

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 28 February 2024 at West Bradford Village Hall

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 Cllr K Horkin MBE (RVBC)
Apologies:	None
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	None

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the last meeting (24 January 2024):</u> The minutes of the meeting held on 24 January 2024 were to be signed by the Chair as a true and accurate record. Proposed by: Cllr R Chew Seconded by: Cllr H Best Resolved The signed minutes of the meeting held on 24 January 2024 would be posted on the Parish Council website	Clerk

b)	<p><u>Matters arising:</u></p> <p>i) <u>Minuting of future meetings where members of the public address the Parish Council</u></p> <p>In early February, the Clerk had been approached by a local resident seeking access to the minutes from the January meeting of the Parish Council. Whilst this request had been declined (as the minutes remained in draft form until signed off by members at the February meeting), the Clerk now raised a procedural question arising.</p> <p>At the January meeting, a member of the public had addressed members from the floor, and as such the Clerk had recorded the identity of the member of the public in the draft minutes. However, where a member of the public wished to address members at a future meeting, it was suggested that:</p> <ul style="list-style-type: none"> • the Clerk or Chair should advise the resident that his/her name would be recorded in the minutes of the meeting UNLESS the resident indicated that he/she did not wish this to be the case; • where the resident had indicated that they did not wish to be identified, any reasons given in support of this request should be recorded (but not minuted); • where confidentiality had been sought, and reasons given, members would take these factors into account when assessing the credibility of any testimony given; and • at the following meeting, when the draft minutes of the previous meeting were due to be signed off, members may agree to omit the identity of the resident from the final version of the minutes should they consider the resident's reasons for seeking confidentiality to have been persuasive and appropriate. <p>Resolved Members agreed to adopt the above procedure</p> <p>ii) <u>Grit bins</u></p> <p>The Clerk had contacted County Cllr Mirfin and sought his support for the provision of additional winter grit (and a replacement grit bin) on Bowland Gate Lane. LCC had subsequently indicated that an order for a grit bin and the provision of winter grit had been raised, although these items had yet to be delivered. Cllr Horkin suggested that another grit bin may be available for use in the village if required.</p> <p>iii) <u>LALC Area Committee</u></p> <p>As requested, the Clerk had emailed the LALC Area Support Officer to confirm that members would not be attending the resurrected Area Support Committee.</p>
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<p>iv)</p> <p>v)</p>	<p><u>Key for new notice board</u></p> <p>The Clerk had contacted Marilyn Wood and been advised that she had provided him with the Allan key in 2023. With Marilyn’s assistance, the Clerk had now located this key in his collection.</p> <p>Cllr Chew asked to borrow the key as she had a notice to display. Now that access to the new notice had been obtained, the Chair agreed that it would be opportune for him to remove the old notice board on Chapel Lane.</p> <p>Resolved Clerk to provide Cllr Chew with temporary access to the Allan key Chair to remove the notice board on Chapel Lane</p> <p><u>Xmas lights – grant application to RVBC</u></p> <p>As agreed, the Clerk had submitted a grant application to RVBC for £47.80 (this being the cost of a new set of Xmas lights and storage reel for use in 2024).</p> <p>The closing date for applications to RVBC was not until 30 September 2024, so no decision on the application would be made before then.</p>	<p>Clerk Chair</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 confirmed that the Borough Council was due to fix its budget for 2024/25 on 5 March, with a typical increase in Council Tax of 5%. Whilst future increases in Council Tax were now likely, its level remained the lowest in the county. When asked whether any changes to the fortnightly green bin collection were planned, Cllr Horkin was able to reassure members that this would not be the case for the next 12 months at least.</p> <p>The municipal cycle was continuing as usual, with a new Mayor to be installed in May and year-end consideration given to strategic documents such as the Corporate Plan and Master Plan. However, the Chief Executive (Marshal Scott) was due to reduce his working hours to 2 days per week from 1 April, with his main role being to oversee preparations for the forthcoming general election. In the meantime, work to appoint Mr Scott’s successor would begin.</p> <p>Members asked Cllr Horkin a number of other questions on topics including local planning issues; the imminent changes to constituency boundaries; the prevalence of broadband works taking place to improve connectivity; and the progress made by the Borough Council to recoup outstanding “section 106” monies owed to it by developers. Reference was also made to the Borough Council’s consultation exercise on whether to repair or replace the ageing Roefield swimming pool, along with the cost implications for each approach. Cllr Fox was critical of the approach adopted by the consultants employed by RVBC on this matter, commenting that they had sought to secure a face to face meeting with the Village Hall Management Committee at unacceptably short notice.</p>	

