

**Minutes of the meeting of West Bradford Parish Council held on Thursday 27 February 2025\* at West Bradford Village Hall**

**\*The date of this meeting had been changed from the expected one of Wednesday 26 February 2025, due to the original date clashing with the AGM of the Village Hall Management Committee.**

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| Members present: | Parish Cllr A Bristol (Chair)Parish Cllr R Chew (Vice Chair)Parish Cllr H BestParish Cllr M FoxParish Cllr R Marsden |
| Apologies: | Cllr K Horkin MBE (RVBC) |
| Clerk present: | Andrew Glover |
| County Cllr present: | None |
| Members of the public / other persons present: | Ms Jean Waddington (incoming Clerk) |

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| 1. | **Declarations of Pecuniary, Other Registrable and Non-Registrable Interests**None |  |
| 2. | **Minutes / Matters Arising** |  |
| a) | Minutes of the meeting held on 29 January 2025:The minutes of the meeting held on 29 January 2025 were signed by the Chair as a true and accurate record. Proposed by: Cllr M FoxSeconded by: Cllr H Best**Resolved****The signed minutes of the meeting held on 29 January 2025 would be posted on the Parish Council website done** | **Clerk** |
| b) | Matters arising: |  |
| i) | None |  |
| 3. | **Public questions, comments or representations:**None |  |
| 4. | **Update from Ward Councillor present:**None |  |
| 5. | **Bradford Bridge**No update |  |
| 6. | **Haweswater Aqueduct Resilience Programme (HARP)** |  |
| a) | Update – planning application 3/2021/0661  |  |
| i) | No update |  |
| 7. | **Overview of financial position:** |  |
| a) | Monthly accounts – December 2024The Clerk submitted details of income and expenditure for the month of December 2024\* for approval by the Parish Council and signing-off by the Chair. \*Consideration of this matter had been deferred from the January meeting as the Clerk had been unable to carry out the necessary reconciliation exercise.**Resolved****That the record for December 2024 as presented would be signed off**  |  |
| b) | Monthly accounts – January 2025The Clerk submitted details of income and expenditure for the month of January 2025 for approval by the Parish Council and signing-off by the Chair. **Resolved****That the record for January 2025 as presented would be signed off**  |  |
| c) | RVBC – contract for grass cutting services 2024/25In April 2024, the Parish Council had agreed to renew its contract for grass cutting services provided by RVBC. The agreed cost for the year was:Net amount: £1,002.27VAT: £200.45Gross amount: £1,202.72An invoice for the above had now been received from RVBC.**Resolved****Members agreed to:*** **approve payment as requested; and**
* **ask the Clerk to (i) forward the signed cheque to RVBC in settlement of the invoice and (ii) in due course reclaim the VAT component to be paid (£200.45) done**
 | **Clerk** |
| 8. | **Governance**  |  |
| A) | Resignation of Clerk / appointment of successor |  |
| a) | Actions to date Members noted that a total of 5 applications for the vacant post had been received.NB – in the early hours of 4 February, more than 24 hours after the deadline had expired, a late application had been submitted. At the request of the Chair, this application had been circulated around the selection panel for members to consider. As a result, it had been agreed that – in fairness to the applicants who had met the deadline – the late application should be discounted.Ultimately, two candidates for the vacant post were interviewed on 24 February 2025. Members were delighted to hear that Ms Jean Waddington had been appointed to the post of Clerk / Responsible Financial Officer, a role she would officially commence on 1 April 2025.  |  |
| b) | Next stepsThe outgoing Clerk confirmed his intention to work with the new appointee during March 2025. Specifically:* a full handover / briefing would be undertaken by the outgoing Clerk, with advice given on member expectations as well as matters such as the internal / external audit and provision of key contacts. The handover meeting was due to take place on 6 March;
* as part of the handover process, the incoming Clerk would be expected to take possession of historic documents and other working files currently in the possession of the outgoing Clerk. Whilst the incoming Clerk hoped tnat she would be able to accommodate this, members noted that they may need to discuss alternative arrangements at the March meeting;
* an initial / informal meeting between the new Clerk and the Chair (as well as Vice Chair if available) should be facilitated. The Chair subsequently confirmed his intention to attend the handover meeting on 6 March; and
* whilst the current Clerk would draft the agenda for the Parish Council meeting to be held on 26 March 2025, he would then hand over to the new Clerk at that point. The new Clerk had agreed to minute the March meeting and service meetings thereafter. The outgoing Clerk would be available to offer assistance of required.

