

AGENDA PACK JULY 2026

AGENDA OVERVIEW

1. Apologies for absence (Cllr Anderson)
2. Declarations of Councillors' Interest and dispensations
 - 2.1. To receive declarations of interest from Councillors on items on the agenda.
 - 2.2. To receive requests for dispensations for disclosable pecuniary interests (if any).
 - 2.3. To grant any requests for dispensation as appropriate.
3. To approve the minutes of the previous Parish Council meeting held on 3rd June 2026.
4. Matters arising from the above minutes not on the agenda
5. Public participation: ***To receive questions and comments from the public on any agenda item.***
6. Borough Councillor's Report
7. Clerk's Report/Correspondence
8. Reports from external meetings
 - 8.1. Police Report and Crime Statistics
 - 8.2. Parish liaison Committee Meeting
9. Playground report
10. Allotment Management Committee Report
11. Decision Items
 - 11.1. Hammond Ground: engagement with Community Group – update from Cllr Hanson about recent engagement on planning application and discussion on future engagement
 - 11.2. Climate crisis
 - 11.3. Garage site on Fort Street: report of the clerk (enclosed) on ownership proceedings, and discussion on how to tackle overgrowth
 - 11.4. Playground inspection – report of the clerk (enclosed) on upcoming playground inspection.
 - 11.5. Double yellow lines on lane down to cricket club: discussion on how to address.
 - 11.6. Playground grant application progress: report of the clerk (enclosed) on recent grant proceedings
 - 11.7. Overgrown hedges: report of the clerk (enclosed) outlining updated notice.
 - 11.8. Read Motorbodies Lease: report of the clerk (enclosed) outlining updates on proceedings with lease renewal.
 - 11.9. Clerk SLCC membership and training: verbal update from the clerk.
 - 11.10. Risk Assessment: report of the clerk (enclosed) informing members on regulations surrounding risk assessment and management.
 - 11.11. Precept cost letter: report of the clerk (enclosed) outlining template precept cost letter to residents
 - 11.12. Code of conduct: discussion regarding changes to code of conduct.
12. Planning Applications & Decisions
13. Finance Report
14. Items not covered on agenda.

15. Items for next agenda: playground report, plans for Christmas meal/Church Gardens light switch on/street light switch on/carols, plans for Remembrance Day, preliminary budget setting.

6. For Information

Read Parish Council

Meeting Date: 01/07/2026

Title: **Borough Councillor's report July 2026**

Submitted by: Cllr Malcolm Peplow

Meeting Date: 01/07/2026
Title: **Police Report & Crime Statistics for May & June 2026**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members on the latest crime statistics for Simonstone and Read as provided by PCSO Katie Ferguson.

May 2026 in Summary:

May: Assault x 2 (parties known to each other), ASB x 8 (2 x Travellers, 2 x Vehicle ASB Cricket Club possible reg obtained and I will speak to keeper this weekend, 3 x Noise nuisance in relation to noisy party but was a one off event, 1 x Misc), Drugs x 1 (Poss class A), Road related offence x 6 (3 x Drink drivers, 1 x Speeding, 1 x No ins, 1 x Incorrect lights), RTC x 3 (2 x damage only and 1 x minor injury), Vehicle crime x 1 (car scratched).

Statistics:

The table below shows the crime statistics for various months. The category previously listed as 'road' has been split into 'road-related offence' and 'road traffic collision'.

Period	Category													Total
	Burglary	Drugs	TFV	Road-related offence	Road traffic collision	Robbery	Theft	DTV	Assault	ASB	Public order offence	CD	Other	
June '26														
May '26		1		6	3			1	2	8				21
April '26				3	2			1		1				7
Mar '26			2	4	2				1					9
Feb '26			1	1	1		1				1			5
Jan '26	1			1	2		2		1	4		1		12
Dec. '25	2				3		1		1	1				8
Nov. '25					3		1		2	0	1	2		9
Oct. '25	1			1	1				4			1		8
Sept. '25	1		1	1			1		1			1		6
August '25	1			1	1		4		1	1		2	1	12
July '25		1	1		1				1					4
June '25				3	1		2		2					8
May '25	1			1	5		1		3					11
April '25				2	3		1			4				10
March '25			1	4	1					4				10
Feb. '25			1	2	2		1							6
January '25								1	2	1				4
Dec.'24		1		1	4		1							7
Nov. '24				3						1				4
October '24				2	3		1			1		2		9
Sept.'24								1	1			1		3
August '24				4				1						5
June'24							1			4				5
April '24	2	1	1											4
October '23	1			1		1	2							5
August '23				1			1	1						3
July '23	1		1				2	2	1	1				8
June '23	1						1		3				1	6
May '23	1		1						1	2		1		6
Total:	13	4	10	42	38	1	24	8	27	33	2	11	2	215

Table Key: TFV = Theft from Vehicle. DTV= Damage to Vehicle. ASB = Anti- Social Behaviour. CD Criminal Damage

Members are recommended to: note the report.