5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>None</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – January 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of January 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for January 2024 as presented would be signed off</p> <p>b) <u>Fees for grass cutting 2023/24</u></p> <p>The Parish Council remained in dispute with the Borough Council regarding the fees levied for grass cutting services during 2023, and members had resisted paying the 2023 fees owed pending resolution of this matter. After repeated requests over several months, the Clerk had now been provided with information by RVBC which indicated the location of those grassed areas maintained by its staff (although there was some doubt as to whether this list was in fact complete). RVBC had also clarified the cutting frequencies, and details of the length to which the grass could be cut.</p> <p>Members considered this matter in detail, and – noting that the 2023/24 cutting had already been carried out - concluded that they had no option other than to pay the sum owed in full and retain the existing schedule for grass cutting during 2024/25. To do otherwise may have negative implications for partner organisations such as the Village Hall Management Committee, and would not necessarily have resulted in a substantial reduction in cost.</p> <p>Resolved Clerk to pay the sum of £1156.47 to RVBC for grass cutting services during 2023/24 (ensuring that the VAT of £192.75 was recouped in due course) Clerk to write to RVBC and advise officers of the outcome, whilst also seeking clarification of any intended uplift in fees for grass cutting during 2024/25</p>	<p>Clerk</p> <p>Clerk</p>
8.	<p>Governance</p> <p>a) <u>Information Commissioner – payment of annual fee</u></p> <p>Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. (cont)</p>	

	<p>Members were reminded that – as a data controller – the Parish Council was obliged under the Data Protection (Charges and Information) Regulations 2018 to pay an annual data protection fee of £40 by 10 March 2024.</p> <p>Resolved Members approved the payment of £40 and authorised signatories to sign the cheque Clerk to send payment to ICO (along with copy of email from ICO dated 28 January) by 10 March</p> <p>b) <u>Internal audit 2023/24</u></p> <p>As part of its external audit process, the Parish Council was obliged to have an internal audit undertaken by a qualified person. Accordingly, the Clerk had once again approached Sally Blenkinship, and was pleased to report that she had indicated her willingness to act on the Parish Council’s behalf.</p> <p>With members’ agreement, a fee of £140 (a £10 increase from last year, to recognise the effect of inflation) had been negotiated.</p> <p>Resolved Members thanked Sally for her continued support of the Parish Council and approved the proposed fee of £140</p>	Clerk
9.	<p>Planning applications considered</p> <p>A) <u>Planning Applications</u></p> <p>a) None</p> <p>B) <u>List of contested applications</u></p> <p>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.</p> <p>An updated version of the document was presented for members’ consideration. Members were advised that, since the January meeting, the following applications had been added to the log:</p> <p>i) 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>Following their discussion on this application at the January meeting, members had requested that written comments be submitted to RVBC as part of its formal</p>	

	<p>process of consultation. A copy of the letter sent to RVBC on 27 January was provided.</p> <p>ii) 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</p> <p>Following their discussion on this application at the January meeting (which had included a personal appearance by a local resident who intended to oppose the application), members had requested that written comments be submitted to RVBC as part of its formal process of consultation. A copy of the letter sent to RVBC on 27 January was provided.</p> <p>iii) 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>Following their discussion on this application at the January meeting, members had requested that written comments be submitted to RVBC as part of its formal process of consultation. A copy of the letter sent to RVBC on 27 January was provided.</p> <p>C) <u>Referral to RVBC Planning Enforcement</u></p> <p>At the January meeting, the Clerk had advised members of a complaint received from a local resident about unauthorised development activity at a rural property. This had been reported to RVBC Planning Enforcement, but no update (other than an acknowledgement of receipt) had been provided.</p> <p>Resolved Clerk to seek further update from RVBC</p>	Clerk
10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2024</p> <p>At the January meeting, members had debated at some length whether 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). Members now reflected further on the situation, before concluding that it would be appropriate to once again enter the competition in 2024. Cllr Chew would seek to drum up greater support from residents through the use of social media. Should this not prove successful, then future entry to the competition may not be worthwhile.</p> <p>Resolved Clerk to submit the entry forms to the event organisers by the deadline of 30 March</p>	

