

SIMONSTONE PARISH COUNCIL

Minutes: 4 April 2024

A meeting of the Parish Council was held at
St Peter's School Church Hall, School Lane, Simonstone on Thursday 4th April 2024 at
7.00p.m.

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Date and time of next meeting



Thursday 9 May 2024 @ 7pm

St Peter's Old School & Church,
School Lane, Simonstone

BB12 7HR

HOW TO ACCESS THE FULL SPC MINUTES



Draft minutes (and later amended minutes) are available on the Simonstone Parish Council website

www.Simonstone.org.uk

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Alternatively, you can visit
Simonstone Parish Council's page on
Facebook and pick up a direct link
from there

[Facebook.com/simonstonepc](https://www.facebook.com/simonstonepc)

PUBLIC DRAFT

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ATTENDANCE

Clerk: *Clerk position is currently vacant. Therefore, Cllr Hampson took minutes.*

Chair: Cllr Peat [DP]

Councillors: Duckworth [AD], Finn [SF], Hampson [JH], McKelvey [McK], Norse [GN], Pollard [CP], Vaughton [MV]

Expected guests: Borough Councillor(s): Malcolm Pepwell [MPw]

Read Parish Council Councillors: Marie Hacking, Richard Hanson

Public attendance: 2 members of the public from outside the area (one a student of politics)

1 resident of Simonstone (SM)

MEETING MINUTES AND ACTIONS

1 APOLOGIES FOR ABSENCE

None received.

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2 CHAIR'S CONCERNS

2' 24	<p>Very concerned about the flow of emails that have been happening since the last meeting. All should remember the Code of Conduct.</p> <p>On a recent course attended by the Chair he was reminded that there should be zero tolerance of abuse and criticism, this isn't to say that things can't be discussed, but the ways that things are discussed should be respectfully and within tolerances and boundaries.</p> <p>Chair reminded councillors that we would not use emails to decide matters of policy and wait until meetings to do that. Nor should emails be used to subject individuals or groups to bullying and harassment, or subject people to personal attacks.</p>	
4' 36	<p>CP raised that he wanted to speak about the emails, the chair directed him to wait until later in the meeting.</p>	

3 DECLARATIONS OF COUNCILLORS INTERESTS AND DISPENSATIONS

5'01	<p>2.1 To receive declarations of interest from Councillors on items on the agenda.</p> <p>2.2 To receive requests for dispensations for disclosable pecuniary interests (if any).</p> <p>2.3 To grant any requests for dispensation as appropriate.</p> <p>Clifton Pollard – Martholme Greenway <i>(RPC – RH enters)</i></p>	
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4 PUBLIC PARTICIPATION

6' 48	<p>A resident of Simonstone, SM, thanked the councillors for their time and efforts, appreciating from their own past experience, how much time and work goes into working on behalf of fellow residents, and noting that all are volunteers.</p> <p>The councillors were highly appreciative of the thanks and offered their own in response.</p>	
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5 READ PARISH COUNCIL RE BYPASS

SIMONSTONE PARISH COUNCIL

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8' 08	<p><i>Marie Hacking, Chair of Read Parish Council, and Richard Holden, Councillor of RPC, spoke on behalf of RPC.</i></p> <p>Thanked the team for their work on the bypass funding bid.</p> <p>Retrospectively, the Chair considered that they would have preferred to have an additional month to formally approve the document after Simonstone Parish Council had formally approved the bid document. However, they did appreciate that time had been considered to be of the essence.</p> <p>Richard Hanson confirmed that there had been no amends put forward by Read PC. Furthermore, only a bypass had been discussed, no one had raised the inclusion of a cycleway or active travel provision therefore none of that had been discussed.</p> <p>Action(s):</p> <p>(1) None remain, rather than waiting for official responses and considering who else the bid document could be sent to.</p>	
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Resume normal agenda

