

# **Simonstone Parish Council**

**The Annual Parish Meeting  
to be held on 25<sup>th</sup> May 2017.  
in the Old School, School Lane, Simonstone  
at 7.00pm  
Agenda**

- 1. Apologies**
- 2. The Chairman's Report**
- 3. Approval of the minutes**

**I. R. Hirst.....  
Clerk to the Parish Council**

# Simonstone Parish Council

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in the Old School, School Lane, Simonstone  
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**Agenda**

## Agenda

### Apologies –

17/65

- a **Appointment of Chairman** of the Parish Council for the municipal year 2017/18.
- b **Appointment of vice-Chairman** for the ensuing year.
- c **Appointment of Councillors** to represent the Parish Council on the following bodies for 2017/18.

Office	2015/17	2016/18
<b>RV Parish Liaison Committee</b>	<b>David Peat and Graham Meloy with new members attending when available</b>	
<b>L A Local Councils</b>	<b>Coun Peat and Meloy</b>	
<b>Parish Planning areas</b>	<b>As allocated by Chairman</b>	
<b>Governance Panel</b>	<b>David Peat, Geoff Hodbod and Greera Norse.</b>	
<b>Bank Signatories</b>	<b>All members</b>	
<b>Champion for the Elderly</b>	<b>David Peat and Greera Norse</b>	

17/66 **Declaration of interests**

17/67 **Public Participation.** (open forum on any village matter to last no more than 15 mins. 3mins per speaker).s

17/68 **Decision items;**

- a **Nomination** of New Parish Councillors.

17/69 **Matters raised from previous meetings;**

- a **URC development –**
- b Read Parish Council have too many possible commitments to consider financial support for the feasibility study of the offer made by the URC Trustees ( nothing paid but Simonstone Parish Council)
- c Coun Hodbod and Norse to report on progress.
  - i) Possible location for Library.

17/70 **Civic Sunday** joint arrangements with Read Parish Council changed to the 11<sup>th</sup> June, Chairman to report.

17/71 **Matters requested by members**

- a **Cllr Hodbod -Parish Plan –** future housing for the elderly

- 17/72 **LCC Highways see attached reported matters** 3  
 a **Councillor workshop** “How Elected Members can improve the health and wellbeing of their communities for a safer, fairer, healthier Lancashire” 16<sup>th</sup> June, Chairman has been enrolled on the Work shop).
- 17/73 **Meeting of Read Parish Council**, Councilor Barker to report.
- 17/74 **Planning RVBC Local Plan for Ribble Valley 2008-2028 Consultation;** Comments to be forwarded by 9<sup>th</sup> of June, see attached letter. Pack available at the Parish Council meeting.  
 a 3/2014/0703 variation of condition 2 permission to allow adjustment to approved position of Plot 3 owing to line of existing sewer on site.
- 17/75 **Martholme Greenway** Coun Barker and Meloy to report.
- 17/76 **LALC Effective Meetings Workshop** Thursday, 14<sup>th</sup> June 2017, 7pm – 9pm £25
- 17/77 **Spot On** to consider which production for the coming season. See enclosed menu and details of suggestions. It has been suggested that enquires be made to use the URC as the venue for a performance.
- 17/78 **Finance**  
 a Accounts for the year 2016-17 for approval.  
 b Auditors report.  
 c Appointment or Internal Auditor to for the year 2017-2018.  
 d Insurance renewal the Spid has been added to the insurance policy costing £16 in the years 2018-19.  
 e Payment of Accounts.
- |                              |                     |          |
|------------------------------|---------------------|----------|
| 1. L Pickering               | Internal Audit      | £65.00   |
| 2. Empress Fencing/Martholme | Fencing materials   | £190.00  |
| 3. Zurich                    | Insurance           | £214.91  |
| 4. LCC                       | Fitting Spid Plates | £140+VAT |
- 17/79 **District Councillor Lesley Graves to report on Highway crossing points**  
 17/80 **The next Parish Council meeting is on the 22nd June 2017 at 7pm.**

**I R Hirst** .....  
**Clerk to the Parish Council**

**Information items**

- 1. Consultation on Barrow Primary School expansion proposals** The consultation period will run from Monday 8th May 2017 to Friday 9th June 2017 document emailed to members

**17/72****Highway matters reported to LCC -May**

Date reported	Highway report	Location	LCC Response
12/5/17	240909	School lane pothole	ordered
12/5/17	240381	Simonstone Road	Received
12/5/17	240379	Dean bridge Footpath	Ordered
16/5/17	240814	Valley terrace	Received
17/5/17		Railway terrace	
21/5/17		Trapp Lane manhole cover	Reported to police 101

<b>PRO reports Footpath 6</b>
Nature of Report: The Carleton Avenue footpath sign needs straightening.
Resolution: The Public Rights of Way Team have carried out a survey of signposts in Burnley and missing/damaged signposts will be repaired/replaced as part of this project.

