

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 30 March 2022 at
West Bradford Village Hall**

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr M Wood Cllr K Horkin (RVBC)
Apologies:	Parish Cllr R Chew (Vice Chair)
County Councillor present:	County Cllr Ged Mirfin
Members of the public present:	None
Other attendees:	PC Woods and PC Hartup, Lancashire Constabulary's Ribble Valley Rural Task Force team

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None received	
2.	Minutes of the Last Meeting (2 March 2022): The minutes of the February 2022 meeting (deferred until 2 March due to the illness of the Clerk) were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr M Fox Resolved It was agreed that the minutes of the February meeting would be posted on the Parish Council website	Clerk

	<p><u>Matters arising:</u></p> <p>a) <u>Fallen tree blocking Public Right of Way (PROW)</u></p> <p>The Parish Council had been contacted by a local resident expressing concern at a fallen tree which was said to be blocking the PROW through Drakehouse Wood (accessed from Eaves Hall Lane at a point opposite Eaves Hall). The Clerk had subsequently visited the site and observed that LCC had placed signage at the entrance to the footpath, indicating that there was substance to the complaint raised and that LCC was addressing the issue.</p> <p>b) <u>Plant pot at junction of Southfield Drive and Grindleton Rd</u></p> <p>At the February meeting, members had agreed that David Bristol should be asked to provide a new planter (ideally matching the others which he maintained around the village for the Parish Council) to replace the one at the junction of Grindleton Rd and Southfield Drive. The Clerk confirmed that David had now replaced the old tub with a newly-planted one which he would maintain going forward.</p> <p>c) <u>Damaged road sign outside Castle Cement on West Bradford Rd, Clitheroe</u></p> <p>The Clerk had been asked to report the damaged sign to LCC, which he had done on 5 March. The following response had subsequently been received from LCC:</p> <p style="padding-left: 40px;">“We have raised an order to visit the location and assess the sign. We aim to complete any necessary work as soon as is practically possible.”</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin confirmed that the RVBC Council Tax was due to rise by 3.2% in 2022/23 (although it would still remain the lowest in the County). The rise was required to fund increases in Council staffing levels, particularly in those services which had been the subject of under-investment in the past (eg Planning or Environmental Health), or where the Council now faced competition to retain staff due to market pressures (such as drivers of refuse vehicles).</p> <p>Cllr Horkin had learned that, following on from the recent filming of an episode of the TV series Peaky Blinders, a number of cinematic projects were taking place in the Ribble Valley. These included:</p> <ul style="list-style-type: none"> the forthcoming “Greatest Days” movie, based upon the career of the band Take That. Filming would commence in the town from mid-April; and 	

	<ul style="list-style-type: none"> a Hollywood science-fiction movie would be filmed at Dunsop Bridge, its plot relating to the village's location at the centre of the UK. 	
5.	<p>Attendance of County Cllr Mirfin:</p> <p>The Chair welcomed County Cllr Mirfin to the meeting. The Clerk presented a number of issues on which parish councillors had previously expressed concern and on which it was felt County Cllr Mirfin may be able to assist. These included damage to dry-stone walls around the village, which tended to detract from the village's overall appearance and some of them (being adjacent to the highway) posed a potential traffic hazard. A number of options to redress this were considered, and it was agreed that an approach should be made to County Cllr Sue Hind (Chair of LCC's Regulatory Committee) to see if she could assist.</p> <p>Resolved Clerk to approach County Cllr Hind</p> <p>County Cllr Mirfin also offered to circulate to members (via the Clerk) details of the presentations given at LCC's recent Parish and Town Council Highways Conference held on 19 March 2022.</p> <p>Resolved Clerk to circulate to members on receipt</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p>Bradford Bridge</p> <p>The Clerk reported that a number of incidents had recently been observed:</p> <ul style="list-style-type: none"> a) on Saturday 5 March, a wagon had become stuck on the bridge and had apparently caused damage to the western wall at the village end of the bridge. The Clerk had reported this to LCC, who had confirmed that officers had visited the site and made the area safe. It was intended to carry out the necessary repairs, although no date for this work could yet be provided; and b) on Thursday 9 March, a Clive Hurt low-loader had become stuck on the bridge and had to be escorted off. Members thanked Andrew Marsden for his efforts in this regard. <p>Both of these incidents had been added to the log which the Parish Council continued to compile.</p> <p>Cllr Wood informed members that a further incident had occurred on the day of the meeting, when a very long vehicle (with a foreign driver) had been attempting to access Bradford Bridge on its way to Castle Cement. The driver had been obliged to reverse up Clitheroe Rd and take an alternative route, causing some disruption to traffic in the process.</p>	