6 APPROVE MINUTES OF PREVIOUS MEETING 7TH MARCH

SIMONSTONE PARISH COUNCIL

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12'06"	<p>The new look of the minutes was warmly received. Cllr Vaughton raised that the minutes spreading across more than 3 pages had meant that not all could be displayed on the noticeboard so she had added a note that they could be viewed on Facebook and the website.</p> <p>Corrections/amendments to previous minutes</p>	
15'00"	<p><i>RMcK Pg 5 8.1</i></p> <p>It was a vehicle accident involving 3 cars, rather than a vehicle fire.</p>	
15'55"	<p><i>RMcK Pg 9 Bypass handout from JB</i></p> <p>Suggested that the annotation for the source of the blue line should be amended from Cllr Pollard to Cllr Duckworth. However, JH was 100%, having played minutes back when Dr Barker had first presented the document, that the blue route had been one proposed by CP (which CP confirmed). Cllr Pollard confirmed the blue route on John Barker's handout had been one proposed by him, not by Cllr Duckworth in the bypass funding bid document.</p>	
17' 38"	<p>Chair confirms that with the exception of the bypass report and the amendment to 8.1 that councillors are happy for him to sign off the previous minutes.</p>	
17' 46"	<p>Bypass report</p> <p>Cllr Pollard objected to the word "guarantees" being used in the summarisation of his contribution to the Bypass Funding Bid discussion in the March SPC. His clarification being that he had said he "would only support a scheme which included provision for the completion of Cycleway 685 across the Martholme Viaduct".</p> <p>Cllr Pollard further clarified that when the Council had been discussing the bypass funding bid and focusing on the bypass itself, when he spoke about going over the viaduct he had been referring to a potential extension of Cycleway 685 going across the viaduct, not the bypass itself.</p>	
20' 08"	<p>Cllr Duckworth queried if comments from an MGG official regarding elements of the Martholme Greenway needed to be included.</p>	
20' 14"	<p>Cllr Pollard disputed that Cycleway 685 had anything to do with the Martholme Greenway. Further, that Dr Barker doesn't support a bypass but he (CP) does support a bypass if it includes the provision of a cycleway over the viaduct.</p>	
22' 30"	<p>ACTION: The Chair asked JH to delete first 3 lines of page 4 and putting 685 into Vote 1</p>	
27' 12"	<p>Cllr Duckworth reminded people that the bypass document has been sent and there was no public mandate to lobby for a cycleway. Therefore, if Cllr Pollard wanted an extension to Cycleway 685, through Simonstone, he should do so via a separate bid document.</p>	JH

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7 MATTERS ARISING FROM PREVIOUS MINUTES

7.1 UPDATE OF WASTE BIN REQUIREMENTS

[DUCKWORTH]

35' 00"	<p><i>[Duckworth, Peat]</i></p> <p>Cllr Peat reported the need to replace the bins at the bus stops along the A671 at the Simonstone Lane end of the road. He suggested a larger drum type to replace the one in the eastbound direction, and had asked RVBC to make a recommendation about the one in the westbound direction. However, the roadworks had prevented progress.</p> <p>Councillors discussed the bin at the layby (with phonebox) on the A671 between Haugh Avenue and Scott Avenue. A smaller bin, than a wheelie bin, is needed at the lay-by in order to deter people dropping off household rubbish. The impact of roadworks on access to the bins was also considered.</p>	
37' 50"	<p>(1) Liaise with RVBC bin department and request a waist high with domed lid to replace the wheelie bin.</p>	AD/DP

7.2 SCOPING DOCUMENTS FOR ELECTRIC VEHICLES

38'00"	<p><i>[Duckworth]</i></p> <p>Cllr Duckworth has produced a report on the potential for charging of electric vehicles in the parish, this was shared with Councillors and members of the public present. Lancashire County Council have funding available for EV schemes.</p> <p>Action(s):</p> <p>(1) Cllr Duckworth to include a facing sheet on the report, make a few amendments and will then recirculate to councillors.</p>	AD
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7.3 PARISH PLAN WORKING GROUP

