

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 27 November 2019 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 M Wood Cllr B Hilton (RVBC)
Apologies:	None
Members of the public present:	None

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (30 October 2019): The minutes were signed by the Chair as a true and accurate record of the meeting. Proposed by: Cllr F Fox Seconded by: Cllr M Wood <u>Matters arising:</u> Members noted the following: i Following repeated requests for a response from the Speed Management team at LCC in relation to traffic passing the children’s play area at the Village Hall, the Clerk had sought an intervention from the Highways District Partnership Officer. As a result, the Clerk was able to report that officers had “arranged to provide temporary signing to highlight to drivers the need to drive appropriately in the area. They will be on site to the end of 2019 and then again during April to June	

	<p>2020. Due to the good safety record at this location rumble strips or other physical measures cannot be prioritised at this time.”.</p> <p>Members discussed some traffic-related signage which had appeared in the vicinity of Bradford Bridge and also Meadowcroft, but concluded this was not likely to be connected to the Speed Management response.</p> <p>Resolved All to monitor the road near the play area to see if any relevant signage had been displayed at the end of 2019 as indicated Clerk to place on the agenda for January so that members could determine whether further contact with Speed Management was required</p>	<p>All</p> <p>Clerk</p>
ii	The Clerk confirmed that the Parish Council’s request for a precept in 2020/21 had been hand-delivered to RVBC on 11 November 2019 (in advance of the closing date of 20 December 2019).	
iii	Information on how residents could protect themselves from doorstep criminals was available from LCC and guidance on how to access such “playlets” had been passed to Trevor Roberts.	
iv	Following correspondence with LCC, the Clerk had secured a commitment to relocate the blue traffic sign at Bridge End, and also repair the damaged kerbing which was posing a flood risk to that property. The latter work had been carried out by the time the November meeting had been held. The resident had been advised in writing of the actions taken by the Parish Council as a result of his concerns.	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Hilton reported the following matters:</p> <ul style="list-style-type: none"> • Fund-raising efforts to secure the future of the former Duke of York at Grindleton had proved successful, with some £275k generated to date. The initiative to regenerate premises as a pub and community hub had attracted a wide range of community interest, with over 120 people attending a recent public meeting (as well as the support of the local MP). Cllr Hilton had passed on the support of West Bradford Parish Council, which had been gratefully received; • Nigel Evans MP had recently undertaken his tour of the villages, which attracted some interest in both Waddington and Grindleton (on the subject of Brexit or the Duke of York pub). No members from West Bradford had attended the MP when he came to West Bradford; and • Cllr Hilton had been campaigning in West Bradford for the forthcoming general election and was grateful for any support received. 	

b	<p>Monthly accounts – October 2019</p> <p>The Clerk submitted details of income and expenditure for the month of October 2019 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for October 2019 as presented would be signed off</p>	Chair
c	<p>VAT Claim</p> <p>The Clerk reported that on 9 November he had submitted a claim to HMRC for a refund of VAT previously paid. The claim amounted to £374.67.</p>	
7	<p>Governance</p> <p>a Minutes / Agenda</p> <p>At the October meeting, members had agreed to ensure that required documentation (such as minutes and financial information) was displayed on the Parish Council’s website. However, members had previously taken the view that – due to the often detailed and sensitive information contained in the agenda presented to members at meetings – it would not be appropriate for agenda to be publicly displayed. This approach had been questioned by Cllr Best, who felt that an abbreviated / skeleton agenda could be displayed without breaching any privacy requirements.</p> <p>After discussion, it was agreed that a “standard” skeleton agenda should be displayed on the Parish Council website for each meeting. Given that 80-90% of the agenda content was of a standing nature and did not vary from one month to the next, it was considered that the use of a standard agenda was appropriate and it should take the following format:</p> <ol style="list-style-type: none"> 1. Disclosure of interests. 2. Minutes of the last meeting. 3. Public questions or representations. 4. Update from Ward councillor. 5. Finances (including overview of current position, precept etc) 6. Planning Applications. 7. Lancashire Best Kept Village (to include updates on the lengthman etc) 8. Action Plan. 9. Sub Committee reports. 10. Correspondence. 11. Any Other Business. 12. Date of next meeting. <p>Members thanked Cllr Best for her constructive suggestion.</p> <p>Resolved Clerk to contact Jon Pendril and arrange for a monthly display of the standard agenda in the above format.</p>	Clerk