	<p>Resolved The traffic incident on 30 March 2022 would be added to the Parish Council's ongoing log</p>	Clerk
7.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>The Clerk reported that he had recently received confirmation from the HARP Stakeholder Relations Team that United Utilities (UU) had now adopted the temporary haul road and bridge over the River Ribble (Route Option 2) as its proposed main access route to the Bowland and Marl Hill compound areas. However, this welcome news had been tempered by UU's comment that construction of the river crossing would take some 9 months, during which construction traffic would use the existing road network.</p> <p>Members agreed that this situation would have major implications for residents of West Bradford during the 9-month period of bridge construction, a project which Cllr Mirfin confirmed was the second largest construction project in the County within the last 50 years. Members discussed whether to write to RVBC as Local Planning Authority at this stage or defer until later, and – whilst Cllrs Horkin and Mirfin felt there was a risk that any correspondence at this stage would be overlooked due to the wide range of issues still under consideration – members agreed that a written approach to RVBC at this time was appropriate.</p> <p>Resolved Clerk to ascertain whether any planning applications were currently subject to consultation. Clerk to write to RVBC and express members' concern at the traffic implications arising from the proposed 9-month construction period</p>	<p>Clerk</p> <p>Clerk</p>
8.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – February 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of February 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for February 2022 as presented would be signed off</p> <p>b) <u>Budget – Q4 / year-end</u></p> <p>The Clerk presented the main points arising from the 2021/22 Q4 budget monitoring exercise. The exercise had confirmed that the Parish Council's finances were in a healthy condition overall, but also identified a number of variances which were set out as follows:</p>	<p>Chair</p>

	<ul style="list-style-type: none"> • an income target of £8225 had been exceeded by £379, due to (i) an extra grant of £250 from LCC re PROWs and (ii) a claim for refund of VAT which was £124 above budget; • total spend had amounted to £8359 against an estimated budget of c£8k; • spend on the Lengthsman had amounted to £815, an underspend against budget of £885; • spend on the Clerk's salary (£2955) exceeded budget by £955 (or 48%), due to the increasing workload allocated to him; and • other significant unanticipated spend included items such as the interpretation board (£700), SpID hire (£160) and external audit fees (£200). <p>Projected year end assets for the Parish Council equated to c£8700.</p> <p>In the usual manner, a new budget for 2022/23 would be presented for adoption at the AGM to be held in May 2022.</p> <p>Resolved Members agreed to sign off the completed budget for 2021/22 The Parish Council's budget for 2022/23 would show an increase in provision for the Clerk's salary from £2k to £3k, and for the Clerk's PAYE contributions from £500 to £720</p>	Clerk
9.	<p>Governance</p> <p>a) <u>Members' Declaration of Interest forms</u></p> <p>The Clerk thanked all members for having completed and returned these documents. They had now been scanned and displayed on the Parish Council website.</p> <p>b) <u>Registering with the Office of the Information Commissioner ICO) as a Data Controller</u></p> <p>At the February meeting, Cllr Chew had reported that it may be necessary for parish councils to register with the ICO as a data controller, a view which had been supported by information on the ICO website. Accordingly, the Clerk had submitted the completed application form (application number C1108465) on behalf of the Parish Council and paid the £40 annual fee by debit card from his personal funds. Confirmation of registration had later been received and was presented to members.</p> <p>As the registration fee was payable annually, the Clerk had added details of the annual payment to the Parish Council's budget and its Action Plan (as a key date for renewal).</p> <p>Resolved Members agreed to :</p> <ul style="list-style-type: none"> • note the successful registration with the ICO as a data controller; • authorise repayment of the £40 fee to the Clerk; and 	

