West Bradford Parish Counci

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 30 April 2025 at West Bradford Village Hall.**

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| Members present: | Parish Cllr A Bristol (Chair)  Parish Cllr H Best  Parish Cllr M Fox  Parish Cllr K Horkin MBE (RVBC)  Parish Cllr D Shackleton (co-opted during meeting) |
| Apologies: | Cllr R Marsden |
| Clerk present: | Jean Waddington |
| County Cllr present: | None |
| Members of the public / other persons present: | None |

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| 1. | **Declarations of Pecuniary, Other Registrable and Non-Registrable Interests**  None | | |  |
| 2. | Co-option of David Shackleton  Following the resignation of Cllr Chew on 31 March a notice was displayed in the Parish Noticeboard, advertising the casual vacancy, on 1 April 2025. Ribble Valley BC were also informed.  The notice was displayed for the required 14 day period (excluding Saturdays, Sundays and Public Holidays) and taken down on 23 April.  As there had been no requests for an election received the Council proceeded in its unanimous decision to co-opt David Shackleton onto the Parish Council.  Having signed the Declaration of Office, which was countersigned by the Chair, Cllr Shackleton proceeded to take part in the rest of the meeting.  Cllr Shackleton was also provided with a Declaration of Interests Form which he agreed to complete and bring to the next meeting. The Clerk will then submit both forms to the Legal Services Department at Ribble Valley BC.  **Action Cllr Shackleton/Clerk.** | | |  |
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| 3.  a) | **Minutes / Matters Arising**  Minutes of the meeting held on 26 March 2025:  The minutes of the meeting held on 26 March 2025 were signed by the Chair as a true and accurate record.  Proposed by: Cllr H Best  Seconded by: Cllr M Fox  **Resolved**  **The signed minutes of the meeting held on 26 March 2025 would be posted on the Parish Council website.** | | | **Clerk** |
| b) | Matters arising: | | |  |
| i)  ii)  iii)  iv) | Strimming/Spraying of Weeds  The Chair was in contact with Dan Wrathall to organise.  VE Day Service at Blackburn Cathedral  Contact details for Ruth Chew and Val Honeywell had been passed to the event organiser so that they could be contacted directly with details of the day.  Lancashire Best Kept Village Competition  Members noted the entry form and fee had been submitted.  Pinfold  Communications with HM Land registry were ongoing. | | |  |
| 3. | **Public questions, comments or representations:**  None | | |  |
| 4. | **Update from Ward Councillor present:**  Cllr Horkin presented a comprehensive update to the Parish Council. He informed members about developments on local issues covering the HARP project, capital expenditure in the borough in the 2025/26 financial year and covered aspects of the proposed reorganisation of local government such as planning.  All Cllrs joined in a discussion around these topics. | | |  |
| 5. | **Bradford Bridge**  Works had been completed to repair the bridge, but it was noted by members that significant potholes were present on the bridge. The Chair requested that the Clerk report these to LCC.  **Clerk to action.** | | |  |
| 6. | **Haweswater Aqueduct Resilience Programme (HARP)** | | |  |
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|  | No update. | | |  |
| 7. | **Overview of financial position:** | | |  |
| a) | Monthly accounts – March 2025  The Clerk submitted draft details of income and expenditure for the month of March to be noted by the Parish Council.  Due to the recent change of clerk the March bank statement had not been received and therefore the final accounts would be presented when this was available.  A letter had been submitted to NatWest, signed by the Chair and Cllr Best requesting that the March bank statement, and all other correspondence should be sent to the new clerk, Jean Waddington.  \*The Clerk also advised members that a bank statement would be needed for the annual accounts and until received these could be prepared on a provisional basis also.  **Resolved**  **Members would note the above and complete sign off of the March accounts once the bank statement had been received.** | | |  |
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| 9. | **Planning applications considered** | | |  |
| a) | Planning applications - for consideration as a statutory consultee:  Details of Planning Application No 3/2025/0198 and 3/2028/0177 had been received from Ribble Valley BC and circulated to members in advance of the meeting.  These concerned the proposed conversion of Green Barn at Eaves House Farm, Waddington Road, West Bradford, BB7 3JF to created a dwelling space and associated parking and amenity space, amd the conversion of outbuildings to garages and a home office.  Members raised no objection to the planning application. | | |  |