The outgoing Clerk would submit his final salary claim for approval at the March meeting.**Resolved****Members agreed to:*** **note that there would be a short period of overlap when the outgoing and incoming Clerk were working side by side; and**
* **agree that the incoming Clerk should be remunerated at her agreed starting salary for the period prior to formal commencement of work**
 |  |
| c) | Clerk’s entitlement to holiday payThe Clerk reminded members that, at the January meeting, they had adopted a revised contract of employment for the incoming Clerk. However, since the January meeting, the Clerk had discovered that legal changes commencing on 1 April 2024 obliged the Parish Council to pay its Clerk (as a worker on variable hours) for his/her holiday entitlement. The Parish Council had not been meeting this requirement, and – whilst the Clerk would leave it to members to determine whether backpay since 1 April 2024 should be paid – it was important to ensure that the incoming Clerk was not disadvantaged.Members asked the Clerk to consider what further changes to the contract of employment may now be required, and to report back to the March meeting. **Resolved****Clerk to report back to the March meeting in order that further consideration to these issues could be given done** | **Clerk** |
| d) | Future supportMembers are asked to note that, at the selection meeting, one of the applicants was a gap year student who was intending to commence his politics studies from September 2025. Whilst the student was not in a position to compete strongly for the vacant role of Clerk, members had debated whether to support his future career by inviting him to attend / observe a future meeting of the Parish Council.**Resolved****The Clerk would invite the student to attend the March meeting of the Parish Council as an observer done** | **Clerk** |
| e) | Long-term outstanding issuesThe Clerk reminded members that a number of matters remained to be progressed, including: |  |
| i) | Commemorative sign – Queen Elizabeth II’s Platinum JubileeA plaque had previously been acquired to commemorate the above event, and had been due to be installed next to the oak trees (once planted at the Village Hall site).**Resolved****Cllr Fox would liaise with the Village Hall Management Committee, with a view to installing the sign** | **MF** |
| ii) | Interpretation BoardAt the January meeting, Cllr Best had raised the issue of the interpretation board (outlining the history of, and key features in, the village of West Bradford) which had been due to be erected at the Coronation Gardens. Members agreed that this remained a viable project which should now be pursued. **Resolved****Clerk to retain existing poster before handing it to the incoming Clerk****Clerk to brief the incoming Clerk on preferred suppliers for a display board**done | **Clerk****Clerk** |
| B) | Registration with Information Commissioner’s Office (ICO)As agreed at the January meeting, the Clerk had renewed the Parish Council’s registration with the ICO as a data controller for the coming year. The annual fee of £40 had been paid by the Clerk (confirmation of payment had been received) and recouped by him from the Parish Council. |  |
| C) | Renewal of website hosting / domain name The Parish Council’s Action Plan 2025 had indicated that the above renewal was next due on 26 February 2025. As a result, and with the considerable assistance of Jon Pendrill, the contract had now been renewed for 3 years (running until 11 February 2028) at a heavily-discounted cost of £208.64. **Resolved****Members agreed to:*** **approve the new 3 year deal, and sign the cheque for £208.64 made payable to Maxmedia Communications Ltd;**
* **ask the Clerk to convey the signed cheque to Jon Pendrill, by posting it to his office address; and done**
* **thank Jon for his ongoing support on website related matters**
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| 9. | **Planning applications considered**  |  |
| A) | Planning applications - for consideration as a statutory consultee: |  |
| i) | None |  |
| B) | List of contested applicationsThe 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. |  |
| 10. | **Lancashire Best Kept Village Competition (LBKVC) 2025** |  |
| a) | Entry to 2025 competition At the January meeting, members had agreed to defer making a decision on whether to enter the competition in 2025 until the February meeting. This was due to the recent resignation of the Lengthsman, and it was considered that – in the absence of a Lengthsman – any decision on entry would be premature.Members noted that no further progress had been made to date regarding the appointment of a Lengthsman, despite an advertisement being placed (i) electronically on the Parish Council’s website and (ii) as hard copy on the village notice board. It was therefore agreed that:* further discussion on entering the LBKVC should be deferred until March 2025 (although the deadline for entry was on 31 March, only a few days after the March meeting); and
* the following actions to promote the vacant post of Lengthsman should be progressed:
* Clerk to send a draft of the final wording used in the advertisement to Cllr Chew
* Cllr Chew would seek to circulate this via the village email system and social media

