

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 30 May 2018 at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair)  Parish Cllr H Best |
|  | Parish Cllr R Chew |
|  | Parish Cllr M Fox  Parish Cllr M Wood  Cllr B Hilton (RVBC) |
| Apologies: | Cllr P Elms (RVBC) |
| Members of the public present: | Mr A Marsden |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (25 April 2018):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr H Best  Seconded by: Cllr M Fox  Matters arising:  None |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton raised the following issues:   * a new mayor had been appointed for the Borough (Cllr Stuart Carefoot, along with his deputy, Cllr Stella Brunskill); * at the recent leadership election Cllr Ken Hind had been re-elected as Leader of the Conservative group, with Cllr Steven Atkinson as his deputy; * in relation to the Borough’s elections in 2019 (when new ward boundary proposals would be effective), the process for re-selection of existing Borough Councillors was due to commence in July 2018; * a meeting to discuss the future of Clitheroe market was due to take place on 31 May, at which 4 options would be considered. These included a presentation from the proposed developers Barnfield; a presentation from local market traders; a “do nothing” option; and a presentation on a new proposal to spend £200k on re-development. It was hoped that a decision on the way forward would then be made; and * concerns had arisen at the removal of a GP facility at Clitheroe hospital. |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk presented details of the ongoing correspondence with the County Council regarding concerns over Bradford Bridge. Members noted that the County Council officers had chosen not to address the issue of Parish Council attendance at any future meeting to discuss the future of the bridge, and asked the Clerk to once more pursue this point. It was noted that the bridge had once again been impacted by traffic, with damage to the left-hand side of the structure when approaching from the village; the Clerk was also asked to report this to officers.  Members also noted the County Council’s confirmation that a traffic survey had indeed taken place, although no indication of when (or whether) the results of this would be shared with the Parish Council had been given. Again, the Clerk was asked to approach the County Council on this matter.  Cllr Best commented that the signage advising vehicles of the bridge’s weight limit (located on Grindleton Rd) had been struck and was now less visible to traffic than it should be. It was agreed that the County Council should also be advised of this issue.  **Resolved**  **Clerk to make contact with LCC on the above points** |  |
| 6. | **Overview of financial position:** |  |
|  | **Monthly accounts – April 2018**  The Clerk submitted details of income and expenditure for the month of April 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for April 2018 as presented would be signed off** | **Chair** |
| 7. | **Planning applications considered**  The following planning applications were presented for consideration. |  |
| a | Planning Application No: 3/2018/0371 – Markhor, Eaves Hall Lane, West Bradford  After discussion, it was agreed that no submission would be made to the Planning Authority by the Parish Council. |  |
| b | Planning Application No: 3/2018/0398 - 25 Eastfield Drive, West Bradford  Members considered tis application but concluded that it would not be appropriate for the Parish Council to submit any comments. |  |
| c | Planning Application No: 3/2018/0429 - 40 Eastfield Drive West Bradford  Members’ initial view was that this development was to the rear of the property and (as it would have no detrimental impact) no submission would be made to the Planning Authority by the Parish Council. |  |
| 8.  (A) | **Governance arrangements:**  **External audit - Annual Governance and Accountability Return 2017/18 (AGAR)**  Members noted the new external auditing arrangements for 2017/18 and proceeded to consider the following documentation in the order required. |  |
| a | Annual Internal Audit Report 2017/18  The Clerk presented the results of the internal auditor, as set out in her formal report. Members were pleased to learn that the report showed no areas of non-compliance (as opposed to the 4 areas identified in 2016/17) and thanked the Clerk and the internal auditor for their efforts.  **Members formally approved the findings of the internal auditor as set out on the Annual Internal Audit Report 2017/18.**  Members were delighted to learn that the internal auditor was willing to continue in the role next year and that she had donated the fee for her professional services to the war memorial fund.  **Clerk to write to the Internal Auditor and thank her for her considerable support, both in the audit role and with the generous donation of her fee.** | **Clerk** |
| b | AGAR Section 1 - Annual Governance Statement  In light of the internal auditor’s report, members considered the document provided by the Clerk which proposed that the Parish Council should submit a return confirming that all internal control objectives had been met during 2017/18.  **Resolved**  **Members approved the draft Section 1 (Annual Governance Statement) of the AGAR, and authorised the Chair and Clerk to sign off the Annual Governance Statement 2017/18 as presented.** | **Chair / Clerk** |
| c | AGAR Section 2 – Accounting Statements 2017/18  In light of the internal auditor’s report and the draft Section 1 AGAR above, members considered a range of documentation provided by the Clerk including:   * the draft Section 2 return; * a completed bank reconciliation form; and * an explanation of significant variances from figures in the 2016/17 return.   **Resolved**  **Members approved the draft Section 2 Accounting Statement by resolution, and**  **agreed that the draft Section 2 Accounting Statement should be signed and dated by the Chair of the Parish Council.** | **Chair** |
| d | Exercise of public rights  Members noted that any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all appropriate documentation relating to those records must be made available for inspection by any person interested. This right of access applies to a 30 working day period which by law must encompass the dates are 4-13 July inclusive. However, the Parish Council has some discretion around the remainder of the 30 working day period and the Clerk suggested that the period of 2 July – 10 August be adopted. The Clerk also provided draft documentation which (if adopted) would promote the exercise of public rights to local residents.  **Members agreed to:**   * **authorise the proposed period from 2 July – 10 August within which the exercise of public rights can be carried out;** * **the Clerk returning the required documentation to the external auditors confirming adoption of the above dates; and** * **the adoption of the documentation as presented to promote the exercise of public rights locally.** | **Clerk** |
