



Grindleton Parish Council

Clerk:

Tracey Boswell
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Minutes of the meeting of Grindleton Parish Council held on **Tuesday 3rd June 2025**, at 7.00pm in the upstairs room at the Pavilion, Sawley Road, Grindleton.

Members present:	Parish Cllr Lorraine Halley (Chair) Parish Cllr Tony Bramwell Parish Cllr Megan Haslam Parish Cllr Paul Atkinson Parish Cllr Glenn Wheeler Parish Cllr Chris Brennan
Clerk in attendance:	Tracey Boswell
Members of the public present:	None
Apologies:	Parish Cllr Susan Walsh

A	Procedural items:	Lead:
1.	Apologies for absence Parish Cllr Susan Walsh	Chair
2.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests	All
(a)	Standing Orders suspended Re Minute 9(i) below, Parish Councillor Chris Brennan declared an Other Registrable Interest as he is a neighbour to the application.	
(b)	Standing Orders resumed	

B	Public Participation	
3.	Public Participation None	
C	Approval of Minutes	
4.	Minutes / matters arising a) To resolve that the minutes of the meeting of the Parish Council held on Tuesday 6 th May 2025 be signed as a correct record. Proposer: Cllr Lorraine Halley Seconder: Cllr Glen Wheeler Resolved: Members agreed that the minutes of the meeting of the Parish Council held on 6th May 2025 should be signed as a correct record and published on the Parish Council website. b) <u>Actions taken / matters arising since the last meeting (not covered elsewhere on the agenda)</u> The Clerk has compiled a list of actions for members to note / update briefly on progress since the last meeting. Subject to a guillotine of 30 minutes, members gave verbal updates on their respective actions. These were captured by the Clerk on a list retained by her.	Clerk
D	Financial Matters	
5.	Overview of financial position a) <u>Income and Expenditure – April 2025 and May 2025</u> A statement of income and expenditure for the months of April 2025 and May 2025 were provided for members' consideration. Resolved: Members approved these statements as an accurate record of transactions during April 2025 and May 2025.	

b)	<p><u>Budget Monitoring</u></p> <p>The Clerk had produced a budget for 2025/26 following a review of the draft budget and requirements at the AGM, this was presented to members for review and approval.</p> <p>Members discussed the approach for monitoring spend against the individual budget headers proposed, including any requirement to reforecast budgets on a quarterly/half year basis.</p> <p>Resolved: Members agree the budget proposed for 25/26 Members agreed to receiving quarterly monitoring Members agreed that reforecasting would only be required where variances significantly impacted on the overall budget</p>	Clerk
E	Governance issues	
6.	Governance	
7.	External Audit 24/25	
(a)	<p><u>Annual Governance and Accountability Return (AGAR)</u></p> <p>Guidance notes for the 2024/2025 Annual Governance and Accountability Return (AGAR) have been received, deadline for submission is 31st July 2025.</p> <p>The Return is made up of:</p> <ul style="list-style-type: none"> (i) Annual Internal Audit Report (ii) Section 1: Annual Governance Statement (iii) Section 2: Accounting Statement 2024/2025 	
(i)	<p>Certificate of Exemption</p> <p>Members were reminded that the Certificate of Exemption had been signed off at the AGM on the 6th May 2025. Members were advised that subsequently an error to the annual gross expenditure figure was noticed (transposition in recording of the last two digits). Members were represented with the signed off Certificate now corrected and authorised as per the AGAR guidelines. Members were informed that this had been sent by email to the external auditor on 13th May 2025.</p> <p>Resolved: Members were asked to note the correction to the AGAR Certificate of Exemption.</p>	All

