



Parish Council Meeting – Minutes

Date:	18 November 2024		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L Crook (Chair), K Heyworth, D Chiappi, E Kinder, L Street		
In attendance:	Clerk to the Council S Dent and members of the public.		
Meeting started:	19.00	Meeting closed:	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
Total:					28,341.00	1,673.30	1,420.00	800.00	140.00	32,374.30

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								
Totals:				2,705.88	83.77	336.35		

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 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 22nd November 2024 to the Clerk who will send any comments to RVBC.

RESOLVED THAT COUNCIL:

Review the contents of the report and feedback 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 6th 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 31st March deadline to spend UKSPF funds. The outside of the building needs to be 'tidy and presentable' by 31st 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 9th 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.
