



Ribble Valley Area

Chair – Mike Hill

Vice Chair – Stephen Houghton

Secretary – Greera Stevenson-Norse

Exec Members – Mike Hill, Stephen Houghton (FBNL Joint Advisory Committee), Richard

Vickers, Jacqueline Hampson (Finance Committee)

Ribble Valley Area Committee Agenda

All Parish Councils are invited to the meeting on the

26th March 2025

At

Foxfield's Hotel, Boardroom A, Whalley Rd, Billington, Clitheroe BB7 9HY

6.30pm Start

1. Apologies for absence
John Ashurst (LALC Area Support Officer), Debra Platt (LALC Chief Officer)
2. Approval of minute of meeting held on the 29th of January 2025
3. Speaker
James Riley CEO EasyWeb. A Presentation on Websites and Emails.
To bring members up to date of the governance regarding compliance of websites and use of personal emails.
4. Devolution/Unitary Authority
Update. This is an important topic at present, we will give you the information that is available at present. Including how this affects us at parish level. And what this means in the future.
5. Good Practice Micro Training Sessions
Micro Training Sessions
Examples are: -
Internet Banking, Planning (Available to LALC Members £40), Grant Applications, Clerk Training, Legal Requirements, Policies & Procedures, Pecuniary & non-pecuniary interests

To Gauge the interest in Micro Training Sessions, we are hoping to include these within our meetings, this will bring all parish councils up to speed on current legislation. This could be delivered in house, or we could bring in a speaker.

We ask members where they would like to start with this?

ALL MEMBERS

6. Mike setting a clerk's support group
Mike Hill is wishing to gauge if there is any interest in a Clerks support group
Verbal Update
7. Executive Members Update
Jacqueline Hampson to inform members
Verbal Update
8. Open Forum
All Members
9. Suggestions of items for the next meeting
All Members
10. Date and time of next meeting

28th May 2025 @ Foxfield's Hotel. 6.30pm



Ribble Valley Area Committee – Draft Minutes

Date:	29th January 2025		
Venue:	Clitheroe Council Chambers		
Present:	<p>Parish Clerks: Mike Hill ((LALC Chair), Longridge TC) Cllr Greera Stevenson-Norse (Wiswell (LALC Secretary & Simonstone PC)) Chris Towers (Waddington) Wendy Backhouse (Hothersall)</p> <p>Parish Cllrs.: Cllr Jacqueline Hampson (Simonstone, (LALC Exec)) Cllr Steve Houghton (Wiswell, (LALC Exec)) Cllr Gary Scott (Chatburn) Cllr David Peat (Simonstone) Borough Cllr Tony Austin (Billington & Lango) Cllr Maggy Howells (Salisbury)</p> <p>Guests: Lesley Rae (LVP) Laura Warden (LCC) Debra Platt (LALC]</p>		
Meeting started:	18:30	Meeting closed:	20.23

Minute Reference 250129/RVAC/

Chair greeted everyone to the meeting

1. Apologies for absence

Melanie Russel (Mellor Parish Council Clerk) & Richard Vickers (Whalley & Wiswell, LALC Exec)

2. Approval of minutes of the meeting held on the 21st of November 24. APPROVED

3. SPEAKERS

Laura Worden: *Partnership Development Team LCC: Discussing LCC's offer of support to Parish and Town Councils.* Laura addressed the meeting with a great insight into LCC's partnership team and discussed with the meeting the support offered to Parish and Town Councils. items discussed were

- Match funding

- funding portal
- importance of reporting changes to clerk and councillors
- Highways district head emails
- Report it app
- Community Team email for anything to do with PC's
- Parish Championship fund, 5k pot, open to small budget grants of £500 or less
- Parish Charter

Lesley Rae: *Lancashire Volunteer Partnership LCC: To give information about their service and volunteering opportunities.*

This has been established since 2016.

Looking for people who wish to be involved in volunteering, and community projects. The main areas for volunteering are:

- Community Support,
- Adult Services,
- Children and Family Wellbeing,
- CFW and more.

Direct potential volunteers within our Parishes to LVP, they will then fill in a questionnaire where they will give full training and a DBS check. minimum volunteer commitments are for 6 months, with a minimum of 3 hrs a week.

Jacqueline Hampson offered to link with Accrington College Volunteer Pool.

Laura Warden & Lesley Rae left the meeting at 19.07

Debra Platt

Member Services & Engagement Officer: Lancashire Association of Local Councils (LALC) Support for Area Committees and Secretaries.

It was proposed to members to vote on the suggested secretaries' honorarium of a yearly retainer of £500, with an additional contribution from each parish within the secretaries' areas of £10 each. This is to increase the retention of secretaries for NALC and LALC. Debra thanked Greera (LALC RVA secretary) for being one of the good. AGREED

Membership benefits & proposals for the administrative parishes.

Greera reported that Borough Cllr David Birtwistle was speaking with RVBC about the possibility of a small pot of funding for administrative parish councils to be able to access training. LALC will offer administrative councils reduced access membership for training purposes.

Debra informed the members of the benefits from LALC membership

- monitoring for troubled councils
- code of conduct training
- advice on the lengths man scheme
- policies and documents
- reduced training costs
- invitations to the LALC conference (7th June 25) @ Marriott Hotel, Preston
- NALC membership and support
- nominated executive members to sit on LALC and NALC committees

Debra informed the members that LALC is looking into its constitution and ensuring it meets the same standard as other areas.

Jacqueline talked about making parish councils more professional which goes along with the principles in the devolution paper. This involves standardising standing orders and other policies, paying their proper officers and responsible financial offers properly, and codes of conduct.

4. Update on actions from previous meeting

- Mike - is looking into setting up a Clerks support group for LALC members. ONGOING (to be added to agenda for next meeting)

- All Members - Consider good practice sessions, to bring back thoughts to the next meeting. examples are internet banking, email hosting, websites, planning training (available through LALC), grant applications, clerk training, legal requirements, policies and procedures, pecuniary and non-pecuniary interests

DEFERRED UNTIL NEXT MEETING, ALL MEMBERS (to be added to agenda for next meeting) ●
Devolution/white paper

An intensive discussion between members on the effects of the white paper on parish councils, as far as we can see, parish councils will still be needed and may be expected to take on more responsibility. Tony Austin, Gary Scott and David Pete spoke about their interpretation of the devolution. Parish councils should investigate taking control and responsibility for parish assets, for example: playgrounds, green spaces, buildings etc that are currently managed by RVBC or LCC. Members asked about common ground in their parishes. COMPLETE

- Speakers at planning applications to enquire how parish councils know how many speakers are allowed at planning meetings, and what dictates this. MIKE.

Mike reported that 2 parish council speakers are allowed to attend a planning meeting at which a planning application in their area is being discussed. residents can also speak and are not included in the figures.

Tony Austin suggested to mike that he take to take the time allowed at planning meetings to Parish Liaison Meetings COMPLETE

19.53 Gary Scott Left the meeting due to other engagements

5. Grants/Sources of funding

Cllr Stephen Houghton to give an update - Stephen contacted Sarah Wells at RVBC who pointed parish councils towards ~RVBC and LCC websites who already have all funding streams online to view. you just set up an account and put what you are looking for in the search box. you can either search for specific funding for a project or general funding.

Cllr Maggie Howells to forward funding information emails to Greera

6. Open forum - ALL MEMBERS

To ask that agendas are emailed at least a week before a meeting.

Action - LALC RVA Secretary Greera Stevenson-Norse

7. Suggestions for the next meeting None

Date and Time of next meeting : Wednesday 26th March 25. Venue to be confirmed