

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 24 January 2024* at West Bradford Village Hall

***The date of this meeting had been changed from 31 January 2024 due to the Chair's unavailability**

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Vice Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr R Marsden
Apologies:	Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	Annie Wildman (for minute item 9Ad)

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests Cllrs Chew and Marsden both declared a Non-Registrable Interest with regard to planning application 3/2024/0028 (considered in minute item 9Ae below) and did not participate in the discussion.	
2.	Minutes / Matters Arising a) <u>Minutes of the last meeting (29 November 2023):</u> The minutes of the meeting held on 29 November 2023 were to be signed by the Chair as a true and accurate record. Proposed by: Cllr Best Seconded by: Cllr Chew Resolved The signed minutes of the meeting held on 29 November 2023 would be posted on the Parish Council website	Clerk

<p>b)</p> <p>i)</p>	<p><u>Matters arising:</u></p> <p><u>Water running down from junction of Eaves Hall Lane / West Bradford Rd</u></p> <p>Members were pleased to report that the problem of water flowing down Eaves Hall Lane onto West Bradford Rd (and freezing during cold water) did appear to have been solved by the new drainage recently installed by LCC. However, water was now flowing down the lane from Troutbeck onto West Bradford Rd, also causing traffic problems in sub-zero temperatures. This issue may have been caused by a blocked drain at the junction of Troutbeck / West Bradford Rd.</p> <p>Resolved Clerk to report to LCC</p>	<p>Clerk</p>
<p>3.</p>	<p>Public questions, comments or representations:</p> <p>None</p>	
<p>4.</p>	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin updated members on the outcomes of the recent meeting of RVBC's Policy and Finance Committee, including developments around the Rural Prosperity Fund and Community Safety Partnership. He also reported that the Borough Council's Chief Executive (Marshal Scott) was due to retire on 2 April, but – given the pending elections in 2024 – had agreed to stay on for 2.5 days per week until these had been completed, with the Deputy Chief Executive (Jane Pearson) stepping into the role on other days. The process for securing Mr Scott's permanent successor would soon be underway.</p> <p>Other topics discussed included progress made with regard to the proposed Lancashire Combined Authority; the current political balance within RVBC; and future housing need within the parish.</p> <p>The Chair raised the issue of lack of grit available for use on Bowland Gate Lane, which had become almost impassable in the recent freezing weather. Cllr Horkin confirmed that this was a matter for LCC as Highways Authority, and undertook to ask County Cllr Ged Mirfin to pursue this matter on his behalf.</p> <p>Resolved Cllr Horkin to approach County Cllr Mirfin regarding the provision of grit on Bowland Gate Lane</p>	<p>KH</p>
<p>5.</p>	<p>Bradford Bridge</p> <p>No update</p>	
<p>6.</p> <p>a)</p>	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p><u>Update – planning application 3/2021/0661</u></p> <p>The Clerk reported that LCC was consulting on a planning application (LCC/2023/0039, submitted by Armstrong's Aggregates) which would allow</p>	

	<p>mineral working at Waddington Fell Quarry to continue until 1 July 2026, with final restoration to be completed by 1 July 2027.</p> <p>Members noted that this matter had been considered by a meeting of RVBC's Planning Committee on 15 January 2024, when it had been determined that no objection to the application would be made.</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – November 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of November 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for November 2023 as presented would be signed off</p> <p>b) <u>Monthly accounts – December 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of December 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for December 2023 as presented would be signed off</p> <p>c) <u>Budget 2023/24 – Q3 monitoring report</u></p> <p>The Clerk presented details of the quarterly monitoring report (October – December 2023) for the Parish Council's budget. Key points were:</p> <ul style="list-style-type: none"> • income remained at c£1000 in excess of budget, primarily due to LCC grants of £800 for Public Rights of Way / biodiversity; • spend on the Lengthsman had this year fallen to 50% of the budget estimate (£800 versus £1600); • the Clerk's salary and HMRC payments were both in line with budget estimates; and • expenditure on garden maintenance had been high, with spend to date of £1072 against a budget of £525. <p>Assets at the end of Q3 were in the region of £8.8k (although members noted that over £1k was potentially still to be paid to RVBC for grass cutting services in 2023).</p> <p>Resolved Members approved the budget monitoring report for Q3 2023/24</p> <p>Should any year-end surplus be available in March 2024, members considered that a discussion on improved signage (eg "Welcome to West Bradford") would be appropriate. Such signage could be displayed at key access routes to the village and would be a welcome improvement on that currently displayed.</p> <p>(cont)</p>	

