

A meeting of the Parish Council was held at **Read & Simonstone Village Hall, 6 East View, Read, BB12 7PS on Wednesday 3<sup>rd</sup> September 2025 at 7.00p.m.**

**Present:** Chairman: Councillor R Hanson  
Councillors: A Hanson, Anderson, Greenhough, McKelvey, Hacking, & Neary

**In attendance:** Clerk A Haines

1 member of the public attended.

Chair Richard Hanson welcomed everyone to the meeting.

**1. Apologies for absence**

Cllr Pollard & Cllr M Peplow

**2. Declarations of Councillors' Interest and dispensations**

1.1. **To receive declarations of interest from Councillors *on items on the agenda***

None

1.2. **To receive requests for dispensations for disclosable pecuniary interests (if any)**

None

1.3. **To grant any requests for dispensation as appropriate**

None

**3. To approve the minutes of the previous parish council meeting held on 2<sup>nd</sup> July 2025**

Approved.

**4. Matters arising from the above minutes not on the agenda**

None

**5. Public participation**

None

**6. Borough Councillor's Report**

Cllr Peplow absent with apologies sent. Malcolm has not submitted a Borough Councillor report but has asked the council to keep an eye on Ribble Borough Council's website for further updates on the Ribble Valley SPF and Jubilee Fund grant funding for projects in Read. The final decisions will be made at September's Policy & Finance Committee Meeting and Full Council in October.

**7. Clerk's Report/correspondence:**

7.1. Clerk has been appointed as clerk for neighbouring Simonstone PC.

7.2. Clerk has updated the finance reporting system following the system used by Simonstone PC. **ACTION(S)**: (i) clerk to circulate a comprehensive financial report each month as part of an agenda pack prior to each meeting, and (ii) clerk to request Cllr Peplow submit his Borough Councillor's report prior to parish council meetings for clerk to attach to agenda pack.

7.3. Clerk has completed 3 of 5 modules on Introduction to Local Council Administration Course with view to complete by end of September.

7.4. Update on grant applications: unfortunately, both the Naturesave grant application for a community allotment and bird feeders and the PCC grant for lights and CCTV have been unsuccessful. Naturesave were overwhelmed by grant application and could offer no further feedback. The response to the PCC grant application was that CCTV proposals will only be considered where they form part of a broader community safety strategy, with

clearly defined outcomes and a sustainable maintenance plan, and this application did not demonstrate these essential elements. Clerk will continue to keep an eye out for funding for these two projects and others. In particular, the Lancashire Environment Fund is currently offering green grants ranging from 3K to 30 K for projects including improvements to community facilities, general environmental improvements, creation and management of habitats, improvements to parks, gardens, open spaces, play areas, recreational facilities, ponds, canals and rivers and natural biodiversity. **ACTION(S)**: clerk to resubmit Naturesave Community Allotment grant application for a Lancashire Environment Fund Green Grant.

- 7.5. Clerk has requested copies of agreement held with Read Motorbodies for records, along with information on invoicing dates and amounts due. It was pointed out that the annual lease is due each January, and was paid earlier this year. Clerk has also requested a meeting with the allotment manager (Cllr Neary) to update records held on allotment tenancies and tenancy agreement. **ACTION(S)**: (i) Cllr McKelvey to forward information on Read Motorbodies to clerk, and (ii) Clerk to meet with Cllr Neary on 10/09/25 at 9.15 am.
- 7.6. Clerk has requested going forward that meetings are recorded on Voice Recorder for referencing purposes. **ACTION(S)**: clerk to record meetings on voice recorder going forward.
- 7.7. Clerk has requested an appraisal meeting. **ACTION(S)**: clerk to meet with Cllr R Hanson and Cllr McKelvey for an appraisal on 18/09/25 at 9.15am.

