



Parish Council Meeting

Date:	13 January 2025		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L Street (Chair), L Crook, K Heyworth, D Chiappi		
In attendance:	Clerk to the Council S Dent, Borough Councillor D Birtwistle (for part of the meeting) and 3 members of the public.		
Meeting started:	18.30	Meeting closed:	21.30

1. APOLOGIES FOR ABSENCE.

Apologies received from Cllr E Kinder.

2. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18 NOVEMBER 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. PUBLIC PARTICIPATION

A member of the public asked about Part B items on the agenda and for an explanation of why these are confidential. Cllr. Street explained confidential items are commercially or legally sensitive. Cllr. Birtwistle queried whether the PC needs to use the same contractor for Phase 2 of the Village Hall development. Cllr. Street said whilst there is an option to go out to formal tender for Phase 2, there are efficiencies if the existing team can progress to Phase 2 without a gap. The architect is currently validating the reasonableness of the current contractor's pricing for Phase 2. Some concern was expressed around a perceived lack of communication about the development and Cllr Street noted this and explained the focus had been largely on securing funding and progressing the build, which took up considerable time for Council members.

5. 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 - 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	RRZC-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	
Total:					28,341.00	19,841.26	1,420.00	800.00	102,461.69	1,460.00	154,323.95

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
Totals:				104,368.31	16,558.96	87,809.35		

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

6. PLANNING REPORT

Report of the Clerk was provided to consider planning matters since previous meeting.

RESOLVED THAT COUNCIL:

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

7. UPDATE ON VILLAGE HALL DEVELOPMENT (22, 23-25 OLD ROW)

Cllr Street gave a verbal update on progress with the Village Hall development. The scaffolding on the village hall is due to come down though temporary scaffolding will go up for the cottage. Internally, stairs, boarding out and WCs have been done. Phase 1 is complete in the cottage with sound insulation and windows done. Utilities are in progress with water service visit planned to inspect the lead piping and organise replacement. Gas connection requires estimated usage figures which RHS will provide. Waiting for a response from ENW on electricity connection which is urgent to avoid prolonged generator costs (hire and fuel).

8. UPDATE ON VILLAGE HALL CAR PARK

Cllr Street gave a verbal update on general progress. Commercially sensitive information was provided in a report for the Part B discussion with recommendations to agree the scope, timings and appointment of the contractor. Need to finalise a date for the works. Councillors are devising a communications plan to let residents know and will aim to cause the minimum of disruption to them and other car park users. BPC is liaising with LNT to coordinate the work with their resurfacing work and ensure a 1m strip along the village hall wall is left when LNT resurfaces the lane. BPC are looking into a secure and safe grid for the beer drop, Cllr. Birtwhistle suggested a company in Simonstone – measurements needed for an accurate quote.

9. UPDATE ON WOODLAND PATH

Cllr Street gave a verbal update on general progress. BPC wants to progress the transfer of this land but has a decision to make on the legal process. Detail of this was provided in a Part B report due to its sensitivity.

10. BURIAL COMMITTEE

Cllrs Heyworth and Chiappi gave a verbal report. The Burial Committee is getting a new website. Cllr Heyworth will contact the Committee to ask them to write to LCC about the recent car damage on the verge outside the cemetery caused during recent flooding.

11. CCTV

Due to time constraints, this item will be revisited at the next meeting.

12. 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: 17 March and 19 May (AGM).
