

A meeting of the Parish Council was held at **Read & Simonstone Village Hall, 6 East View, Read, BB12 7PS on Wednesday 4th March 2026 at 7.00p.m.**

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

In attendance: Clerk A Haines, 10 members of the public.

Chair Richard Hanson welcomed everyone to the meeting.

1. Apologies for absence

Apologies accepted: Cllr. Anderson, Cllr A Hanson, Cllr 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 4th February 2026

Approved (proposed Cllr Neary, seconded Cllr McKelvey).

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

None.

5. Public participation

Cllr R Hanson: a copy of an Environmental Impact Assessment Screening Document has been sent out. Read PC have received notification of this, but can't comment on it at this stage. Surveys have been done in area, so Read PC should expect some form of application to come in, reported to be for 80 houses on whole scope of field. A Parish Plan was drawn up 2 years ago, and as part of this Read PC sought village opinion on development within village. In response, there was a lot of support for starter homes, social housing, shared tenancy ownership, bungalows; developments to allow for people to stay in village (children, people downsizing) as opposed to large, executive housing.

Resident: I understand a pre-application was made before Christmas, and am expecting application to come. My view as a resident is that an Environmental Impact Assessment should be undertaken. Would Read Parish Council suggest this to the local authority? A screening of application indications plans to use 7 acres of site for housing, with other area for parkland; however, there is no guarantee this will be done. Can PC make a comment at this stage?

Cllr R Hanson: Read Parish Council can only comment when the planning application comes in. Our Borough Councillor is on RVBC's planning committee. This is government driven – if the planning application supports planning policy, not much can be done.

Resident: Can we make the request that Read PC write to local authority and ask if they can/will carry out an Environmental Impact Assessment.

Cllr Hanson: An application went in not long ago for a development outside Whalley, planning committee refused permission at appeal but it went through anyway. However,

biodiversity Net Gain must be considered with any planning application – planners will have to do some form of Environmental Impact Assessment to show baseline in order to show 10 % gain. We can certainly say it is our view that this should be assessed.

6. Borough Councillor's Report

Nothing received

7. Clerk's Report/correspondence:

- 7.1. Clerk has been contacted by a Home Care company, asking if it would be possible to include their branch on the parish website's useful contact's page.
 - It was decided that RPC cannot favour one business
ACTION(s): clerk to direct to Read and Simonstone Village Facebook Page and also the Village directory.
- 7.2. Clerk has also been contacted by the Ribble Valley Events Safety Advisory Group (RVESAG) asking us to fill in a form should we require a road closure for Remembrance Day. It was agreed that this was not applicable.
- 7.3. Facebook – the old Facebook page has finally been taken down.
- 7.4. Read Motorbodies invoiced on the 21/01/26, no response.
ACTION(s): clerk to chase up.
- 7.5. Clerk attended the GDPR training course this week: a few issues were highlighted. Although it is not mandatory for parish councils to appoint an IT company, it is highly advisable and the majority of parish councils are. These companies have the most up to date knowledge and expertise on IT risk, safeguarding and security, and there are many data protection benefits.
ACTION(s): clerk to obtain 3 quotes.
- 7.6. Clerk has looked at the proposed Tour de France Route so far, the Carlilse to Manchester stage looks like the nearest it gets to Read PC is Blackburn.

8. Reports from external meetings:

- 8.1. Police report (monthly statistics table in Appendix I):
 - **Feb:** 1 x public order, 1 x Theft, 1 x Theft from unattended vehicle, 3 x Damage only RTC, 1 x Road related offence

9. Playground report:

- 9.1. Cllr McKelvey met with representative from Team Sport and Play a month ago, and they have now provided a quote. Feel it is very high. They suggested repairing the green surfacing rather than replacing it. Pead PC could mix and match companies, and spread work out over a few years. Main thing that needs doing is replacing the gates.
ACTION(s): clerk to seek a third quote.

10. Allotment Management Committee report:

- 10.1. List of viewings arranged for vacant plots, 16 on waiting list.
- 10.2. The community plot (intended for residents who don't have the means and no how to take on a plot of their own): work has started, the plot has been cleared and looks a lot better. There has been some standing water, but today this was dry. Cllr Neary is concerned that the top of the pipe isn't deep enough.
ACTION(s): Cllr R Hanson to take a look.
- 10.3. Tree surgeon – Cllr Neary has asked for an invoice and timeframe on 3 occasions with no response.
ACTION(s): (i) clerk to write to tree surgeon informing that we can't authorise this work until we have a quote, (ii) Cllr R Hanson also to prompt.
- 10.4. Cllr Neary has not spoken yet to lengthsman about repair work – was supposed to move fence and put right a few unfinished jobs, altering some plot sizes.