Spid Plates have been delivered to LCC and an order for them to be installed has been placed, The Clerk requests that members report when the new plates have been installed, as photographs of them are required in order to receive payment of grant funding.

## Lancashire County Council

### Sakthi Karunanithi Director of Public Health and Wellbeing

Phone: 01772 539 906 Fax:      Email: lauren.beeres@lancashire.gov.uk

Your ref:    Our ref:    Date: 15 May 2017

**Dear Elected Member**

**Prevention Matters: How Elected Members can improve the health and wellbeing of their communities for a safer, fairer, healthier Lancashire**

**A free training workshop for Elected Members across the three tiers in Lancashire provided by the Local Government Association [LGA] and Lancashire County Council Director of Public Health and Wellbeing**

Friday 16th June 2017 at County Hall, Preston, PR1 8XJ

Lunch and refreshments will be provided

Are you interested in finding out more about how, as an elected member, you can positively impact on the health and wellbeing of your community? This workshop will provide you with useful information about Lancashire and your population that you will be able to use together with your life experience, understanding and position of influence to help your communities lead safer, fairer and healthier lives.

I am pleased to be able to invite you to attend this practical and interactive workshop. This will be a full day event, with arrival & registration at 9.00am and closing at 3.30pm. A buffet lunch and refreshments will also be provided.

The programme will cover inequalities in health and prevention and health Improvement from a national perspective in the morning and then the role of your council in tackling inequalities and preventing ill health and how you can make a difference as an elected member, in the afternoon. It will include background information, key terms and concepts and will build your confidence and understanding on specific wellbeing issues that are relevant to you and your area.

Places are limited and demand is likely to be high so I would be grateful if you could help me with the organisation of this popular event by completing your details on the booking form attached and returning this as soon as possible or at least no later than Friday

resent     

2th June. Once you have received confirmation of your workshop attendance, you will be sent joining instructions and a named agenda pack will be available for you on the day. A Certificate of Attendance will be provided once you have completed the workshop.

I look forward to welcoming you on the day and to working with you in the future as we enable Lancashire to become safer, fairer and healthier.

Yours sincerely

Sakthi Karunanithi Director of Public Health and Wellbeing

**Ribble Valley Borough Council:**  
**A Local Plan for Ribble Valley 2008-2028**  
**Publication of the Ribble Valley Housing and Economic Development –**  
**Development Plan Document (DPD)**

Dear Sir/Madam

Over the past few years, you, or your organisation, has expressed an interest in being consulted on the development of new planning policy that may have implications for the area in which you live or how you provide or access services.

I am now writing to inform you that the Publication Version of the Council's Housing and Economic Development- Development Plan Document (HED DPD) has been published for consultation along with accompanying reports during the six week period 28th April 2017 until 9th June 2017. The enclosed Statement of Representations Procedure and information on Availability of Documents set out the details of the consultation.

This is an important stage in the preparation of the Housing and Economic Development DPD. The consultation document represents the Council's preferred land allocations for the Borough up to 2028 and comments are now being sought in advance of submission of the document to the Secretary of State for independent examination. The document primarily allocates land for housing and for economic development purposes, but also updates other development constraints and designations and incorporates work that has been undertaken on retail/ town centre boundaries, existing open space designations and revised settlement boundaries. All of this work has been used to prepare the DPD which, along with the Core Strategy, will be used to determine planning applications within the Borough.

Please note this is not a review of the adopted Core Strategy. The HED document provides detail on where development is likely to take place and includes committed sites as well as a small number of new allocations.

You may have made comments at previous stages leading up to this latest document. These comments have informed the development of the HED DPD. It is important that you make your comments now on the Publication version of the DPD, as it is the comments made at this stage that will be considered by the Independent Inspector who will be appointed to examine the document. The Inspector will assess whether the plan has been prepared in accordance with:

please ask for: direct line:

e-mail:

my ref: your ref: date:

Council Offices Church Walk CLITHEROE Lancashire BB7 2RA

Switchboard: 01200 425111 Fax: 01200 414488 [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

- The Duty to Co-operate;
- Legal and procedural requirements; and
- whether it is "sound".

