

Simonstone Parish Council
The Parish Council Meeting
is to be held on 29th April 2011
in the Old School, School Lane, Simonstone
at 7.00pm

Agenda

Part 1 (items of business to be discussed in public)

- 11/ 44 Apologies for absence**
- 11/ 45 Minutes of the meeting** held on 25^h March 2011 for approval.
- 11/ 46 Declaration of interests.**
- 11/ 47 Public Participation.** (open forum on any village matter to last no more than 15 mins. 3 mins per speaker) Whalley Road Crossing Mr P Lambert wil up date the meeting on the response to his letter concerning the provision of a Crossing on Whalley Road.

Decision items

- 11/ 48 Christmas arrangement for 2011.**
 - a. Party Entertainment Coun Jelley to report
- 11/ 49 Items brought forward by members ;-**
 - a. LCC Charter – Coun Duckworth
 - b. Pump House Wood – a response has not been received from either the Ribble Valley Partnership Officer, or the Parish Champion concerning the site line.
 - c. Progress on Common Land - Copies of the procedure have been forwarded to members as requested .
 - d. Website RV work is progressing Councillor Duckworth to report.
 - e. Additional Tree Planting on Blackburn Road Verges. A request has been forwarded for permission to the LCC and a response is awaited.
 - f. Speed bumps – Councillor Hodbod.
 - g. Street Name Signs – Cleaning and refurbishment. -Councillor Hodbod.
- 11/ 50 Governance – Meeting dates for June 2011 to May 2012 for approval. see attached**
- 11/ 51 Planning Applications.**

Application number 3/2011/0007 17/01/2011	Officer Claire Booth 01200 414493	
Address	10 Carleton Avenue Simonstone Lancashire BB12 7JA	
Proposal	Erection of a single storey rear extension, with the addition of dormer windows to the rear creating a two storey conversion. Roof will be replaced and the ridge line raised. Applications for full consent.	
Parish Council comments	There has been strong local opposition to this proposal as the development site is in row a of 6 bungalows and will change the existing street scene on the southern side of the Road. RV Districtwide Plan 1998 Policy G1 H10	
RVBC decision	Refused	
Appeal	The applicant has appealed against the refusal of this application. The adjudication is to be by letter based on the existing evidence contained in the original objection.	

Application number 3/2011/0069 10/02/2011	Officer: Claire Booth 01200 414493	Grid Reference 378006 434184
Address	The Farmhouse Dean Top Whalley Road Simonstone Lancashire	
Proposal	Proposed extension of existing dwelling to provide Granny Flat accommodation above the existing garage. Applications for full consent.	
Parish Council comments	The proposal is somewhat out of proportion with the existing building both on the front and rear elevations. It would be preferred that the materials	

	used on each elevation matched those of the existing building.
RVBC Decision	Refused 6/4/11

Application no 3/2011/0144	Officer: : Colin Sharpe 01200414500	Grid Reference 377553 435426
Address	Tithe Barn House Whins Lane Simonstone Lancashire BB12 7QR	
Proposal	Detached stable block including 3 no. stables, tack room, covered horse box and mechanical tractor store. Also animal food storage. Applications for full consent.	
Parish Council Comments	No objection	

Application number 3/2011/0171 18/03/2011	Officer: : Claire Booth 01200 414493	Grid Reference 377535 434529
Address	Rosedale School Lane Simonstone Lancashire BB12 7HR	
Proposal	Proposed construction of first floor bedroom and bathroom extension and alterations to garage to provide study and home office space. Continuation of lean-to roof to create a covered sitting area to the front elevation linked to the side single storey lean-to extension (which is currently being built under general permitted development). Applications for full consent	
Parish Council comments	No objection	

Application number 3/2011/0222 25/03/2011	Officer John Macholc :	Grid Reference 377290 433370
Address3	Fort Vale Engineering Ltd Calder Vale Park Simonstone Lane Simonstone Burnley Lancashire BB12 7ND	
Proposal	Proposed extension to rear of Building 'S' to provide new despatch and storage area ancillary to industrial use of building. Erection of stand alone ancillary facilities building. Applications for full consent	
Parish Council comments	Not objections	

11/ 52 National Grid – Wish to hire venue for an exhibition to explain the renewal of the National Grid. to the residents of Simonstone.

