**West Bradford Parsh Council**

Clerk: Jean Waddington

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**Minutes of the meeting of West Bradford Parish Council held on Thursday 26 March at West Bradford Village Hall.**

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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 | Jean Waddington |
| County Cllr present | None |
| Members of the public/other persons present | Thomas Pugh (a politics student attending the meeting as an observer). |

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| 1. | **Declarations of Pecuniary, Other Registrable and Non-Registrable Interests**None |  |
| 2. a) | **Minutes / Matters Arising**Minutes of the meeting held on 27 February 2025:The minutes of the meeting held on 27 February 2025 were signed by the Chair as a true and accurate record. Proposed by: Cllr H BestSeconded by: Cllr R Chew**Resolved****The signed minutes of the meeting held on 27 February would be posted on the Parish Council website.**  |  |
| b)i)ii)iii)iv) | Matters arising:Potholes on Bowland Gate LaneThe Chair had objected to the poor condition of the road surface on Bowland Gate Lane. This was reported to the LCC District Highways Officer, who in response on 13 March 2025 made the following points:* the highway was inspected on 4 March 2025, 2 days after the issues were reported;
* the pothole above Brocklehurst Barn did meet the County Council’s criteria for repair, and an order has been raised;
* similarly, an order has been raised to carry out work on the underground drainage pipework that was reported as being exposed; and
* all repairs should be carried out within 20 working days.

**Noted by members.**Interpretation BoardThe project has been discussed with the incoming Clerk and added to the Action Plan for progression in due course.**Clerk to action.**Strimming / spraying of weedsIn 2024, a village resident (Dan Wrathall) had kindly undertaken strimming around the village for the Parish Council, for the payment of £120 + VAT. The same resident had subsequently indicated his willingness to undertake spraying of weeds around the village prior to the Best Kept Village Competition in 2025. The Clerk had written to the resident, asking him to carry out both the spraying and strimming prior to the BKVC. This letter was sent in early March, also seeking clarification on the fees required before the work was undertaken.There had been no response to the letter at the date of this meeting. Cllr Bristol agreed to try and contact Mr Wrathall.**Cllr Bristol to action**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. It was agreed that Cllr Chew would attend on the Parish Council’s behalf. The Clerk is to confirm with the event organsisers (sue.wilding@lancashire.gov.uk) that Cllr Chew plus one other guest (name to be confirmed) will attend. **Clerk to action.** |  |
| 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)**Update – planning application 3/2021/0661 The following update was received from United Utilities on 13 March:Alternative Park & Ride and HGV Marshalling AreaYou may recall that the team came out to speak to you about an Alternative Park & Ride and HGV Marshalling Area, off Pimlico Link Road that we were planning on submitting a planning application for, details of which can be found here: Park & Ride – United Utilities – HARP. As part of the traffic management plans to reduce vehicle movements we had proposed a Heavy Goods Vehicle (HGV) Marshalling Area to the east of West Bradford Road at Ribblesdale Cement Works and a staff Park and Ride to the west opposite the cement works. Unfortunately, the land is no longer available for the duration of the works and an alternative location is required.Alternatively proposed is that an alternative temporary park and ride and HGV Marshalling Area would be constructed off Pimlico Link Road. The HGV Marshalling Area would allow the control of HARP traffic leaving the A59 prior to travelling to the narrower local road network. Groups of HGV vehicles would be managed and coordinated between the HGV Marshalling Area and the compound locations and vice versa. The Park and Ride would see construction staff arriving at the site in their personal vehicles before travelling to site on a minibus to minimise the number of vehicle movements between the park and ride and the compounds.The planning application for this proposed alternative location has now been submitted and can be found on the Ribble Valley Borough Council via application reference 3/2025/0180.NB – no details of the planning application are yet on the RVBC website – see link below:<https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2025%2F0180>Main programmeYou may have also seen that we announced a preferred bidder for the work at the start of the new year: United Utilities identifies preferred bidder for Haweswater Aqueduct Resilience Programme . We are still on track to award a contract in the 1st half of this year and will be in touch to provide an update on the programme and when work is likely to take place in your area once this information is available.**Members noted the update.** |  |
| 7. a) | **Overview of financial position:**Monthly accounts – February 2025The Clerk submitted details of income and expenditure for the month of February 2025 for approval by the Parish Council and signing-off by the Chair. **Resolved****That the record for February 2025 as presented would be signed off .**  |  |
| b) | Budget 2024/25 – Q4 A copy of the budget for Q4 2024/25 is attached as Appendix 2A.The main points arising are:* income is at c£1600 in excess of budget, primarily due to LCC grants of £800 for PROW / biodiversity and a high level of concurrent functions grant from RVBC;
* spend on the Lengthsman has this year fallen to 50% of the budget estimate (£800 versus £1600);
* the Clerk’s salary has been estimated\* to be above budget by c3.5%, coming in at £3110 against a budget of £3000. HMRC payments are also estimated\* to be slightly (£57) in excess of budget estimates; and
* expenditure on garden maintenance (D Bristol) has come in under budget when aggregated over the year (£911 versus £1000); and
* some unexpected spend has also occurred (e.g. on defibrillator pads at a cost of £258, and a planning application for the Village Hall at £48).