SIMONSTONE PARISH COUNCIL

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40' 30"	<p><i>[Duckworth, Hampson, Norse]</i></p> <p>Councillors Duckworth, Hampson & Norse volunteered to form a working group.</p> <p>It was confirmed that Cllr Finn (who had previous jurisdiction for leading the project) did not want to participate in the working group and that therefore the remaining 3 councillors should go ahead taking the project forward.</p> <p>Group to focus on residential views as a priority and tackle business opinions at a later stage.</p> <p>Action(s): (1) Duckworth, Hampson & Norse to meet before next SPC and report back with a plan for how to take the project forward.</p>	AD, JH, GN
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7.4 BANKING UPDATE

41' 21"	<p><i>[Peat]</i></p> <p>Cllr Peat updated the Council on his endeavours (and subsequent phone travails) to add Cllr Duckworth to the signatory list for parish accounts.</p> <p>The current signatories for SPC are: Stephen Finn, Clifton Pollard, David Peat, Graham Meloy and April Collinson.</p> <p>Cllr Peat completed and delivered a form that removed Graham Meloy and April Collinson.</p>	
41' 50"		
42' 56"	<p>Cllr Duckworth has completed a form to be added to the signatory list. It is anticipated that it will take around 10 days for the process to complete.</p>	
43' 08"	<p>Cllr Peat also requested a cash card which has since been received and activated.</p> <p>Cllr Peat has also received an additional electronic device for making payments. It hasn't been used yet as it is felt appropriate policies for</p>	

7.5 CHRISTMAS LIGHTS

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42' 40"	<p><i>[Vaughton]</i></p> <p>Cllr Vaughton has received a substantial document from LCC on the information required for fixing decorations to lampposts.</p> <p>SPC would need to have public liability insurance cover for up to £10 million for an individual incidents.</p> <p>SPC are exempt from £70 application fee because we're deemed a charity.</p> <p>Cllr Vaughton has done some initial research into suppliers for Christmas lights decorations e.g. <i>DZD.co.uk</i> and <i>JustLights.com</i></p> <p>Cllr Vaughton is happy to share her diagram of where the lampposts are if any other councillors are interested.</p> <p>Cllr Peat informed the Council that there is money available from RVBC.</p> <p>To be exempt from lamppost testing fees we have to give 10 weeks notice, therefore we must have a plan in place by September.</p> <p>Christmas lights annual installation and removal would be an additional fee, albeit one that could be done via the Lengthsman.</p> <p>Cllr Norse proposed that the cost of adding Christmas lights be staggered across a number of years, rather than be borne in any one year. Additionally, she proposed that grants be investigated.</p> <p>Cllrs Vaughton and Norse to team up and take this project forward.</p> <p>Action(s): (1) Cllrs Vaughton and Norse to meet and discuss how to take the project forward and what budget it might require.</p>	MV, GN
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7.6 CLERK VACANCY

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1h 50' 00"	<p><i>[Hampson]</i></p> <p>Cllr Hampson reported back that the form she had been sent to forward to Easibeats had required some updating since its last use. Therefore, she had updated the form which had then turned into a larger process than originally intended.</p> <p>The new draft form had been circulated prior to the meeting and was discussed at the meeting.</p> <p>SF raised concerns about including a section about potential conflicts of interests.</p> <p>DP would like to factor in more questions regarding financials and legals of any applicants.</p> <p>Easibeats will be informed that our application for funding is not quite complete and we will be in touch in due course. It is noted that there is no imminent requirement for funding.</p> <p>Action(s):</p> <ul style="list-style-type: none">(1) Cllrs to consider what amendments to the draft form they would like to be implemented and forward to Cllr Hampson ASAP.(2) Cllr Hampson will update the new form accordingly in time for the next meeting.(3) Cllr Peat will update the applicant for Easibeats regarding revisions to our process.	ALL JH DP
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7.9 FORT VALE