	<ul style="list-style-type: none"> • agreed in principle to the payment of the £40 fee on an annual basis. 	
c)	<p><u>Data Protection Officer</u></p> <p>As part of the above application, and despite contradictory information seen elsewhere online, the Clerk had been obliged to name a Data Protection Officer (DPO) for the ICO's records; this requirement would appear to apply to all public bodies. The Clerk therefore put his own name forward in order to allow the application to proceed.</p> <p>Resolved Members agreed to formally endorse the Clerk in the role of Data Protection Officer for West Bradford Parish Council</p>	Clerk
d)	<p><u>Draft Model Publication Scheme (MPS)</u></p> <p>In addition, whilst completing the above application, the Clerk had also learned from the ICO website that parish councils were expected to adopt a Model Publication Scheme (MPS); this is a requirement of the Freedom of Information Act 2000 and failure to adopt / publish such a document would leave the Parish Council in breach of that Act. (The Parish Council already had a Data Retention Policy, as well as Privacy Notices, and it was intended that these would sit alongside and complement any MPS adopted).</p> <p>The Clerk had produced a draft MPS based on the ICO's template and this was presented for members' consideration. In adopting a MPS, the Parish Council was expected to confirm that a number of key governance documents were displayed on the Parish Council website. However, the Clerk indicated that a number of such documents were not yet displayed, including:</p> <ul style="list-style-type: none"> • the annual budget (when finalised); • the annual Action Plan; • the dates of Parish Council meetings, along with a summary of the agenda; and • Privacy Notices and other governance documentation approved annually at the AGM. <p>Finally, a key element of the Model Publication Scheme was the setting of reasonable fees should any member of the public require access to records held by the Parish Council. The Clerk proposed that the cost of photocopies requested should be set at 10p per sheet for black and white and 20p per sheet for colour.</p> <p>Resolved Members agreed:</p> <ul style="list-style-type: none"> • to formally adopt the attached draft of the MPS, including the proposed level of fees for photocopies; • that – as with all such governance documents – the MPS should be subject to annual reconsideration / readoption at the AGM in May of each year; • that the final / adopted version of the draft should be displayed on the Parish Council's website; and 	Clerk Clerk

	<ul style="list-style-type: none"> that all the other governance documents required by the ICO to be displayed on the Parish Council website, and currently not displayed, should be so published – this to be done following their re-adoption at the AGM in May 	Clerk
e)	<p><u>LALC membership 2022/23</u></p> <p>The Clerk reported that the fees for LALC membership 2022/23 had now been received and amounted to £180.98.</p> <p>Resolved The Clerk was authorised to pay the membership fees for 2022/23</p>	Clerk
f)	<p><u>External audit 2021/22</u></p> <p>The Clerk reported that he had now received email correspondence from the external auditors (PKF Littlejohn) in relation to the audit for 2021/22. As a result, members were invited to consider a number of issues:</p>	
i)	<p><u>Claim an exemption or undergo a full audit</u></p> <p>In several previous years the Parish Council had opted to claim exemption from the full audit process, thereby saving some administrative effort and also payment of the £200 audit fee. However, an exemption could not be claimed in circumstances where the external auditor had expressed concern about practices in the previous year. (This was confirmed in the rubric for the 2020/21 audit).</p> <p>Members were reminded that, being aware of potential breaches of the Transparency Code (failure to update the Parish Council's website arising from the ongoing pandemic), the Parish Council had opted to undergo a full audit during 2020/21. The external auditor had subsequently made adverse findings against the Parish Council in its final report. Whilst all such concerns had now been addressed, members agreed that it was appropriate in such circumstances for a full audit to once again be carried out in 2021/22.</p> <p>Resolved Members agreed that:</p> <ul style="list-style-type: none"> in light of the external auditor's comments expressed during 2020/21, a full audit should again be undertaken during 2021/22; and the Clerk was authorised to pay the audit fee of £200 + VAT. 	Clerk
ii)	<p><u>Timetable for actions</u></p> <p>The Clerk had prepared a timetable which would ensure compliance with the deadlines imposed by the external auditor for the submission of documents etc. However, this was still under discussion with the internal auditor at the time of the Parish Council meeting and was not yet ready for member approval.</p> <p>In the circumstances, it was agreed that authority would be delegated to the Clerk to develop the timetable in conjunction with the internal auditor, and report back to members at the earliest opportunity.</p>	