Further details on these issues, including "soundness" are provided in the Guidance Notes setting out how you should make your response are available on the Council's website at [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk) (follow

the link to HED DPD). It would be helpful if you used the form provided on the website to make your comments on the HED DPD.

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It is the Council's intention to submit the HED DPD subject to no fundamental issues being raised in relation to soundness, later this year for Examination.

Representations should be made no later than 5pm on Friday 9th June 2017. Representations received after this deadline will not be considered.

You may also make comments at this stage on the Sustainability Appraisal Report and Habitats Regulations Assessment by the same deadline.

The Council is also making available a Regulation 17 Consultation Statement and relevant evidence base and supporting documents.

Copies of this letter are being sent to all who have made representations at previous stages in the process or who have asked to be kept informed of the progress of the Local Plan. Where more than one letter is sent to the same address this is because more than one person has responded individually at previous stages. If you wish to combine contacts please let us know. Also let us know if your details are incorrect; need updating or you no longer wish to be kept informed. Furthermore, in order to minimise consultation costs, if you prefer to be contacted by email, please let us know so we can amend our details.

The Publication version of HED DPD can be viewed on the Planning Policy pages of the Ribble Valley website. There is a link to this page from the Council's homepage for ease.

Alternatively, the documents can be viewed during normal opening hours at:

Planning reception, Level D The Council Offices Church Walk Clitheroe BB7 2RA

Please telephone 01200 425111 to arrange an appointment if you wish to discuss these documents with an Officer.

They will also be available at the following locations during their normal opening hours:

• Clitheroe Library, Church Street, Clitheroe • Longridge Library, Berry Lane, Longridge • Mellor Library, St Mary's Gardens, Mellor

In addition the consultation documents will be available to view at the following locations during their normal opening hours:

• Longridge Civic Hall; and • The Station Buildings, Longridge

Copies of documents can be made available at a charge. Please ask for further information.

Comments on the documents can be emailed to [publicationreg19@ribblevalley.gov.uk](mailto:publicationreg19@ribblevalley.gov.uk) or sent by post to HED DPD Publication Reg 19 consultation, Forward Planning, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA.

The closing date for comments is 5pm 9th June 2017

As the document progresses, if you wish to be informed of the outcome of the Examination, please contact us to inform us as we will not automatically send out letters to all our database contacts due to the cost implications.

Yours sincerely

Colin Hirst Head of Regeneration and Housing.

**Lancashire & Merseyside County Training Partnership**

Howick House, Howick Park Ave, Penwortham, Preston, PR1 0LS

Tel: 01772 750900

E-mail: [info@lalc.org.uk](mailto:info@lalc.org.uk)

*Effective Meetings Workshop at Howick House*

Thursday, June 15th 2017, 7pm – 9pm

Course fees: £25

**PLEASE PRINT DELEGATES DETAILS AND RETURN FORM TO ABOVE ADDRESS**

NAME - Cllr/Mr/Mrs/Miss/Ms/Clerk/ .....

Parish/Town .....

Address.....

.....

Post Code.....Telephone No.....

NAME - Cllr/Mr/Mrs/Miss/Ms/Clerk/ .....

Parish/Town.....

Address.....

.....

Post Code.....Telephone No.....

NAME - Cllr/Mr/Mrs/Miss/Ms/Clerk/ .....

Parish/Town.....

Address.....

.....

Post Code.....Telephone No.....

I enclose a cheque made payable to **Lancashire County Training Partnership** for £.....

Signed..... Date.....

Parish/Town Council.....**We regret that refunds cannot be made for non-attendance**

