,792.34	27,228.75	23,411.96	17,856.88	13,950.64	13,517.04	13,089.75			
Income 2024/25:	28,341.00	0.00	800.00	40.00	1,723.30	1,470.00	0.00	0.00	121,949.65			
Expenditure 2024/25:	5,091.25	755.18	5,617.75	8,603.59	5,540.09	7,025.08	3,906.34	433.50	104,368.31			
Balance :	<b>41,365.27</b>	<b>40,610.09</b>	<b>30,974.59</b>	<b>18,665.16</b>	<b>19,595.17</b>	<b>12,301.80</b>	<b>10,044.30</b>	<b>13,083.54</b>	<b>30,671.09</b>			
Unity Trust Statement Balance:	<b>41,365.27</b>	<b>40,610.09</b>	<b>35,792.34</b>	<b>27,228.75</b>	<b>23,411.96</b>	<b>17,856.88</b>	<b>13,950.64</b>	<b>13,517.04</b>	<b>13,089.75</b>			
<b>Statement Date:</b>	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25



# BAG Fund - Summary of Expenditure

	£
<b>Total BAG Fund</b>	10,979.11
<b>Gross Expenditure to 31 March 2023:</b>	660.00
Gross balance carried forward to April 2023:	<b>10,319.11</b>
<b>Gross Expenditure April 2023 to 31 March 2024:</b>	<b>6,286.40</b>
Net Expenditure April 2023 to 31 March 2024:	5,813.67
Gross balance carried forward to April 2024:	<b>4,032.71</b>
<b>Gross Expenditure April 2024 to 31 March 2025:</b>	<b>0.00</b>
Net Expenditure April 2024 to 31 March 2025:	0.00
<b>Gross Balance at 18/11/24:</b>	<b>4,032.71</b>

## **Barrow Action Group (ring-fenced donation).**

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth ) who were present at the meeting.

<b>Meeting Date:</b>	<b>13 January 2025</b>
<b>Title:</b>	<b>Planning Report</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

To inform members of planning matters since the last meeting that relate to Barrow.

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: [https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

Please note the following types of applications are not for consultation and are therefore excluded from the lists below: *Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.*

**2. Weekly Applications:**

List 15 November – None for Barrow

List 22 November – None for Barrow

**List 29 November – See below**

<p><b>3/2024/0961</b></p> <p><b>DATE VALID:</b> 19/11/2024</p> <p><b>Officer:</b></p>	<p>Applications for full consent</p> <p><b>Development Address:</b> 20 Hawthorn Road Barrow BB7 9EE</p> <p>Stephen Kilmartin 01200 425111</p>	<p><b>Development Description:</b> Regularisation of partial conversion of a garage to living space and removal of an internal wall. Change of rear doors to bi-folding doors and a window.</p>	<p><b>Grid Reference</b> 373511 437884</p>
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**List 6 December – See below**

<p><b>3/2024/0498</b></p> <p><b>DATE VALID:</b> 22/11/2024</p> <p><b>Officer:</b></p>	<p>Applications for full consent</p> <p><b>Development Address:</b> Penrhyn Whalley Road Barrow BB7 9BA</p> <p>Stephen Kilmartin 01200 425111</p>	<p><b>Development Description:</b> Proposed roof lift and installation of dormers, extensions to front, rear and sides to create five-bedroom, two-storey dwelling, double garage and patio area. Installation of solar panels.</p>	<p><b>Grid Reference</b> 373925 438560</p>
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List 13 December – None for Barrow

**List 20 December – See below**

<p><b>3/2024/0990</b></p> <p><b>DATE VALID:</b> 10/12/2024</p> <p><b>Officer:</b></p>	<p>Technical Details following Applicat</p> <p><b>Development Address:</b> Barrowbridge House Club Street Barrow BB7 9AY</p> <p>Stephen Kilmartin 01200 425111</p>	<p><b>Development Description:</b> Technical details following permission in principle application (3/2023/0989) for residential development comprising 4 dwellings.</p>	<p><b>Grid Reference</b> 373711 438506</p>
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### 3. Weekly Decisions:

#### List 15 November – See below

<b>3/2024/0773</b>	<b>Barrow</b> Applications for full consent	<b>Development Description:</b> Proposed two-storey extension to side.	<b>Grid Reference</b> 373237 437950
<b>Decision Date:</b> 12/11/2024	<b>Development Address:</b> 80 Hawthorn Road Barrow BB7 9EE		
<b>Officer:</b> <b>Decision Type:</b>	Emily Pickup APPROVED WITH CONDITIONS		