(ii)	<p>Signing off AGAR documentation</p> <p>In line with formal audit procedures, members were required to approve a number of documents. In doing so, members are presented with the documents in the following order –</p>	
(iii)	<p><u>Presentation of the Internal Auditor's Report</u></p> <p>Members considered the auditor's report and a copy of her comments in the form of a written note; both were presented at the meeting for their information.</p> <p>The Clerk informed members of the support she had received from the internal auditor in completing the audit documentation for the first time.</p> <p>Resolved: Members agreed to:</p> <ul style="list-style-type: none"> • formally adopt the completed internal audit report for 24/25 • note the comments made by the internal auditor and the supporting explanations provided by the Clerk • approve payment of the agreed fee of £95 • authorise the Clerk to arrange for display of the internal auditor's report on the Parish Council website before 30 June 2025. 	Clerk
(iv)	<p><u>Section 1 – Annual Governance Statement</u></p> <p>The Clerk has completed a draft Annual Governance Statement, based upon evidence compiled and which underpinned the submission. Copies of documents were presented for members consideration.</p> <p>Resolved: Members agreed to:</p> <ul style="list-style-type: none"> • note the contents of the draft Annual Governance Statement and the underpinning evidence provided • formally adopt the Annual Governance Statement through its signature by the Chair and Clerk; and • authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2025. 	Clerk
(v)	<p><u>Section 2 – Accounting Statement</u></p> <p>The Clerk provided a copy of the draft Section 2 Accounting Statement which was a revision to that distributed with papers, the Clerk highlighted the amendments and provided a full explanation</p>	

	<p>of each. This revised Statement had been completed and signed prior to the meeting by the Clerk as Responsible Financial Officer and now required approval and signing by the Chair.</p> <p>Resolved: Members agreed to:</p> <ul style="list-style-type: none"> • note the content of the Accounting Statement • formally adopt the Accounting Statement and authorise the Chair to sign it on behalf of the Parish Council; and • authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2025. <p><u>Public Rights/Publication Requirements</u></p> <p>(vi) By 1st July 2025 smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.</p> <p>In addition to (i) the internal auditor's report and Sections 1 and 2 AGAR (approved and signed), the following documents should also be displayed (either under the above Regulations or as a matter of best practice):</p> <ul style="list-style-type: none"> • Explanation of Variances • Bank Reconciliation • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 • List of Parish Council expenditure transactions over £100 <p>Copies of all the above draft documentation were presented to members by the Clerk.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • note the proposed dates for the period of public rights • formally adopt the documents above, and • authorise the Clerk to arrange for their display on the Parish Council website before 30 June 2025 <p>(b) <u>Renewal of Zurich Insurance</u> Members were informed that the Town and Parish Council policy had been renewed to commence 1st June 2025; members were</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p>
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	<p>asked to note that the policy requires, as a condition of insurance, that a risk assessment is completed.</p> <p>The draft risk management register from 2024/2025 as provided at the AGM on the 6th May 2025 was provided and reviewed/updated by those present.</p> <p>Councillors discussed the requirement for Risk Assessment and Method Statements (RAMS) to be provided for all contractors carrying out work for the parish council, in addition evidence of appropriate Public Liability Insurance will be required.</p> <p>Resolved: Members agreed to:</p> <ul style="list-style-type: none"> • Formally adopt the revised risk register for 25/26 • Save a copy of the register in the file repository • Apply the conditions re RAMS and Public Liability Insurance to all contractors 	Clerk Cllrs
(c)	<p><u>Asset Register</u></p> <p>Members reviewed the draft Asset Register updated during the AGM on the 6th May.</p> <p>Resolved: Members agreed to:</p> <ul style="list-style-type: none"> • formally adopt the revised register for 25/26 • Add the laminator to the register • Save a copy of the register in the file repository 	Clerk Clerk
(d)	<p><u>Parish Plan</u></p> <p>Members reviewed the Parish Plan updated during the AGM on the 6th May 2025; minor changes were –</p> <ul style="list-style-type: none"> • to add the Parish Magazine as delivery resource • remove references to the 20mph traffic speed restriction <p>Resolved: Members agreed to –</p> <ul style="list-style-type: none"> • Make the amendments as referenced above • Adopt the updated Plan for 25/26 	
8	<p>Update from Ward Councillor present</p> <p>Cllr Horkin was not present at the meeting.</p> <p>The Clerk confirmed that she had contacted Cllr Kevin Horkin via his RVBC email address to provide meeting dates for the</p>	