11/ 53 LCC

a. **LCC-TAS** Consultation on Concessionary Travel See attached notes Documentation is has been forward to members.

11/ 54 RVBC

a. Minutes April 2011
b. Planning and Development Committee Agenda 7rh April and 28th April

11/ 55 LALC – New Councillor and Clerks training July 16th Module one July 23rd Module two cost £30 per module.

11/ 56 Finance

a. . **Approval; of the Year end accounts 31st March 2011** See attached

b. **Internal Auditors report** – see attached

- i PAYE.
- ii Electronic Accounts

c. **Payment of Accounts**

i	L Pickering	Internal Audit	£55.00
ii	RVBC	Website expenses	
iii	Mrs Starkie	Rent	£50.00
iv	Zurich	Insurance	£288.52
v	CPRE	Subscription	£29.00

d. **Balances Year end balances £10482.**

e.

- 11/ 57 Lancashire Branch of the CPRE** (Campaign to Protect Rural England) AGM 7th April 2011 County Hall 10.30am
- 11/ 58** Matters reported by members for consideration at future meetings
- 11/ 59** Matters for reporting to the appropriate authorities.

The next Parish Council meeting will be held at 7pm on 27th May 2011 in the Old School, Simonstone Lane, Simonstone.

INFORMATION ITEMS (no decisions incurring finance may be taken on these items)

(Confidential Items of business not to be discussed in Public) None

I Roger Hirst Clerk to the Parish Council

Parish and Town Council Charter Refresh

Questionnaire

Name Alan Duckworth

Position: Parish Councillor _____

Organisation: Simonstone Parish Council _____

Note: There have been a lot of changes since the Charter was first established and where possible these have been highlighted within this questionnaire for your information and comment.

Question	Answer/Comment
1. Are you aware of the Charter?	Not prior to this review.
2. If yes, when was the last time you used or referred to it and what was the issue?	See above
3. If no, are any of your colleagues/associates aware of the Charter? If they are, when did they last refer to or use it and what was the issue?	<p>The Parish Clerk, and a minority of members of the Simonstone Parish Council are aware of the Charter. This reflects the considerable change of council membership in the last two years. No member of the council has used nor made reference to the Charter.</p> <p>The Parish Clerk offers the following comment:</p> <p><i>At the meeting held on 26th September minute 08/115 states the following. Members considered the Draft LCC Parish Charter which had been previously distributed and concerns were expressed about the proposals to use IT instead of the postal method of communication after 2010, the role of the partnership officer, and the efficiency of the Customer Service Centre. It was resolved that the Clerk respond expressing the Parish Council 's concern.</i></p> <p>The above highlights the need to include 'The Charter' in the councillors' Induction Course.</p>
<p>The Charter comprises 9 sections in total. The review process will look at each to gauge:</p> <p>(i) Does the section need updating and how?</p> <p>(ii) What has been delivered – and good examples/case studies identified.</p> <p>(iii) What hasn't been delivered and why? Important to identify the barriers/reasons so that changes and improvements can be made.</p> <p>(iv) Is anything missing from the Charter that should be included?</p> <p>(v) Is anything in there that is no longer needed?</p> <p>With these questions in mind please complete the following:</p>	
4. Section 1 – Introduction and background. This will be refreshed as part of the review but comments welcome.	<p>Is it feasible to 'operate' a charter between the County Council and a Parish Council without the agreement/buy-in of the relevant District Council ?</p> <p>For reference and understanding, the reader should be informed of the location of all documents that are referred to within the Charter.</p>
5. Section 2 – Communication, information and consultation - Please consider (i) – (v) above.	