	<p>Resolved Clerk to report to the April meeting</p>	Clerk
iii)	<p><u>Internal Auditor</u></p> <p>The Clerk was pleased to report that Sally Blenkinship had once again agreed to act as internal auditor for the Parish Council. However, due to wider inflationary pressures it was proposed to raise the internal auditor's fee for 2021/22 from £100 to £120.</p> <p>Resolved Members agreed to authorise the revised fee</p>	
10.	<p>Planning applications considered</p> <p>None</p>	
11.	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p>a) <u>Update</u></p> <p>The Clerk reported that he had completed and submitted the entry forms for the 2022 competition.</p> <p>Members were pleased to learn that all parties approached had agreed to enter the appropriate Outstanding Features categories of the competition.</p> <p>b) <u>Previous proposal from Cllr Best</u></p> <p>Members had previously discussed a proposal from Cllr Best intended to encourage local interest / participation in the LBKVC. However, after due deliberation, members determined that an alternative approach should be tried this year. It was agreed to explore the acquisition of two banners (approximately 2m x 0.8m) for display at (i) the Coronation Gardens site and (ii) at the junction of Chapel Lane and Grindleton Rd. These would be re-useable in future years and would state wording to the effect:</p> <p style="padding-left: 40px;">"West Bradford has entered the Best Kept Village Competition Please keep your village tidy!"</p> <p>Resolved Clerk to explore the cost of acquiring the banners with Grafx and report to the April meeting</p>	Clerk
12.	<p>Attendance of Lancashire Constabulary (Rural Crime)</p> <p>The Chair welcomed PC Wood and PC Hartup to the meeting, both of whom were members of Lancashire Constabulary's Rural Task force team which covered the Ribble Valley area.</p> <p>The officers explained that the Ribble Valley Rural Task Force was currently one of 5 such teams established across the County (with a sixth soon to be initiated). Each</p>	

team had a complement of 4 officers, all of which could be deployed in any rural area across the County, thereby adding increased flexibility of resource.

Established just over a year ago, the team was willing to investigate any criminal activity which impacted rural communities and had already achieved a number of successes in this regard. These included:

- the development of strong partnership working with other agencies (RSPCA, Environment Agency) as well as neighbouring forces (West Yorkshire, North Yorkshire);
- activity to disrupt the supply of illegal drugs, especially when sold through "county lines" – these investigations were likely to result in charges within the next 3-4 months. The team had also supported the deployment of sniffer dogs into licensed premises where the sale of illegal drugs was suspected;
- the theft of quad bikes from Grindleton (the offenders had now been apprehended); and
- the recovery of stolen property (such as a horse box with a value of c£8k, or from caravans).

Members present explored a number of topics relating to the officers' activities:

- it was agreed that rural policing presented particular challenges which differed from those of urban environments. One such challenge was the general lack of access to Auto Number Plate Recognition (ANPR), a tool which was particularly helpful given that most criminals in the Ribble Valley did not live in the area but travelled into / out of it. Similarly, the relative lack of CCTV coverage in the Borough was a hinderance. On this issue, members discussed a number of potential funding streams which may be open to the Parish Council and it was agreed that a formal discussion on this topic would be held at a future meeting;
- the importance of local knowledge when policing an area as large as the Ribble Valley. The officers confirmed that they used a variety of aids to assist them in this regard, such as detailed maps and the "what3words" navigational system;
- the impact on the rural road system caused by heavy goods vehicles and inappropriate parking. Although in many ways these were matters best dealt with by the County Council or other bodies, the team noted a specific problem said to occur on Chapel Lane in West Bradford and offered to investigate this if further details were provided; and
- members provided details of a number of locations where drug dealing was thought to have taken place, which the officers agreed to monitor as resources permitted.