**Resolved****Clerk / Cllr Chew to pursue done** | **Clerk / RC** |
| 11. | **Action Planning** |  |
| a) | Highlights from Action Plan 2024As agreed at the January meeting, the Clerk had posted on the Parish Council website a summary of activity undertaken during the calendar year 2024. The online content could be viewed via the link below:[Parish Council achievements during 2024](https://www.westbradford.org.uk/post/parish-council-achievements-during-2024)At the time of the meeting, the number of hits on the article was 5. |  |
| b) | Action Plan 2025 Members noted the Action Plan for 2025. |  |
| c) | Commonwealth Day 2025This event was to be held on the second Monday in March – this year, Commonwealth Day would fall on 10 March.**Resolved****Clerk to raise the union flag to do** | **Clerk** |
| 12. | **New signage – access to the village**Members received an update on the project from the Clerk, and reaffirmed their commitment to the initiative. After discussing the preferred design for the stones (the incorporation of flower beds would be ideal if possible, but there should be roses or other decoration on the face), a number of actions were agreed:* the Clerk would check whether an approach had previously been made to a local tradesman (KH) who had previously worked with the Parish Council, and advise Cllr Fox accordingly; and
* Cllr Fox would then approach KH and establish whether he was interested in providing the stone signs

**Resolved****Clerk / Cllr Fox to pursue done** | **Clerk / MF** |
| 13. | **Xmas preparations etc** |  |
| a) | Removal of village Christmas treeThe village Xmas tree had now been removed. Members thanked all those involved for their efforts, particularly the Chair. |  |
| b) | Xmas tree / lightsMembers noted that a cheque for £50 had now been given to a local resident to compensate for electricity used to power the Xmas lights. |  |
| 14. | **VE Day 80 – 8 May 2025 – “A Shared Moment of Celebration**” At the meeting in August 2024, members had noted that communities across the country had been invited to participate in events to commemorate the 80th anniversary of VE Day. This would take place on 8 May 2025, and would feature:* reading of the VE Day Proclamation at 8am;
* raising of flags;
* church bells to be rung; and
* over one thousand Beacons and several hundred Lamp Lights of Peace will be lit at 9.30pm across the United Kingdom.

Members had agreed in principle to support this occasion, but at that early stage were uncertain whether to once again light the beacon. It had been agreed to reconsider this matter in Spring 2025, when an assessment of the national publicity awarded to the event could be made.Since this initial discussion, the Clerk had received a request from the event organizer (Bruno Peeke) for the Parish Council to register its interest at the earliest opportunity, as well as agreeing to sign the hymn “I Vow to thee my country” (words and music provided) when lighting the beacon. Cllr Chew now reported that, in the afternoon of 8 May, the Hub was intending to host a sing-along event for around 2 hours. Members agreed that the Parish Council could follow on from this by lighting the beacon at 9.30pm, with the Village Hall “pop-up bar” being arranged to precede this. **Resolved****Cllr Fox to approach the Village Hall Management Committee and establish whether its members would support the pop-up bar preceding the lighting of the beacon** | **MF** |
| 15. | **Village “welcome letter”**The wording of the revised welcome letter - as drafted by Cllr Chew - had been agreed by the Village Hall Management Committee (VHMC) at its recent AGM. Whilst the VHMC would arrange for distribution of the letter as required, the Parish Council felt that it could usefully identify any new village residents through a standing item to be added to its agenda. Details of new residents could then be forwarded to the VHMC as appropriate.**Resolved****Clerk to add a standing item to future agenda** done | **Clerk** |
| 16. | **Lengthsman** |  |
| a) | Resignation of Lengthsman See minute item 10a above. |  |
| b) | Retrieval of equipmentAt the request of the Chair, the Clerk had approached the outgoing Lengthsman and invited him to return the following property belonging to the Parish Council:* wheelbarrow
* broom
* dustpan and brush