17/78a

Simonstone Parish Council					
Income and Expenditure Account. for year ending 31st March 2017					
2015/16		Budget	Actual	Variation	
Actual			2016-2017	2016-2017	
8200	Precept	8200	8,200.00	-	
130	Gov Grant	64	65.00	-	
5.56	Interest	15	4.18	10.82	
544.89	VAT	0	249.42	- 249.42	
312.93	Grants		78.00	- 78.00	
553.43	Entertainment	450	1,319.85	- 869.85	
16.20	mics		325.88	- 325.88	
	spid		2,272.00		
£ 9,763.01	<b>Total</b>	£ 8,729.00	£ 12,514.33	3,785.33	
			.		
Simonstone Parish Council					
Expenditure		Budget			
2015/16		16/17	Actual	Variation	
380.88	Subscriptions	450	549.78	- 99.78	
200.70	Insurances	201	214.91	- 13.91	
216.00	Audit Fee	216	65.00	151.00	
1,970.60	Clerk- Salary	2450	1,990.48	459.52	
492.60	HMRC	0	497.40	- 497.40	
690.42	Printing etc	600	637.45	- 37.45	
-	Jewel	50	-	50.00	
115.27	Web/computer	250	-	250.00	
175.00	Hire of hall	180	175.00	5.00	
50.00	Rents	50	50.00	-	
140.00	Chairman's Allow	145	140.00	5.00	
171.60	Training	250	-	250.00	
50.00	Donations	250	289.00	- 39.00	
308.24	Enter/ Theatre	1100	2,429.18	- 1,329.18	
255.55	Christmas	350	288.75	61.25	
760.00	Ground maintenance	830	340.00	490.00	
300.00	Cont to Play Area	310	300.00	10.00	
700.00	lengthsman	450	700.00	- 250.00	
353.99	Capital	375	-	375.00	
374.40	Environment Litter	500	384.79	115.21	
419.42	Spid	2600	2,726.40	- 126.40	
£ 8,124.67		£ 1,607.00	£ 11,778.14	- 171.14	
<b>Surplus £1,638 in 2016</b>		<b>Surplus £736 in 2017</b>		<b>Increase in net gain £902</b>	

**Simonstone Parish Council**  
**Bank Reconciliation**  
**Receipts and Payments Summary for the year 2016/2017**

	£
Balance brought forward 1st April 2016.	11,002.80
Add Total Receipts	<u>12,514.33</u>
Total	23,517.13
Less Payments	11,778.14

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<b>Balance 31st March 2017</b>	<b>£11,738.99</b>
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<b>Bank Reconciliation 2016/17</b>	
<b>Current 31/3/2017</b>	<b>713.80</b>
<b>Premium 31/3/2017</b>	<b><u>11,214.60</u></b>
<b>cash at bank</b>	<b>11,928.40</b>
<b>Unpresented Cheques</b>	
<b>LALC</b>	<b>189.41</b>
<b>Balance 31<sup>st</sup> March 2017</b>	<b>11,738.99</b>

Prepared by I Roger Hirst Clerk to the Parish Council on the 25<sup>th</sup> May 2017

37, Peel Park Avenue  
Clitheroe  
BB7 1EU

Roger

I have now completed the internal audit for the year 2016/17 and have signed the Statement of Assurance for the external auditor. I list below a note of the Matters Arising from the Audit.

Please let me have a copy of the relevant minute concerning your report on this matter to the Council.

My fee for the work is £65.00

Sincerely,

L Pickering

<u>Matters Arising</u>	<u>Completed</u>
1. Complete Section 1 of the Accounting Statement as agreed.	YES
1. The spread sheets you submitted requires formatting for ease of reference.	YES
2. All VAT reclaims must be supported by a Vat invoice/receipt. If purchases made from a Supermarket a Vat receipt should be requested if not incorporated on the Till Receipt.	YES
3. VAT for 2016/17 has yet to be refunded. Please ensure that future claims are made earlier in the year.	YES
4. The Clerks claim for Expences for the 3 <sup>rd</sup> Quarter has been overpaid by £57.93, due to the inclusion of expences that had already been paid in the 2 <sup>nd</sup> Quarter. Please arrange for this to be refunded to the Council.	YES
5. The total identified as the Council's Balance at the 31 <sup>st</sup> March 2017 of £11,928.40 in the Statement of Accounts is incorrect. Please amend it to £11,738.99.	YES
6. The Expenditure in the Cash Book is wrongly totalled as £11,588.73. Amend it to £11,778.14. The Bank Reconciliation in the Statement of Accounts now balances.	YES
7. Where Spread Sheets are used please ensure that the formulae that control additions etc. are correct. (See Note 7 above).	YES
8. The detailed Cash Book which vouches all Receipts and payments must be included in the Council's Statement of Accounts.	YES
9. Please include a note in the Statement of Accounts detailing the financial position of the Council relative to the cost sharing arrangements for the Lengthsman	YES
10. Please page number the Statement of Account for ease of reference.	YES
11. A certain if the Defibrillator should be included in the Asset Register and the Insurance Schedule and at what value.	

37, Peel Park Avenue  
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BB7 1EU