

Minutes of the Parish Council Meeting – Quarterly

Venue - Spring Cottage

Date – 28th May 2025, start time 18:00.

Present - Chairman David Jones (DJ), Councillor Barry Keenan (BK), Councillor Vince McCully (VMC), Councillor Trevor James Elliot (TJE).

Clerk – Jennie Seddon

Other attendees – N/A

1	Apologies for absence	Councillor Lisa Harris Kim Snape Paul Ashcroft		
2	Declarations of interest	N/A		
3	Minutes of previous meeting and chairman sign-off	Meeting on: 20.01.25 No issues.		
4	UU Update	<p>Paul sent an email update and gave his apologies; all councillors given a copy of the email to read over. Copy of email stored in file under United Utilities.</p> <ol style="list-style-type: none">1. Restoration of parking at Hall Barn - Barry will send a picture of an idea for parking from Adlington jubilee park – it facilitates parking whilst protecting the grounds and is drainable. Barry to send the image to Jennie so Jennie can forward to Paul.2. Suggestions for area improvement – Chairman David Jones suggested a few litter signs around the area to remind visitors to use the bin or take rubbish home. Jennie will email Paul.3. Cutting back trees and bushes on Dryfield Lane – no comments made.	BK & JS JS	
5	RHT Update	<p>Trevor attends the RHT meetings and mentioned the following...</p> <p>There was a meeting held last week by RHT. Trevor received an email invite which he RSVP'd and never got an invite through.</p>	TJE	

		<p>He hasn't had minutes from previous meeting either.</p> <p>Trevor has emailed but the RHT clerk is on annual leave until 29.05.25.</p> <p>Trevor will email again and chase the meeting and minutes.</p>		
6	PCSO Update	<p>The previous PCSO emailed to explained he was no longer in position and advised he would forward to the neighbourhood team.</p> <p>During the meeting we got an email from our new point of contact Alex Banister who didn't offer an update but did say he would look to either attend the next meeting or send an update.</p> <p>Jennie will make contact and send the dates for the next planned meetings when arranged.</p>	JS	
7	Traffic and Parking	<p>New double yellow lines have been put on Horrobin Lane. Jennie emailed Kim Snape to ask why the council hadn't been consulted about the work but Kim believes we may have been towards the end of 2024.</p> <p>Chairman David Jones thinks the yellow lines have moved the problem to higher up the hill, if not made it worse for Horrobin Lane.</p> <p>Councillors agreed that the yellow lines hadn't really prevented the previous issue of traffic back log.</p> <p>Dryfield Lane (just over the bridge) now has a hole in the wall after a crash from a couple of weeks ago. Jennie to check that Paul and Mark have a log of this.</p>	JS	
8	Assets	<p>New Flag purchased. Councillors agreed that a regular change of flag improves the village green. No further action.</p> <p>Jennie has undertaken some work to review the current insurance policy and</p>		

		<p>questioned a few items the council were paying for such as playground equipment, sports equipment, etc. Barry asked what the outcome was.</p> <p>Jennie explained that the current provider offers a “one policy fits all” with the extras being included even if you don’t have them to insure. A second quote was requested to remove the extras which brought the current quote of £670 down by £150 but would leave the parish council liable for the flagpole and stocks on the village green.</p> <p>All councillors agreed for Jennie to look into other insurance brokers prior to agreeing to staying with the current provider.</p> <p>Jennie showed councillors a risk assessment which has been completed in preparation for the internal audit. A copy was left for councillors to read during the meeting. This has been added to the admin folder.</p>	JS	
9	Progress on speed detectors	<p>Jennie has emailed Kim Snape, the speed radar company and someone who works for Lancashire Highways to get support and advice on the council purchasing and installing a speed radar. Emails available to view in the parish council document folder.</p> <p>To date there has been no reply from highways regarding this.</p> <p>Chairman David Jones has asked for Barry Keegan to email Lindsay Hoyle. Barry asked for input from others once the draft had been completed. All agreed.</p>	BJK	
10	Planning applications update	<p>Discussion had around planning applications. The council has not received any new applications since the last meeting in January.</p> <p>Councillor Barry Keegan mentioned the property ‘Top O’th the hill farm’. All councillors mentioned never receiving planning from the council and all</p>		

