

A meeting of the Parish Council was held at **Read & Simonstone Village Hall, 6 East View, Read, BB12 7PS on Wednesday 5<sup>th</sup> November 2025 at 6.30p.m.**

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

**In attendance:** Clerk A Haines, Cllr Malcolm Peplow, James Reilly (Easyweb Websites).

Chair Richard Hanson welcomed everyone to the meeting.

**1. Presentation by James Reilly from Easyweb websites.**

Slideshow circulated amongst councillors. In brief:

- Many parish council websites aren't WCAG 2.2 AA Accessibility Compliant. Easy websites are, and are compliant with all aspects of the new Assertion 10 in 2026/27 AGAR, including providing an IT policy. They are also Operation Bridge ready in the event of a death within the Royal Family.
- Easy Websites will set up councillors' devices/mobile phones in person with new email system, or can set up remotely by dialling into devices. New email address can be put alongside existing email addresses so can be viewed side-by-side.
- They will supply a bank of images to put on website to prevent any breach of copyright.
- Very user-friendly.
- General News articles will automatically be published on the website (with permission). It is also possible to include maps on the website (defibrillators/noticeboards/meeting room, etc), Facebook page links, links to local community groups and useful local contacts.
- Our current website is only 84 % (fail) compliant with WCAG 2.2 AA.
- A domain name has already been registered for Read Parish Council previously following instruction earlier this year: [www.read.pc.gov.uk](http://www.read.pc.gov.uk)
- James will re-upload old agendas and minutes to new website.

James will send over a quotation pack for Read Parish Council to approve.

**2. Apologies for absence**

Apologies accepted: Cllr. Greenhough.

**3. 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

**4. To approve the minutes of the previous parish council meeting held on 1<sup>st</sup> October 2025**

Approved.

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

In previous meetings potential planning sites within the parish have been discussed. A call for Sites was recently circulated by Ribble Valley Borough Council, with 3 weeks remaining as a deadline to submit. Cllr Peplow was asked to provide detail on whether Read Parish Council should respond to this call. Cllr Peplow clarified that the recent Call for Sites is directed at landowners to offer sites directly, not parish councils. It was proposed (Cllr R Hanson) that Read Parish Council do not respond to the call (seconded Cllr A Hanson).

## **6. Public participation**

None

## **7. Borough Councillor's Report**

Borough Councillor's Report attached (Appendix I). Comments arising from report:

- Application for accessible WC at Village Hall has gone forward with the Ribble Valley Shared Prosperity Fund (SPF).
- Still waiting to hear from Johnathan Hinder regarding the housing estate collective meeting. Cllr Peplow is trying to get as many parties involved as possible to address resurfacing. Onward Housing so far haven't engaged.
- Nothing further to report of significance on Local Government reorganisation.
- Climate Emergency Motion:
  - A number of councils declared a Climate Emergency 6 years ago.
  - In the recent motion: funds would not be onerous and the council would not be burdened with extra costs/workload.
  - We have to really move to work on climate/nature loss and work constructively with the local community to bring down emissions.
  - A big requirement is that the climate change working group would be forced to work with the community: businesses, farmers, community groups, etc. REG could expect to start attending council meetings, and engagement from farming community to raise their concerns and barriers, such as current high energy prices, will be crucial.
  - Previous targets set by RVBC have been totally unachievable (council carbon neutral by 2030).
  - Local Government Reorganisation: if RV merges with Preston/Lancaster, both of these councils have declared climate emergencies. Lancaster is one of the best councils in the country in this respect.

## **8. Clerk's Report/correspondence:**

- 8.1.** Clerk has passed the Introduction to Local Council Administration (ILCA) award and has now enrolled on the Financial Introduction to Local Council Administration (FILCA) award, funded by Simonstone Parish Council.
- 8.2.** Readstone Environment Group (REG) have been nominated by Read Parish Council for the King's Award to Voluntary Services.
- 8.3.** A link to share the new Facebook page has been added to the website. Old Facebook page is still running despite attempts to remove. **ACTION(S):** (i) willing councillors who use Facebook might follow/circulate new link to other local community groups, (ii) clerk to contact IT technician again to ask about removing old Facebook Page.
- 8.4.** Parish Champion Fund: Clerk informed members of LCC's Champion Grants Scheme. Two projects were put forward as suggested funding bids:
  - Repairs to the playground as highlighted in the playground report, to be put to Cllr Mackenzie Ritson, Young People County Councillor. **ACTION(S):** (i) clerk to make bid for playground repair work against Parish Champion Fund.
  - Little Green Bus funding, to be put to Cllr Nigel Swales, Older People County Councillor. **ACTION(S):** (i) clerk to forward information on Parish Champion Fund to Cllr Marie Hacking, (ii) Cllr Marie Hacking to forward information to Little Green Bus.