\*the Clerk’s salary and HMRC payments are estimated as the budget analysis was completed prior to the Clerk submitting his final salary claim.Assets at the end of Q4 are in likely to be the region of £8.5k, as opposed to just c£6.5k at the start of the financial year.A new draft budget for 2025/26 will be presented at the AGM in May 2025.**Members approved the budget monitoring report for Q4 2024/25.** |  |
| c) | Outgoing Clerk – final salary claimThe Clerk has prepared his final salary claim covering Q4 2024/25. Members are asked to approve the claim, along with the PAYE payment to HMRC.**Members approved the final salary claim.** |  |
| 8. a) | **Governance** Resignation of Councillor ChewCouncillor Chew’s previously tendered formal resignation takes effect on 31st March 2025, making this March meeting the last Parish Council meeting attended in an official capacity.The Chair thanked Councillor Chew for her service to the Parish Council over recent years. |  |
| b) | Co-option process The resignation of Cllr Chew will cause a “casual vacancy” to arise, and will trigger the need the need for a replacement to be appointed through the co-option process. It was decided that the following process would be followed:* the parish clerk will publish the notice of vacancy as soon as practicable and ensure that it is displayed for the requisite time (a 14 working day period, which excludes Saturdays, Sundays and bank/Public Holidays);
* the completed notice will be displayed on the parish notice board and the parish clerk will make a note of the date that the notice is first displayed (as this date is relevant for elections/appointments).
* the Parish Clerk will write to Ribble Valley Borough Council (Legal Department), or email elections@ribblevalley.gov.uk copying in parishinfo@ribblevalley.gov.uk and provide:

(i) details of the vacancy (which councillor, which parish, and why); (ii) a copy of the notice (Appendix 3); and (iii) the date from which it is displayed (this date will be particularly important if an election is required).**Action Clerk**NB – subject to the outcome of the above procedure, a local resident has indicated his willingness to be co-opted onto the Parish Council at the April meeting. If the required notice is displayed on (say) 1 April, the mandatory 14 working day period for display will expire on Weds 23 April (given that the 2 Easter bank holidays on 18 and 21 April must be discounted), leaving an additional week before the April meeting is to be held on 30th).The resident has been advised of the above procedure. NB - any co-opted person will be required, upon co-option, to complete the following forms:* Declaration of Office (at the first meeting of the Parish Council), attached as Appendix 4; and
* Declaration of Interests Form (within 28 days thereafter), attached as Appendix 5.

In addition, as a result of correspondence with the Borough Solicitor on the co-option process, it has been suggested that the Parish Council may wish to reassure itself that any co-optee would meet the same criteria as is required for election, ie those criteria set out in form 1c (Candidate’s Consent to Nomination) of the electoral nomination pack. Criteria which would disqualify an applicant include a criminal convocation, bankruptcy etc. The completed forms should then be returned to the Legal Services at RVBC by the Clerk.**Clerk / Members to:****• note the above****• on completion, ask the incoming Clerk to forward a copy of the completed documentation to RVBC (using the email address parishinfo@ribblevalley.gov.uk) for (i) amendment of their records and (ii) potential display upon the RVBC website** |  |
| c) | Resignation of Clerk/Appointment of SuccessorMembers were informed that the outgoing and incoming Clerks had met for a productive handover meeting on 6 March, which was also attended by the Chair. A partial handover of the Parish documents and equipment took place, and an arrangement made for the incoming Clerk to take the minutes of this meeting and commence duties from 1 April 2025.The outgoing Clerk raised at the meeting the renewal of the Parish Council’s insurance which was due in April 2025 and suggested that the incoming Clerk may wish to contact Zurich Insurance.**Action Clerk** |  |
| d) | Clerk’s entitlement to holiday payBackgroundAt the February meeting, the Clerk had outlined his recent awareness of the need that to ensure that the Parish Council complied with its obligations regarding paid holiday entitlement. As a result, further information was presented at the March meeting.Since 1 April 2024, workers on “irregular hours” (such as the Parish Clerk) have been entitled to paid holidays. Paid holiday entitlement for these workers will be calculated as 12.07% of actual hours worked in a pay period.The money owed can be calculated in two ways. The first is both onerous and complicated, ie by ascertaining the average hours worked across a previous 52 week period. However, it is now possible for a simpler methodology to be adopted. An employer can “roll up” holiday pay and spread it over the year, by adding an amount on top of the employee’s normal pay. Rather than paying the employee for their holiday leave when taken, it is simply added as a portion of their [in this case] quarterly salary claim. Employers using rolled-up holiday pay must:* calculate it at a rate of at least 12.07% of the worker's total pay in any (typically quarterly) 'pay period' ;
* pay it at the same time they pay for the work the worker has done in that pay period; and
* show it as a separate payment on the worker's payslip. (Whilst the Parish Council does not issue payslips, it is suggested that – as a minimum – the employee should clearly identify the 12.07% holiday entitlement as a separate component within the overall amount of their salary claim).