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| B) | List of contested applications  The Clerk continued to compile a list of contested applications and submit this to members on a regular basis for their consideration. The purpose of this exercise was to assist members in keeping track of these applications, and to provide more clarity around the subsequent determinations made by RVBC / Planning Inspectorate. | | |  |
| 11. | **Action Planning** | | |  |
| a) | Action Plan 2025  There were no additions or amendments made to the 2025 Action Plan during the meeting. | | |  |
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| b) | St George’s Day  St George’s Day occurred on 23 April 2025. The flag was raised by the Chair. | | |  |
| c) | New signage  Prospective sites were inspected by Cllrs Bristol, Marsden and Fox during April. These had been agreed in principle as suitable for the new stone signage in the village. As these would be on private land some further consultation with those who owned the properties the signs would be on was needed before a final confirmation of sites was made and the project moved forward.  **Resolved**  **Council to confirm sites in due course** | | |  |
| 12. | **VE Day 80 – 8 May 2025 – “A Shared Moment of Celebration**”  Members discussed the final arrangements for the provision and lighting of a beacon on Friday 9th May 2025 at 9.30pm.  **Resolved**  **Cllrs Bristol, Fox and Shackleton would provide the basket and wood for the beacon and arrange for it to be lit at the appropriate time.**  **Action – Cllrs Bristol, Fox and Shackleton.** | | |  |
| 13. | **Lengthsman** | | |  |
| a) | Mr Starkie had signed his contract for the new role following the previous meeting and Cllr Fox was provided with timesheets after the meeting to allow Mr Starkie to record his hours for payroll purposes.  The Clerk had contacted the insurance company as agreed to confirm the Parish Council’s policy covered the work to be carried out. The insurance company had requested the following questions were answered.   1. Have you risk assessed the activity? 2. Has your employee received appropriate training to carry out the activity? 3. What was the training? 4. Who was it delivered by? 5. What controls do you use to avoid the inadvertent spreading of plant species during removal? 6. Do you require a licence by the local authority to carry out its weeds removal? 7. Do all litter pickers have the relevant PPE such as hard wearing gloves and high vis jackets? 8. What procedures are in place for dealing with sharp objects and needles/syringes?   The Councillors discussed the questions asked by the insurance company. It was agreed that the outgoing lengthsman would have provided training to Mr Starkie, and that questions 5 and 6 were not relevant due to weed removal and strimming being carried out by Mr Wrathall rather than the lengthsman.  It was also discussed that appropriate equipment was available to the lengthsman for his use.  It was agreed that the Clerk would forward the insurance company’s questions to Cllr Fox who would discuss them with Mr Starkie so that a response could be made to Zurich Insurance.  **Action Clerk/Cllr Fox** | | |  |
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| 14. | **Reports from sub-committees / other meetings attended**   * **Playing Field / Village Hall** – Cllr Fox reported a number of new tables and benches had been purchased for outside use. * **Parish Councils’ Liaison Committee** – the Chair had sent apologies for the meeting held on 10 April 2025 which had been recorded in the minutes. * **Lancashire Association of Local Councils** – members agreed that the membership should be renewed for 2025-26 and instructed the Clerk to arrange payment of the £172.02 fee.   **Action - Clerk**   * **Hanson Cement Liaison Committee** – no update. | | |  |
| 15. | **Defibrillator**  Members reaffirmed the decision to purchase a new set of defibrillator pads so that in the event of use, the defibrillator could be returned to service immediately.  The Clerk was asked to action this and members suggested that contacting the Village Hall Management Committee would be helpful to find out what should be purchased and where from.  **Clerk to action.** | | |  |
| 18. | **Correspondence / requests received**  No correspondence received not covered elsewhere in the meeting. | | |  |
| 19. | **Any Other Business**  Cllr Fox tendered apologies in advance for the AGM and Council meeting of 28th May 2025. | | |  |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council was to be held at 7.30pm on **Weds 28 May 2025**  **The meeting closed at 8.35pm.** | | |  |
| Signed by: | |  | | |
|  | | Date:  28.5.25 | Cllr A Bristol  Chair | |