### **Correspondence:**

- 8.5.** Clerk has received Ribble Valley Borough Council's request for precept form. The Tax Base for 2026/27 is 589. **ACTION(S):** clerk to complete and return form with precept

agreed in minute 11.4. of October 2025 agenda minutes, which was £14, 824 (the same as 25/26 precept).

- 8.6. Correspondence between Cllr Pollard and Scottish Power on EV Charge Points: Scottish Power will install charge points if applicant meet the right criteria. An assessment will be carried out to determine if site's proximity to a main road, local facilities and connectivity.

**ACTION(S):** Cllr Pollard to contact Scottish Power to determine Read car park viability for scheme.

- 8.7. Christmas light switch on: taking place on Friday 5<sup>th</sup> December at 6pm, run by Cllrs Pollard and Neary. Read School choir will come and sing.

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

### **9.1. Police report:**

- **September:** 1 x Assault (known parties), 1 x Burglary, 1 x Damage (known parties), 1 x Road related offence driver using mobile phone, 1 x Theft of fuel, 1 x Theft of vehicle
- **October:** Assault x 4 - 3 x parties known to each other and 1 x misc., Burglary x 1, Criminal damage x 1 - Damage to farmers fencing possibly by poachers, RTC x 1 damage only, Road related offence x 1 vehicle going through red light.

## **10. Playground report:**

- 10.1. 23 EN failures have been noted within the recent playground inspection report, all of which are low risk and mostly require monitoring. **ACTION(S):** (i) clerk to contact Alan Dymond (playground inspector) to seek advice/recommendation on who may carry out repair work, and to ask if floor surface can be refurbished or does it require replacing.
- 10.2. It has been mentioned that the bike rack installed in the playground is too near the path and is obstructing the path. No action to be taken.
- 10.3. The bin has now been installed. **ACTION(S):** Councillors to check this is being emptied regularly.

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

- 11.1. An inspection has been carried out. 9 allotments need attention. **ACTION(S):** (i) clerk/Cllr Neary to send out reminder letters to tenants.
- 11.2. Eight new plots created, with 10 new tenants. Seven plots are still vacant, and there are 14 tenants on the waiting list. The vacant plots need attention and maintaining on a minimal basis.
- 11.3. Building work/large metal fences on the allotment edge bordering with Tintern Avenue is impinging on the allotment border. Has been there for 2-3 years and is also obstructing a public footpath. **ACTION(S):** clerk to report.
- 11.4. Tree Surgeon Inspection: Inspector has sent a breakdown of work. A number of trees have been deemed unsafe, including the big sycamore on plot 10 A (needs to come down), tall conifers (need to go), 6 birch trees impinging on tenant on plot 6A, eucalyptus/fir tree on lane (too big), willow (rotten, at risk of falling), tree in corner of car park. **ACTION(S):** Cllr Neary to instruct tree surgeon to remove trees, prioritising in order as he sees fit. Tree surgeon to chip for use at the allotments.
- 11.5. Lengthsman concerns over time taken/quality of work. Future work to be requested in writing with a plan showing work required and agreed time taken (£6300 over 2-3 months). Timesheets also need to be more comprehensive. Funding for lengthsman scheme is being cut, so we may have to pay for individual jobs in future. **ACTION(S):** (i) clerk to write to lengthsman to say the charges for grass cutting and fencing work are too high, can we come to an agreement on a new quote based on the time frame in minutes/guide price for installing fencing.

- 11.6. Invoices for rent/bonds 2025/26 need sending out. **ACTION(S)**: clerk and Cllr Neary to meet on 10/11/2025 to draw up invoices and send out.