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>The Clerk and Cllr Best had once again met with Maureen Pickup (a legally-qualified person working with the Parish Council on a voluntary basis). This discussion had proved to be extremely helpful, with Maureen’s expertise in this technical legal area being very much apparent. As a result, the Clerk had submitted an application for searches under the Land Charges Act 1972 (at a cost of £5), this being the first step in the process. These searches had since been returned by the Land Registry; they acknowledged the Parish Council’s ownership of the land on which the Village Hall sat, and provided no indication that any charges on the land had been imposed.</p> <p>Maureen had been made aware of the result of the searches, and had subsequently advised that an application for voluntary registration of the Parish Council’s first title to the Pinfold could be submitted. The relevant paperwork had been completed (with Maureen’s considerable input). However, as the “protected” status of planning searches referred to above was due to expire on 27 February 2024, Maureen had recommended that the submission of the remaining documentation – including the required £30 fee – should be made prior to that date. As a result, the Clerk has secured the signing of a cheque for £30 and the papers had been sent off by post on 22 February 2024.</p> <p>Members were pleased with the progress made to date, but disappointed to learn that this second stage of applications for voluntary first registration of title may currently take up to 2 years to conclude.</p> <p>b) <u>Recognition of Maureen Pickup’s contribution</u></p> <p>The Clerk expressed his gratitude to Maureen for all her further assistance in the compilation of what had proved to be a very technical submission to the Land Registry. Maureen had gone to great lengths to assist in this regard, carrying out a considerable amount of research in her own time (including making a number of telephone calls to professional colleagues at her own expense in order to resolve certain areas of confusion).</p> <p>Whilst members had already given her a £50 voucher (to be spent at a local garden centre) in acknowledgement of her pre-Xmas efforts, the Clerk suggested that a further reward may now be appropriate.</p> <p>(cont)</p> <p>Resolved As a token of thanks, members agreed that Maureen should receive a £100 voucher for use at the Higher Buck in Waddington Cllr Chew to obtain the voucher Clerk to write a letter of thanks and provide this (with the voucher) to Cllr Best, who would forward both to Maureen</p>	RC Clerk
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<p>12.</p> <p>a)</p> <p>b)</p>	<p>Action Plan 2024</p> <p><u>Content of Action Plan 2024</u></p> <p>The Clerk presented a copy of the Action Plan for 2024 for members' consideration.</p> <p><u>Commonwealth Day</u></p> <p>Members were reminded Commonwealth Day fell on Monday 11 March 2024, when the Union flag should be flown from civic buildings etc.</p> <p>Resolved Clerk to arrange for flying of the Union flag at the Coronation Gardens</p>	<p>Clerk</p>
<p>13.</p> <p>a)</p>	<p>Lengthsman</p> <p><u>Replacement Lengthsman</u></p> <p>As agreed at the January meeting, the Clerk would make further contact with the Lengthsman after the latter's return from holiday on 4 March.</p> <p>Resolved Clerk to pursue</p>	<p>Clerk</p>
<p>14.</p>	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox reported concerns over the increasing amount of dog mess to be found on the running track, and enquired whether it would be possible for this to be countered by the establishment of a by-law? The Clerk offered to contact RVBC and establish the position regarding a possible Public Space Protection Order. Resolved Clerk to pursue This led to a wider member discussion on the problem of dog fouling, which continued to be a problem in the village (although Cllr Fox did feel that the warning notices recently posted by RVBC on Westfield Drive may be having a deterrent effect). Cllr Chew enquired whether it was always necessary for both her and Cllr Fox to attend the meetings of the Village Hall Management Committee, and it was agreed that Cllr Fox would be the primary attendee with Cllr Chew being present in his absence. Resolved Cllr Chew to attend meetings of the VHMC when Cllr Fox was unable to be present Cllr Chew to advise the Chair of the VHMC accordingly • Parish Councils' Liaison Committee – Cllr Chew had attended the meeting held on 1 February 2024, at which a discussion on the forthcoming 	<p>Clerk</p> <p>RC RC</p>