<p>b)</p>	<p><u>Resurrection of LALC Area Committee for Ribble Valley</u></p> <p>At the November meeting, the Clerk had advised members that LALC had appointed a new Area Committee Support Officer, who now proposed to resurrect the dormant Ribble Valley Area Committee. Accordingly, the Parish Council had been invited to nominate a representative to sit on the Area Committee. However, being conscious of workload, members had been reluctant to commit to this without seeking further information from LALC. The Clerk had therefore been asked to contact the new Area Committee Support Officer, and ask the following questions:</p> <ul style="list-style-type: none"> • how would the role of this body differ from that of the Parish Council Liaison Committee (PCLC)?; and • what added benefit will the Parish Council gain by attending both bodies, rather than just continuing to attend the PCLC? <p>Following an email exchange with the Area Support Officer, the Clerk had established that – in other parts of the county where the Area Committee had been resurrected – the Area Committee had tended to concentrate on relationships / matters in common with Lancashire County Council, whereas the existing Parish Councils’ Liaison Committee had tended to concentrate on matters associated with the Borough Council. Members considered this explanation, but concluded that there was insufficient resource to attend both the PCLC and LALC Area Committee. Consequently, members would continue to attend the PCLC only.</p> <p>Resolved Clerk to advise LALC that members would not attend the new Area Committee due to lack of resource available</p>	<p>Clerk</p>
<p>c)</p>	<p><u>RVBC – Polling Districts and Places Review</u></p> <p>The Clerk reported that the Borough Council was conducting its statutory review of all Polling Districts and Polling Places. With regard to West Bradford, the relevant section of the consultation document had been compiled and was presented to members for their information.</p> <p>Resolved Members noted the information</p> <p>For the benefit of residents, the Parish Council had also been requested to display a Notice of Review on its noticeboard. Due to the Clerk being unable to access the noticeboard on Grindleton Rd, he had displayed the notice on the Chapel Lane noticeboard.</p> <p>Resolved Clerk to approach the current holder of the key to the new notice board (Mrs Masrilyn Wood) and seek to secure access to it</p>	<p>Clerk</p>

<p>9.</p> <p>A)</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Planning applications considered</p> <p><u>Planning Applications</u></p> <p>Planning Application No: 3/2023/0918 Proposal: Planning permission for new ground floor shower room with new timber casement window and sewage treatment plant in adjacent field. Location: Eaves House Farm, Waddington Road, West Bradford BB7 3JF</p> <p>Eaves House Farm is a Grade II listed building which sits within the Forest of Bowland AONB.</p> <p>Details of this application had been circulated to members on 22 December 2023, with a deadline of 12 January 2024 for submission of any comments to RVBC. Members had initially raised some concerns about the proposed installation of the sewage treatment plant, but had been reassured on learning that the plant would be installed below ground. As a result, no comments had been submitted to RVBC.</p> <p>Planning Application No: 3/2024/0008 Proposal: Demolition of equine building and construction of a detached annexe to provide additional accommodation for extended family pursuant to variation of condition 2 (approved plans) of planning permission 3/2023/0186. Location: Marylebone Farm, Bowland Gate Lane, West Bradford BB7 4TL</p> <p>Details of this application had been circulated to members on 11 January 2024, with a deadline of 31 January 2024 for submission of any comments to RVBC. Marylebone Farm sits within the Forest of Bowland AONB.</p> <p>Members noted that, in April 2023, RVBC had granted conditional approval for planning application 3/2023/0186. This latest application (3/2024/0008) sought to vary the original consent in 2 ways, with (i) changes to the proposed windows on the southern elevation and (ii) minor changes to the roofline of the retained building.</p> <p>After due deliberation, members agreed that no comments on the above modifications to the original consent would be submitted to RVBC.</p> <p>Planning Application No: 3/2023/0976 Proposal: Proposed raising of garage roof to create detached first-floor residential annexe. Location: Lynnwood, Clitheroe Road, West Bradford BB7 4ST</p> <p>Details of this application had been circulated to members on 15 January 2024, with a deadline of 4 February 2024 for submission of any comments to RVBC.</p> <p>Cllr Chew confirmed that she had been contacted by a local resident who was worried that – due to its increased height - the proposed development would result in an unacceptable loss of light. Furthermore, it had been commented that</p>
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there were two windows to be installed in the southern elevation, which could also impact on the privacy of residents living in the vicinity.