## 12. Decision Items:

- 12.1. **Decision on AGAR report actions**: clerk outlined to members the report actions from section 3 of the 2023-24 AGAR (External Auditor's report). Report was considered by members. **ACTION(S)**: report actions to be considered when completing 2025/26 AGAR.
- 12.2. **Newsletter**: This will go out as a yearly report on the website, possibly as a launch to the new website. **ACTION(S)**: (i) clerk to send around an email seeking everyone's suggestions for the newsletter (previous suggestions include: car park, allotments, getting rid of the telephone kiosk, playground update, Christmas lights, Read in Bloom with map of suggested planters), (ii) clerk to bring together all ideas and upload on website/send to James Reilly.
- 12.3. **Read in Bloom**: Planters will be placed along main road, from 1 George Lane to the bus stop at Fountains Avenue, and along the wall (x4) at Friendship Mill. **ACTION(S)**: (i) Cllr Neary to map sites on main road, and (i) Members to approach residents/businesses to seek offers for help watering planters.
- 12.4. **CCTV**: This has now been installed at the car park. 2 quotations were sought, Read Parish Council elected to go with the cheaper quote. Clerk sought guidance from Lancashire Association for Local Councils (LALC) on installing CCTV which was shared with members and all agreed current scheme met the general guidelines (valid reason – protecting property and preventing crime, public informed – 2 signs indicate that CCTV is in operation, going into the playground and on the side of the fence, footage is minimised to capture what is absolutely necessary, data is protected and will be viewed by Cllr R Hanson who is DBS checked, and will be deleted regularly, and privacy is respected. Technical/installation guidelines have also been adhered to. **ACTION(S)**: (i) clerk to draw up CCTV policy based on LALC guidance, (ii) clerk to check with LALC whether parish councils are classed as businesses, and require to be registered with the Information Commissioner's Office (ICO), (iii) clerk to pay invoices for work, (iv) Cllr R Hanson to check with cricket club/Rhys regarding meter fitting to CCTV for cost.
- 12.5. **Website decision following Easyweb Presentation**: It was agreed in principle to go ahead with switching website provider to Easyweb, once quotations disclosed and all members agree on price. **ACTION(S)**: (i) clerk to share quotation information with members once received.
- 12.6. **Senior citizen's lunch**: 80 tickets were ordered between Read and Simonstone Parish Councils. Read PC have sold 44 so far. Cllr Hacking has purchased 6 raffle prizes – everyone gets a raffle ticket on entry. The lunch takes place on the 4<sup>th</sup> December. £125 has been received by Read Parish Council in funding from Ribble Valley for the event.
- 12.7. **GDPR/Assertion 10**: clerk updated members on the new Assertion 10 aspect of the 2025/26 AGAR. James Reilly highlighted in the presentation that Easyweb websites were compliant with Assertion 10. Clerk highlighted that the Freedom of Information Act Publication scheme and Data Protection Policy on our website needs updating, and suggested amendments. **ACTION(S)**: (i) clerk to update policies suggested.
- 12.8. **Playground gates**: Cllr R Hanson has obtained 3 quotes. 2 gates are similar ROSPA-approved, galvanised, yellow, powder coated and slow close. Brundels gate is more flimsy looking but cheaper (£1000). The cost of fitting the gate could be included in the Parish Champion Grant, making the playground access more child-friendly (estimated cost: £1500 to purchase gate and fitting). The gate decision will be postponed pending the grant decision.
- 12.9. **Annual tree inspection**:
- Covered in allotment report.
  - REG/gardening club have reported overhanging branches on Worthall's Road. **ACTION(S)**: clerk to write to cricket club asking them to prune the trees sufficiently so that they aren't overhanging the road.