ACTION(s): Cllr Neary to speak to lengthsman about repair work.

11. Decision Items:

11.1. Update on replies from the household on Church St and East View regarding putting up the solar lights

No response from residents to clerk letter.

ACTION(s): Cllr Neary to knock on doors to ask in person.

11.2. Playground repair update

Covered: Clerk/Cllr McKelvey highlighted quotes obtained for repair work at playground.

11.3. Allotments – reports on tree works, community allotment proceedings, and lengthsman duties

Covered in allotment report.

- (i) clerk to order material for community allotment to be delivered to Cllr Hanson
- (ii) think about putting out an invite to residents to visit.

11.4. Update on installation of second CCTV camera

Clerk informed council of grant offer for CCTV from RVBC, asking members to consider the T&Cs. It was agreed that all looks reasonable, and the main thing is to look after and keep operating. Want us to report every 6 months with outcomes, no timescale for how long we need to do this. Want to know it has been useful. It has previously been voted on that RPC want to install a second CCTV camera, just a case of agreeing location. This can be actioned by email. Pole needs to be higher, by top of eaves over storage area, but this needs to be agreed with cricket club.

Cllr Neary has spoken to contractor who previously installed CCTV for quote, but haven't got one yet.

ACTION(s): Cllrs Hanson and Neary to arrange meeting with Cricket Club to discuss CCTV installation.

11.5. Plans for AGM/APM in May: Usually have AGM then parish meeting afterwards. AGM voting on people.

11.6. Budget setting procedure

Need to plan for funds within the accounts, reserves and earmarked budget for playground work. To return to at a later date.

11.7. Update on Read in Bloom preparations – verbal update from Cllr Neary.

Suggested sites from last meeting not concretely agreed. Want to install planters on George lane top and bottom, mounted planters on wall opposite Estate Agents (waiting for replies from companies to sponsor boxes on wall) moving one by where telephone box used to be, replacing with narrow one to enable passage by prams/wheelchairs, one at the entrance to car park, one on triangle at top of Straits Lane, and one by the Memorial Bench (entrance to village Whalley side). Trying to get community involved with watering outside housing. Hoping to bring village up a notch and brighten up but we do need volunteers.

ACTION(s): (i) Cllr Neary to look at RVIB application, (ii) R Hanson to water at top of Caravan Site.

ACTION(s):

11.8. Review of clerk hours – report from the clerk updating members of the current overtime arrangement of clerk and recommend hours going forwards.

Clerk has informed council that the workload expectations of Read PC are not realistically manageable on the original contracted hours of 25.5 hours a month, especially compared to smaller parishes offering more hours for reduced workloads.

Cllr Hanson wants to make sure clerks costs under half of the precept. An increase in clerk hours of 35-40 hours per month will be over this. Need to consider some of the

roles carried out by clerk and whether councillors/public could be doing these instead. Cllr Pollard proposed clerk does need more hours, and RPC should consider raising the precept. Clerk recommended that 8 hours per week would be manageable.

ACTION(s): (i) clerk to speak to payroll asking to scale 8 hours a week up to a month and provide costings, and (ii) clerk to return response to council via email to discuss, with decision to be actioned via email.

11.9. **Review of register of interests**– verbal report from clerk: clerk has no record of disclosable interests; these will have been sent to RVBC.

ACTION(s): clerk to contact democratic services requesting copies and information on how regularly these should be updated.

11.10. **Review of asset register**– report from the clerk informing members of the current Asset Register 2025 and seek any amendments.

ACTION(s): clerk to update CCTV records on asset register and add community allotment assets when purchased.

12. Planning applications and decisions:

No applications received, just screening document.

13. Finance and accounts: Council approved finance report (Appendix III). Cllr Hanson has done quarterly bank reconciliation.

ACTION(s): (i) Clerk to send out final reminders to unpaid tenants, and (ii) clerk to invoice Readstone (April/May), checking wording of contract to see if inflation was included.

14. Additional items not on agenda:

14.1. Resident on Tintern Close has agreed course of action regarding allotment boundary with Cllr Neary and Cllr Hanson. with a 6-month period for this to be put in place.

14.2. Lengthsman scheme is coming to end.

14.3. Complaints about dog fouling in village. **ACTION(s):** clerk to put notices on website, Facebook and noticeboards.