Members also expressed concern at the precedent which residential use of the annexe could set, potentially leading to the submission of a further application for a new residential property at a future date.

Resolved

Clerk to submit a letter to RVBC outlining the above concerns

Clerk

d)

Planning Application No: 3/2024/0011

Proposal: Construction of single-storey kennel building to accommodate overnight boarding of a maximum of eight dogs, including office space, kitchen and toilet.

Location: Eaves Hall Farm, Moor Lane, West Bradford BB7 3JG

Details of this application had been circulated to members on 15 January 2024, with a deadline of 4 February 2024 for submission of any comments to RVBC. This property is situated within the Forest of Bowland AONB.

Members were addressed by a local resident, Ms Annie Wildman, who outlined her concerns with regard to the application. These included:

- potential noise from the kennels, especially at night-time, which would negatively impact residents who lived in the vicinity of Eaves Hall Farm; and
- the current application indicated that kennelling would only be available to “existing day care clients”. However, there was a genuine risk that, as costs increased (eg due to the need for overnight staff), this business model would expand and kennelling would be made accessible to non-existing clients, thereby increasing the potential effects from noise and traffic.


Members were supportive of the above comments, but – following a discussion *in camera* – also noted the possibility that a future application could be submitted for overnight accommodation, which could then ultimately lead to consent being sought for erection of a residential property on the site (a move which members would strongly oppose).

Resolved

Clerk to thank the resident for her appearance before members

Clerk to write to RVBC and set out members’ concerns with regard to the application

Clerk
Clerk

e)	<p>Planning Application No: 3/2024/0028 Proposal: Change of use of domestic garage and store to two-bedroom holiday accommodation. Location: Seedalls Farmhouse, Eaves Hall Lane, West Bradford, Clitheroe BB7 3JG</p> <p> Details of this application had been circulated to members on 18 January 2024, with a deadline of 7 February 2024 for submission of any comments to RVBC. Seedalls Farmhouse is situated within the Forest of Bowland AONB.</p> <p>Members were generally supportive of the nature of the application <i>per se</i>, but remained concerned that a holiday let at the far northern end of Eaves Hall Lane would potentially add to the traffic problems in the vicinity.</p> <p>Resolved Clerk to write to RVBC and outline members' ongoing traffic concerns</p>	Clerk
f)	<p>Planning Application No: 3/2023/0897 Proposal: Creation of patio doors and raised patio area to rear including adjusted exercise track. Location: West Bradford Village Hall, Grindleton Road, West Bradford BB7 4TE</p> <p>The Clerk had received confirmation that the above application had been approved by RVBC. A copy of the decision notice was presented for members' information.</p>	
B)	<p><u>Referrals to RVBC Planning Enforcement</u></p> <p>Members received updates on two instances of development activity which potentially breached Planning legislation and had therefore been referred to RVBC's Planning Enforcement officers. In relation to one of these, the owner of the property had now agreed to submit a retrospective planning application to RVBC.</p>	
C)	<p><u>List of contested applications</u></p> <p>As requested, the Clerk continued to compile a list of contested applications which would be submitted to members on a regular basis for their consideration. The purpose of the list was to assist members in keeping track of contested applications, and to have more clarity around the subsequent determinations made by RVBC / Planning Inspectorate.</p> <p>An updated version of the document was presented for members' information.</p> <p>Resolved Clerk to add to the log details of the 3 contested planning applications arising from this meeting</p>	Clerk