- 12.10. Solar powered lights on back streets:** Cllr Neary has spoken to the resident on Eastview, and both gable ends are happy to have the lights installed. **ACTION(S):** Cllr Anderson to purchase an additional light and fit lights on back streets.
- 12.11. Allotment rent invoicing with updated bank details/increased deposits:** Allotment letters will be sent out next week. To be included on invoice: pay by 30<sup>th</sup> November, rents will be increased to the amount agreed last year.
- 12.12. Lancashire Environment Fund grant:** clerk submitted a report to members highlighting restrictions on the LEF bid, and suggesting items from the original Naturescapes bid to include on this one. Suggested items included upgrades and improvements to unused allotment, including drainage/levelling, infrastructure (shed/glasshouse/bench), raised beds, herb beds, seeds/plants (low maintenance herbs/veg/salad, and bird/ insect boxes, wildflower seeds for a pollinator zone and topsoil/compost. **ACTION(S):** (i) clerk to obtain quotes for all of the above, (ii) Cllr Neary to obtain quote from tenant of plot 1A for drainage/levelling, (iii) clerk to write and submit bid to LEF by 31<sup>st</sup> December.
- 12.13. 2026 meeting schedule approval:** Clerk submitted a report informing members of the suggested schedule for parish council meetings in 2026. It was agreed to cancel the additional meeting in march (replacing April's meeting). **ACTION(S):** (i) clerk to update draft meeting schedule on website.
- 12.14. Additional decision items raised not included on agenda:**
- **Christmas lights:** It was suggested that we could use Christmas funding money to sponsor a Christmas tree on the main road for £30. **ACTION(S):** clerk to check with RV funding officer to see if the grant will cover this.
  - **Poppy wreath:** Jeff has bought this and had it delivered to the Con Club. Cllr Pollard will lay the wreath at the service at 10am, St John's Church. **ACTION(S):** clerk to put notice on website.

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

Planning Application number 3/2025/0836 (proposed two-storey side extension to extend existing bedrooms and bathroom at first floor and new roof canopy to the front, 2 Harewood Avenue, Simonstone)

Council have no objections. **ACTION(S):** clerk to inform planning department of decision.

## **14. Finance and accounts:** Council approved finance report (Appendix 2).

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

- 15.1. Lengthsman**
- 15.2. Car park EV chargers**
- 15.3. Adopt LALC rules on financial standing orders**
- 15.4. Playground signs**
- 15.5. Playground gate**
- 15.6. Read in Bloom**

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

The meeting ended at 9.30 pm.

The Next Meeting will take place on 7<sup>th</sup> January 2026 at 7pm at the Village Hall.

Appendix I: Borough Councillor's Report



**BOROUGH COUNCILLOR'S REPORT TO READ PARISH COUNCIL ON 5 NOVEMBER 2025.**

Ribble Valley Shared Prosperity and Jubilee Fund Bids.

Read and Simonstone Village Hall (Registered Charity) (Scheme 1) – Provide accessible WC – grant offered subject to a successful full application = £100,000

The Council should have been in contact with the applicants to invite a full application some time ago. I wish the Trustees of Read & Simonstone Village Hall the best of luck with the application and project.

I am looking forward to meeting the Council's new Chief Executive Sarah Threlfall who takes over from Marshal Scott in early January due to Marshal's retirement. She lives fairly locally in the Ribble Valley and everyone involved in the selection process agreed that she was an exceptional candidate. I would like to record my thanks to Marshal for his service to Ribble Valley Borough Council for many years and for his advice and assistance since I was elected as a Councillor in May 2023.

With regard to the meeting about the incomplete drainage, footpaths and road to the Meadow View Estate in Read, I have contacted Jonathan Hinder MP to ask for his availability but am still awaiting his reply. I will let you know as soon as I have received possible dates from him so that a meeting can be arranged to discuss a way forward.

There is nothing further of significance to report on local government reorganisation. The competing proposals for change will be sent to the Secretary of State on 28 November and a public consultation will then start early in the New Year.

I proposed a Motion to Full Council on 14 October seconded by Councillor McCrum to declare a Climate Emergency and to accelerate, widen and deepen the actions the Council is taking on climate change and biodiversity loss. We asked for a recorded vote and the Motion was carried by one vote. I was very pleased that our Motion was supported by all but one Independent Councillor which was enough to deliver a majority with the support of the Labour and Liberal Democrat Groups. The meeting has been covered in the online and print media. The Council has already noted the declaration on its website and is in the process of implementing the measures called for through the Committee system where possible. It reaffirms the Council's aspiration to become carbon neutral by 2030 and adds a target for the Council to work towards the wider Borough becoming carbon neutral by 2050. It requires the Council to participate in the LGA's Climate Change Knowledge Hub and complete a baseline assessment of the Borough-wide carbon emissions for the Ribble Valley. One of its key requirements is that the Council engages with the wider Ribble Valley community, representatives from different economic sectors, community groups and residents on how to move towards the carbon neutrality of the whole Borough by 2050. This means that the Climate Emergency Working Group will be tasked with opening up its work to groups like Readstone Environment Group, Martholme Greenway and Parish Councils to work with them in developing local actions and projects. The Council will support the expansion of community energy to keep the benefits of local energy generation and supply in our local economy.