<p>b</p>	<p><u>Pension – auto-enrolment</u></p> <p>Under legislation which came into force in 2017, all employers – including the Parish Council - are obliged to “auto-enrol” their staff into a pension scheme. However, where staff are paid below the threshold of £10k pa, auto-enrolment is not obligatory. On 6 May 2017, the Clerk had submitted the required documentation (“a declaration”) to the Pensions Regulator confirming that the Clerk (as an employee of the Parish Council) did not wish to receive a pension from his employer. Subsequently, on 5 November 2019, the Clerk – then representing the Parish Council as employer - received a reminder from the Pensions Regulator that every 3 years the employer should complete a further declaration setting out the current position.</p> <p>In order to seek clarification on this matter, on 8 November the Clerk had telephoned the Pensions Regulator and received guidance confirming that – as his salary was below the threshold – a declaration was to be completed in due course confirming that the salary was below £10k pa and therefore auto-enrolment did not apply. A letter would be sent in the near future requiring a new declaration to be submitted before the 3-year anniversary in May 2020. In anticipation of this, the Clerk sought to officially advise members that he did not wish to be paid a pension by his employer.</p> <p>Resolved Members noted the Clerk’s wishes regarding non-payment of a pension and agreed that the Clerk (on behalf of the Parish Council as the Clerk’s employer) should complete the declaration at the appropriate time along the above lines and submit it to the Pensions Regulator.</p>	<p>Clerk</p>
<p>c</p>	<p><u>LALC</u></p> <p>The Clerk advised members that, on 4 November, he had received an invoice for an overdue payment to LALC (Lancashire Association of Local Councils) for annual fees to cover the period 2019/20. (It is not clear why previous requests for payment had not been received). Membership of the organisation is useful from a governance perspective and members were asked to approve payment of the fees of £160.27 to cover this financial year.</p> <p>After a discussion on whether it was possible to share the cost of the subscription with another parish council, it was agreed that the membership should be renewed.</p> <p>Resolved Members agreed to authorise the Clerk to renew LALC membership at the above cost</p>	<p>Clerk</p>
<p>8</p>	<p>Planning applications considered</p> <p>Members considered the following applications:</p> <p>i 3/2019/0554 (3 Millstones) – members noted that this application had been refused and an appeal now lodged. The appeal process was to be based on</p>	

	<p>written representations rather than an oral hearing; as the Parish Council had already submitted its comments under the original consultation process (which would be shared with the Inspector and appellant as part of the appeal process), the Clerk had previously sought members' initial views as to whether they would wish to modify or withdraw the original comments by the deadline of 16 December 2019.</p> <p>Members revisited the comments originally submitted by the Clerk on their behalf and concluded that the text of the original consultation response was satisfactory and should still stand.</p> <p>ii 3/2019/0787 (Wrathall) – members noted that this application had been approved with conditions.</p> <p>iii 3/2019/0845 (Hargreaves) – members noted that this application had been approved with conditions.</p> <p>iv 3/2019/0952 (Grace) – members noted that, on 2 November 2019, as requested the Clerk had submitted a letter to RVBC as part of the consultation process; this correspondence asked for consideration of the need to impose conditions which would mitigate the impact of development activity on local residents during the construction phase.</p> <p>v 3/2019/0984 (Huddart) – members considered this application, details of which had been circulated to them on 14 November. It was agreed that no formal submission to RVBC was necessary.</p>	
<p>9</p> <p>a</p>	<p>Development of new website for the Parish Council</p> <p><u>Update</u></p> <p>Members had previously received (with thanks) the 500 hard copy leaflets produced by Jon Pendril with the aim of promoting the new village website to village residents. Unfortunately, it had not proved possible at the October meeting to arrange for distribution of the leaflets around the village. However, members were now in a position to do so and made appropriate arrangements for this to be carried out in the coming days.</p> <p>Resolved</p> <p>Members again thanked Jon for production of the cards</p> <p>Appropriate arrangements for distribution in the coming days were made</p> <p>The Clerk was also able to confirm that the following updates to the website requested at the October meeting to be added had now been carried out:</p> <ul style="list-style-type: none"> • spend over £100 (2018/19); and • minutes of meetings now up to date to September 2019. 	<p>All</p> <p>All</p>

