

# CLAYTON LE DALE PARISH COUNCIL

Minutes of the meeting held at 7:15pm on 11th November 2025 at Salesbury Memorial Hall

In attendance: Cllr K Thompson(Chair) Cllr S O'Callaghan (Vice) Cllr C Cotton & Cllr A Schofield


Clerk: J Westwell + 11 attendees

	Agenda items	Action
11/11/25/1	Chairman's Welcome Cllr Thompson welcomed all attendees to the meeting.	
11/11/25/2	Apologies for absence There were no apologies for absence	
11/11/25/3	Declarations of Interest There were no declarations of interest	
11/11/25/4	Public participation The areas covered were <ul style="list-style-type: none"> <li>• Signage – could the Parish Council investigate signage for Ribchester Road showing elderly people crossing between Showley Court &amp; Hazeldene</li> <li>• Overgrown area at the Bus stop – could this be addressed by the Lengthsman?</li> <li>• Speeding. PC Pemberton updated the meeting on recent speed enforcement action following receipt of the data from the SPIDs. Cllrs agreed to progress with SPIDs at LC 6 and LC21 (agenda item 13)</li> </ul>	
11/11/25/5	Approval of the minutes of the meeting held on 16 September 2025 The minutes were approved as a true and accurate record. Proposed by Cllr O'Callaghan and seconded by Cllr Cotton	All
11/11/25/6	Accounts <b>Payments since last meeting</b> <ul style="list-style-type: none"> <li>• Janet Westwell £450.00</li> <li>• Salesbury Memorial Hall 30.00</li> <li>• Hugo Fox £11.99 per month</li> <li>• Lloyds Bank £4.25 per month</li> <li>• PM&amp;M September payroll £33.30</li> <li>• Altham Parish Council £316.80</li> </ul> <b>Payments Received</b> <ul style="list-style-type: none"> <li>• RVBC concurrent grant £69.00</li> </ul> <b>Payments Due before next meeting</b> <ul style="list-style-type: none"> <li>• Janet Westwell December £450.00</li> <li>• Remembrance wreath £20.00</li> <li>• Salesbury Memorial Hall 30.00</li> <li>• Hugo Fox £11.99 per month</li> <li>• Lloyds Bank £4.25 per month</li> <li>• PM&amp;M December payroll £33.30</li> </ul>	Clerk

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	<ul style="list-style-type: none"> <li>Altham PC £316.80 + £65 for backplate if agenda item 13 agreed.</li> </ul> <p>All payments were unanimously agreed.</p>	
11/11/25/7	<p>Budget &amp; Precept</p> <p>Cllrs to discuss budget and agree precept for 2026-2027 prior to sending to RVBC</p> <p>Cllrs discussed documents provided to them before the meeting and the unanimous decision was to keep the annual precept for the Financial Year 2026-2027 at the same level as 2025-2026 i.e. £4,000.00.</p>	Clerk to advise RVBC
11/11/25/8	<p>Website and .gov domain and email addresses.</p> <p>Cllrs agreed to ensure that the council website be in accordance with Assertion 10 that the clerk contact James Reilly to progress with change of website and email addresses.</p> <p>Action: clerk to progress and bring proposal and costings to next meeting</p>	Clerk
11/11/25/9	<p>LCC Highways Matters:</p> <ul style="list-style-type: none"> <li>State of Footpath South Side Ribchester road Update</li> <li>Oaks Bar Traffic Junction</li> <li>Speeding on A59</li> <li>Rumble Strips on Ribchester Road</li> </ul> <p>Action clerk to contact Goldsworthy and County Cllr Atkinson and send the maps regarding reinstating the highways rumble strips to LCC Highways.</p>	Clerk
11/11/25/10	<p>Newsletter Update/Alternative Communications Methods</p> <p>Cllrs discussed the options and costs of producing a physical or e-newsletter and where copies could be sited to ensure maximum visibility if not hand delivered to homes.</p> <p>Action clerk to circulate draft to Councillors for their views</p>	Clerk
11/11/25/11	<p>Houses in disrepair within the Parish Update</p> <p>Cllr Edge provided an update on this.</p>	
11/11/25/12	<p>Ribble Valley Settlement Review</p> <p>This matter was deferred.</p>	
11/11/25/13	<p>SPIDS</p> <p>This was discussed during public participation and Councillors agreed to site additional SPIDs at LC6 and LC 21</p> <p>Action Clerk to arrange</p>	Clerk
11/11/25/14	<p>Community Book Swap</p> <p>The clerk advised that Salesbury Memorial Hall Trustees had not agreed to the proposal to site a book swap at the proposed location at the Memorial Hall. It was suggested that it could be attached either to the Beech Close noticeboard or the Clayton le Dale bench</p> <p>Action clerk to liaise with the Lengthsman and come to the next meeting with a proposal.</p>	Clerk
11/11/25/15	<p>Lancashire Environmental Fund</p> <p>Cllrs discussed bulb planting in the parish, putting a fence around the pond in the Jubilee Garden or additional benches in the parish.</p> <p>Action clerk to investigate options</p>	Clerk