One of the first things I noticed when I was campaigning in Read was how much local residents were already doing for their environment – EV's with home chargers, solar panels, doorstep milk deliveries in glass bottles and even an air source heat pump.



Many people are already ahead of our politicians on environmental concerns but should be able to expect greater leadership and support from their elected representatives.

Although this Motion was passed by Full Council and is a very positive step for our future generations, it saddens me that the consensus for action on environmental sustainability that existed until very recently in the political mainstream is now beginning to break down at this most critical time. There will be a long way to go through Council Committees before we begin to see the results feeding through, but I promise that I will be tracking progress carefully and will not hesitate to speak out if I think that any aspect of this Motion is not being implemented quickly without good reason. If local government reorganisation goes ahead, any successor council will have the opportunity to build from where this Council left off.

The urgency of climate change and nature loss and their impact on the cost of living and quality of life cannot wait for local government reorganisation. Although I am acutely aware of the great pressures on Council Officers to work on possible changes to Lancashire's councils, my view remains clear that our future generations would never forgive people like me who have been put in a position of trust by voters if I could have done more but always found excuses not to do so.

Our next Councillor Drop-in Session will be held here in the Hub Room of Read & Simonstone Village Hall from 10-11am on Saturday 22<sup>nd</sup> November.

Councillor Malcolm Peplow

5 November 2025

## Appendix II: Finance Report

|                                       |  |                    |
|---------------------------------------|--|--------------------|
| <b>October 2025 Account reporting</b> |  |                    |
|                                       |  |                    |
| <b>Payments</b>                       |  |                    |
| Date                                  | Item   | Amount             |
| 08/10/25                              | BP to PKF LittleJohn, external audit             | £ 426.00           |
| 10/10/25                              | BP to water plus                                 | £ 54.59            |
| 20/10/25                              | BP to Anna Haines: clerk salary                  | £ 662.65           |
| 20/10/25                              | BP to HMRC clerks salary and NI (see clerk pa    | £ 36.85            |
| 24/10/25                              | BP to Anna Haines: clerk stationary (stapler).   | £ 1.49             |
| 24/10/25                              | BP to Barrie Tyrer for website and email updates | £ 95.00            |
| 24/10/25                              | BP to Groundwork Direct playground levelling     | £ 4,650.00         |
| 27/10/25                              | BP to Richard Hanson for bike Rack (playground)  | £ 49.99            |
| 27/10/25                              | BP to Anna Haines: allotment bond return         | £ 50.00            |
| 31/10/25                              | service charge                                   | £ 6.00             |
| Total                                 |  | £ 6,032.57         |
|                                       |  |                    |
| <b>Receipts</b>                       |  |                    |
| Date                                  | Item   | Amount             |
| 20/10/25                              | RVBC Xmas lunch grant                            | £ 125.00           |
| 27/10/2025                            | WORLD S&C plot 12B extra bond                    | £ 50.00            |
| 31/10/2025                            | Plot 17C allotment rent and bond                 | £ 118.00           |
| Total                                 |  | £ 293.00           |
|                                       |  |                    |
| <b>Bank accounts</b>                  |  |                    |
|                                       | Unity Current:                                   | £ 2,264.98         |
|                                       | Unity Savings:                                   | £ 38,129.40        |
|                                       |  |                    |
|                                       | Total  | £ <b>40,394.38</b> |
|                                       | Balance brought forward                          | £ 46,133.95        |
|                                       | Difference from previous month                   | -£ 5,739.57        |
|                                       |  |                    |
| <b>Bank reconciliation</b>            |  |                    |
|                                       |  |                    |
| Receipts - Payments                   |  | -£ 5,739.57        |
| Difference from previous month        |  | -£ 5,739.57        |
|                                       |  |                    |
| Do these amounts match?               |  | YES                |