The officers agreed to provide the team's contact details for potential inclusion on the Parish Council website.

	<p>Resolved</p> <p>The Chair thanked the officers for attending, and asked the Clerk to write and formally record members' gratitude for the team's efforts on behalf of rural communities such as West Bradford</p> <p>Clerk to diary a formal discussion on potential funding streams for the acquisition of CCTV in the village</p> <p>Clerk to gather details of parking issues on Chapel Lane and forward these to the officers</p> <p>Clerk to provide a summary of the discussion, and the team's contact details, on the Parish Council website</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
13.	<p>Concerns over speeding traffic in the village</p> <p>a) <u>Involvement of Bowland High School in any counter-speeding initiative</u></p> <p>At the February meeting, the Clerk had reported that Mr Pratt (Deputy Police and Crime Commissioner) had been due to interview potential volunteers from Bowland High School with a view to their participation in an enforcement exercise. This exercise had been duly held on 16 March on Grindleton Rd. In attendance were:</p> <ul style="list-style-type: none"> • 4 x police staff • 7 x Year 10 pupils of Bowland High School; • 2 x teaching staff; • Mr Pratt and a Media Officer; and • Cllr Best and the Clerk. <p>The exercise had involved the schoolchildren using a "laser gun" to ascertain the speed of vehicles travelling along either direction of Grindleton Rd. Several vehicles were then asked to pull into the Village Hall car park where the drivers were spoken to by the schoolchildren. Some positive feedback (thanking drivers for adhering to the speed limit) was given, although at least one driver was admonished for failing to wear a seat belt.</p> <p>The results of the exercise were due to be written up by the schoolchildren, and the Clerk had contacted the school in the hope of gaining access to these. It is understood that moving forward the school may wish to repeat the exercise once per term.</p> <p>Members thanked Cllr Best for her attendance at what was potentially an exercise of real benefit for the village, and which may well form a template for OPCC future events of a similar nature across the County.</p> <p>Resolved</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • the Clerk would be asked to write to both Mr Pratt and Bowland High School, formally thanking them for their efforts to reduce speeding in the village; and • the Clerk was asked to include details of the exercise on the Parish Council website 	<p>Clerk</p> <p>Clerk</p>

b)	<p><u>Community Road Safety Resource Pack - Order Form</u></p> <p>LCC had indicated that it was now making a number of additional materials available to parish councils free of charge. The resources available included:</p> <ul style="list-style-type: none"> • 250 x Bin Stickers; • 1 x Banner (with guidance on installation); and • 2 x Adult High Viz Waistcoats. <p>Resolved Clerk to order</p>	Clerk
14	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p>a) <u>Interpretation Board</u></p> <p>Following a discussion after the Parish Council meeting on 2 March, the Chair and Vice had examined the casing / frame intended to house the interpretation board, and concluded that its size could be considered “out of keeping” with its proposed location for display. As a result, the Clerk had been asked to approach the suppliers and see if an alternative arrangement could be agreed; unfortunately, no accommodation could then be reached. It was agreed that the Clerk should make a second approach to the suppliers, this time by telephone, in order to seek an agreement on the matter.</p> <p>Resolved Clerk to make a second approach to suppliers</p> <p>In the event that no accommodation could be reached with the supplier, Cllr Best suggested that the casing / frame should be offered to the Village Hall Management Committee for the possible display of items relevant to them. (The interpretation board then to be displayed in a more appropriately-sized casing / frame on the War Memorial site as originally proposed). This view received wide support.</p> <p>b) <u>Queen’s Platinum Jubilee 2022</u></p> <p>The Clerk updated members on the following progress which had been made since the February meeting:</p> <p>i) <u>“Save the Date”</u></p> <p>The initial publicity material had been displayed / circulated on 4 March; members thanked Claire Thornber for her assistance with this.</p> <p>ii) <u>Oak trees</u></p> <p>It had been agreed with the Chair / Vice that the Clerk should place an initial order with the Woodland Trust for free trees. These were to be delivered on two</p>	Clerk