<p>In this section 2 we committed to:</p> <ul style="list-style-type: none"> • Explore opportunities for developing electronic systems to communicate with each other, including a web-based system <p>We developed and launched the parish and town council website www.lancashire.gov.uk/infoforptcs in the summer of 2009. Do you use the website – if not, why not?.</p> <ul style="list-style-type: none"> • Hold meetings of parish clerks from across Lancashire – <p>Regular Parish Clerk Network meetings are now being held annually. Has your Clerk attended? Did they find it useful?</p> <ul style="list-style-type: none"> • Targets for responding to letters, calls and emails – Targets have been established corporately and tested through Customer Focus approaches (including mystery shopping). Any thoughts? • Draw up a list of issues to be consulted on/Develop a consultation framework which includes giving warning to other councils about important decisions and timescales for how long they have to give their views <p>Some progress - the website www.lancashire.gov.uk/haveyoursay is now live. Have you used it – what was your experience? If not, any reason why not?</p> <p>What has been your experience of consultation by LCC? Examples would be useful.</p>	<p>It should be noted that remote communities may not have access to broadband services.</p> <p>The County Website for Parish Councils where the County developed webpages for each Parish in the County. Simonstone's site was used on occasions to post Agendas and Minutes of meetings, it also contained information about the village, it was used by the villagers and this manifested itself by people attending meeting on occasions. however the service was withdrawn some time ago, it is thought that it was through lack of support and finance.</p> <p>Subsequently the website referred to opposite has not been recognised as being a County Website for Parish Councils by the Parish Council or its Clerk until it was brought to our attention because of the review. see below.</p> <p>Members of Simonstone PC were unaware of the web site referred to opposite, and have therefore not used it.</p> <p>Comment from Parish Clerk:</p> <p><i>There has been a number of attempts to set up Parish Clerk Network meetings, but after the first one or two they failed to attract sufficient numbers of clerks so they fizzled out. The only other meetings are the Training Courses and LALC conferences.</i></p> <p>The Parish Liaison meetings are the most effective forms of communication in Ribble Valley.</p> <p>An email directory of all concerned individuals, including councillors and officials would facilitate communication.</p> <p>Members of Simonstone PC were unaware of the web site referred to opposite, and have therefore not used it.</p> <p>In those instances where queries/issues relating to technicalities associated with planning applications have been raised, the response from the 'experts' has been slow/non-existent/insufficient in detail.</p>
<p>6. Section 3 – Parish plans and sustainable community strategies - Please consider (i) – (v) above.</p> <p>It would be interesting to hear about any issues with existing plans or intention to refresh or establish plans?</p> <p>Discussions continue within LCC in respect of improving the process for receiving and responding to Parish Plans. We see a possible role for district</p>	<p>Simonstone Parish does not have a Parish plan/sustainable community strategy. This subject will be discussed at the next PC meeting, with the intention of producing such a plan.</p> <p>It is proposed that all parish councils should produce a Parish plan, and that these plans should be updated/reviewed and submitted annually.</p>

<p>Local Strategic Partnerships in this. What are your views on this?</p> <p>Any thoughts on neighbourhood planning (as referred to in the Localism Bill?)</p>	<p>Comment from Parish Clerk:</p> <p>We could request a presentation focussing on Parish Plans and the benefits of producing one be held for/by the Ribble Valley Parish Liaison Committee, possibly involving the County. I'm sure if asked the County Council would be pleased to be of assistance in the first place, possibly leading to a series of workshops. Parish Plans can take a lot of time to produce as they are community led: they are of assistance in identifying the communities aspirations and requirements. There needs to be a commitment by the higher Authorities to recognise the aspirations in a positive sense and not just pay lip service to them that has happened in most cases in the past'. especially in the field of Planning</p>
<p>7. Section 4 – Local governance - Please consider (i) – (v) above.</p> <p>As mentioned, this Section will be revised to reflect the County Council's new priorities for locality working including the proposed Three Tier Forum governance model.</p>	<p>Ribble Valley Parish Liaison Committee representatives have expressed concerns/disagreement to:</p> <ol style="list-style-type: none"> a) The proposed composition of the Three Tier Forums b) The lack of decision making powers of the Three Tier Forums.
<p>8. Section 5 – Adapting our services to local areas - Please consider (i) – (v) above.</p> <p>As above.</p>	<p>Is it the intention that all/any services can/will be adapted to meet the specific requirements of each community ? For example, will it be possible for each community to negotiate SLA's ?</p> <p>It is believed that the 'locality focus framework' is no longer current. If this is the case Section 5 should be updated/amended accordingly.</p>
<p>9. Section 6 – The National Quality Parish Scheme and delegated responsibility for services - Please consider (i) – (v) above.</p> <p>In Section 6 we committed to</p> <ul style="list-style-type: none"> • See whether the county council can delegate services using the findings from the Whitworth Quality Parish Pilot; • Aim to develop a framework on delegating services, using the findings from the Whitworth Quality Parish Pilot, and national best practice; • Look into producing a list of services that could be delegated; • Consider standards for delegated services and how these standards need to be reflected in future service level agreements; and • Look at how parish and town councils could have more influence over county council services. <p>The Delegated Services Protocol has now been established. Follow this link to see the Protocol: http://www.lancashire.gov.uk/corporate/web/?Information_for_parish_and_town_councils/28400</p> <p>The following actions are ongoing – Winter services pilots undertaken with an anticipated review in summer 2011</p> <p>Grass cutting/verge maintenance – contracts</p>	<p>Amend section 6 as highlighted below:</p> <ol style="list-style-type: none"> 1. 2. Delegated responsibility for services 3. We realise that not all parish and town councils want to manage services on our behalf. However, some want more influence and control over the way we deliver services in their area. <p>We are working with parish and town councils to find out whether they could provide some of our services. The Whitworth Quality Parish Pilot has helped us to explore several ways of achieving this. Based on this, the councils have agreed the following.</p> <ul style="list-style-type: none"> • If a parish or town council (or group of local councils) wants to provide a service on our behalf, we will consider this as long as: <ul style="list-style-type: none"> ○ it provides best value, taking into account cost, quality, what local people prefer and whether it is practical; and ○ the council providing the service can meet