**Members approved the adoption of ‘rolled up’ holiday pay.** |  |
| e) | Contractual implications Should rolled up holiday pay be adopted, it will be necessary to once more amend the terms of the incoming Clerk’s contract of employment.In anticipation of this, the Clerk had drafted another contract of employment which uses the LALC template for guidance. It also makes clear that holiday pay will be payable at the rate of 12.07% of salary claimed.A copy of the draft contract had been sent to the incoming Clerk, who had expressed no objections to it.**Members approved adoption of the revised contract of employment for the incoming Clerk.****Action Clerk - to sign contract and retain a copy on file.** |  |
| f) | Budgetary implicationsAs rolled up holiday pay was adopted, it will become necessary to allocate funds within the Parish Council’s budget (agreed each May at the AGM). In the financial year 2023/34, the gross expenditure on the Clerk’s salary totalled £4,526. The agreed budget for this period was £3720.12.07% of the actual salary expenditure amounts to £546. However, the proposed contract of employment restricts the Clerk to a total of 28 days leave (equating to 196 hours of work), which at (say) £15 per hour comes to £2940. 12.07% of this sum is £355, and therefore this figure would be the "cap" / maximum that the incoming Clerk could claim in a year for her holiday entitlement. It is therefore suggested that, when the budget for 2025/26 is fixed, the sum of £355 should be allocated to cover future claims for holiday pay (thereby ensuring that sufficient funds to cater for rolled up holiday pay are identified). **Members approved the budget allocation for holiday pay.** |  |
| 9. | **Internal Audit 2024/25**The Clerk had approached Sally Blenkinship who has been the Parish Council’s internal auditor for the past few years and was delighted to let Members know that Sally had agreed to act again for the Parish Council and had confirmed her fee would be £145. **Members approved the fee of £145 to Sally Blenkinship for internal audit services.** |  |
| 10. | Planning ApplicationsThere were no new planning applications.Members were informed that an updated version of the document containing contested applications was available for their consideration.**Members noted a new document was available.** |  |
| 11. | **Lancashire Best Kept Village Competition (LBKVC) 2025****Entry to 2025 competition**Since the previous meeting the Clerk had contacted previous entrants in the Outstanding Features Categories to establish whether they would, in principle, support entry to the 2025 competition and had received responses as follows:

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| **Organisation** | **Categories of Outstanding Features** | **Agreed to entry** |
| 3 Millstones | Public House/Restaurant | Confirmed |
| St Catherine’s Church | Church | Confirmed |
| Village Hall | Public Building, Paying Fields, Children’s Playground |  |
| Eaves Hall | Hotel |  |
| WBPC | Notice Board | Confirmed |
| WBPC | War Memorial | Confirmed |