occasions over the year, the next being in November 2022 (with applications being considered from 4 April 2022). However, the Clerk had established that the free trees were provided in designated "packs". The only packs which contained Common Oak (the Parish Council's preferred variety) were:



- "Working Wood" pack – in quantities of 105 or 420; and
- "Wildlife" pack - in quantities of 105 or 420.

Furthermore, it was not clear from the Woodland Trust's website whether an application for solely Common Oak trees could be made – the packs consisted of a range of types of tree and the inference was that the pack may be made up of any listed variety.

Alternatively, a pack of 4 x English Oak saplings (15-60cm in height) could be purchased through the Woodland Trusts' online shop for £14.95 (free delivery). This would allow the Parish Council to purchase 8 trees for less than £30.

In debating the above, members were concerned at the small size of the saplings available and the amount of maintenance they would therefore require. Cllr Fox informed members that he had recently been made aware of a reputable supplier in Harrogate who may be able to supply more established trees at a reasonable price, and undertook to provide the Clerk with contact details.

Resolved

Clerk to contact Harrogate supplier in receipt of information from Cllr Fox

MF,
Clerk

iii)

Beacon

The Clerk reported that, with the agreement of the Vice Chair, he had contracted Oscar Duck (blacksmith) to manufacture the beacon. The beacon would be produced to the design set out in the national guidance, and at a manufacturing cost of £780 with an additional cost of £30 per hour if installation were required. The final price would therefore be in the region of £840-900 (no VAT would be payable). Assurances had been received that the project would be completed in time for the Jubilee celebrations on 2 June. It was also anticipated that the cost of then project may yet be covered by a local corporate sponsor.

Members were pleased to receive this positive update, and were asked to determine the wording to be displayed on the decorative shield which formed part of the beacon.

Resolved

The wording on the shield would be "HM Elizabeth II, Platinum Jubilee, June 2022"

Clerk to convey this agreed wording to Mr Duck at the earliest opportunity 2.4

Clerk

iv)

Insurance / risk assessment

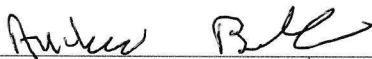
The Clerk had received confirmation from its insurers (Zurich) that any Jubilee events it organised would be covered by its existing policy so long as (i) there were

	<p>fewer than 500 attendees and (ii) appropriate risk assessments had been carried out.</p> <p>Resolved Clerk to work with Andrew Marsden on the completion of risk assessments for the events organised by the Parish Council / Village Hall</p> <p>Members were reminded that the first 30 minutes of the April meeting would be devoted to a discussion of progress against the Jubilee Action Plan.</p>	Clerk
v)	<p><u>Platinum Jubilee County Service</u></p> <p>An invitation had been sent to the Chairs of all Lancashire Parish Councils regarding attendance at a service to be held at Blackburn Cathedral on 29 May 2022. The purpose of the service was to commemorate the Platinum Jubilee.</p> <p>Resolved Clerk to send details of the event to Cllr Fox, with a view to establishing whether he was able to attend, prior to notifying the organisers</p>	Clerk
15	<p>Lengthsman</p> <p>The Clerk reminded members that, at the February meeting, it had been agreed that grass verges in the village would not be strimmed prior to the LBKVC. In addition, weed spraying was not due to commence until May. As a result, other elements of the Specification / Work Schedule could be undertaken in April. These included:</p> <ul style="list-style-type: none"> • litter and leaf clearance: Tidying all roads and roadsides of litter, dead leaves etc; • cleaning of signage / street name plates / defib cabinet and cover; • sweeping Coronation Gardens / war memorial site to ensure kept clean and tidy; and • monitoring condition of street furniture including seats, benches, bus stops, shelters. Report to Chair or LCC/RVBC as appropriate. <p>However, it was agreed that – at this time - the Clerk / Lengthsman would monitor weed growth and report back should this become an issue.</p> <p>With regard to equipment, Cllr Fox offered to provide 2 litres of Roundup weed killer as well as the associated spraying equipment, for which members thanked him.</p> <p>Resolved Cllr Fox to provide Roundup / equipment</p>	MF
16	<p>Banking arrangements</p> <p>At the January meeting, it had been agreed that (i) the Clerk should become an authorised signatory which would (ii) allow him to complete the formalities to move to a system of online banking.</p>	

