

# SIMONSTONE PARISH COUNCIL

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## Parish Council Meeting – Minutes

<b>Date:</b>	11 July 2024		
<b>Place:</b>	St. Peters School Church Hall, Simonstone		
<b>Present:</b>	Councillors: D. Peat (Chair), S. Finn, A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard and M. Vaughton.		
<b>In attendance:</b>	Clerk to the Council (Mike Hill), Borough Councillor: M. Peplow and one member of the public.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	20:35

24/07/11/

**1. APOLOGIES FOR ABSENCE.**

There were no apologies.

**2. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 30 MAY 2024.**

The minutes were approved and signed by the Chair.

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

There were no declarations of interest.

**4. PUBLIC PARTICIPATION.**

The Chair welcomed one member of the public who requested to speak on Agenda Item 7.

**5. FINANCE REPORT.**

The Clerk submitted a report seeking approval for the accounts to date, Reconciliation of Receipts and Payments and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the Reconciliation of Receipts and Payments as set out in the Report and Table b below.
- Approve Schedule of Payments as set out in the Table a below:

Schedule of Payments to be considered for approval.							Table a.	
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	1170	ARK Plastics	Provision of a bench	630.00	105.00	525.00	19/07/24	Amenity Exp.
2		Clerk	Salary - May	343.20	0.00	343.20	31/05/24	Admin. Exp.
3		Clerk	Salary - June	343.20	0.00	343.20	30/06/24	Admin. Exp.
4		HMRC Cumbernauld	Income Tax for 2 Months	171.60	0.00	171.60	22/07/24	Admin. Exp.
5		Use it Computers	Subscription Microsoft 365	29.52	0.00	29.52	12/07/24	Admin. Exp.
6	101585	Cllr. Hampson (B&M)	Small table for D-Day Celebrations	20.00	0.00	20.00	Paid	Sundry Exp.
7	101584	David Swift	Internal Audit	70.00	0.00	70.00	Paid	Admin. Exp.
8	101583	Lord Accountancy Services (0787)	Professional Fees to cover clerk duties	250.00	0.00	250.00	Paid	Admin. Exp.
9	101582	Use-It Computers Services	Microsoft Office 365	12.26	0.00	12.26	Paid	Admin. Exp.
10	101581	Simonstone St. Peters School	Lettings May 2024 to April 2025	200.00	0.00	200.00	Paid	Admin. Exp.
11	101580	Use-It Computers Services	Maint. and Support	2.50	0.42	2.08	Paid	Admin. Exp.
12	DD	Easy Web Sites	Provision of email and web services	58.08	9.68	48.40	Paid	Admin. Exp.
Totals:				2,130.36	115.10	2,015.26		

Summary of Receipts and Payments		Table b.
	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total <b>receipts</b> to date:	8,400	
Less total <b>payments</b> to date:	(512)	
<b>Balance:</b>	<b>17,174.11</b>	If these two figures are different an explanation is required.
	£	
<b>Bank Balance as at 31/05/24:</b>	<b>17,174.11</b>	

## 6. SOCIAL MEDIA POLICY.

Cllr. Finn submitted a report asking members to consider adopting a Social-Media Policy which was attached as an Appendix to the Report.

The report noted that the aim of the policy was to set out a Code of Practice that provided guidance to Parish Councillors, council staff and others who engage with the council using online communications.

RESOLVED THAT COUNCIL:

Agree to adopt the policy with a review to be conducted in January 2025.

## 7. SPEAKING AT PARISH COUNCIL MEETINGS.

The Clerk submitted a report requesting members to confirm who can speak at Parish Council meetings. The Clerk noted that the report should be considered alongside Agenda Item 8 - Revised Standing Orders.

Members and the public participant considered the matter vigorously and at length.

RESOLVED THAT COUNCIL:

Confirm, that all members of the public can participate in the Public Participation Section of Parish Council meetings.

## 8. STANDING ORDERS.

The Clerk submitted a report requesting members to consider adopting revised Standing Orders as set out in Appendix 1 to the Report.

Members were reminded that they last approved the Council's Standing Orders in March 2016, and last reviewed them in February 2020.