  
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11/11/25/16	<p>IT Policy</p> <p>The NALC template draft IT policy had been circulated to Cllrs before the meeting. This was a requirement for all parish councils going forwards and Councillors unanimously agreed to adopt this, proposed by Cllr O'Callaghan and seconded by Cllr Cotton</p> <p>Action Clerk to add to website</p>	Clerk
11/11/25/17	<p>Kings Award for Voluntary Service</p> <p>Cllr Thompson updated that there would be support for nomination of the Thursday club by other parish councils etc. but as the club would celebrate a significant anniversary in 2026 it may be better to nominate in 2026. Unanimously agreed.</p>	
11/11/25/18	<p>Lengthsman Update</p> <p>The Lengthsman has strimmed the grass at the A59 junction. Future projects include the book swap, bus stop and grass verge where the BT box is.</p> <p>Action clerk to speak to Lengthsman</p>	Clerk
11/11/25/19	<p>Request for Parish Council donation for Remembrance Poppies</p> <p>Cllr Thompson had been asked for a contribution towards the poppies which had been attached to some lighting columns (LCs). Councillors agreed that these made a nice display however the Parish Council would need to get approval from LCC as they own the LCs</p> <p>Action clerk to ask LCC and bring to next meeting</p>	Clerk
11/11/25/20	<p>Lancashire Local Transport Plan Survey</p> <p>Cllr Cotton encouraged residents to complete this.</p>	
11/11/25/21	<p>Lunch Club Christmas grants</p> <p>Cllr Edge confirmed that the lunch club had sufficient funds so no donations were required.</p>	
11/11/25/22	<p>RVBC Call for Sites and Local Plan</p> <p>This item had previously been discussed so no action</p>	
11/11/25/23	<p>Shared noticeboard with Salesbury Parish Council</p> <p>Clerk to keep in touch with Salesbury in terms of 3 quotes etc. and bring to the next meeting.</p>	Clerk
11/11/25/24	<p>Verbal Update from 1 Nov LCC/LALC conference &amp; LALC AGM</p> <p>Cllr Schofield gave a detailed update following his attendance at the LCC annual conference followed by the LALC AGM. The event was well attended and there were agenda items on:</p> <ul style="list-style-type: none"> <li>• Highways spending a larger proportion of spend on footways</li> <li>• Sexual Exploitation</li> <li>• Road Safety update from Matt Townsend</li> <li>• A presentation and questions on road safety by the Lancashire Road Safety Partnership</li> <li>• LALC session on devolution</li> </ul>	
11/11/25/25	<p>There being no further business the meeting closed at 20.55. The next meeting will be held on 20<sup>th</sup> January 2026</p>	

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