## **Correspondence:**

- 7.8. Clerk has received an email from Gocompare requesting the parish council put a link to their guide on preparing for a flood and protecting your property in areas at risk from flooding under the community information section of the PC website. **ACTION(S)**: clerk to request the guide be provided as a document that can be uploaded to the website, and not as a click through link.
- 7.9. Clerk has received a call for nominations for Lancashire Volunteer Groups for the Prestigious King's Award (due 1<sup>st</sup> Dec). **ACTION(S)**: Read Parish Council to nominate REG for this award.
- 7.10. Clerk has received as request from a parish resident for advice on locations within the parishes of Read/Simonstone to site an out apiary, in Read or Simonstone preferably. It was agreed that the allotments would not be suitable due to noise from tenants and machinery/proximity to children's facilities. Member of public offered to contact Simonstone Hall for information as she had family who had previously sited a hive here. **ACTION(S)**: (i) clerk to respond to request to say councillors will consider further options, (ii) clerk to put a message on Facebook page.
- 7.11. Cllr Greenhough has received correspondence from Mr Hawkins (Readstone) with requests for changes on website information for the football club. **ACTION(S)**: clerk to update this information on website.

## **8. Reports from external meetings:**

### **8.1. Police report:**

- July: there has been 1 x Assault known offender, 1 x Possess drugs, 1 x RTC damage only, 1 x Theft of fuel
- August: there has been 1 x Burglary (a particularly unpleasant incident where a family home was entered early evening and items taken from within unfortunately the family where present at the time of the offence and the homeowner has had an altercation with the offenders, items belonging to the offenders have been submitted for forensic testing and

enqs are ongoing), assault x 1 (Known parties, Fraud x 1 (Male purporting to be a gardener takes money from an elderly resident but doesn't complete the works), Theft x 4 (Theft of fuel x 3, Theft of charity box x 1), Public order x 1 (Known parties), Road related offence x 1 (Drink driver), RTC x 1 (Minor injury), Criminal damage to vehicles x 2.

- **ACTION(S)**: (i) clerk to record crime statistics in excel doc. going forward and present annual findings as part of agenda pack, and (ii) clerk to contact RV parking wardens to request visits to parish (particularly focussing on parking along Whalley Road and around school).

## **9. Playground report:**

- 9.1. Cllr Hacking has obtained quotes for 2 different bins, 1 x Glasdon 65 L (£169) and 1 x Kingfisher 90L (£109). It was agreed that the larger bin would be better, and Cllr R Hanson proposed to go ahead and purchase (seconded Cllr Neary). The bin also needs a base, galvanised steel liner and fixings. Read PC will approach EV to obtain details on cost of emptying bin during Cricket season (May-Sept), with Cllrs emptying bin themselves over Winter. **ACTION(S)**: (i) Cllr A Hanson will speak to a contact within Ribble Valley to request details on emptying the bin between May and September, (ii) Cllr Hacking to obtain final quote for bin, fixings and delivery costs and to order bin to be delivered to Bridge Heywood Caravan Park, (iii) clerk to chase up playground inspection report.

## **10. Allotment Management Committee report:**

- 10.1. Lots of changes over Summer. Several tenants have given up plots (17, 15B, 9D, 22C) and these will be divided up into smaller plots. 7 plots are already vacant (14 in total once new plots divided up).
- 10.2. In response to improvements letters issued, all have been responded to with changes or have given up plots.
- 10.3. Cllr Neary has requested that prospective tenants be carefully vetted for suitability in light of recent issues with allotment neglect. Cllr R Hanson proposed that decisions on this should be made by Cllr Neary in his capacity as allotment manager. Cllr Neary has also requested to include the following details in future tenancy agreement: (i) dogs to be kept on leads on allotment paths, (ii) dog fouling will result in an instant termination of agreement, (iii) no plastic sheds on allotments going forward due to pollution/fire hazards, and (iv) no non-allotment related equipment to be stored on allotments, **ACTION(S)**: clerk to meet with Cllr Neary to formulate amends to tenancy agreement (informed by legislation in Allotment Act).
- 10.4. Read Parish Council bank details were not included on previous allotment letters issued.
- 10.5. Cllr Neary has requested to discuss tree felling with Andrew Isherwood at allotments **ACTION(S)**: Cllr Neary to go ahead with this.