	<p>remainder of 2025, an alternative contact address was provided by the Chair.</p> <p>Resolved: Members agreed to – Resend the invitation to attend together with the dates and times of the meetings for 25/26 to Cllr Horkin</p>	Clerk
F	Improving Parish Council effectiveness	
9		
a)	<p><u>Grant requests/applications</u></p> <p>VE day grant application £500 has been received.</p> <p>Resolved: Members agreed to – Note the grant award into the parish council's finances</p>	Clerk
G	Planning applications to be considered (including temporary road closures)	
10	Planning applications to be considered (Appendix 11)	
a)	<p><u>Applications on which the Parish Council is considered a statutory consultee</u></p> <p>(i) Planning Application 3/2025/0220 at 4 West View Main Street Grindleton BB7 4RB. Proposal for single storey extension to rear.</p> <p>Councillor reviewed the application and confirmed no objections or observations.</p> <p>Resolved: Members agreed to – The Clerk to respond to RVBC as above</p>	Clerk
H	Haweswater Aqueduct Resilience Programme (HARP)	Lead:
11.	No report to this meeting.	
I	Lancashire Best Kept Village Competition	
12.	The Chair updated those present that LBKV judging commences on the 6 th June, she confirmed that all pots and tubs have been re-planted in anticipation of the judging period.	LH

	<p>Cllr Wheeler agreed to provide assistance to cleaning the stone table and sign on the Brow.</p> <p>Cllr Halley confirmed that residents have volunteered to water the tubs and containers at the bus stop and that ivy has been cut back at key points, Keith Hutton has been asked to investigate installing a pie to feed water from the gutter into the tubs and containers if possible.</p> <p>Resolved: Members agreed to note the above activity</p>	
J	Public Rights of Way	
13.	<p>Kissing gates at Grindleton Bridge.</p> <p>Cllr Bramwell informed those present of an issue about the positioning of the kissing gates at Grindleton Bridge which had become known during the sale of Skin House Farmhouse.</p> <p>Resolved: Members agreed to –</p> <ul style="list-style-type: none"> • Cllr Bramwell to speak to the landowner to recover the gates which have been removed • Add the two gates to the Asset Register <p>The Chair referred councillors to her emails sent to LCC on the 3rd June re three dangerous stiles.</p>	<p>TB</p> <p>TB Clerk</p>
K	Allotments	
14.	<p>Members were informed that the Clerk has a telephone call booked with Kath Collinge, RVBC re the revised terms of the 1981 lease.</p> <p>Resolved: Members agreed to note the above and request an update at the August meeting</p>	Clerk
L	Other business items:	
15.		
(a)	Members noted the fence in place around The Duke of York and that works have commenced on site, the issue re the footpath will continue to be monitored.	
(b)	Members were informed that the Mobile Library Service as discussed at an earlier meeting was confirmed as due to commence again in the very near future – a calendar is pending.	
(c)	B4RN line 1 goes live 4 th June 2025.	

(d)	The Chair advised that in advance of Armistice Day she would order 20 more poppies at £3 each.	
M	Date and time of next meeting	
16.		
a)	<p>The next meeting of Grindleton Parish Council will be held at 7pm on Tuesday 5th August 2025 at the Pavilion, Sawley Road, Grindleton in the upstairs room.</p> <p>Please note that:</p> <ul style="list-style-type: none"> • all future meetings will start at 7pm; and • there will be no meeting in July following the Parish Council's decision to revert to bi-monthly meetings. 	
b)	<p><u>Subsequent meetings in 2025:</u></p> <p>The Clerk has booked the following meeting dates – on a bi-monthly basis - for 2025:</p> <ul style="list-style-type: none"> • 5 August • 7 October • 2 December <p>Members to note</p>	

The meeting closed at 9.15pm.

Signed by:		
	Date: 5.8.25	Cllr L Halley (Chair)