	<p>In seeking to become an authorised signatory, the Clerk had spent a considerable time engaging with NatWest's online application form. This had not proved straightforward, and his thanks went to Cllrs Best and Wood for their assistance and perseverance in this regard.</p> <p>On 24 March the Clerk received confirmation that the process of registering him as an authorised signatory had been completed.</p> <p>Resolved Clerk to now commence the move to online banking</p>	Clerk
17	<p>Bowland Gate Lane</p> <p>At the request of the Chair, the Clerk had recently reported to LCC the post-storm damage which appeared to have occurred to the road surface at numerous points on Bowland Gate Lane, the section above Brocklehurst Barn having been particularly badly affected. A number of photographs had been provided in support of the Parish Council's concerns.</p> <p>LCC had subsequently confirmed that officers had visited Bowland Gate Lane and inspected its full length. As a result, an order had been raised to repair all actionable defects identified; for carriageways, any defect of 40mm deep or greater, and at least 150mm wide, would be repaired (although no timescale had been given).</p>	
18	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox reported that the discussion at the recent meeting of the Management Committee had proved contentious, with residents in attendance being keen to obtain access for dog walkers to the exercise track. As a result, further consultation would be undertaken before a final decision made. • Parish Councils' Liaison Committee – the meeting due to be held on 31 March 2022 had been cancelled. • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – meeting scheduled for 24 March 2022 had been deferred (Chair to attend when rearranged) • Lengthsman scheme – discussed in minute item 15 above. 	
19	<p>Correspondence / requests received</p> <p>a) <u>Tree cutting – Ashcroft Place / Straitgate</u></p> <p>The Clerk had received a letter from the residents of Ashcroft Place asking for permission to:</p>	

	<p>"commission a reputable tree surgeon to trim some of the trees near Straithgate that overlook our properties and to cut back some hedges on the footpath."</p> <p>The letter indicated that this work would take place within the next fortnight or so.</p> <p>Members noted that they had previously received a similar approach in August 2017. However, on this latest occasion, the Chair had asked the Clerk to respond in writing and advise that – as the Parish Council was not the owner of the land on which the trees in question were situated – this was not a matter on which the Parish Council could comment or give consent.</p> <p>A copy of both the residents' letter and the Parish Council's response was provided for members' information.</p>	
b)	<p><u>Walking and Cycling Survey – LCC:</u></p> <p>LCC was in the process of compiling a new Cycling and Walking Infrastructure Plan for a number of local areas including the Ribble Valley. The Parish Council had been requested to assist in the gathering of information / feedback from local residents by displaying certain information on its website.</p> <p>Resolved Clerk to display information as requested</p>	Clerk
20	<p>Any Other Business</p>	
a)	<p><u>Damaged gate</u></p> <p>CLRs Best and Wood reported that damage had occurred to the gate on Clitheroe Rd at the entrance to the riverside path on the northern river bank, which had completely come off its supporting frame. (The Chair felt that the adjacent wall may also have been damaged, possibly by a vehicle).</p> <p>Resolved Clerk to report to LCC</p>	Clerk
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on 27 April 2022 at 7.30pm.</p>	

The meeting closed at 9.12pm

Signed by:		
	Date:	Cllr A Bristol
	27.4.22	Chair