

# Pendleton Parish Council

Clerk: Becky Moon

Website: [www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)

Email: [clerk@pendletonparishcouncil.org.uk](mailto:clerk@pendletonparishcouncil.org.uk)

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## Local Government Act 1972 Meeting of Pendleton Parish Council

Members of the Council are hereby summoned to a Meeting of the Parish Council to be held in person on Tuesday 6<sup>th</sup> May 2025 at 7:30pm at Pendleton Village Hall, Pendleton

R. Moon (Clerk & RFO)

### MINUTES

1. **Introduction**

The Chair welcomed Councillors and members of the public, and explained the process for any public participation at Agenda point 4.

2. **Attendance and apologies for absence**

Chair Cllr Robert Whitwell, Vice Chair - Cllr Nicola Burnop, Cllr Ruth Cowperthwaite, Cllr Brian Marsden and Cllr Wilf Monk were in attendance. Also in attendance were Cllr David Birtwhistle and the Clerk.

3. **Declarations of interest.**

No declarations of interest were received.

4. **To consider and approve Annual Governance & Accountability Return (AGAR) or the year to 31 March 2025**

1. To receive/note/approve by vote the following statements with regards to the end-of-year accounts for Pendleton Parish Council y/e 31st March 25.

2. Annual Governance and Accountability Return (AGAR) 2024-25 (Exempt Authority) needs Pendleton Parish Council to resolve to:

i) Certify Pendleton Parish Council as exempt from external audit for financial year 2024-25.

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ii) Note the Annual Internal Audit Report for 2024-25 included as part of the AGAR 2024-25.

iii) Approve Section 1 - Annual Governance Statement 2024-25 for Pendleton Parish Council, AGAR 2024-25.

iv) Approve Section 2 - Accounting Statements 2024-25 for Pendleton Parish Council, AGAR 2024-25.

v) Approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

3. The documents are available for public inspection on the website Clerk/Responsible Finance Officer be authorised to complete Audit procedures

This was delayed as an auditor had not been recruited at the time of the meeting. The Clerk informed Members that they would need to be recalled in June after an auditor had been found.

***RESOLVED 04.01.01 – Members agreed to meet when an auditor had been found.***

**5. Public Participation (max 5 mins per person)**

There were no members of the public present.

**6. Minutes of previous meeting.**

To resolve to confirm the accuracy of the Minutes of Pendleton Parish Council meeting held on Wednesday 5<sup>th</sup> February 2025 - to be signed off by the Chair.

***RESOLVED 06.01.02 – The minutes were agreed and signed.***

**7. Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda).**

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## 8. Financial Reporting.

By the Responsible Financial Officer:

1. To receive and accept the reports and reconciliation of finances for y/e 31 March 2025.

Reports to be forwarded to Members before next meeting.

### 2. To receive bank balance as at 30 April 2025 £5,485.10

3. Authorise payment of expenditure between February 2025 – May 2025.

- Clerk wage up to 31<sup>st</sup> March 2025 – total **£501.39**
  - Hours incl holiday hours £463.59
  - Working from home cost £ 36.00
  - Mileage £ 1.80
- Clerk wage up to 4<sup>th</sup> May 2025 – total **£221.25**
  - Hours £221.25
  - Working from home cost £ 30.00
  - Mileage £ 1.80
- Easy Website DD per month  
April 2025 – August 2025 £33.00 inc VAT
- Ingham & Yorke – Notice board easement £1.00
- Clerk's membership to SLCC £80.00
- NALC/LALC Membership 2025 £35.35
- ICO direct debit £35.00

Note monies received

- VE 80 Grant RBVC £500.00
- Precept 2025/26 £3,500.00

***RESOLVED 08.02.03 – Expenditure was accepted and the Clerk was instructed to pay the outstanding payments. Members noted monies received.***

4. To receive and note update on PPC change in bank account, including transfer of balance from Barclays to NatWest account.

Members were informed that the new bank account had been opened with NatWest. Due to issues with the statement address of the Barclays account the 'Switch' process was not possible, Members were informed that the Clerk would need to manually transfer the funds. Cllr Whitwell requested assistance from the Clerk to set up his access

5. Discuss possible grant fundings available.

Members were informed of possible grants from RVBC.

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***RESOLVED 08.05.04 Clerk to apply for RVBC funding when it was live on website for funds to assist with the construction of bus shelters on Whalley Road***

**6. To confirm and resolve insurance premium 2025.**

Members were informed that the premium was agreed at the rate of £360.66 for three years in 2023. It was noted that there was an expected increase in 2026.

