WILPSHIRE PARISH COUNCIL

CLERK: Lesley Lund Chairman: Cllr Craig Ward

5 Hollowhead Close

Wilpshire

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 Proceedings at a meeting held on 21 May 2025.

 Present: Cllrs A Gaffney [Chair], G Munro, H Douglas, D Briffett – 7.35pm , J Foote, A-M Keegan – 7.34pm

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| Min No |  |  |
| 5125 |  Chair’s welcomeCllr Gaffney welcomed everyone to the meeting |   |
| 5126 | Election of Chair for the next 12 monthsCllr Gaffney nominated Cllr Ward and this was seconded by Cllr MunroAll councillors were unanimously in favour of this and Cllr Ward was duly elected as Char for the next 12 months. |  |
| 5127 | Apologies for absence Cllr Craig Ward Cllr I Roberts |  |
| 5128 | Public Participation the meeting was closed at 7.31pm to allow for public participationA resident was concerned that healthy ancient trees in the parish were being cut down and felt that instead of cutting down the trees could be sensitively pollarded.There were some trees which were not protected and felt that there is a need to look after them for future generations by protecting them. The resident had also emailed the Countryside Officers with her concerns.The Chair asked Council for permission to move item 14 [felling of mature trees in Wilpshire] on the agenda forward - this was unanimously agreedThe meeting re-opened at 7.45pm |  |
| 5129 | Election of Vice Chair for the next 12 monthsCllr Foote nominated Cllr Gaffney and this was seconded by Cllr A-M KeeganThis was unanimously approved by the other councillors and Cllr Gaffney accepted the roleCllr Gaffney was duly elected as Vice Chair for the next 12 months |  |
| 5130 | SignatoriesBank: Cllrs Ward/Gaffney/BriffettBuilding Society – Cllrs Ward/Gaffney/Briffett/and Foote Unanimously agreed to remain as at present. |  |
| 5131 | Item 14 – felling of mature trees in Wilpshire was moved forward on the agenda – councillors were also concerned about the felling of mature trees and it was agreed that they would have a look around the area and photograph and provide details of any trees including plotting on a plan where they are, worthy in their opinion, of protecting and send this information to the Clerk in time for the September meeting of the Council [by 17 September] and following any discussion at that meeting forwarded to the Countryside Officers at RVBC. | Next Agenda |
| 5132 | Representation on other bodiesParish Council Liaison - Cllr Douglas LALC – no one at present |  |
|  | DECISIONS |  |
| 5133 | Approval of the minutes of the WPC meeting held on 16/04/2025 and there are no minutes of the annual meeting of electors as no electors were presentThe minutes were proposed as a true record by Cllr Briffett and this was seconded by Cllr Munro |  |
| 5134 | Updates and items arising from previous minutes Brambles – top Hollowhead Close – further cutting back required as encroaching onto grassed pathway this would be checked to see if they had been doneMin 5188 – Rotaweb – Cllr Gaffney had noticed that this was very noisy and hard to move and as such had contacted Wicksteed. |  |