# READ PARISH COUNCIL

[www.readparishcouncil.org.uk](http://www.readparishcouncil.org.uk)

|                           |              | Actual Income |           |        |        |        |          |        |          |        |        |        |       | Total     |
|---------------------------|--------------|---------------|-----------|--------|--------|--------|----------|--------|----------|--------|--------|--------|-------|-----------|
| INCOME                    | Stream       | April         | May       | June   | July   | Aug    | Sept     | Oct    | Nov      | Dec    | Jan    | Feb    | March |           |
| RVBC Precept              | Precept      | 14,824.00     |           |        |        |        |          |        |          |        |        |        |       | 14,824.00 |
| HMRC VAT Return           | VAT Repay    |               | 7,656.30  |        | 470.80 |        |          |        |          |        | 400.00 |        |       | 8,527.10  |
| RVBC Grants               | RVBC Grant   |               | 500.00    |        |        |        |          | 125.00 |          | 200.00 |        | 250.00 |       | 1,075.00  |
| Concurrent Funding        | RVBC         |               |           |        |        |        | 2,086.00 |        |          |        |        |        |       | 2,086.00  |
| Other grants              | Grant        |               | 30.04     |        |        |        |          |        |          |        |        |        |       | 30.04     |
| Rents, licences and bonds | Other income |               | 500.00    | 110    |        | 375.00 | 100.00   | 168.00 | 1,419.10 |        | 539.93 |        |       | 3,212.03  |
| Other income              | Other        |               | 1,811.84  | 310.56 | 82.22  |        | 258.36   |        |          | 200.00 |        | 200.00 |       | 2,862.98  |
| Totals:                   |              | 14,824.00     | 10,498.18 | 420.56 | 553.02 | 375.00 | 2,444.36 | 293.00 | 1,419.10 | 400.00 | 939.93 | 450.00 | 0.00  | 32,617.15 |

# READ PARISH COUNCIL

[www.readparishcouncil.org.uk](http://www.readparishcouncil.org.uk)