1h 09' 07"	<p><i>[Pollard]</i></p> <p>As mentioned at last meeting, Cllr Pollard met with Fort Vale's Innovation Director, Andrew Bryce, about putting a bench on the land they own beside the river and to have access through their site to do it.</p> <p>Cllr Pollard has a picture of a bench he would like to use.</p> <p>Action(s):</p> <ul style="list-style-type: none">(1) Await appointment of lengthsman.	ALL
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7.10 STORK PUB WALL NOTICEBOARD

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1h 09' 47"	<p><i>[McKelvey]</i></p> <p>Cllr McKelvey provided an update on the new noticeboard that has been signed off by the Council. It has now been delivered to Cllr Duckworth. Cllr McKelvey will arrange for it to be put up.</p> <p><i>As per Item 6.7 above, with the current lengthsman vacancy as it is, this may be slower than anticipated but Cllrs Duckworth and Pollard will liaise with the Lengthsman Co-Ordinator based at Sabden PC.</i></p> <p>Action(s):</p> <p>(1) Cllr McKelvey to check the fittings required for the noticeboard, liaise with the Stork pub landladies and get it</p>	McK/AD
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8 BOROUGH COUNCILLOR'S REPORT

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1h 10' 42"	<p><i>[Peplow]</i></p> <p>Cllr Peplow gave a verbal report to SPC on his activities at RVBC. A transcript of what was said is available on the SPC website next to the minutes of this meeting.</p> <p>Cllr Peplow put on the record his thanks to Simonstone and Read parish councillors who have assisted with the Safer Lanes signage. He also extended his thanks to the Read & Simonstone Village Hall for storing the signs in the interim.</p> <p>Cllr Hampson asked Cllr Peplow to enquire with RVBC if the shared prosperity fund can be used for updating bus shelters. Cllr Peplow wants to wait for more direction/information from the Borough Council management.</p> <p>Cllr Peat asked Cllr Peplow to ask the RVBC Environment Officer about the removal of sharps and medical waste that washes up onto the land from the River Calder.</p> <p>Cllr Peplow wanted it minuted that he and Gaye McCrum are continuing to ask questions about why the Borough Council think they can justify spending up to £1m on one site, Clitheroe Castle, and not be spreading the money wider across the borough.</p> <p><i>Sharps & medical waste</i></p> <p>Read-RH confirmed that anything washing up on land from rivers is then deemed the responsibility of the landowners. He also confirmed that sharps and medical waste frequently get washed up onto his land too. Therefore, he knows the expectation is for landowners to bear the cost and effort(s) to remove the item(s).</p> <p>Cllr Peplow requested help from SPC regarding the litter on the south-side car park of Back Lane. Cllr Peplow believes the litter to beyond which is reasonable to expect a volunteer to be responsible.</p> <p>Action(s): (1) Cllr Peplow to ask RVBC's Environment Officer about the removal of sharps and medical waste from the River Calder</p>	
1h 15' 00"		
1h 17' 47"		
1h 19' 22"		
1h 20' 30"		
		MPw

9 CLERK'S REPORT

1h 29' 38"	<p>Local crime statistics for Read & Simonstone in March from our PCSO Katie Ferguson (given via email).</p> <p>Non-dwelling burglary x 1 (shed break in and cycles stolen) Road related offence x 1 (no insurance)</p> <p><i>Cllr Peplow departs</i></p>	
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10 FACEBOOK & WEBSITE REPORT