		<p>questioned how they managed to get such a large development approved.</p> <p>Chairman David Jones asked Jennie to request a timeline of events which lead to that being approved. The parish council was never notified. We have the planning number and information from the council website but wondered how this would of passed planning with no minutes seen?</p>	JS	
11	Finance and Governance	<p>Jennie showed councillors a print out of expenditure for the year 24/25 which has been updated for the internal audit.</p> <p>Discussion had around CIL money which remains in the account. The total not spent is £2343.00. Chairman David Jones said the money was to be used for the speed radar but as we haven't had a reply we've been unable to use it.</p> <p>Jennie to check CIL as previous documents from Helen Skuce (temp clerk) state that the CIL monies should have been spent by 14.05.25. Chairman asked for this to be appealed if this was the case.</p>	JS	
12	website input and control	<p>Being updated by Mark Skuce.</p> <p>Jennie presented the councillors with an item of mail which had been received from Australia. Someone had sent a book named "Enchanted Hills" which is based on Rivington Village. It was their late mothers. Councillors asked for the book to be given to Mark Skuce (website designer) so we can showcase it on our website. Jennie will arrange this.</p>	JS & MS	
13	AOB	<p>Barry raised regular flooding of Dryfield Lane due to road layout in the previous meeting. This was reported after the last minute but neither Jennie or Barry has heard anything from highways, nor has the matter been resolved. Jennie will ask for an update.</p> <p>Jennie asked councillors to again take a look at the documents emailed over</p>	Clerk	

		<p>containing attachments on financial regulations and standing order. Councillors agreed to check the documents and raise any concerns by 8th June.</p> <p>Councillor Vince McCully mentioned that Martin Brownlow's brother had been in touch to ask if it was possible to have a memorial bench. Martin Brownlow was a historian of Rivington Village. We discussed them using the new bench on the village green as the current one is not fit for purpose. Paul Ashcroft is on with this. Jennie to ask Paul if this would be okay.</p> <p>Vince will tell the family that the councillors said it was a lovely idea and we are hoping the restored bench on the green can be used in Martin's memory. Councillors requested the wording on the memorial signage for the bench be approved by the council.</p> <p>Email sent to councillors regarding a project to restore the West Pennine Moors. Copy of this can be found in the admin folder. Rivington have been invited to a meeting which aims to capture local residents views on the restoration work – Vince has very kindly offered to attend. Jennie will notify the project of Vince attending.</p> <p>Jennie has informed the councillors that she is pregnant and expecting in November. This won't affect her work for the parish council but she has asked if the next two meetings can be every 10 weeks rather than every 12 weeks so we can have a couple of quarterly meetings prior to the new arrival. All agreed for Jennie to send dates until the end of March 2026.</p> <p>Jennie mentioned that one of the recommendations from the previous internal audit was a working contract for the new clerk. Jennie has found a generic contract on the LALC website which she has changed to show that she is self employed and not entitled to employee benefits. Jennie to check with LALC that it's okay to</p>	<p>JS</p> <p>VMc</p> <p>JS</p> <p>JS</p>	
--	--	--	--	--

		<p>be self employed and check what the current hourly rate of pay is.</p> <p>Councillor Vince McCully mentioned the May Spring Festival which took place earlier in the month – they had a dozen charity stalls with over a £1000 raised. The council agreed that Vince had done a great job organising it. Vince will send some details to Mark for the website.</p> <p>Jennie to continue emailing the council and other organisations to get mailing list changed from Helen Skuce to the new clerk email address.</p>	<p>JS</p> <p>VMc</p> <p>JS</p>	
14	Next Meeting	<p>Agreed that Jennie will send dates till the end of March 2026, avoiding February as councillor BK will be away and avoiding Wednesdays and LH works.</p>	<p>JS</p>	

Meeting Closed at 7:04pm