b	<p><u>Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regs 2018</u></p> <p>The Clerk advised members that new legislation had come into force which required all public bodies (including parish councils) to ensure that their websites met certain accessibility standards. However, the legislation acknowledged that – for smaller authorities with scarce resources - this may result in a “disproportionate burden”. If so, the smaller authority may opt out of the requirements if an accessibility statement (to be reviewed regularly on completion) could evidence this.</p> <p>Whilst sympathetic to the need to ensure accessibility as much as possible, members were concerned at the potential impact of the legislation and asked the Clerk to discuss the position with Jon Pendril. If these discussions confirmed members’ fears, they agreed that the Clerk should complete an initial accessibility statement and bring it back to the next meeting for consideration.</p> <p>In addition, Cllr Chew reported that – at the recent Parish Council Liaison Meeting – consideration had been given to RVBC setting up a generic website for all parishes in the Borough to use (and add their own individual pages). If adopted, this would utilise RVBC resources to ensure that any website was largely compliant. It was agreed that members would monitor the RVBC stance moving forward.</p> <p>Resolved Clerk to discuss with Jon Pendril / complete an accessibility statement as appropriate Clerk to diary the above (as well as the proposed RVBC generic website) for further discussion at the January meeting.</p>	Clerk Clerk
10 a	<p>Lancashire Best Kept Village</p> <p><u>2019 competition – feedback to residents</u></p> <p>The Clerk confirmed that information about the village’s success in the 2019 competition (along with the very positive feedback from the judges) had been placed on the Parish Council’s website, as well as being displayed on the notice board.</p> <p>As requested, the Clerk had also approached Andrew Marsden to see if the certificates awarded should be displayed in the Village Hall. On 11 November, Andrew had indicated that he would be happy to display the one relating to the Village Hall’s award.</p> <p>Resolved Cllr Fox passed the certificate to the Clerk in order that the Clerk would forward it to Mr Marsden</p>	

b	<p><u>2020 competition</u></p> <p>At the October meeting, members had noted the suggestion from the 2019 assessors that it would be appropriate to enter St Catherine’s Church in the 2020 competition. Cllr Chew had raised this with the vicar and received a positive response.</p> <p>Resolved Clerk to remind members of this when the entry forms for the 2020 competition were received.</p>	Clerk
11	<p>Action Plan 2019</p> <p>The Clerk updated members on the following area of progress:</p>	
a	<p><u>Flagpole</u></p> <p>As requested, the Clerk had arranged for the purchase of 2 additional flags (a cross of St George and a Lancashire flag) which had now been received.</p>	
b	<p><u>VE Day commemoration event, 8-10 May 2020</u></p> <p>In light of comments expressed at the October meeting, members revisited their draft action plan for the VE Day celebrations to be held over the weekend of 8-10 May 2020. It had been agreed that the event would focus around the national “toast” (to be held at 3pm on Friday 8 May) and other events up until around 5pm on that day, with the Clerk presenting an amended draft plan / running order to reflect this new emphasis.</p> <p>Members identified a number of areas where further change would be made to the programme, and asked the Clerk to update the draft plan. Key areas included:</p> <ul style="list-style-type: none"> • Cllr Wood confirmed the availability of the U3A choir, so long as they were able to perform in the early part of the afternoon; • Members agreed that a “save the date” message should be sent to residents via the general email network (as well being placed on the website and in the Clitheroe Advertiser) by the end of December 2019; • Cllr Chew had made initial enquiries regarding the potential involvement of the local school / teaching of Wartime songs for possible performance, and would do so again at a subsequent meeting; • It was agreed that any charitable collection should once again be donated to the Royal British Legion, with whom close links continued to be forged; and • an approach to MooCow Studios of East Sussex, a supplier specialising in the supply of VE Day-related products, was considered but felt unnecessary at this stage. <p>Resolved Clerk to amend plan for further consideration at next meeting Clerk to draft “Save the Date” text for email network / website and arrange for its publication Janet Fox to arrange for Save the Date to be published in the Clitheroe Advertiser</p>	Clerk Clerk JF

c	<p><u>Pinfold sign</u></p> <p>The new sign had been fixed to the wall at Pinfold, for which the Chair was thanked. This led to a wider discussion on the future use of the site and whether its history could be promoted by improved signage etc.</p> <p>Resolved Members thanked the Chair for erecting the sign Clerk to include this topic on a draft workplan for 2020</p>	Clerk
d	<p><u>Signage – Village Hall</u></p> <p>Members noted that Cllr Fox had arranged for the purchase of signage to promote the village hall and how to access it. On 13 November, the Clerk had received an invoice from Grafix in relation to this purchase which – with the confirmation from Cllr Fox that the goods were satisfactory – could now be paid</p> <p>Resolved Members thanked Cllr Fox for his efforts</p>	
12	<p>Lancashire Day</p> <p>Members noted that the Lancashire flag had been flown on 27 November to promote Lancashire Day.</p> <p>Resolved Members thanked the Chair for his efforts in this regard.</p>	
13	<p>Crime figures</p> <p>At the August meeting, members had considered the local crime statistics prepared by the police force and agreed to receive occasional updates on the position. The most recent figures – covering September 2019 – were presented by the Clerk, and were pleased to note that they showed only one crime being committed during this period (a crime of theft at Three Rivers Country Park).</p> <p>Members noted the information and agreed to receive ad hoc updates in future.</p>	
14	<p>Remembrance Sunday</p> <p>The Parish Council had been formally represented at the event by the Chair and Cllr Fox. The event was felt to have gone well but it was commented that next year it may be appropriate to have stewards to control traffic flow past the war memorial during the ceremony. The Clerk had obtained a wreath from the Royal British Legion for display at the war memorial on Remembrance Sunday – members were grateful for the RBL’s continuing support at relatively short notice. The Parish Council had been advised that it would now be placed on the RBL’s list of potential purchasers of wreaths so in future years a prior approach would be made by the RBL. As well as wreaths, it was understood that other large display items (eg poppies for display on lamp posts, as visible in Waddington and Chatburn) may be available.</p>	