Meeting Date: 01/07/2026
Title: Climate Crisis
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To remind the council that in June 2026 meeting, the climate crisis was discussed following Readstone Environmental Group's presentation, and councillors opted to put this on July's agenda to discuss options to support within our community.

Report:

Members are recommended to:

1. Note the report.
2. Consider options to support within Read Parish.

Meeting Date: 01/07/2026
Title: **Fort Street Garage Site**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members on the purchase of the Fort Street Garage Site and concerns with overgrowth.

Correspondence with RVBC:

The clerk has received the following correspondence from RVBC:

Good afternoon,

Many thanks for correspondence.

The Council's Management Team is considering its assets portfolio as part of its preparations for Local Government Reorganisation.

Your request will therefore be considered as part of that wider review and in due course.

Kind regards

Members are recommended to:

1. Note the report.
2. Discuss options to tackle problem of overgrowth on site.

Meeting Date: 01/07/2026
Title: **Playground inspection**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members that the playground inspection is due in August and to seek permission to instruct an inspector.

Members are recommended to:

1. Grant permission to instruct a playground inspector.

Meeting Date: 01/07/2026
Title: **Playground grant application progress**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members on the progress of the playground grant application.

Report:

The clerk was informed on the 19th June that Read Parish Council's Shared Prosperity and Jubilee Fund Expression of Interest to refurbish the surfaces and gates of the playground was successful, and we have been invited to complete a full application by the 31st July.

Members are recommended to:

Note the report.

Meeting Date: 01/07/2026
Title: **Draft letter for overgrown hedges**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To seek approval for overgrown hedge draft notice and discuss options for distribution.

Letter:

To the householder,

Read Parish Council often receives complaints about foliage/bushes/trees partly obstructing pavements and roads, particularly from pram users, visually-impaired persons and users of disabled person vehicles and wheelchairs. The restricted width of the pavement caused by over-growth of plants and trees can sometimes be made worse by road vehicles partly parked on the pavement.

It is a council requirement that no foliage overhangs the pavement at all. Your garden appears to require some attention regarding reduced usable pavement width. As a responsible householder, the Parish Council would like to see you address this issue by removing excessive foliage and branches that are reducing the pavement width below a height of 2m.

In some cases where excessive growth has been allowed to continue for several years, it may be unsightly to attempt to remove the total amount required in one cut. If you consider this to be the situation in your particular case, please write to the Clerk to the council and explain what you intend to do to alleviate the problem.

If you require any assistance or further advice at all please do not hesitate to contact us. Unfortunately, if no action is taken by householders, Lancashire County Council can take action, but this is not an advisable route as it would be in the control of others and could be costly.

The email address for the Clerk is as follows:

clerk@read-pc.gov.uk

Yours faithfully,

Dr Anna Haines

Clerk to Read Parish Council

Members are recommended to:

1. Recommend changes and/or approve letter.
2. Advice on mode/timing of delivery

Meeting Date: 01/06/2026
Title: **Read Motorbodies Lease**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members on the proceedings of the Read Motorbodies Lease Renewal

Report:

Read Motorbodies have confirmed that they are happy to continue with the lease and would prefer a 10-year lease. The clerk has now instructed Houldsworth Solicitors.

Members are recommended to:

Note the report.

Meeting Date: 01/07/2026
Title: **Clerk SLCC training and membership**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To inform members of training and membership costs and details.

Report:

Members are recommended to:

1. note the report.

Meeting Date: 01/07/2026
Title: **Risk assessment**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To inform members on regulations surrounding risk assessment and management.

Report:

Under section 2 of our financial standing orders (taken from LALC template) it says:

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

I have found a template Risk Policy and Register on Longridge TC website, plus a comprehensive Risk Management Register on Whalley Parish Council's website (shared separately).