	<p>Settlement Study had been held. This document was intended to underpin the Borough Council's approach to building on green open spaces, and a letter on the issue would be sent to the Clerk in the near future. The letter would need to be responded to within a period of 5-6 weeks.</p> <p>Resolved</p> <p>Clerk to respond on receipt</p> <ul style="list-style-type: none"> • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – next meeting to be held on Thursday 28 March 2024 at 2pm in the Conference Room at Ribblesdale Works. 	Clerk
15.	<p>Correspondence / requests received</p> <p>a) <u>Consultation on removal of restriction on Hackney Carriage numbers</u></p> <p>The Clerk had been informed that RVBC's Licensing Committee had recently resolved to consult on whether the current restriction on the issue of Hackney Carriage vehicle licences should be retained, and, if so, whether the current maximum number of 53 such licences remained appropriate. Members agreed that they would not support an increase to the current maximum number, feeling that the enforcement of rules relating to hackney carriages was already weak and any expansion in numbers may dilute this still further.</p> <p>Resolved</p> <p>Clerk to convey the above comments to RVBC</p> <p>b) <u>Resurgence of Measles</u></p> <p>LCC had requested that parish councillors be made aware of the resurgence of measles and the messages they could convey to assist in combatting this. Members noted that relevant information had been provided for their information.</p> <p>c) <u>Local Electric Vehicle Infrastructure (LEVI) Pilot Funding</u></p> <p>The Parish Council had received an approach from RVBC giving details of the County Council's Electric Vehicle Infrastructure Strategy. Over £10m was now available to improve charging provision across the county. As part of its preparatory work, LCC was now engaging with key local stakeholders, including parish councils, to identify suitable locations for charge points. These could be on-street or in carparks that could serve local resident EV charging needs. A further £500,000 of LEVI Pilot funding could be accessed to trial lamppost charging and cross pavement solutions (such as a "cable-tray") to assist residents who do not have off-street parking.</p> <p>Cllr Chew commented that St Catherine's Church was considering whether to seek consent for change of use of land which it owned to serve as a car park for the Hub. Should these plans be progressed, then access to LEVI funding would be of great benefit. It was agreed that the Clerk would seek further information from the funding providers on the extent of financial incentives which may be available.</p> <p>(cont)</p>	Clerk

	<p>Resolved Clerk to pursue</p> <p>With regard to the proposed car park, Cllr Chew had established from the RVBC Partnership Officer that financial support from the Rural Prosperity Fund (RPF) was not available to churches. A grant of up to £50,000 could however be accessed by parish councils, and members agreed that – should Cllr Chew submit a bid to the RPF in the name of the Parish Council – they would be happy to manage the funding and ensure that it was used for the purposes of the grant.</p> <p>Resolved Cllr Chew to pursue</p>	<p>Clerk</p> <p>RC</p>
<p>16.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Any Other Business</p> <p><u>Overflowing waste bin</u></p> <p>On 1 February, Cllr Fox had asked the Clerk to contact RVBC and report an overflowing waste bin located adjacent to the former bus stop outside Sheilings on Clitheroe Rd, West Bradford BB7 4SH. The bin (which bore the RVBC logo) had overflowed onto the floor in recent days. Members were pleased to learn that RVBC had subsequently emptied the bin and also replaced it with a new, larger one.</p> <p><u>Buckingham Palace Garden Party – 21 May 2024</u></p> <p>The Parish Council had received an invitation to enter the LALC ballot for two tickets for the above event. In the absence of the Chair, Cllr Chew had put her name forward and the application had been submitted to LALC on 17 February.</p> <p><u>Free portrait of King Charles III</u></p> <p>The government had offered to provide a free portrait of His Majesty The King to all town, parish and community councils in the United Kingdom. The closing date for receipt of applications was 28 March 2024.</p> <p>Members agreed to obtain a copy of the portrait and asked the Clerk to register the Parish Council’s interest.</p> <p>Resolved Clerk to pursue</p> <p><u>Cleaning of gullies</u></p> <p>Cllr Chew reported that the RVBC vehicle had recently been deployed in the village with a view to sucking gullies clear of debris etc. However, Cllr Chew had been disappointed to observe the vehicle emptying its load into Bradford Brook rather than removing it to a remote location, and when she had directed the driver to Eaves Hall Lane (where gulley cleaning was required) he had been unsure of the location.</p>	<p>Clerk</p>

e)	<p><u>Bowland Gate Lane</u></p> <p>The Chair had noticed water once again flowing with force down Bowland Gate Lane, causing damage to the road surface at both the northern and the southern ends (a view endorsed by Cllr Marsden).</p> <p>Resolved Clerk to obtain photos and report to LCC</p>	Clerk
	<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 27 March 2024.</p> <p>Resolved Clerk to contact Village Hall Booking Secretary and confirm the dates of future meetings for 2024/25</p> <p>The meeting closed at 8.37pm.</p>	
Signed by:		
	Date: 27.3.24	Cllr A Bristol Chair <i>Andrew Balf</i>