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| 5135 | Items for the website Crime figures and other information which would benefit the residents |   |
| 5136 | Accounts approved for paymentC Walton inv-4419 March 2025 28.5 hrs x £12.50 £356.25 cheque no 102445C Walton INV 4432 April 2025 £381.25 cheque no 102445 total for cheque 102445 = £737.50L Lund May Salary £539.68 – tax £108.00 = £431.68 cheque no 102446LLund reimbursement book of stamps £6.96 cheque no 102447Clear Council insurance policy premium £995.06 [includes admin fee £50 and ins premium tax £101.26] 1 June 2025 – 31 May 2026 cheque no 102448HMRC £ 108.00 tax + Employer NI £18.40 = £126.40 cheque no 102449The Outside Office – Internal Auditor £100.00 inv WPC/02 cheque no 102450Already approved at 16 April meetingDonationsNWAmbulance £110.00 cheque no102451Little Green Bus £160.00 cheque no 102452Samaritans £90.00 cheque no102453Bowland Mountain Rescue £110.00 cheque no102454A Gaffney reimbursement £ 26.00 wildflower seeds cheque no 102455 |  |
| 5137 |  Planning Applications since the last meeting3/2025/0227 10 Hollies Road Proposed single storey extension to the rear WPC – No objection/comment3/2025/0285 Reserved Matters erection of two bedroom detached farm workers dwelling 1.5 storey with attached single garage pursuant to outline application 3/2021/1015WPC- No comment3/2025/0205 46 Durham Road – single storey extension to the rear WPC- No Objections |  |
| 5138 |  Lengthsman – Council to agree contract renewalContract due for renewal 31 May 2025- OPTIONSOffer to current lengthsmanTender for the workDecision : it was unanimously agreed that Council renew the contract to the current lengthsman from 1/06/2025 - 31 May 2026  |   All  |
| 5139 | Drains – following the reply from LCC Cllr Roberts offered to monitor the situation it is believed that some drains were cleaned on Whalley Road but Cllr Roberts would like LCC to come and inspect the drains , - Decision on way forward required. Defer to the next meeting but any action to include the leader of LCC and Chief Executive | Next Agenda |
| 5140 | Wilpshire Triangle – wild flower seeds they had been purchased and would be put in the triangle . Cllr Gaffney to ask the lengthsman to sort out the remnants of the daffodils first. | Cllr Gaffney |
| 5141 | Sunnyside Avenue – 8 trees, tidying bases & plants – update from Cllr Gaffney – they have been tidied up and some wildflower seeds have been put in them. Council thanked Cllr Gaffney for doing this. | Noted  |
| 5142 | RVBC BT consultation removal of payphone Whalley Road – opposite Sunnyside Avenue –response sent to RVBC:Wilpshire Parish Council would like to see the payphone kiosk  01254 245307 which is situated opposite Sunnyside Avenue Wilpshire retained.  the reason for this is that although many people use their mobile phones if the mobile network goes down [as was the case in Lancaster a few years ago] then the payphone kiosk is an essential communication tool. | Noted |
| 5143 | Footpath /Highway matters None at present |  |
| 5144 | Meetings attended by CouncillorsNone since the last meeting |  |
| 5145 | Proposed bench and table at DRPA- Estimate from Ark Plastics Ltd - £800.00 + VAT £160.00 – Parish Champion grant scheme is closed until 27 May 2025 – the grant will be put in then | Next agenda for progress report |
| 5146 | Internal Auditor’s report – to receive and approve –[AGAR]No matters brought to the Council’s attentionThe Internal Auditor’s report was unanimously approved | Noted |
| 5147 | Governance Statement - to receive and approve - [AGAR]The Clerk went through the Governance Statement and it wasUnanimously approved  | Noted |
| 5148 | Annual Accounts Statement – to receive and approve - [AGAR]The Clerk went through the statement highlighting any variances above 15% to the CouncilThe Annual Accounts Statement was unanimously approved  | Noted |
| 5149 | Approval for Clerk to send the AGAR to the external auditorsThe council unanimously approved for the Clerk to send the AGAR to the external auditors for their opinion. | Clerk to send the AGAR prior to 30 June 2025 |
| 5150 | SPIDS It is believed the first two SPIDS should be in place w/c 19 May2025.This was noted by Council  | Next Agenda  |
| 5151 | VE DAY – the Council offered thanks to Cllr Gaffney for putting up the bunting for the 80th Anniversary of VE day | Noted |
| 5152 | Remembrance Soldier repairsThese were complete and the Council offered thanks to Cllr Gaffney for this work | Noted |
| 5153 | PNFS Renewal of membership - £30.00 per annum It was unanimously agreed to renew the membership |  |
| 5154 | Bench Bridlepath – response from Ingham and Yorke confirmed that there had been no change in the position in this matter until the registration of ownership is completed. Council felt that a land registry search could be done in a few months. | Noted and September agenda |
| 5155 | Daffodil cutting Lyndale Close open spaceThis had been done by a resident and it was felt that a letter should be sent from the Council asking that this not done again as being cut down too early could result in the bulbs being damaged and not flowering next year and also advising that the area is maintained by the Borough Council who will cut the area at the correct time and that the bulbs had been planted by and are the property of the Parish council.. Clerk to send a letter. |  |
| 5156 | Consultation via RVBC in respect of North East Blackburn Masterplan Consultation which runs from 12 May – Monday 9 June 2025 – deadline for comments 9 June 2025 5pmWPC – No comment |  |
| 5157 | Notification of appeal – APP/T2350/W/25/3364766 4 Dewhurst Row Longsight Road Langho re:Variation of condition 11 (holiday let restriction) of planning permission 3/2022/0030 (Substitution of cottage type for unit one of the holiday cottages approved under 3/2020/1025 to increase the maximum letting time to one person/group of persons from 28 days to 90 days in any calendar year.This was noted by the Council | Noted |
| 5158 | Any other matters for discussion and inclusion on the next agenda1. Fence Ribchester Road – occupants advised that planning permission is required if over 1 metre at the front of the property
2. Email re Horse manure – there isno statutory requirement for this to been picked up if on the highway.
3. Hollowhead Close – RVBC advised that the land at the top of Hollowhead Close should be included in the open space
4. Email from resident regarding condition of bus stop on Whalley Road opposite Sunnyside Avenue – it was agreed by Council that it was in need of being tidied up, sraped and cleaned- Cllr Gaffney to contact the lengthsman
 | Next Agenda item 4 |
| 5159 | Next meeting – 25 June 2025 – ordinary meeting- apologies Cllrs Gaffney, Briffett, Munro, Keegan, Foote – Clerk to contact the other 3 councillors as 3 are required for a quoram.Meeting closed at 9.17pm |   |