|   |              | Actual Expenditure |                 |                 |                 |               |                 |                 |                 |                 |                 |                 |                 | Total       | Budget           | Rem.              |
|---|--------------|--------------------|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|------------------|-------------------|
| EXPENDITURE                               | Stream       | April              | May             | June            | July            | Aug           | Sept            | Oct             | Nov             | Dec             | Jan             | Feb             | March           |             |                  |                   |
| clerk salary                              | Admin. Exp.  |                    | 632.50          | 553.55          | 540.35          | 622.35        | 622.35          | 662.65          | 676.00          | 676.00          | 676.00          | 676.00          | 676.00          | 7,019.75    | 3500.00          | -3519.75          |
| HMPIC (tax/NI)                            | Admin. Exp.  |                    |                 | 0.46            | 59.21           | 49.12         | 25.31           | 36.85           | 38.85           | 38.85           | 38.85           | 38.85           | 38.85           | 365.20      | 768.00           | 402.80            |
| expenses (mileage, printing, consumables) | Admin. Exp.  |                    |                 |                 | 39.71           |               | 27.83           | 149             | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 169.03      | 466.00           | 296.97            |
| clerk training                            | Admin. Exp.  |                    | 35.00           | 144.00          |                 |               |                 |                 | 0.00            | 0.00            | 0               | 0.00            | 0.00            | 179.00      | 0.00             | -179.00           |
| membership subscriptions                  | Admin. Exp.  | 281.30             |                 | 118.00          |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 399.30      | 135.00           | -264.30           |
| audit fees                                | Admin. Exp.  |                    |                 |                 |                 |               | 60.00           | 426.00          | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 486.00      | 468.00           | -18.00            |
| payroll services                          | Admin. Exp.  |                    |                 |                 | 72.00           |               |                 |                 | 72.00           | 0.00            | 0.00            | 0.00            | 72.00           | 216.00      | 720.00           | 504.00            |
| Insurance                                 | Admin. Exp.  |                    |                 | 654.28          |                 |               |                 |                 | 0.00            | 0.00            | 0               | 0.00            | 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           |                 | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 119.55      | 460.00           | 340.45            |
| website /IT/computing costs               | Admin. Exp.  |                    |                 |                 |                 |               |                 | 95.00           | 0.00            | 0.00            | 126.82          | 0.00            | 0.00            | 221.82      | 552.00           | 330.18            |
| allotment bond return                     | Admin. Exp.  |                    |                 |                 |                 |               | 50.00           | 50.00           | 100.00          | 0.00            | 0.00            | 0.00            | 0.00            | 200.00      | 200.00           | 0.00              |
| Lengthsman                                | Amenity Exp. |                    |                 |                 |                 |               | 1,000.00        |                 | 0.00            | 0.00            | 0.00            | 0.00            | 1,000.00        | 2,000.00    | 900.00           | -1100.00          |
| General maintenance                       | Amenity Exp. |                    |                 | 75.00           |                 |               |                 |                 | 50.00           | 25.00           | 25.00           | 25.00           | 25.00           | 225.00      | 0.00             | -225.00           |
| Allotments                                | Amenity Exp. |                    |                 |                 | 216.00          |               | 1,309.92        | 0.00            | 25.00           | 25.00           | 25.00           | 25.00           | 25.00           | 1,650.92    | 0.00             | -1650.92          |
| Bin emptying                              | Amenity Exp. | 2,230.81           |                 |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 2,230.81    | 1700.00          | -530.81           |
| Grass cutting                             | Amenity Exp. | 1,300.22           |                 |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 1,300.22    | 1460.00          | 159.78            |
| Utilities                                 | Amenity Exp. | 85.23              | 49.58           | 94.96           | 54.59           | 54.82         | 82.42           | 54.59           | 65.16           | 67.76           | 63.22           | 64.66           | 66.30           | 803.29      | 800.00           | -3.29             |
| Bus stop cleaning                         | Amenity Exp. |                    | 35.00           |                 | 35.00           |               | 35.00           |                 | 35.00           | 0.00            | 35.00           | 0.00            | 35.00           | 210.00      | 100.00           | -110.00           |
| Playground inspection                     | Amenity Exp. |                    |                 |                 |                 |               |                 |                 | 137.02          | 0.00            | 0.00            | 0.00            | 0.00            | 137.02      | 150.00           | 12.98             |
| Playground equipment contingency repair   | Amenity Exp. |                    |                 |                 |                 |               |                 |                 | 300.00          | 150.00          | 150.00          | 150.00          | 150.00          | 900.00      | 1000.00          | 100.00            |
| Other expenses                            | Amenity Exp. | 120.00             | 474.00          |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 594.00      | 0.00             | -594.00           |
| Christmas tree lights                     | Sundry Exp.  |                    |                 |                 |                 |               |                 |                 | 300.00          | 0.00            | 0.00            | 0.00            | 0.00            | 300.00      | 300.00           | 0.00              |
| Christmas party Higher Trapp              | Sundry Exp.  |                    |                 |                 |                 | 50.00         |                 |                 | 300.00          | 50.00           | 0.00            | 0.00            | 0.00            | 400.00      | 400.00           | 0.00              |
| Remembrance Sunday                        | Sundry Exp.  |                    |                 |                 |                 |               |                 |                 | 50.00           | 0.00            | 0.00            | 0.00            | 0.00            | 50.00       | 50.00            | 0.00              |
| Civic Sunday                              | Sundry Exp.  |                    |                 |                 |                 |               |                 |                 | 200.00          | 0.00            | 0.00            | 0.00            | 0.00            | 200.00      | 200.00           | 0.00              |
| Village Hall Hire                         | Sundry Exp.  | 60.50              |                 |                 |                 |               |                 |                 | 0.00            | 0               | 0               | 0.00            | 266.75          | 327.25      | 260.00           | -67.25            |
| Donations                                 | Sundry Exp.  |                    |                 |                 |                 |               |                 |                 | 0.00            | 100.00          | 0               | 0.00            | 100.00          | 200.00      | 200.00           | 0.00              |
| Other Sundry expenses                     | Sundry Exp.  |                    |                 |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00        | 0.00             | 0.00              |
| Playground capital                        | Capital Exp. |                    |                 | 5,876.34        | 6,061.28        |               |                 | 4,699.99        | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 16,637.61   | 0.00             | -16637.61         |
| Allotment capital                         | Capital Exp. |                    |                 |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00        | 0.00             | 0.00              |
| Other capital                             | Capital Exp. |                    |                 |                 |                 |               |                 |                 | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00        | 0.00             | 0.00              |
| <b>Totals:</b>                            |              | <b>4,084.06</b>    | <b>1,232.08</b> | <b>7,528.59</b> | <b>7,084.14</b> | <b>782.29</b> | <b>3,238.38</b> | <b>6,032.57</b> | <b>2,395.03</b> | <b>1,178.61</b> | <b>1,185.90</b> | <b>1,025.51</b> | <b>2,500.90</b> | <b>####</b> | <b>15,389.00</b> | <b>-22,879.06</b> |