## **11. Decision Items:**

- 11.1. **Levelling hump in playground**: Cllr R Hanson has received 2 quotes to remove the hump, level the area, re-grass and extend the path from the playing field to car park gate (Groundwork Direct: £3750 = VAT, Newell Engineering: £4500 + VAT). Cllr Hanson approached several companies for quotes but only received 2 responses. Cllr R Hanson proposed to go ahead with Groundwork Direct subject to all being above board with clerk's checks. **ACTION(S)**: (i) clerk to check whether 2 quotes is sufficient to go ahead, (ii) Cllr R Hanson to check with GD about cost of replacing metal gate into playground with a safer gate and adding bike storage to area, to send clerk quotes to keep on record and to let the cricket club know about work going ahead (Cllr Neary).
- 11.2. **Back Street/Fort Street lights and CCTV funding update**: Cllr Anderson has found a £30 solar light with sensors from Screwfix. It was agreed to purchase one and fix at a height of 8ft (to avoid theft) to the agreeable tenant's wall. **ACTION(S)**: Cllr Anderson to go ahead and purchase a light. Since July's meeting the clerk has spoken to Clitheroe Security, who raised

a number of issues to consider with a CCTV project: (i) it needs to be decided who will monitor the footage (us) and if the CCTV system is overlooking the playground the viewer must be DBS checked. The parish need to apply to the ICO to register the camera (£30 a year), would need a power source and internet to view the footage remotely (Cllr Neary claims Cricket Club have verbally agreed to this). Cost (rough) options: (i) 1 static camera 8MP with 3-4 weeks footage storage: £920 inc. VAT. 2 cameras £1324.99 inc. VAT., (ii) 2 camera in 1 option, includes one static camera and one that zooms in and follows movement after a certain time (e.g. evening/night), can identify number plates in daylight and while lighting is on camera: £1845. It was agreed that the second option would be preferable, and focussed on the car park and playground (tree coverage and legalities permitting). If covering the playground, the council could put a disclaimer on the website stating how the footage is viewed/stored. **ACTION(S)**: (i) clerk to speak to Mike Hill to discuss playground CCTV coverage, (ii) Cllr Neary to obtain a further quote for CCTV, and (iii) clerk to forward details of cameras to Cllr Neary.

- 11.3. CCTV pole installation:** clerk received no response from IX Wireless to enquiries. Cllr R Hanson was due to have a meeting with IX Wireless but this was cancelled. New meeting to be arranged.
- 11.4. Plaques and signage for playground, car park and allotments:** Cllr R Hanson outlined the text for the new car park signs, that will also show the Read Parish Council logo. The signs need to be big enough to see, clear and unobstructed. It was agreed that the legacy money that has paid for the playground work should be acknowledged somewhere. The planter on Fort Street is now planted up nicely with plaque attached, and looks really good. **ACTION(S)**: (i) Cllr R Hanson to forward around sign wording for all to agree on, and will obtain quotes for costs, and (ii) Cllr A Hanson to forward picture of Fort Street planter to clerk to put on website.
- 11.5. Website: policy updates and website provider decision:** Clerk received correspondence from Easyweb in July to inform the council that the previous clerk had asked them to set up a website for Read Parish Council, which has been done. Easyweb have applied for the domain name (and paid for it), put a working website up (under the live domain name) [www.read-pc.gov.uk](http://www.read-pc.gov.uk), downloaded and re-uploaded all agendas, minutes and financial documents (please see the pages below) and Councillor emails are all set up with .gov.uk emails. Easyweb provide Simonstone's webpage and many other parish council's websites in the RV. Clerk has no record of a contract sent to previous clerk or details of cost implications, although it has been discussed and approved in the minutes last year. **ACTION(S)**: clerk to check what Simonstone PC pay for website provision, and to contact Easyweb, apologising for miscommunication and request finalised information on costings before deciding on how to proceed in next meeting. Facebook: clerk has not been able to find previous Facebook log in details. **ACTION(S)**: clerk to set up new Facebook page.
- 11.6. Annual tree inspection:** It was decided that the council needs to keep clear records on inspections carried out with a policy in place for how work will be carried out. In line with health and safety inspector recommendations for Great Harwood, it was agreed that tree inspections should be carried out every six months around the allotments, playing fields, Church Street Gardens, playground and car park. **ACTION(S)**: Cllr Neary to arrange a meeting with Andrew Isherwood to discuss this work and the production of a tree inspection policy for the parish council.
- 11.7. Hedge cutting by playing field:** It was decided that the hedge needs trimming annually on the playing field side by a contractor. Harry Shaw will do this going forward, and will charge per half hour.
- 11.8. Playground bin:** Discussed in (9) Playground report.
- 11.9. Triangle of grass at top of Straits Lane:** clerk has received an amended Grounds Maintenance Contract taking into consideration the triangle of grass at the top of Straits Lane. The original figure for 2025/26 was £1430.25, which has now been increased

to £1632.38 to include the triangle of grass. It was commented on that this was a lot of money for a small patch of grass. Clerk has spoken to the lengthsman who has offered to cut the patch roughly every 3-4 weeks over the summer months at a rough cost of £10 a visit. **ACTION(S)**: clerk to cancel RVBC contract on this patch of grass and agree to lengthsman to proceed.