15. Items for next agenda:

15.1. Update on playground repair

15.2. CCTV

15.3. Solar lights

15.4. AGAR

15.5. Community plot

15.6. Screening assessment application

15.7. Read in bloom response from RVIB

Please send items for next agenda to clerk 10 days before next meeting.

The meeting ended at 8 pm.

The Next Meeting (AGM/APM) will take place on 6th May 2026 at 7pm at the Village Hall.

Appendix I: The table below shows the crime statistics for various months.

Period	Category													Total
	Burglary	Drugs	TFV	Road-related offence	Road traffic collision	Robbery	Theft	DTV	Assault	ASB	Public order offence	CD	Other	
Feb '25			1	1	1		1				1			5
Jan '25	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	3	8	29	31	1	24	6	24	24	2	11	2	178

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



February 2026 Account reporting		
Payments		
Date	Item	Amount
02/02/2026	DD Easy websites	£ 58.08
12/02/2026	BP to Water plus	£ 52.31
12/02/2026	BP to HMRC clerk salary and NI (see clerk payslip)	£ 33.78
12/02/2026	BP to Anna Haines clerk salary	£ 652.00
28/02/2026	service charge	£ 6.00
Total		£ 802.17
Receipts		
Date	Item	Amount
02/02/2026	Allotments 20A	£ 50.00
02/02/2026	Allotments 20C	£ 50.00
02/02/2026	Allotments 9A	£ 50.00
02/02/2026	Allotments 6B	£ 50.00
02/02/2026	Allotments 15B	£ 5.00
06/02/2026	Allotments 17D	£ 118.55
06/02/2026	Allotments 22D	£ 100.00
09/02/2026	Allotments 22B	£ 50.00
12/02/2026	Legacy from Mr Joe Summersgill estate	£ 82.26
16/02/2026	Allotments 20B	£ 50.55
20/02/2026	Allotments 12C	£ 50.00
24/02/2026	Allotments 8C	£ 50.00
26/02/2026	Allotments 20D	£ 50.00
Total		£ 756.36
Bank accounts		
	Unity Current:	£ 2,603.17
	Unity Savings:	£ 27,833.03
	Total	£ 30,436.20
	Balance brought forward	£ 30,482.01
	Difference from previous month	-£ 45.81
Bank reconciliation		
	Receipts - Payments	-£ 45.81
	Difference from previous month	-£ 45.81
	Do these amounts match?	YES

READ PARISH COUNCIL

www.readparishcouncil.org.uk

Cash Flow for the period 1st April 2025 to 31st March 2026

		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		7,656.30		470.80									8,127.10
RVBC Grants	Grants		500.00					125.00		334.12				959.12
Concurrent Funding	Grants						2,086.00							2,086.00
Other grants	Grants		30.04								1,284			1,314.04
Rents and licenses	Other		500.00	60				18.00	726.89	358.20	1,384.76			3,047.85
Bank interest	Other			310.56			258.36			203.63		19.10		791.65
Other income	Other		1,811.84									82.26		1,894.10
Contributions	Switches, bonds and contributions					375.00								375.00
Bonds	Switches, bonds and contributions				50.00	100.00	100.00	150.00	850.00	105.00	705	655.00		2,715.00
Bank switches	Switches, bonds and contributions				82.22									82.22
Totals:		14,824.00	10,498.18	370.56	603.02	475.00	2,444.36	293.00	1,576.89	1,000.95	3,373.76	756.36	0.00	36,216.08