<p>10.</p>	<p>Lancashire Best Kept Village Competition (LBKVC) 2024</p> <p>Prior to the meeting, the Clerk had circulated to members an email from the organisers of the Best Kept Village Competition. The email had asked members to confirm their entry for the 2024 competition, along with payment of a £25 entry fee.</p> <p>The closing date for entry is 30 March 2024.</p> <p>The Clerk reported that, whilst the entry process remained essentially the same as in previous years, a number of changes had been introduced to the Whole Village marking criteria. As a result, villages would now also be scored upon the following:</p> <ul style="list-style-type: none"> • safety and drainage of roads / pavements – including gutters, drains, pavements (as well as overhanging plants & weeds); • street furniture – highway signs including street names, litter bins and post boxes; and • private property - houses and gardens, including fences, walls, hedges and gates. <p>Members noted the above, and debated at some length whether or not to participate in this year’s competition (commenting that – with some notable exceptions – there was little general appetite or wider enthusiasm for participation in activities to tidy the village). A range of options to widen local support were considered, including (i) seeking the involvement of groups who used the Village Hall, such as the Army Cadets and (ii) increased promotion of the competition on social media.</p> <p>The following way forward was ultimately agreed:</p> <ul style="list-style-type: none"> • Cllr Chew would draft a message for circulation on the village Facebook page, seeking to establish the level of community interest in / support for entry to the competition in 2024; Cllr Chew to draft / circulate via Facebook • in light of the response to this message, a second discussion on potential entry would be held at the February meeting; Clerk to diary; and • if there was then evidence of sufficient local support to justify entry, members would discuss how best to harness this support through practical activities, and the Clerk would draft / submit the entry forms as appropriate by the deadline of 30 March Clerk to diary 	<p>RC</p> <p>Clerk</p> <p>Clerk</p>
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11.	<p>Land in which the Parish Council has an interest</p> <p>a) <u>Pinfold: Land ownership / proposals to improve Pinfold site</u></p> <p>At the November meeting, the Clerk had reported to members that – in light of his ongoing struggles to complete the relevant paperwork to secure registration of title – an approach for further assistance had been made to Maureen Pickup. Maureen had kindly agreed to provide further support, and a copy of the paperwork in question had been sent to her for her input.</p> <p>Maureen had since made considerable progress on the documentation required, including the provision of an appropriate plan (a copy of which was presented to members). Unfortunately, due to a serious family illness, the Clerk had been unable as yet to attend a meeting with Maureen at which the application for registration could be finalised. It was agreed that this meeting should take in the near future, as soon as the Clerk’s circumstances permitted.</p> <p>Resolved Clerk to progress</p>	Clerk
12.	<p>Action Plans</p> <p>a) <u>Action Plan 2023</u></p> <p>The Clerk presented a copy of the completed Action Plan for 2023. In addition, he talked through a list of activities which had been undertaken during the course of the year. These included a successful entry to the Best Kept Village competition 2023; appointment of a new parish councillor (Cllr Marsden) following the four-yearly election cycle; and a number of specific actions intended to improve residential amenity.</p> <p>Resolved Clerk to arrange for a summary of the 2023 activities to be displayed on (i) the Parish Council website and (ii) village noticeboard</p> <p>b) <u>Draft Action Plan 2024</u></p> <p>The Clerk presented a new Action Plan for 2024.</p> <p>Resolved Members agreed that the proposed Action Plan for 2024 should be adopted</p> <p>c) <u>Christmas arrangements</u></p> <p>ci) <u>Village Christmas tree</u></p> <p>The village Xmas tree had once again been provided free of charge by Heidelberg Materials. It had been dressed by members on 9 December, and removed by the Chair and his son on 6 January 2024.</p> <p>(cont)</p>	Clerk