**11.10. Preliminary budget setting plans 2025/26**: budget must be set by November in order to request precept in December. **ACTION(S)**: clerk to prepare and present reports and forecasts for next year in October's meeting, in order to set the budget going forward.

**11.11. Requesting funding for Christmas lights**: The Christmas light funding portal is now open until the 30<sup>th</sup> September. Clerk to check how much Simonstone claimed last year, and to login to the funding portal and see how much can be claimed/claim. Cllr Neary proposed putting up battery powered lights along Whalley Road/Read club/Church Street Gardens/along the wide pavement off George Lane/Cricket Club wall. The Christmas lights will be switched on on the 5<sup>th</sup> December (Higher Trapp Meal 1<sup>st</sup> Thursday of December). **ACTION(S)**: (i) Clerk to check how much Simonstone claimed last year, (ii) clerk to login to the funding portal and see how much can be claimed/claim, (iii) clerk to seek advice from Longridge TC/Simonstone on where to purchase lights from, and (iv) Cllr Neary to ask if school will sink at light switch on, and the PC will give a donation.

**11.12. Read in Bloom 2006 Project**: Cllr Neary has requested this project go ahead, with planters on decks in the village and funding sought from Ribble Valley in Bloom. The council agreed. **ACTION(S)**: Cllr Neary to look at options.

**12. Correspondence**: discussed above

## **13. Planning applications and decisions:**

3/2025/0534, Read Football Ground Whalley Road Read BB12 7PN: Proposed 20ft shipping container to be used as an equipment store by Readstone United Football Club. No objections (comments already submitted in August). Update from Readstone on application: there has been a minor issue with Sport England which has been resolved and RVBC have requested further information relating to tree locations (confirmation required that we won't be affecting any of the trees in the area). Cllr A Hanson has suggested sharing an image she has taken recently of a storage unit with wooden cladding around it. **ACTION(S)**: Clerk to send a photo of unit to Ben Hill, suggest this could be used to incorporate a score board/noticeboard and hide the fact that equipment is stored there.

**14. Finance and accounts**: Geoff Lambert needs paying for audit work. Council approved finance report (Appendix 1). **ACTION(S)**: (i) clerk to transfer £60 to Geoff and self-bill for, and (ii) Cllr Hanson to check that AGAR has been received.

## **15. Items for the next agenda:**

- 15.1. Decision on the emptying of new playground bin**
- 15.2. Christmas lights: decision on siting of new lights**
- 15.3. Read in Bloom: decision on siting of planters**
- 15.4. Budget setting**

Please send items for next agenda to clerk 10 days before next meeting.  
The meeting ended at 9.25 pm.



The Next Meeting will take place on 1<sup>st</sup> October 2025 at 7pm at the Village Hall.

## Appendix I: Finance Report July 2025 Account reporting

### Payments

Date	Item	Amount
04 July 2025	David Scott bus shelter cleaning	£ 35.00
04 July 2025	clerk consumables	£ 10.63
04 July 2025	clerk printing and mileage expenses	£ 29.08
04 July 2025	Affordable skips allotments	£ 216.00
04 July 2025	Sutcliffe play playground upgrade	£ 6,061.28
09 July 2025	waterplus	£ 54.59
14 July 2025	HMRC clerk tax and NI	£ 59.21
14 July 2025	clerk salary	£ 540.35
21 July 2025	DM payroll services	£ 72.00
31 July 2025	service charge	£ 6.00
Total		£ 7,084.14

### Receipts

Date	Item	Amount
09 July 2025	Johnathan Taylor allotment bond	£ 50.00
10 July 2025	Petty cash deposit to accounts	£ 82.22
24 July 2025	VAT reclaim for Apr/May 2025	£ 470.80
Total		£ 603.02