<p>currently being negotiated.</p> <p>Lengthsmen pilot – expressions of interest being sought.</p> <p>Any other thoughts on what could be delivered by or delegated to Parish and Town Councils – particularly in light of the Localism Bill?</p>	<p>the requirements of the service level agreement (the government standards for local services).</p> <ul style="list-style-type: none"> ○ The parish or town council holds public liability insurance to a value of at least £5,000,000. <ul style="list-style-type: none"> • If a parish or town council cannot provide best value or meet the requirements of the service level agreement, we will discuss other ways to encourage them to influence the service. • If we enter into a service level agreement with a parish which does not have quality status, we will encourage the parish to achieve quality status. • We will agree in advance any funding and terms for parish and town councils who provide services on our behalf. <p>Will Parish Councils deal directly with the County regarding the delegation of services, or will they need to deal through their District Council ?</p> <p>Suggestion Where the delegation of services is under consideration, service level agreements should be negotiable along with price/cost, (subject to local requirements and/or minimum standards?).</p>
<p>10. Section 7 – Support mechanisms - Please consider (i) – (v) above.</p>	<p>It is understood that Lancashire Locals are no longer functioning and therefore all references to such should be amended/removed (in this and other sections)</p>
<p>11. Section 8 – Training - Please consider (i) – (v) above.</p> <p>Has your Parish attended any of the Bite-Size Briefings? If yes, was it useful? If no, could you explain why not?</p> <p>What are your views on how the county council could improve the way we brief you on county council issues?</p>	<p>Thus far only the Parish Clerk has attended Bite-Size Briefings: this is mainly due to the timing of these briefings and councillors having work commitments. The Parish Clerk has relayed important information from the briefings to the councillors.</p> <p>Suggestions</p> <ol style="list-style-type: none"> 1. communications from LCC could be best achieved via e-bulletins. 2. Bite-Size briefings could be held via webcasts. 3. LCC publish and maintain a list/lists of all current and relevant (to parish & town councils) documents and their website addresses
<p>12. Section 9 – Complaints, monitoring and review - Please consider (i) – (iv) above.</p> <p>The Charter Steering Group suggests that this Chapter should be re-titled 'Feedback, monitoring and review'.</p>	
<p>13. Anything else you would like to add about the Charter not covered above?</p>	<p>Add Appendices to include:</p> <ul style="list-style-type: none"> • List of services that can be devolved • The (current) service levels for devolved services • The (current) costs/charges of devolved services

Many thanks for your time and co-operation, your views and input are very important

Website Discussion

Who wishes to be responsible for amending/updating the website once it is up and running ? This can be one or more named individuals who will have the appropriate access rights.

Should we offer a website page to the Simonstone Tennis Club; they could publish such things as their list of officials/contacts, and fixture lists etc

Yes let's offer to WI. Should we go as far as offering the same to the Church, W.I. and Simonstone book club? How about giving access to Alan, John Aizlewood and myself.

ReI suggest that you all make a list of potential organisations to be approved by council. Religious and political could be an issue. We may be ok to compile a contacts list as we have for the villagers welcome pack handed out by the church.