	<p>Resolved Members thanked the Chair for his efforts with regard to the tree</p> <p>cii) <u>Xmas tree / lights</u></p> <p>A cheque for £50 was signed, to be given to Sam Wrathall to compensate for electricity used to power the lights.</p> <p>Resolved Clerk to forward the cheque to Sam Wrathall</p> <p>In mid-December, Cllr Fox had reported that the Xmas lights had not been working. On inspection by the Chair, this was found to be due to a poor electrical connection at the plug, which required emergency / temporary repair. This temporary repair was carried out, but it was felt that the lights should be replaced for 2024 festivities. Cllr Chew had since purchased a new set of lights (and a reel to store them on) for £47.80.</p> <p>Resolved Members thanked Cllr Chew and approved payment to her in reimbursement Clerk to amend asset register</p> <p>Cllr Chew had since requested that the damaged Xmas lights be donated to the community hub for possible repair / reuse.</p> <p>Resolved Members agreed that the old set of lights should be donated to the Hub Clerk to amend asset register</p> <p>As a new set of Xmas lights had been purchased, members now asked the Clerk to apply for grant funding from RVBC to seek recompense for the cost of replacing the lights.</p> <p>Resolved Clerk to pursue grant funding from RVBC</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>ciii)</p>	<p><u>Xmas gifts</u></p> <p>As in previous years, and as agreed at the November meeting, the Parish Council had purchased Xmas gifts to thank residents who may have supported them over the previous 12 months. These included:</p> <ul style="list-style-type: none"> • Jon Pendrill website) • Darren Hudson (defibrillator) • Sam Wrathall (arranging the Xmas tree and providing electricity for lights). <p>Each was given a £30 voucher for redemption at the 3 Millstones.</p> <p>Messages of thanks had been received from Jon and Darren.</p>	

14.	<p>Lengthsman</p> <p>a) <u>Replacement Lengthsman</u></p> <p>As agreed at the January meeting, the Clerk had made an approach to the newly-appointed Lengthsman (Malcolm Taylor) to confirm his continued interest in the role. This has been done by email, and a positive response had been received. The Clerk would now arrange to contact Mr Taylor again in March 2024 with a view to arranging to walk around the village and show him the tasks to be undertaken.</p> <p>Resolved Clerk to arrange walk around village</p>	Clerk
15.	<p>Fuel spillage</p> <p>On 10 January, Cllr Chew had notified the Clerk that there had been a fuel spillage (oil leak) into West Bradford brook from an adjacent residential property. The owner of the property was understood to be aware of the incident, which had caused a strong smell of oil at the site and an observable film of oil on the surface of the brook. Cllr Chew had reported this matter to the Environment Agency and retained a reference number. The Environment Agency had taken some protective action and had asked Cllr Chew to recontact officers if there were any issues in the brook or river over the coming days, though the situation now hopefully seemed resolved.</p> <p>Members to note</p>	
16.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox commented that, despite grant applications and a donation from the Parish Council, the Xmas party for senior citizens had this year unfortunately been run at a loss. • Parish Councils' Liaison Committee – next meeting to be held on 1 February 2024 (Cllr Chew to attend). <p>Resolved Clerk to send associated paperwork to Cllr Chew</p> <ul style="list-style-type: none"> • Lancashire Association of Local Councils – see discussion on Area Committee above; and • Hanson Cement Liaison Committee – next meeting to be held on a date TBC. 	Clerk
17.	<p>Correspondence / requests received</p> <p>None</p>	

18.	<p>Any Other Business</p> <p>a) <u>Dog mess on Westfield Drive</u></p> <p>On 10 January, the Chair had received a complaint from a local resident regarding dog mess on Westfield Drive. Coincidentally, this had been witnessed by the Clerk the same day, who had noted 3 instances of dog mess along the southern side of the street. As a result, it was agreed that:</p> <ul style="list-style-type: none"> • Cllr Chew would be asked to place a message on the village Facebook group (duly done); and • the Clerk would report the matter to the RVBC Dog Warden (submitted on 11 January). As a result, prominent warning notices had been promptly placed by RVBC on lamp posts along Westfield Drive. 		
<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council was to be held at 7.30pm on Weds 28 February 2024.</p> <p>The meeting closed at 8.54pm.</p>			
Signed by:			
		Date: 28.2.24	Cllr A Bristol Chair <i>Andrew Bristol</i>