Members noted that these had now been received.  |  |
| c) | Handover of equipment in possession of ClerkEven before his two-year stint as Lengthsman, the Clerk had stored items of equipment for use by the Lengthsman in his garage. This now included:* all the equipment to be returned (as per minute item 16b above);
* leafblower (held by Cllr Fox)
* 7 x traffic cones;
* 4 x “Men at Work” signs”
* a Jerry Can; and
* a hi-vis vest.

Prior to the Clerk’s departure, these and other relevant items would be handed to either a new Lengthsman or the Chair for safe keeping. |  |
| d) | Spraying / strimming – 2025In 2024, a village resident had kindly undertaken strimming around the village for the Parish Council, for the payment of £120 + VAT. At the August 2024 meeting, members had noted that the same resident had also agreed to undertake spraying of weeds around the village prior to the Best Kept Village Competition in 2025. It had been agreed that the Clerk would write to the resident in Spring 2025, asking him to carry out both the spraying and strimming prior to the BKVC. **Resolved****Clerk to write to the resident and establish (i) his willingness to undertake the work once more and (ii) the requested fee for his services done** | **Clerk** |
| 17. | **Reports from sub-committees / other meetings attended*** **Playing Field / Village Hall** – the AGM had been held on 25 February, with the Chair of the Parish Council in attendance. Alterations to the Village Hall were now nearly finished, with the new internal doors to be fitted imminently and the structural work to the patio area now complete. A tentative approach had been made to the Parish Council, asking whether it would be willing to purchase forms / benches for use on the patio. However, members did not feel able to support this request, being unsure whether benches were appropriate and lacking detail on the cost implications.
* **Parish Councils’ Liaison Committee** – the last meeting had been held on 30 January 2025. As both the Chair and Vice Chair had been unavailable to attend, apologies had been sent.
* **Lancashire Association of Local Councils** – no update; and
* **Hanson Cement Liaison Committee** – the date of the next meeting had been confirmed as Thursday 24 April 2025, to include a short tour of the construction site of the new filters (commencing at 1pm).

**Resolved****Clerk to send Cllr Marsden details of the meeting / tour done**Gary Young (Plant Manager of the site) had recently circulated a question by email, seeking guidance on where an air quality monitoring station could be based. As the preferred location was in Clitheroe, members did not feel able to assist. | **Clerk** |
| 18.a) | **Correspondence / requests received**Invitation to attend VE Day Service – 11 May 2025The Lieutenancy Officer at LCC had issued an invitation to the Chair of parish councils (or their representative) to attend a service at Blackburn Cathedral on 11 May. The purpose of the service was to commemorate the 80th anniversary of D-Day. Members considered the invitation, and it was agreed that Cllr Chew would attend on behalf of the Parish Council.**Resolved****Clerk to progress to do** | **Clerk** |
| 19. | **Any Other Business** |  |
| a) | Invitation to attend royal garden party – 20 May 2025The Parish Council had received its usual invitation to enter the ballot for attendance at the royal garden party at Buckingham Palace in May 2025. As agreed at the January meeting, the Clerk had submitted Cllr Best’s application to LALC for entry into the ballot. However, no further update was available.  |  |
| b) | Poor condition of road surface – Bowland Gate LaneThe Chair (supported by Cllr Marsden) commented that the road surface on Bowland Gate Lane had deteriorated after the winter storms. Two areas were causing particular concern – ascending the hill, these were to be found:* on the eastern side of the road, prior to Whittaker’s Lane (underground pipework having become exposed); and
* on the western side of the road, above Brocklehurst Farm (a large pothole had appeared).

**Resolved****Clerk to report to LCC done** | **Clerk** |
|  | **Date / time of next meeting:**The next scheduled meeting of West Bradford Parish Council was to be held at 7.30pm on **Weds 26 March 2025****The meeting closed at 8.25pm.** |  |
| Signed by: |  |
|  | Date: 26.3.25 | Cllr A Bristol Chair |