**RIBCHESTER PARISH COUNCIL**

Minutes of the Parish Council Meeting on Monday 15 May 2023

**PRESENT:**

**Councillors:** Cromie, Dickinson, Mason, Rollinson, Royle, Yates

**Borough Councillor** Karl Barnsley

**Visitors/Residents** One

1. **WELCOME TO NEWLY ELECTED COUNCILLORS:**  Councillors Mason and Yates were congratulated on their success in the May Parish Elections and welcomed to their first Parish Council Meeting. Borough Councillor Barnsley was also congratulated on his success in the Borough Council Elections held in May and

welcomed to his new role.

1. **PROCEDURAL ANNOUNCEMENT**: It was confirmed that former Cllr Brown had resigned following the result of the Borough Council Elections which had left a vacancy on the Parish Council. It had further been confirmed by the Borough Solicitor that this **HAD** to be advertised as a ‘Casual Vacancy’ and follow the usual procedure of notice and sufficient time given to allow for a request for election to be lodged by ten electors. (**ACTIONED)**
2. **ELECTION OF CHAIR:**

Cllr Paul Yates was Proposed by Cllr Dickinson and Seconded by Cllr Cromie, and duly appointed.

1. **ELECTION OF VICE-CHAIR:**

Cllr Guy Mason was Proposed by Cllr Yates and Seconded by Cllr Rollinson and duly appointed.

1. **ACCEPTANCES OF OFFICE:** The Chair and all Councillors received and signed the

Acceptance of Office forms. Further, the required forms for the Members Declaration of Pecuniary Interests were read and signed.

1. **APPOINTMENTS TO OTHER BODIES:**

*Parish Council Liaison Committee* – to be **CONFIRMED** at the next Parish Council meeting

*Ribchester Playing Field Trust* – **Cllr Dickinson**

*Knowle Green Hall Committee* – to be **CONFIRMED.** The Clerk outlined to the meeting that contact had been made with the Chair of Knowle Green Village Hall to discuss ways of forming closer links with this area of Ribchester. Information is to be sent regularly to the Chair and Committee, and – when possible – the Parish Clerk will attend to raise and receive any administrative matters of interest/importance to the Committee. It was **AGREED** that a representative of the Council would be appointed at the next Parish Council meeting.

1. **PUBLIC PARTICIPATION:**

*Village Clean-Up*. It was generally acknowledged that the environment of the village was in a parlous state; with rubbish gathering in various areas, weeds growing on pavements around the village, etc. Cllr Barnsley stated that he was keen to support and assist with a Village Clean-Up. It was noted (with some disappointment) that at the Annual Spring Clean very few residents had participated – which was a break with previous years’ events which had been very well supported and large amounts of rubbish had been collected and disposed of.

*Communication*. It was proposed that the Parish Council needed additional and improved ways to communicate with residents. The Notice Board has its place, but it is somewhat out of step with the expectation that information is readily available on social media. **(ACTION AGREED**) To investigate and review suitable methods of opening up communication with the Council’s Electors.

1. **MINUTES OF THE PREVIOUS MEETING** were confirmed as a true record and duly signed.
2. **MATTERS ARISING:**

**MIN 90.1** – *Tree Works* – Some concern was expressed about the proposed tree works on and around the area of Greenside Car Park. It was confirmed that an exploratory conversation was needed with Alex Shutt (RVBC Trees) to ascertain which trees were causing a danger or other problem and which were to be replanted.

**MIN 91**.1 – Coronation Celebrations – Two applications had been made for support from the £500 Coronation Grant fund – from Ribchester Sports and Social Club and from Knowle Green Village Hall. These were excellent events during the Coronation Weekend and well supported by the village.

**MIN9**.2 – The Stone Trough Planter. Simon and Fiona Elcomb had very kindly restored and replanted the Stone Trough outside the Public Toilet Block. It was gratefully acknowledged that this now looked splendid again. (**ACTION)**: Letter of thanks to Mr & Mrs Elcomb (**DONE**).

1. **PLANNING APPLICATIONS:**

*Updates:* 3/2022/1159 - No. 4 Alms Houses,, Stydd was still Pending.

2/2022/1155 – 22 Church Street, **APPROVED WITH CONDITIONS**

*New*: 3/2023/0298 – Miles House, Blackburn Road application had been erroneously listed as a Ribchester matter, but it was confirmed, post meeting that it is within Aighton, Bailey and Chaigley Parish.

1. **FINANCIAL MATTERS:**

11.1 For the benefit of new members of Council, the Clerk outlined the annual process for the local and national Audits of Council Accounts required. The Annual Governance and Accountability Returns (AGARs) allow for the application for an Exemption Certificate from Councils amassing less than £25,000 worth of annual transactions. It was confirmed that this would apply to Ribchester Parish.

It was further confirmed that our local Auditor (Mr C Sharples, Hothersall) had been approached once again, and the necessary timetable for completion of this audit had been **AGREED.**

* 1. The final Cash Book record of the financial year was presented to and noted by the meeting. The expectation is that the final figures will show that all expenditure was within the agreed Annual Budget; however the final confirmation of that would come from Mr Sharples in due course.
	2. It was **RESOLVED** to make the following payments:

SS Peter & Pauls – Room Hire £30.00

D Groves – Clerk’s Salary + Expenses (printer ink) £491.45

Mr & Mrs Elcomb – reimbursement for plants and compost

 for Stone Trough £105.40

 Mrs D McLoughlin – reimbursement for Carpeting Nursery

 Room at SS Peter & Pauls Parish Centre £100.00

Under a **Special Resolution** – Payment of Lengthsman’s Fees

For May (without accompanying Invoice for reason of

Extenuating Circumstances) £185.30

1. **VARIATION OF AGREEMENT WITH LENGTHSMAN**

It was **RESOLVED** to advertise for a Temporary LengthsMan/Woman *pro tem* whilst the current Lengthsman has (an unspecified length of) unpaid leave. (**DONE**)

1. The Agenda item ‘*Reports from Principal Committees’* was held over given the recent resignation of the former Borough Councillor. These report items will recommence from the next Parish Council meeting.
2. **VILLAGE MATTERS**

*Arrangements for Annual Parish Meeting.* The Clerk outlined the statutory obligation to hold an Annual Parish Meeting and its general purpose. It was emphasised that it is **NOT** a Parish Council Meeting, but an additional event, however it is traditionally Chaired by the Parish Council Chair.

It was reported that in recent years these had been rather sparsely attended by residents; so to attempt to counter this trend this year it was proposed to have a specific theme which may attract interested parties. There are several issues which are attracting attention and interest in the village; **Tree Planting**, a proposal for a **Community Orchard**; increasing interest in acquiring an **Allotment** and – given the shortage currently and the long waiting list – a request for consideration to be given to identifying and acquiring further space for Allotments.

It was anticipated that such an ‘environmental theme’ to the evening would attract interest. Direct Invitations to be sent to the Ecology and Flooding Group, and the WI (which has many environmental and ecological campaigns and national resolutions to its credit). (**DONE**)

**ACTION** – Date to be identified and publicised as soon as possible.

There being no further business the meeting closed at 8.50 pm

Signed………………………………………………………………………Date…………………………..