Members are recommended to:

1. Allow clerk to adapt shared policies to Read Parish Council's risks.

Meeting Date: 01/07/2026
Title: **Precept letter to residents**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To remind members that Cllr Greenhough highlighted the precept letter on Sabden PC's website and suggest options to consider this ourselves.

Sabden's letter:

Sabden Parish Council Precept Cost 2025/26

Council Tax letters will soon be on their way to residents in Sabden Parish, so we want to ensure everyone is informed about next year's precept, which forms part of your overall council tax bill and directly benefits Sabden Parish Council.

Each year Sabden Parish Council has a statutory duty to prepare a budget which informs the amount of precept collected by Ribble Valley Council, Parish councils do not receive any direct funding from central government and the precept is the main source of income for Sabden.

Sabden Parish Council maintains many services and facilities including: Grass cutting, fencing and tree maintenance.

- Dog and refuse bins and their management —we have bins which are serviced weekly.
- Street Furniture including benches, bus shelters and notice boards.
- Playground and adult gym equipment.

The Recreation Ground (Lower Holme)

As well as the statutory requirements of annual audits, website provision and insurance.

In recent years, reserves have had to fund some expenditure, but the precept needs to increase to keep pace with the basic operational requirements of the parish, It will also enable the parish to build a reserve to fund Road Safety Improvements,

So, what does this mean for Sabden residents? To cover the running costs of the parish* the precept will need to increase to £24,850 for this year. This looks a sizeable increase, however, using Band D as the tax base for Sabden this will equate to a more modest £3.40 per household = £2 per month. For properties in other bands this will differ proportionally.

As your Parish Council we are focussed on delivering what is important to the community.

Members are recommended to:

1. Consider putting a similar news item out on our website prior to Council Tax letters being sent out.

Meeting Date: 01/07/2026
Title: **Planning Report**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report.

To inform Members of planning matters since the last Council meeting that relate to Read.

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Please note the following types of applications are not for consultation and are therefore excluded from the lists below: *Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.*

Applications received by RVBC since the last Council Meeting.

Note. For most applications, RVBC's Planning Department email a letter to the Parish Clerk requesting comments by a certain date. These comments will be collated by the planning committee, who will submit them to RVBC.

Planning Application No: 3/2026/0356

Grid Ref: 376948 434530

Proposal: Erection of 77 no dwellings and creation of community parkland, with vehicular access from Whalley Road and associated infrastructure, parking and landscaping.

Location: Land at Hammond Ground Whalley Road Read BB12 7RP

Members are recommended:

1. To note the contents of the report.
2. Set out any actions relating to the planning matters mentioned.

Meeting Date: 03/06/2026
Title: **Finance Report**
Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
 - a. Schedule of income and payments.
 - b. Reconciliation of Receipts and Payments.
 - c. Cashflow against predicted budget (Note predicted expenditure in future months in red font).

June 2026 Account reporting		
Payments		
Date	Item	Amount
01/06/2026	Easy Websites	£ 58.08
01/06/2026	Zurich insurance	£ 536.00
01/06/2026	Plexio computers - Microsoft 365 and anivirus	£ 146.63
01/06/2026	BP to Anna Haines folder dividers	£ 1.99
16/06/2026	BP to HMRC clerk tax and NI	£ 26.17
16/06/2026	BP to clerk salary	£ 610.30
19/06/2026	Water plus May 2026	£ 203.11
19/06/2026	BP to Cllr Neary travel expenses	£ 61.69
24/06/2026	BP to David Scott bus shelter cleaning June 26	£ 35.00
Total		£ 1,678.97
Receipts		
Date	Item	Amount
01/06/2026	Allotment bonds - 15B	£ 5.00
02/06/2026	Rent and bond - 7D	£ 112.37
04/06/2026	Rent and bond - 9D	£ 124.74
05/06/2026	Allotment rent - 7B	£ 24.74
05/06/2026	Allotment bonds - 7B	£ 100.00
15/06/2026	Allorment bonds - 2A	£ 25.00
22/06/2026	Allotment bonds - 13B	£ 50.00
Total		£ 441.85
Bank accounts		
	Unity Current:	£ 1,694.92
	Unity Savings:	£ 42,476.80
	Total	£ 44,171.72
	Balance brought forward	£ 45,408.84
	Difference from previous month	-£ 1,237.12
Bank reconciliation		
	Receipts - Payments	-£ 1,237.12
	Difference from previous month	-£ 1,237.12
	Do these amounts match?	YES