1h 30' 00"	<p><i>[Finn]</i></p> <p>Cllr Finn reported back on a recent course he attended and that it recommended that each parish council has a social media policy and clear directions for who does what.</p> <p>The Chair acknowledged that a long post he had put on the SPC Facebook page (15 March) had been received negatively and also resulted in Cllr Hampson being blamed for it. Cllr Norse also raised Cllr Hampson getting the blame for what other people had posted on the SPC facebook page, such as the draft minutes being posted when it had been Cllr Vaughton. Cllr Hampson noted that she had received a lot of abuse as a consequence of this.</p> <p>Cllr Norse asked councillors to consider only posting positive content, because positivity breeds positivity and negativity breeds negativity. Also, negative posts reflect badly on all the SPC council, not just individuals.</p> <p>Cllr Hampson asked Cllr Finn to factor into his report that sharing memes, as someone had regarding panic attacks, bourbon and Bushmills, was not to be done in future. It could be perceived as making light of those experiencing problems with panic attacks or alcoholism. Also, the need to factor in the need to include frequent posts from official sources of information (eg LCC, RVBC, police) as this content can also contribute to Facebook better sharing our posts about agendas and minutes when we post those.</p> <p>Action(s):</p>	SF
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11 REPORTS FROM EXTERNAL MEETINGS

None to report

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12 DECISION ITEMS

12.1 Chair's Financial Report

1h 36' 24"	<p><i>[Peat]</i></p> <p>Chair's Financial Report shared with agenda was further discussed.</p> <p>Internal Auditor Cllr Peat reported that SPC's internal auditor, Les Pickering, has sadly passed in March. Cllr Peat has explored his network of financial contacts and received a referral to a former trainee of Cllr Peat, David Swift (IIA member <i>Institute of Internal Audits</i>), for future auditing.</p> <p>Preparation of accounts in absence of Clerk <i>Cllrs Peat and Hampson have both done the relevant LALC course recently.</i></p> <p>A VAT claim and Variance Analysis also needs to be done.</p> <p>Decisions</p> <p>Vote 1: Do we appoint David Swift to be internal auditor for next year at a rate of £70?</p> <p>SPC: no objections</p> <p>Vote 2: Do we appoint Alina Lord to do the accounts at a rate of within the budget for the Parish Clerk?</p> <p>SPC: no objections</p> <p>Vote 2: Do we continue with AGAR</p> <p>SPC: no objections</p> <p>Cllr McKelvey minuted his thanks to Cllr Hampson for offering to step in had an alternative not been found. Cllr Hampson requested that SPC get better at transparency for how they conduct business in order to fully satisfy AGAR criteria. For example, the councillors have easy access to a correspondence folder so they can see all letters that are sent out in SPC name.</p> <p>Action(s):</p> <ul style="list-style-type: none">(1) David Peat to liaise with and appoint Alina Lord.(2) Alina Lord to prepare accounts in absence of parish clerk.(3) SPC to comply with AGAR for another year.	DP DP ALL
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12.2 Safe Lanes Update

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1h 45' 45"	<p><i>[Pollard, Hampson]</i></p> <p>Cllr Pollard has received permission from Mr Whitwell (Law Farm) to put up a sign near to Wickentree Row. Several have already been put up in Read.</p> <p>Cllr Pollard would like an additional sign on Trapp Lane and therefore needs a letter to be written to Huntroyde asking permission to place one on their land at the side of Trapp Lane.</p> <p>Action(s):</p> <ol style="list-style-type: none">(1) Cllr Pollard to share with Cllr Hampson the preferred location of the remaining temporary road safety sign that he and Cllr Peplow would like to install.(2) Cllr Hampson to draft a letter to Huntroyde when she has what she needs. At a later date to then ensure the letter is on the clerk's laptop.	CP JH
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12.3 Road Safety Roll-out [Hampson]

1h 46' 32"	<p>Cllr Hampson has been somewhat impeded by the roadworks for accessing the potential SPID locations along the A671.</p> <p>Notes that Trapp Lane doesn't present many existing points where a SPID could be added so it will be necessary to position separate posts from which SPIDs could be hung. However, this has also prompted a few questions about what is required of where SPIDs are positioned.</p> <p>Action(s):</p> <ol style="list-style-type: none">(1) JH to liaise with Altham SPID team and LCC, and report back at either May or June SPC meetings.	JH
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13 CORRESPONDENCE