### Bank accounts

Unity Current:	£ 1,464.22
Unity Savings:	£ 45,871.04
Total	<b>£ 47,335.26</b>
Balance brought forward	£ 53,816.38
Difference from previous month	-£ 6,481.12

### Bank reconciliation

Receipts - Payments	-£ 6,481.12
Difference from previous month	-£ 6,481.12

Do these amounts match? YES

## **August 2025 Account reporting**

### **Payments**

Date	Item	Amount
18 August 2025	Higher Trapp Xmas party deposit	£ 50.00
18 August 2025	Waterplus water bill	£ 54.82
29 August 2025	HMRC - clerk NI	£ 49.12
29 August 2025	Clerk Salary	£ 622.35
31 August 2025	Service charge	£ 6.00
Total		£ 782.29

### **Receipts**

Date	Item	Amount
18 August 2025	Simonstone PC playground contrib.	£ 375.00
Total		£ 375.00

### **Bank accounts**

Unity Current:	£ 1,056.93
Unity Savings:	£ 45,871.04
Total	<b>£ 46,927.97</b>
Balance brought forward	£ 47,335.26
Difference from previous month	-£ 407.29

### **Bank reconciliation**

Receipts - Payments	-£	407.29
Difference from previous month	-£	407.29

Do these amounts match? YES

## **Appendix 2: Actions from Agenda**

Minute	Action
7.2	clerk to circulate a comprehensive financial report each month as part of an agenda pack prior to each meeting
7.2	clerk to request Cllr Peplow submit his Borough Councillors report prior to parish council meetings for clerk to attach to agenda pack.
7.3	clerk to complete ILCA by end of September
7.4	clerk to resubmit Naturesave Community Allotment grant application for a Lancashire Environment Fund Green Grant.
7.5	Cllr McKelvey to forward information on Read Motorbodies to clerk
7.5, 10.3	Clerk to meet with Cllr Neary on 10/09/25 at 9.15 am to update records and make amends to tenancy agreement
7.6	clerk to record meetings on voice recorder going forward.
7.7	clerk to meet with Cllr R Hanson and Cllr McKelvey for an appraisal on 18/09/25 at 9.15am
7.8	clerk to request GoCompare flood guide be provided as a document that can be uploaded to PC website
7.9	clerk to fill in nomination form for REG (The Kings award)
7.10	clerk to respond to Jeff/Sue to say councillors will consider further options for out apiary
7.10	clerk to put a message on Facebook page regarding land locations for apiary
7.11	clerk to update Readstone information on website as requested by Mr Hawkins.
8.1	clerk to record crime statistics in excel doc. going forward and present annual findings as part of agenda pack
9.1	Cllr A Hanson will speak to a contact within Ribble Valley to request details on emptying playground bin May - Sept
9.1	Cllr Hacking to obtain final quote for playground bin, fixings and delivery costs, order bin to be delivered to Bridge Heywood Caravan Park.
9.1.	clerk to chase up playground inspection report.
11.1	clerk to check whether 2 quotes is sufficient to go ahead with levelling hump
11.1	Cllr R Hanson to check with GD about cost of replacing metal gate into playground with a safer gate, to send clerk quotes to keep on record and to let the cricket club know about work going ahead (Cllr Neary).
11.2	clerk to speak to Mike Hill to discuss playground CCTV coverage
11.2	clerk to forward camera details to Cllr Neary



11.2	Cllr Neary to obtain second CCTV camera quote
11.4	Cllr R Hanson to forward around sign wording for all to agree on, and will obtain quotes for costs.
11.4	Cllr A Hanson to forward picture of Fort Street planter to clerk to put on website.
11.5	clerk to check what Simonstone PC pay for website provision, and to contact Easyweb, apologising for miscommunication and request finalised information on costings before deciding on how to proceed in next meeting.
11.5	clerk to set up new Facebook page.
11.6	Cllr Neary to arrange a meeting with Andrew Isherwood to discuss this work and the production of a tree inspection policy for the parish council.
11.9	clerk to cancel RVBC contract on this patch of grass and agree to lengthsman to proceed.
11.10	clerk to prepare and present reports and forecasts for next year in October's meeting, in order to set the budget going forward.
11.11	Clerk to check how much Simonstone claimed last year
11.11	Clerk to login to the funding portal and see how much can be claimed/claim.