WILPSHIRE PARISH COUNCIL

CLERK: Lesley Lund Chair: Cllr Craig Ward

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9 September 2025

Dear Councillor

You are summond to attend the meeting of Wilpshire Parish Council which will be held on Wednesday

17 September 2025 at 7.30pm in the Wesley Lounge, Wilpshire Methodist Church, Ribchester Road, Wilpshire.

LesleyLund

Lesley Lund

Clerk to the Council

The agenda is set out below.

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| Item |  |  |
| 1 | Chair’s welcome |  |
| 2 | Apologies for absence |  |
| 3 | Public Participation |  |
| 4 | Declaration of interests | All |
| 5 | Approval of the minutes of the WPC meeting held on 06/08/2025.  AGAR 24/25 Completion of Audit received from PKF – no matters to bring to Council’s attention – the conclusion of Audit will be put on the website and the noticeboard shortly. | All |
| 6 | Updates and items arising from previous minutes  drains cleansing – Knowsley Road – email sent to Highways, LCC | All |
| 7 | Local Government National payrise – Clerk 3.2% from 1 April 2025  Present salary £539.68  Approval to move to Scale 31 to Local Government national pay scale 31 which was 20.98 p h [this is the nearest scale point to my salary which was £20.75 p.h. ]  The National Local Government Service oay agreement for 25/26 was approved at 3.2%. so this would mean that the pay rise would equate to £4.02 per week £17.42 per month and £209.04.  Decision required to align to scale 31 of the Local Gvt pay scale and pay back pay from 1 April 2025 of £104.52 [6 x 17.42] and the monthly salary of £557.10 per month as from 1 April 2025. | All |

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| 8 | Items for the website | All |
| 9 | Accounts for approval  L Lund September Salary £539.68 – tax £108.00 = £431.68 cheque no 102470  HMRC £108.00 tax + £18.40 Employers NI total = £126.20 cheque no 102471  LALC membership subscripition 25/26 £461.35 invoice no 56124 [ fixed fee of 0.0834 per elector 25/26] cheque no 102472  ICO registration fee £52.00 cheque no 102473  C Walton invoice 4491 August £300.00  PKF Littlejohn LLP Invoicde no SB20251508 £252.00  Ark Plastics Ltd Invoice 1310 £960.00 cheque no 102476 | All |
| 10 | Planning Application Consultations since the last meeting  For information only as we do not get consulted on Non material amendments  3/2025/0672 – non material amendment in respect of application 3/2018/0643 involving a new 1.2 metre high close boarded fence and maintenance path at 12a Knowsley Road wilpshisre – Councillors to note |  |
| 11 | AGAR – Audit – Assertion 10  The 2025 edition of the Practitioners’ Guide introduces a new requirement (Assertion 10: Digital and Data Compliance), which sets out that:   1. Councils must use official email addresses and websites that are based on a council-owned domain. 2. Council websites must continue to meet accessibility regulations (currently WCAG 2.2 AA) and other pieces of legislation - see attached. 3. Councils must have an IT policy in place. - attached   Updated GDPR Policy attached  IT policy attached  Decision required to approve updated GDPR policy  Decision required to approve the IT policy | IT Policy attached    GDPR Policy |
| 12 | Consideration of purchasing a new website to meet [WCAG 2.2 AA]  At present the website, in terms of accessibility, is only 85 and it should be 100.  Discussion and decision | Discussion/Decision |
| 13 | Drains – note in updates. Any further progress to report? | Cllr Roberts |
| 14 | Meetings attended by Councillors  LALC Area Committee meeting will be held at Foxfields, Langho on Wednesday 24 September at 6.30pm  Next PCL meeting will be held on 13 November 2025 – any matters for the agenda to RVBC by 21 October 2025. | All |
| 15 | Footpath/highway matters  Tree blockage between Vicarage and Durham Drive – Cllr Gaffney- this has already been reported by a resident PATH NUMBER:  FP0346018 REPORT REFERENCE: PRW-157448 | All |
| 16 | Proposed bench and table at DRPA- update re installation and plaque – bench and table now installed  Decision re plaque required and wording | Cllr Gaffney/Clerk |
| 17 | SPIDS – cheques sent off – update from Cllr Roberts | Cllr Roberts |
| 18 | Durham Road Play Area  To discuss any issues | All |
| 19 | Fingerposts renovation – update work is ongoing | All |
| 20 | Cutting back field area DRPA 3 or 4 times a year by lengthsman – update | Cllr Gaffney |
| 21 | Trees – worthy of protection – report attached  Trees on Whalley Road screening the former Orphanage building – Cllr Gaffney  Two trees at the Methodist Church – Cllr Gaffney  Copper Beech – A666 opposite Somerset Avenue  Copper Beech – 45 Whalley Road  Beech – 59 Whalley Road  Horse Chestnut – 61 Whalley Road  Various mature trees – Whalley Road between Hollies Road and the 30mph sighs  Copper Beech – Whalley New Road on the open stretch to Langho 125? Whalley Road  To discuss way forward and Decision | All- report attached |
| 22 | LEF Green Grant - £3000 – the LEF Fund is closing and there is a short window of opportunity to apply for another grant. Ideas sought for possible bench locations in Wilpshire  Discussion and/or Decision | All |
| 23 | Christmas Lights – RVBC funding portal open until 30 September 2025 the lights must be outside and viewable for the whole community |  |
| 24 | ICO data protection fee . After completing the online assessment the Parish council has to be registered with the ICO and a fee is payable of £52.00. Our application registration number is C1757216.  Decision to pay the fee |  |
| 25 | Land East of Salesbury View, Wilpshire – public meeting took place on 9 September 2025 for discussion on any points raised and any actions required by the PC  Discussion/Decision may be required | All |
| 26 | Skipton Building Society – notification of interest rate cut from 1 September from 2.55% to 2.30% | Information |
| 27 | Coffee morning presently at Wilpshire Methodist Church. Email received in respect of new venue next year and support from Wilpshire Parish Council when the Methodist Church is scheduled to close |  |
| 28 | Biodiversity Grant – will not be paid this year  Monies received £900.00 [ 22/23 £300.23/24 £300 and 24/25 £300]  Monies spent £221.75  13/12/23 19.95 – bulbs  22/05/24 52.00 – 3 x single bird boxes  18/09/24 53.99 – bulbs  30/10/24 45.82 – bulbs  11/12/24 49.99 – daffodil bulbs  **£678.25 left in the Biodiversity Budget** Discussion and Decision re the monies left | Information and decision on how to spend the balance |
| 29 | PROW Grant will not be paid this year by LCC | Information |
| 30 | To confirm that the Rotaweb is covered in the play equipment part of the insurance policy  The declared value of the equipment is £75,000 and the cover is £90,000. | Information |
| 31 | Street furniture – the declared value in the insurance policy is £60,000 and the cover is £72,000 | Information |
| 32 | Update on gate in the fields below Vicarage Lane towards Ashes Farm | Cllr Gaffney |
| 33 | Picnic Bench – the base is now in - information | Cllr Gaffney |
| 34 | Any other matters for discussion and inclusion on the next agenda  Precept and budget |  |
| 35 | Next meeting – 5 November 2025 – ordinary meeting |  |