13.1 RVBC Yearbook

1h 48' 22"	<p>The document from RVBC has been circulated to all councillors via email and all are requested to make themselves familiar with it.</p>	ALL
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13.2 Phoenix RDA (Riding for Disabled Association)

1h 48' 32"	<p>DP has been contacted by email to ask if we will include their details on our website and social media channels, with a view to promoting their service to potential riders and supporters.</p> <p>Cllr Hampson suggested, that following Cllr Finn's social media report, we could include a page for them on our website.</p>	
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14 PLANNING APPLICATIONS, DECISIONS & ENFORCEMENTS

1h 49' 58"	Chair had been reminded by Cllr Duckworth that SPC used to have a couple of councillors designated to go out in pairs to inspect/consult on planning applications received. All to consider if we want to return to doing this, for decision at next meeting.	ALL
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3/2024/0212 Huntroyde agricultural building

No objections noted.

15 FINANCE & ACCOUNTS

1h 50' 48"	Cllr Peat is now receiving the parish bank statements, so he and Cllr Finn have been able to update the financial information as provided below	DP
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(A) PAYMENTS OUT SINCE FEBRUARY & MARCH 2024

Description	Net	VAT	Total	Status
<i>Sub-Totals</i>	10.4	2.09	112.49	
LALC course for MV			35.00	Approved 7/3
Dave Scott (bus shelter cleaning)			65.00	Approved 7/3
Use IT Computers	2.08	0.42	2.50	Approved 7/3
J Hampson for Dec newsletter paper	8.32	1.67	9.99	Approved 7/3

(B) UNPRESENTED CHEQUES

Date	Cheque No	Description	Net	VAT	Total	Status
		<i>Sub-Totals</i>	927.03	185.41	1175.44	
	101561	Noticeboard	883.88	176.78	1060.66	
07/03/2024	101563	USE IT	43.15	8.63	51.78	Approved 7/3
07/03/2024	101564	LALC SF/DP			30.00	Approved 7/3
07/03/2024	101565	RSVH Feb Mtg			22.00	Approved 7/3
07/03/2024	101566	RSVH Dec Clerk			11.00	Approved 7/3

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(C) INCOME

Date	Description	Total	Status
<i>Sub-Totals</i>		0	

(D) PAYMENTS TO BE MADE

Date	Cheque No	Description	Net	VAT	Total	Status
<i>Sub-Totals</i>			0	0	0	

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(E) BANK RECONCILIATION

No access to account to check bank statements for updated figures.

<i>Balances brought forward</i>	
Community Account	£10,377.12
Business Saver Account	£8,967.03
<hr/>	
Add: Receipts (c)	0
Less: Payments (a + d)	112.49
Less: Unpresented cheques (b)	1175.44
Balance	£ 18,056.22

16 DATE AND TIME OF NEXT MEETING

Thursday 9 May @ St Peter's Church, Simonstone

AGM will happen at start of next meeting. Normal meeting thereafter.

17 A.O.B (ANY OTHER BUSINESS)

17.1 Joint Parish Road Safety

1h 54' 12"	<p>Cllr Hampson updated the Council that in the absence of an update from the RVBC Joint Parish Road Safety project group she had contacted LCC directly to ask them for an update on timescales.</p> <p>Rupert Swarbrick, Cabinet Secretary for Highways & Transport, confirmed that representatives from the joint parish group had met with officials from LCC and that a working group will be considering how to take forward their proposals at a meeting on 2 May.</p> <p>An update will follow in due course.</p>	JH/AD
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17.2 Bypass Proposal Bid

1h 55' 07"	<p>Cllr Duckworth asked if SPC would be sending a copy to RVBC. Cllr Peat will do so when he receives a fresh print out of it from Cllr Duckworth.</p> <p>Action(s):</p> <ul style="list-style-type: none">(1) AD to send a printed copy of Bypass Funding Bid to DP.(2) DP to forward to RVBC.	AD DP
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Meeting concluded after 1h 56'

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