The Clerk noted that the revised Standing Orders attached as Appendix 1 were based on the Model Standing Orders 2018 (England) published by the National Association of Local Councils (NALC).

RESOLVED THAT COUNCIL:

Agree to adopt the Council's Standing Orders as set out in Appendix 1 to the Report with a review to take place in July 2025.

## 9. GRANT POLICY AND APPLICATION FORM.

Cllr. Hampson submitted a report requesting members to consider the adoption of a Grants Policy and Grant Application Form which were attached as Appendix 1 and 2 to the report.

The Report stated that the aim of the policy was to ensure openness, transparency and fairness to all groups and organisations that wished to apply to the Parish Council for a grant.

RESOLVED THAT COUNCIL:

Agree to adopt the Grant Policy and Grant Form and review them both in January 2025.

#### **10. UPDATES ON ACTIONS FROM PREVIOUS MEETINGS**

The Clerk submitted a report updating members on actions from recent meetings.

The Clerk noted that most of the actions had been completed or were in the process of being completed.

RESOLVED THAT COUNCIL:

Note the report.

#### **11. PUBLIC RIGHTS OF WAY AND KISSING GATES.**

Cllr. Pollard submitted a report updating members on the footpaths and 'Kissing Gates' in the parish.

The report identified the location of the footpaths and 'Kissing Gates' suitable locations for new installations and the gates and footpaths that require maintenance.

Members were reminded that the Council had recently received a PROW grant from LCC of £500.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Authorise Cllr. Pollard and Cllr. Duckworth to approach Huntroyde Estate to see if they would allow the Council make repairs to footpaths and gates on their estate.
- c. Request the Clerk to approach the LCC PROW office for advice as to whether LCC would offer additional funding for repairs.
- d. Authorise Cllr. Pollard and Cllr. Duckworth to contact Law Farm and see if they have any objection to the Council raising the surface level at the Tennis Club 'Kissing Gates' to alleviate the flooding problem.

#### **12. PLANNING REPORT.**

The clerk submitted a report on the relevant planning applications that had been submitted since the last Council meeting. Members were reminded that weekly planning applications and decided lists of planning applications are available to view on the RVBC website by using the link below:

[https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

RESOLVED THAT COUNCIL:

Note the contents of the report.

#### **13. CRIME STATISTICS JUNE 2024**

The Clerk submitted a report updating members on the latest crime statistics for June 2024 as provided by PCSO Katie Ferguson.

RESOLVED THAT COUNCIL:

Note the report.

#### **14. COUNCILLOR REPORTS**

Reports were received from Parish Cllrs. Hampson and Duckworth and a verbal update from Borough Councillor Peplow, who provided an update of his activities and a new RVBC grant scheme.

Cllr. Hampson updated members on the D-Day celebrations and reminded members that in 2025 VE celebrations would take place.

Cllr. Duckworth's report noted that:

- The PROW balance was £748, and the Lengthsman Scheme balance was £262.
- Installation of the replacement noticeboard had been delayed, due to access issues.
- Four new footpath signs are required.

RESOLVED THAT COUNCIL:

- a. The Chair thanked Cllr. Hampson and Cllr. Norse for arranging the D-Day Celebrations, which were very successful.
- b. Request the Clerk to add an item on November's agenda for members to consider VE Celebrations.

**15. 'SENIORS' CHRISTMAS MEAL.**

Cllr. Vaughton provided an update on the arrangements for the 2024 'Seniors' Christmas Meal.

RESOLVED THAT COUNCIL:

- a. Agree to hold the meal at Higher Trapp House Hotel on 5 December 2024.
- b. Agree to contribute £50 towards the required deposit.

**16. EXTERNAL MEETINGS.**

No reports were submitted.

**17. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

Cllr. Peat updated members on a proposed event to be jointly hosted by Read Parish Council that would be held in the Spring of 2025.

RESOLVED THAT COUNCIL:

Agree a contribution to the 'Spring Event' of no more £150.

**Future Meetings:**

- 2024 – 5 September, 3 October, 7 November and 5 December.
- 2025 – 9 January, 6 February and 6 March.