READ PARISH COUNCIL

www.readparishcouncil.org.uk

		Actual Expenditure															
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Budget	Rem.	
clerk salary	Admin. Exp.		632.50	559.55	540.35	622.35	622.35	662.65	642.20	642.20	496.40	652.00	676.00	6,748.55	3500.00	-3248.55	
HMRC (tax/NI)	Admin. Exp.			0.46	59.21	49.12	25.31	36.85	33.78	33.78	179.58	33.78	38.85	490.72	768.00	277.28	
Expenses (mileage, printing, consumables)	Admin. Exp.				39.71		27.83	1.49		24.85	3.99		20.00	117.87	466.00	348.13	
clerk training	Admin. Exp.		35.00	144.00									0.00	179.00	0.00	-179.00	
membership subscriptions	Admin. Exp.	281.30		118.00									0.00	399.30	135.00	-264.30	
audit fees	Admin. Exp.						60.00	426.00					0.00	486.00	468.00	-18.00	
payroll services	Admin. Exp.				72.00				72.00				72.00	216.00	720.00	504.00	
Insurance	Admin. Exp.			654.28									0.00	654.28	600.00	-54.28	
Bank charges	Admin. Exp.	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	72.00	0.00	-72.00	
General admin	Admin. Exp.						19.55				52.00		20.00	91.55	460.00	368.45	
website /IT/computing costs	Admin. Exp.							95.00			465.86	58.08	55.00	673.94	552.00	-121.94	
allotment bond return	Admin. Exp.						50.00	50.00			150.00		0.00	250.00	200.00	-50.00	
Lengthsman	Amenity Exp.						1,000.00				3,722.71		1,000.00	5,722.71	900.00	-4822.71	
General maintenance	Amenity Exp.			75.00						62.00	12.89		25.00	174.89	0.00	-174.89	
Allotments	Amenity Exp.				216.00		1,309.92	0.00					25.00	1,550.92	0.00	-1550.92	
Bin emptying	Amenity Exp.	2,230.81							125.40				0.00	2,356.21	1700.00	-656.21	
Grass cutting	Amenity Exp.	1,300.22							1,430.24				0.00	2,730.46	1460.00	-1270.46	
Utilities	Amenity Exp.	85.23	49.58	94.96	54.59	54.82	82.42	54.59	57.33		31.65	52.31	46.38	663.86	800.00	136.14	
Bus stop cleaning	Amenity Exp.		35.00		35.00		35.00				35.00		35.00	175.00	100.00	-75.00	
Playground inspection	Amenity Exp.									210.00			0.00	210.00	150.00	-60.00	
Playground equipment contingency repair	Amenity Exp.												150.00	150.00	1000.00	850.00	
Other expenses	Amenity Exp.	120.00											0.00	120.00	0.00	-120.00	
Christmas tree lights	Sundry Exp.								30.00	226.01	37.37		0.00	293.38	300.00	6.62	
Christmas party Higher Trapp	Sundry Exp.					50.00			474.13				0.00	524.13	400.00	-124.13	
Remembrance Sunday	Sundry Exp.								20.00				0.00	20.00	50.00	30.00	
Civic Sunday	Sundry Exp.										200.00		0.00	200.00	200.00	0.00	
Village Hall Hire	Sundry Exp.	60.50										273	0.00	333.50	260.00	-73.50	
Donations	Sundry Exp.									200.00			100.00	300.00	200.00	-100.00	
Other Sundry expenses	Sundry Exp.												0.00	0.00	0.00	0.00	
Playground capital	Capital Exp.			5,876.34	6,061.28			4,699.99					0.00	16,637.61	0.00	-16637.61	
Allotment capital	Capital Exp.												0.00	0.00	0.00	0.00	
Other capital	Capital Exp.		474						2,113.60	3,888.00			0.00	6,475.60	0.00	-6475.60	
Totals:		4,084.06	1,232.08	7,528.59	7,084.14	782.29	3,238.38	6,032.57	5,004.68	5,292.84	5,666.45	802.17	2,269.23	49,017.48	15,389.00	-33,628.48	

Appendix III: Actions from Agenda

Minute	Action	Status
7.1	clerk to direct home care company to Read and Simonstone Village Facebook Page and also the Village directory.	
7.3	clerk to chase up Read Motorbodies invoice	
7.4	clerk to obtain 3 quotes for IT companies	
9.1	clerk to seek a third quote on playground repair work.	
10.2	Cllr R Hanson to take a look at pipe on community allotment	
10.3	clerk to write to tree surgeon informing that we can't authorise this work until we have a quote	
10.3	Cllr Hanson to prompt tree surgeon	
10.4	Cllr Neary to speak to lengthsmen about repair work.	
11.1	Cllr Neary to knock on doors to ask in person about solar lights	
11.3	clerk to order material for community allotment to be delivered to Cllr Hanson	
11.3	think about putting out an invite to residents to visit.	
11.4	Cllrs Hanson and Neary to arrange meeting with Cricket Club to discuss CCTV installation.	
11.7	Cllr Neary to look at RVIB application	
11.7	R Hanson to water at top of Caravan Site	
11.8	clerk to speak to payroll asking to scale 8 hours a week up to a month and provide costings	
11.8	clerk to return response to council via email to discuss, with decision to be actioned via email	
11.9	clerk to contact democratic services requesting copies and information on how regularly discloable interst forms should be updated.	
11.1	clerk to update CCTV records on asset register and add community allotment assets when purchased.	
13	Clerk to send out final reminders to unpaid tenants	
13	clerk to invoice Readstone (April/May), checking wording of contract to see if inflation was included.	
14.3	clerk to put notices on website, facebook and noticeboards about dog fouling	