For updating it, all three of us and on a rota basis

Simonstone Parish Council Parish Council Meeting Dates 2011/12

*24th June

19th August

*30th September

28th October

25^h November

2012

29th January

24th February

24th March

28th April

26th May Annual Parish meeting followed
by the Annual Parish Council Meeting

All meetings are held in the Old School Simonstone, and start at 7.00pm

Parishioners are invited to attend and can speak on issues of concern that affect the Parish under the item Public Participation, prior notice will be appreciated by ringing the Parish Clerk on 01200 428742

2010

4th September Civic Sunday

28th November Christmas Lights Switch On

10th December Christmas Party Retired Citizens

Items Marked (*) start with a PACT (Police and communities together) meeting.

**I Roger Hirst
Clerk to the Parish Council**

Notes on the LCC Transport Concessionary Consultation - Extracts

The responsibility for the national concessionary fares scheme is to be transferred to the County from the Districts. It has been revealed that there will be a very significant financial shortfall.

One of the effects is that NoWCard users will no longer be able to use their cards on the various dial-a-ride and related community transport (CT) services around the county.

The County Council has commissioned TAS Partnership Ltd, to assist with reviewing the possible effect and solutions.

The shortfall amounts to some £700,000 and its loss will inevitably have a significant impact.

TAS will be looking at;-

Different fare structure options

Alternative sources of funding

Scaling back services in some way

Other cost-reduction measures, including the potential for greater coordination with council home to school and day care transport operations

Parish and Town Councils have both a general interest and have grant-making powers in respect of bus services that are wholly or mainly for the benefits residents. Question are any actions that the Parish Council could take to mitigate the impact of the change in their area..

TAS is working with the County Council to plan and facilitate a workshop for all Town and Parish Councils about the issues involved, and this will be held at 10.00 in the Council Chamber at County Hall on Saturday 7 May 2011.

Volunteers are required to attend the above meeting.

Simonstone Parish Council

Actual 2009/10	Heading	Actual 2010/11	Variation	
7400	Precept	7400	-	
86.66	Interest	6.40	-80	
0	VAT	216.42	216	part2yrs vat
0.00	Grants	850.00	850	Computer Mirror Gritbin
<u>326.46</u>	Miscellaneous	0	<u>660</u>	
<u>£ 7,813.12</u>	Total	<u>£ 8,472.82</u>	<u>£ 1,645.86</u>	
334.60	Subscriptions	291.44	-43	
249.38	Insurances	245.25	-4	
193.00	Audit Fee	196.00	3	
2,392.26	Clerk- Salary	2,386.32	-6	
233.29	Printing etc	£ 267.86	35	
85.80	Phone	£ 613.38	528	Computer purchased
650	Donations	550.00	-100	
610.93	Pensioners Party	772.04	161	
50	Chairman's Allow	125.00	75	
145	Hire of hall	150.00	5	
280	Ground maintenance	0	-280	
103.24	Christmas	107.12	4	
50	Rents	50.00	-	
	Jewel			
185	Training/meeting	31.80	-148	
180	Cont to Play Area	90.00	10	no major items this year
350	Enhancement fund	<u>266.46</u>	<u>-84</u>	Garden development, Highways, Traffic Calming, & Play area
<u>£6,092.50</u>		<u>£6,242.67</u>	<u>£150.17</u>	

Simonstone Parish Council

Receipts and Payments Summary for the year 2010/11

Balance brought forward 1st April 2010	8,252.33
Add Total Receipts	8,472.82
Total	16,725.15
Payments	6,242.67
Balance carried Forward 31st March 2011	<u>£10,482.48</u>

Signed

Responsible Financial Officer

Chairman of the Parish Council

Prepared by I Roger Hirst Clerk to the Parish Council on the 9th April 2011
 (Audit reported Parish Council 29th April 2011)

Matters Arising from Audit of the Accounts of Simonstone PC 2010/11

1. Amend presentation of figures in Annual Accounts as agreed.
2. Make a note in Cash Book re cancelled cheque No. 898 to explain that it was re-issued.
3. Ensure transaction dates are entered in Cash Book
4. The tax arrangements applicable to the Clerk's salary to be brought in line with those now required by the Inland Revenue.
5. Consider replacing the manual Cash Book system with a simple Excel spread sheet on the council's computer. Both systems can be run in tandem until Excel one is acceptable.

Items 1 to 3 have been completed Item 4 & 5 to be discussed at the Parish Council meeting 29/4/11