The Clerk had completed the entry documentation accordingly.**Members agreed to:*** **enter the 2025 competition**
* **approved the £25 entry fee**
* **invite the Clerk to submit the documentation in advance of the 30 March deadline**
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| 12.a) | **Action Planning****Action Plan 2025**The action Plan was provided by the Clerk for members to review.**Members noted the Action Plan for 2025.** |  |
| b) | St George’s Day – flag raisingFlag is to be flown 23 April.**Action Chair/Clerk**. |  |
| c) | Commonwealth Day 2025Commonwealth Day fell on 10 March this year. The flag was raised by the Clerk as agreed. |  |
| d) | Welcome letter – new residents to the village (standing item**)**There were no new residents identified at this meeting. However, members will identify any future new residents so as to pass their details to the Village Hall Management Committee so that a welcome letter may be provided. |  |
| e) | New signage – access to the villageCllr Fox had approached local supplier Karl Holmes and established that a stone sign, measuring 1m x 1m (and 100mm thick), with the wording ‘Welcome to West Bradford’ etched on the face would cost £500 plus VAT.Additional costs would be incurred for installation, flower beds etcMembers discussed that the price was acceptable, but that before any order could be placed proposed sites should be inspected to confirm they were suitable.**Resolved****Cllrs Bristol, Fox and Marsden would visit potential sites for the new signs to confirm their suitability.** |  |
| 13. | **VE Day 80 – 8 May 2025 – “A Shared Moment of Celebration**” At previous meetings members had agreed to support this event and a discussion took place as to events and responsibilities. These would be finalised at the April meeting following confirmation with other local organisations that would also be involved and included:* Union flag to be flown
* Mid-afternoon sing-along event at The Hub
* Beacon would be organised/lit by the Parish Council and would be lit at 9.30pm on Friday 9th May. Cllr Chew confirmed via the VHMC that the pop up bar will be opened on Friday also, it having been decided that Friday was a better night for families to attend due to the timing of the lighting of the Beacon.
* Other practical matters such as the singing of a hymn were yet to be finalised with the VHMC, with Cllr Fox agreeing to speak to Sue Wright about these and about what involvement the cadets wished to have in the event.

**Resolved****Parish Council to make final practical arrangements for lighting the Beacon at the April meeting.****Action - Cllr Fox to approach the Village Hall Management Committee and establish whether its members/the cadets would organize the singing of the hymn and any other events for the evening.** |  |
| 14.a) | **Lengthsman**Appointment of new Lengthsman Following a meeting between the Chair, Cllr Fox, the Clerk and Mr Richard Starkie on 9 March Mr Starkie agreed to become the new Lengthsman as an employee of the Parish Council. The Clerk presented a draft contract, bringing attention to the fact that as a variable hours worker the Lengthsman would have a legal entitlement to 12,7% on top of his salary as holiday pay. Members were invited to approve the contract.**Resolved – Members approved the contract for the new Lengthsman.**It was noted that following the discussion between the Chair, Cllr Fox, the Clerk and Mr Starke, Mr Starkie had commenced some works around the village prior to signing his contract. The Chair would speak with Mr Starkie and advise he should not do any further work until the contract was signed as he would not be covered by the Parish Council’s insurance.**Action Chair**As the previous Lengthsman had been self employed the Clerk agreed to check with the insurance company at the time of renewal that the activities of the Lengthsman would be covered under the Parish Council’s policy.**Action Clerk** |  |
| b) | Specification of Lengthsman’s DutiesThe Clerk provided the specification of duties approved by Members in 2022. As a new Lengthsman had been appointed Members were invited to review and approve the specifications.**Members approved the Specification of Lengthsman’s Duties.**  |  |
| c) | **Handover of equipment in possession of Clerk**Even 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);
* leaf blower (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.**Resolved – items would be handed to the Chair following the close of the meeting.** |  |
| 15. | **Reports from sub-committees / other meetings attended*** **Playing Field / Village Hall** – no update
* **Lancashire Association of Local Councils** – no update
* **Parish Councils’ Liaison Committee** – the next meeting is to be held on Thursday 10 April 2025 at 6.30pm in the Council Chamber. Unfortunately no Councillors are available to attend. The Clerk will tender apologies.

**Action Clerk*** **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).

The Clerk has confirmed with RVBC that Cllr Marsden will attend.**Resolved – Cllr Marsden to attend** |  |
| 16. | **Correspondence / requests received**No correspondence received. |  |
| 17.a) | Frost damage to wall on Clitheroe Rd/Mill St BridgeThe above issue had been reported to the County Council at members’ request. The Clerk confirmed that repairs had been carried out.**Members noted that repairs had been completed.**  |  |
| b) | PinfoldHM Land Registry had written to the Parish Council requiring additional information. Cllr Best agreed to contact Maureen Pickup who had been assisting with this issue and ask for advice as to how to proceed. Cllr Best would ask Maureen to liaise with the Clerk should any action need taking.**Action Cllr Best/Clerk** |  |
| c) | Outgoing ClerkBefore the meeting closed the Chair passed on his thanks to Andrew Glover, the outgoing Clerk, for all his hard work, and assistance to the Parish Council during his tenure as Clerk. The Chair wished Andrew the best for the future. Members present all added their own thanks and good wishes to Andrew. |  |
| 18. | **Date / time of next meeting:**The next scheduled meeting of West Bradford Parish Council is to be held at 7.30pm on **Weds 30 April 2025 in the lounge of West Bradford Village Hall.****The meeting closed at 8.25pm.** |  |
|  | **Signed by :** |  |
|  | **Date: 30.4.25 Cllr A Bristol (Chair)** |  |