***RESOLVED 08.06.05 – Members agreed for the insurance to be paid when invoice received in June 2025.***

**7. To resolve how to use of the VE 80 Grant received from RVBC.**

***RESOLVED 08.07.06 - £500.00 to be given to The Village Hall contributing towards the village's celebration on Bank Holiday.***

**8. Receive update regarding VAT return.**

Members were informed that the VAT return was being worked on and would be submitted by August meeting.

**9. To resolve if Pendleton Parish Council wish to send a donation to The Little Green Bus**

Members noted that the Little Green Bus Service could be advertised more within the Parish and would be useful as there was no longer a bus service through the village. The service to be put on the website.

***RESOLVED 08.09.07 – Members instructed the Clerk to send a donation of £50.00 to The Little Green Bus.***

**9. Ribble Valley Settlement Review: Pendleton Parish**

1. Review and resolve changes and/or comments required with regard to the email from RVBC circulated prior to the meeting by the Clerk.

The Settlement Boundary information was circulated prior to the meeting by the Clerk. Members discussed the effect of the settlement boundaries on the parish. Cllr Birtwhistle to speak with RVBC to clarify the benefits of the boundaries and report back to Members before the next meeting before any required comments to be made to RVBC.

**10. Telephone Box on Clitheroe Road**

1. To receive information and resolve any action required with regard to the notification received from RVBC with regard to the removal of the telephone box on Clitheroe Road

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Members noted the information received that the phone box had been used rarely over the past 12 months.

***RESOLVED 10.01.08 – Clerk to inform RVBC that there were no objections to the removal of the phone box.***

**11. Whalley Road safety concerns around the bus stop area.**

1. To receive updates from meeting actions agreed in February 2025 meeting, with regard to the bus stop area from Cllr Monk, Cllr Marsden and Cllr Birtwhistle.

Members were informed that the meeting with LCC was an informative meeting, the landowner was not present, however, Cllr Marsden was to contact the landowner to update. Quotes would be required to move forward with permission. Members requested a quote be sought through LCC and it be for two bus stops, one for each side and a crossing island. Member agreed that full funding would need to be identified and applied for. Cllr Birtwhistle informed Members that there could be grant options available through RVBC.

***RESOLVED 11.01.09 – Clerk to contact LCC for a quote. Cllr Marsden to speak with the landowner. Cllr Birtwhistle to research further bus stop suppliers for quotes.***

**12. Lengthsman & village maintenance program.**

1. **Receive updates with regard to the Lengthsman Scheme**

Members were informed that Lengthsman Scheme invoice was due. It was noted that the Lengthsman had been cutting the grass. The Clerk requested that Members in the village communicate with her between meetings if more or less visits were required.

***RESOLVED 12.01.10 – Payment of the Lengthsman Scheme invoice to be made when received.***

**13. Pendleton Brook.**

1. **To receive updates from the Pendleton Brook Working Party – Cllr Monk & Cllr Marsden**

Members were informed that the clean-up day was a success. It was decided that the organising of the prewinter clean would be put onto the agenda in August.

**14. Bus Services through Pendleton Village.**

1. **To receive updates from the Clerk with regard to the query from residents about reinstating a bus service through the village.**

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The Clerk informed Members that LCC had not replied to the email sent before the meeting requesting updates.

**15. Councillor Emails.**

**1. To receive updates from Members.**

The Clerk confirmed that all Members had created new email addresses for the sole purpose of Council use.

**16. Notice Board for Clitheroe Road area.**

**1. To discuss options to replace damaged Parish notice board on Whalley Road.**

Members discussed that it was not necessary to install a new noticeboard presently. This may be revisited in the future.

**17. Partnership Meetings and RVBC update.**

1. To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates. – None received

2. Receive update from Cllr David Birtwhistle from RVBC. – Cllr Birtwhistle had no further updates other than the grant information given.

**18. Matters brought forward by Cllrs & Clerk as INFORMATION only**

No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting.

- Love Clean Streets App – The Clerk encouraged the use of Love Clean Streets for reporting. Cllr Monk stated that he had used the app to find it removed shortly after without the work being done.

**Next meeting to take place Wednesday 6<sup>th</sup> August 2025 7.30pm  
at Pendleton Village Hall, Pendleton.**

**Agenda items and Reports for the meeting to be submitted to the Clerk – by  
midday Wednesday 31<sup>st</sup> July 2025.**

**Meeting closed at 9.25pm**

**All our Agendas, and Minutes, together with further information about your Parish Council and its news can be found on our website at [www.pendletonparishcouncil.org.uk](http://www.pendletonparishcouncil.org.uk)**