<b>3/2024/0806</b>	<b>Barrow</b> Discharge of Conditions	<b>Development Description:</b> Approval of details reserved by condition 3 (sound insulation) of planning permission 3/2024/0513.	<b>Grid Reference</b> 373779 438441
<b>Decision Date:</b> 15/11/2024	<b>Development Address:</b> 22 and 23-25 Old Row Whalley Road Barrow BB7 9AZ		
<b>Officer:</b> <b>Decision Type:</b>	Stephen Kilmartin APPROVED WITH CONDITIONS		

List 22 November – None for Barrow

#### List 29 November – See below

<b>3/2024/0878</b>	<b>Barrow</b> Variation of Condition	<b>Development Description:</b> Variation of condition 2 (approved plans - to relocate and increase the motorbike parking provision alongside rearranging the ancillary buildings to allow for more space around substation) of planning permission 3/2023/0153 for the proposed erection of a 66 bed care home (use class C2) for elderly people with associated parking, access, landscaping and associated ground works, alongside the erection of 3 dwellings (use class C3) following the demolition of nos. 23-25 Old Row.	<b>Grid Reference</b> 373779 438441
<b>Decision Date:</b> 28/11/2024	<b>Development Address:</b> Old Row Whalley Road Barrow BB7 9AZ		
<b>Officer:</b> <b>Decision Type:</b>	Stephen Kilmartin APPROVED WITH CONDITIONS		

List 6 December – None for Barrow

#### List 13 December – See below

<b>3/2024/0894</b>	<b>Barrow</b> Application for tree works	<b>Development Description:</b> Crown lift and selective pruning to T1 Poplar, T2 Alder, T3 Poplar, T4 Alder and T5 to T7 Alder.	<b>Grid Reference</b> 373581 437806
<b>Decision Date:</b> 10/12/2024	<b>Development Address:</b> Land rear of 6 and 8 Stonewater Close Barrow BB7 9ZU		
<b>Officer:</b> <b>Decision Type:</b>	David Hewitt APPROVED WITH CONDITIONS		

#### List 20 December – See below

<b>3/2024/0961</b>	<b>Whalley</b> Applications for full consent	<b>Development Description:</b> Regularisation of partial conversion of a garage to living space and removal of an internal wall. Change of rear doors to bi-folding doors and a window.	<b>Grid Reference</b> 373511 437884
<b>Decision Date:</b> 18/12/2024	<b>Development Address:</b> 20 Hawthorn Road Barrow BB7 9EE		
<b>Officer:</b> <b>Decision Type:</b>	Stephen Kilmartin APPROVED WITH CONDITIONS		

### 4. Members are recommended:

To note the contents of the report and set out any actions relating to the planning matters mentioned.

<b>Meeting Date:</b>	<b>13 January 2025</b>
<b>Title:</b>	<b>Old Row, Village Hall</b>
<b>Submitted by:</b>	<b>Cllr Street</b>

### **1. Purpose of the report**

To supplement a verbal update at the meeting from Cllr Street, who will seek a further update from the developer prior to the meeting.

### **2. General progress**

The schedule is on track and completion of the current programme is expected to be completed in February, although the weather is affecting roofing and pointing works, so this may slip completion to March 2025. The scaffolding is expected to be largely removed (except for chimney repairs) around 17<sup>th</sup> January 2025.

### **3. Utilities**

We continue to have issues with Utility supplies. Given the fast-moving progress around these issues a verbal update will be provided. However, in summary, we are awaiting lead replacement for the water supply. Gas service requires detailed measurements which we are working through (although a domestic U16 meter is expected to be required). Electricity cannot be connected until scaffolding is removed. ENW are asking for an abortive visit fee since they could not connect due to the scaffolding. However, we are contesting this since it was not expected that they would require access to the main footpath on the main road, rather than to the connection point only, where scaffolding could be bridged and access provided. Since ENW did not require access to the footpath, and licences were in place, we do not see that ENW could gain access and permit as part of the connection.

### **4. Operations**

Cllr Street was advised by Cllr Hore that BPC should move forward now to establish the operational arrangements, in terms of its status and operation. Doing this now would avoid additional costs (such as business rates) and allow for other avenues of funding. It was suggested that Council Officers are engaged regarding the business rate/Charity status and further advice taken from others (including Council Members involved in Village Hall operations) to establish the next steps and timing. Following this it is expected that an extraordinary meeting would cover the actions/decisions required to establish the village hall operation and the budget etc. A report was kindly prepared and submitted by Andrew McHugh to feed into the operational planning process.

**5. Members are recommended to:**

1. Agree that Cllr Street engages with RVBC officers and other Council Members to determine the next steps required and/or considerations needed for operations (status etc).
2. Agree that further proposals are developed in the meantime and prior to any further meeting.