Cash Flow for the period 1st April 2026 to 31st March 2027

		Actual Income												
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
	RVBC Precept	Precept	14,824.00											14,824.00
	HMRC VAT Return	VAT Repay		4,350.56										4,350.56
	RVBC Grants	Grants	1,000.00											1,000.00
	Concurrent Funding	Grants				2,086.00								2,086.00
	Other grants	Grants	1,284.00											1,284.00
	Rents and licenses	Other	515.00	61.84	61.85						3,044.03			3,682.72
	Bank interest	Other												0.00
	Other income	Other												0.00
	Allotment revenue	Other		30.00										30.00
	Contributions	Switches, bonds and contributions		375										375.00
	Bonds	Switches, bonds and contributions	30.00	305.00	380									715.00
	Bank switches	Switches, bonds and contributions												0.00
	Totals:		17,653.00	5,122.40	441.85	0.00	2,086.00	0.00	0.00	0.00	3,044.03	0.00	0.00	28,347.28

		Actual Expenditure														
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Budget	Rem.
clerk salary	Admin. Exp.	582.10	582.10	610.30	582.10	582.10	582.10	582.10	582.10	582.10	582.10	582.10	582.10	7,013.40	7033.10	19.70
HMRC (tax/NI)	Admin. Exp.	35.57	35.57	26.17	35.57	35.57	35.57	35.57	35.57	35.57	35.57	35.57	35.57	417.44	367.20	-50.24
Expenses (mileage, printing, consumables)	Admin. Exp.	1.79	1.79	63.68										67.26	194.84	127.58
clerk training	Admin. Exp.													0.00	185.80	185.80
membership subscriptions	Admin. Exp.		281.16											281.16	414.47	133.31
audit fees	Admin. Exp.		60.00											60.00	454.64	394.64
payroll services	Admin. Exp.													0.00	224.21	224.21
Insurance	Admin. Exp.			536.00										536.00	679.14	143.14
Bank charges	Admin. Exp.	7.00	7.00		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	77.00	74.74	-2.26
General admin	Admin. Exp.													0.00	144.85	144.85
website /IT/computing costs	Admin. Exp.	58.08	58.08	204.71	58.08	58.08	58.08	58.08	58.08	58.08	58.08	58.08	58.08	843.59	1022.00	178.41
allotment bond return	Admin. Exp.	50.00												50.00	200.00	150.00
Lengthsman	Amenity Exp.													0.00	2076.00	2076.00
General maintenance	Amenity Exp.	350.00	350.00											700.00	1973.15	1273.15
Allotments	Amenity Exp.		13.00											13.00	0.00	-13.00
Bin emptying	Amenity Exp.	603.19												603.19	2530.00	1926.81
Grass cutting	Amenity Exp.													0.00	1349.63	1349.63
Utilities	Amenity Exp.	51.66	54.77	203.11	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	804.54	868.99	64.45
Bus stop cleaning	Amenity Exp.	35.00		35.00		35.00		35.00		35.00		35.00		210.00	217.98	7.98
Playground inspection	Amenity Exp.													0.00	142.22	142.22
Playground equipment contingency repair	Amenity Exp.													0.00	900.00	900.00
Other expenses	Amenity Exp.		60.00											60.00	1000.00	940.00
Christmas tree lights	Sundry Exp.													0.00	1220.00	1220.00
Christmas party Higher Trapp	Sundry Exp.													0.00	400.00	400.00
Remembrance Sunday	Sundry Exp.													0.00	50.00	50.00
Village Hall Hire	Sundry Exp.													0.00	400.00	400.00
Donations	Sundry Exp.													0.00	100.00	100.00
Other Sundry expenses	Sundry Exp.													0.00	200.00	200.00
Playground capital	Capital Exp.													0.00	5000.00	5000.00
Allotment capital	Capital Exp.													0.00	2500.00	2500.00
Other capital	Capital Exp.													0.00	2500.00	2500.00
Totals:		1,774.39	1,503.47	1,678.97	737.75	772.75	737.75	772.75	737.75	772.75	737.75	772.75	737.75	11,736.58	34,422.96	22,686.38

Budget pots	Amount 1st April	Expenditure	Amount 31st March 2027
Expenses	24,423	4,956.83	19,466.13
General reserves	13,096		
Allotment bonds	5,980		
Earmarked reserves	7,066.81		
Allotment revenue	30.00		