	<p>Resolved Clerk to write to Mandy Brennan at the RBL and thank her for her assistance in obtaining a wreath at short notice, as well as seeking confirmation that the Parish Council is on the RBL list for prior contact in 2020 and beyond Clerk to diary for further pre-event discussion in September 2020</p> <p>Members also noted that the Union Jack flag was flown on the Coronation Gardens in remembrance of the fallen, along with display of the Parish Council's "Lest We Forget" banner.</p>	<p>Clerk</p> <p>Clerk</p>
15	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllrs Fox and Wood reported that upgrading of the play equipment and the surface in the play area had now been completed. An honesty box to encourage users of the village hall car park to contribute to its upkeep had now also been installed. • Parish Council Liaison Committee – the Chair and Cllr Chew had attended the meeting on 21 November, when the keynote presentation had been from Sue Sinclair of Homewise. The organisation, which sought to enable elderly residents to remain in their own homes, offered free small repairs for persons aged over 65. It also provided access to grant funding for affordable warmth; offered checks on benefit entitlement; and provided a recycling service for home aids from its depot in Accrington. Support was also given to dementia sufferers and their carers. <p>Resolved The Parish Council's next newsletter should contain a reference to Homewise's work Cllr Chew to see if Sue could give her presentation to the Dementia Group run by Crossroads</p> <p>Cllr Chew also referred to the recent concern over drugs in Waddington, as a result of which a multi-agency meeting had been set up to consider a Public Health approach to resolving the issue. Parish councils had been asked to pass on any local intelligence regarding local drug use by young people.</p> <ul style="list-style-type: none"> • Lancashire Association of Local Councils – 20 November (no update). • Hanson Cement – next meeting on 19 March 2020. • Lengthsman scheme – no update. 	<p>Clerk</p> <p>RC</p>
15	<p>Correspondence / requests received</p> <p>a <u>Xmas lunch</u></p> <p>Members were reminded that in previous years the Parish Council had made a contribution of £275 to the Xmas lunch which is provided each year to elderly residents of the village. A request had been received from Andrew Marsden for a</p>	

	<p>financial contribution to be made again this year, the date of the lunch being set for 14 December.</p> <p>Resolved A contribution of £275 would again be made to the cost of the 2019 Xmas lunch</p>	Clerk
b	<p><u>Yorkshire Devolution Movement (YDM)</u></p> <p>Members noted that further correspondence had been received from the Chair of the YDM, encouraging the Parish Council to pursue the erection of signage marking the traditional boundary with the Palatine of Yorkshire.</p>	
16	<p>Any Other Business</p>	
a	<p><u>Eaves Hall</u></p> <p>Members were informed that Eaves Hall was a finalist in the 2019 national awards for “Wedding Venue of the Year” run by the English Wedding Awards.</p> <p>Resolved If Eaves Hall were to be successful in the competition, this achievement should be mentioned on the Parish Council website.</p>	Clerk
b	<p><u>Moor Roods</u></p> <p>Cllr Chew had received a complaint that brambles from the playing fields were growing into the garden of the above property. Members considered this a matter for the Playing Fields Committee.</p>	
c	<p><u>Defibrillator</u></p> <p>Cllr Fox suggested that the resident who maintained the defibrillator adjacent to Westfield Drive should receive a Xmas card and present from the Parish Council for his efforts over the year.</p> <p>Resolved Clerk to deliver a card and 2 bottles of wine</p>	Clerk
d	<p><u>Parking on Westfield Drive</u></p> <p>Cllr Fox expressed concern at the inconsiderate parking of vehicles on Westfield Drive, which served to narrow the pavement and oblige pedestrians to walk in the road. It was agreed that Cllr Fox would monitor the situation moving forward.</p>	
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Wednesday 29 January 2020 (there being no meeting in December 2019) at West Bradford Village Hall in the lounge.</p>	

The meeting closed at 8.45pm,

Signed by:		
	Date: 29.1.20	Cllr A Bristol Chair