## Appendix III: Actions from Agenda

| Minute | Action  |
|--------|---|
| 8.3    | willing councillors who use Facebook might follow/circulate new link to other local community groups  |
| 8.3    | clerk to contact IT technician again to ask about removing old Facebook Page  |
| 8.4    | clerk to make bid for playground repairs against Parish Champion Fund   |
| 8.4    | clerk to forward information on Parish Champion Fund to Cllr Marie Hacking  |
| 8.4    | Cllr Marie Hacking to forward Parish Champion Fund information to Little Green Bus  |
| 8.5    | clerk to complete and return form with agreed precept demand (£14, 824)   |
| 8.6    | Cllr Pollard to contact Scottish Power to determine Read car park viability for scheme.   |
| 10.1   | clerk to contact Alan Dymond (playground inspector) to seek advice/recommendation on who may carry out repair work, and to ask if floor surface can be refurbished or does it require replacing.                |
| 10.3   | Councillors to check new bin is being emptied regularly.  |
| 11.1   | clerk/Cllr Neary to send out reminder letters to tenants of neglected plots   |
| 11.3   | clerk to report impinging metal fences/building work at allotment/Tintern Avenue  |
| 11.4   | Cllr Neary to instruct tree surgeon to remove trees, prioritising in order as he sees fit. Tree surgeon to chip for use at the allotments.  |
| 11.5   | clerk to write to lengthsmen to say the charges for grass cutting and fencing work are too high, can we come to an agreement on a new quote based on the minuted time frame/guide price for installing fencing. |
| 11.6   | clerk and Cllr Neary to meet on 10/11/2025 to draw up invoices and send out.  |
| 12.1   | AGAR report actions to be considered when completing 2025/26 AGAR   |
| 12.2   | clerk to send around an email seeking everyone's suggestions for the newsletter   |
| 12.2   | clerk to bring together all ideas and upload on website/send to James Reilly  |
| 12.3   | Cllr Neary to map sites on main road  |
| 12.3   | Members to approach residents/businesses to seek offers for help watering planters  |
| 12.4   | clerk to draw up CCTV policy based on LALC guidance   |
| 12.4   | clerk to check with LALC whether parish councils are classed as businesses, and require to be registered with the Information Commissioner's Office (ICO),  |
| 12.4   | Cllr R Hanson to check with cricket club/Rhys regarding meter fitting to CCTV for cost.   |
| 12.5   | clerk to share website quotation information with members once received.  |
| 12.7   | clerk to update Freedom of Information Act publication scheme and Data Protection Policy on website.  |
| 12.9   | clerk to write to cricket club asking them to prune the trees sufficiently so that they aren't overhanging the road.  |
| 12.10  | Cllr Anderson to purchase an additional light and fit lights on back streets.   |
| 12.12  | clerk to obtain quotes for community allotment items  |
| 12.12  | Cllr Neary to obtain quote from tenant of plot 1A for drainage/levelling of community allotment   |
| 12.12  | clerk to write and submit bid to LEF by 31 <sup>st</sup> December   |
| 12.13  | clerk to update draft meeting schedule on website.  |
| 12.14  | clerk to check with RV funding officer to see if the grant will cover this.   |
| 12.14  | clerk to put notice on website regarding remembrance day service.   |
| 13     | clerk to inform planning department of decision.  |