| e | Publishing of final report  The Clerk advised that the statutory deadline by which the AGAR and the signed external auditor report must be published by the Parish Council (including publication on the authority’s website) is 30 Sept 2018. The Notice of Conclusion of Audit must be published at the same time.  **Members noted the above.** |  |
| (B) | **External Audit 2018/19**  The Clerk advised that the new external auditors have introduced a mechanism of “certification”, available to smaller authorities with a budget of less than £25k. This streamlined process still requires input from the internal auditor, and completion of much of the AGAR documentation, but is likely to prove less bureaucratic for the Clerk to complete.  The Parish Council could have sought to adopt this streamlined approach during 2017/18 but (with the agreement of the internal auditor) it was considered appropriate - after the difficulties with the 2016/17 return - to undergo the full process on this occasion. However, the Clerk recommended that the streamlined process should be adopted in 2018/19 (an opinion with which the internal auditor concurred).  **Resolved**  **Members agreed in principle that - subject to a satisfactory outcome to the 2017/18 external audit process - the streamlined process of certification should be adopted during the 2018/19 external audit process.** | **Clerk** |
| 9.  a | **War Memorial / centenary celebrations**  Sam Conmee / groundworks  Members noted that Sam had completed the groundworks and had submitted his invoice for payment at the agreed amount. Members thanked Sam for his efforts, commenting on the pleasing appearance of the site now the works had been carried out. However, it was agreed that some minor snags needed to be addressed; such as the insertion of setts to the right-hand side of the steps when viewed from the highway. Also, following a meeting with John Foley on 30 May, some additional work would need to be undertaken (indicated by \*\*\* on the list below) for which Sam would be invited to quote a cost.  **Resolved**  **The Chair was to have a further discussion with Sam prior to payment of the invoice, when snags and additional work would be discussed**  Members sought an update on the progress being made with regard to the stone cross. It was also agreed that an estimate for new railings should now be obtained.  **Resolved**  **Clerk to contact Brent Stevenson for an update**  **Clerk to arrange visit by Trapp Forge**  As a result of the meeting with John Foley referred to above, the following matters were agreed:   * in exchange for the right to display a sponsorship sign, John would provide the plants in time for the launch event mid-September; * Clerk to confirm with John that the Parish Council would agree to the display of the advertising sign for an initial period of 12 months, following which time the position would be reviewed; * John had estimated that 8 tonnes of topsoil (to give 300mm depth across the bulk of the front area) would need to be provided. Members discussed whether this could be obtained by sponsorship, and Cllr Fox kindly agreed to provide any topsoil required; * similarly, an estimated 2 tonnes of bark to provide weed cover would be required. It was agreed that Cllr Fox would approach Travis Perkins to see if they could assist; * \*\*\*additional works required included (i) the removal of the row of setts which provide a front planting area adjacent to the highway the full length of the site, creating one big bed for John to fill as he sees best (Chair to carry out); and (ii) a new line of setts being inserted to the right of the steps when viewed from the highway, to create a wider (curved) planting area – again allowing John more scope to plant there / the levels to be blended in / removal of the present trip hazard; * in future years; John offered to continue to renew the plants etc on an annual basis. This may cost in the region of c£100pa, and members asked the Clerk to confirm with John that they would ask him to replace plants on an ad hoc basis required from year to year; and * arrangements for the ongoing regular maintenance of the site (currently undertaken by David Bristol) would be discussed with David by the Chair.   **Resolved**  **Clerk to contact John and confirm the above points agreed**  **Cllr Fox to approach Travis Perkins regarding the provision of bark**  **Chair to remove setts / consider need for more topsoil / contact David Bristol regarding maintenance arrangements** | **Chair**  **Clerk**  **Clerk**  **Clerk**  **MF**  **Chair** |
| b | Meeting 12.2.18  Members noted that Mr Jonathon Carmylie (Area Dean covering the local authority areas of Ribble Valley and South Ribble) had agreed to officiate at the ceremony of dedication scheduled for 16 September. They then re-visited the action plan identified at the planning meeting on 12 February 2018 and – given that there were only 2 further scheduled Council meetings prior to the date of the ceremony – confirmed the following steps:   * the main dedication service would take place at around 1100 hours on Sunday 16 September 2018, preceded by a short church service **(Cllr Chew to confirm arrangements with her mother)**; * **Clerk to send initial “hold the date” letters of invitation to the following** (or their representatives):   Father Corcoran  Mayor of Ribble Valley  Head Teacher for Waddington and West Bradford Primary School  Nigel Evans MP  C of E representative tbc?  Remaining descendants of the fallen **(Cllr Best to confirm contact details for the Clerk)**   * after some discussion, it was agreed that donors and residents would be contacted nearer the time to inform them of the ceremony; it may be beneficial to produce a formal invitation with a picture of the war memorial, which could be delivered by hand to residents (end of July / early August) and circulated to donors where their contact details were known * members to discuss at the June meeting whether an additional planning meeting in July was required – this would include issues such as the provision of light refreshments / display / entertainment at the village hall after the ceremony **(Clerk to place on the agenda)** * **Clerk to approach Slaidburn Band to see if a bugler could be provided** * a wreath would need to be obtained **(Cllr Fox – via his father - to see if one could be sourced from Royal British Legion)** * Hodder Valley RBL may wish to bring along their standard **(Cllr Fox to establish their intentions)** * **Clerk to inform media contact of latest position / proposed date of service of dedication** * it was confirmed that traffic management arrangements would be handled by members rather than applying for a Traffic Regulation Order; * at the **governors’ meeting on 4 June, Cllr Chew to make enquiries** with the school to see if it would be possible for them to contribute a display; and * **Cllr Fox agreed to make** **enquiries with entertainers** (eg Lancashire Belle) for their services at any post-launch event | **RC**  **Clerk**  **HB**  **Clerk**  **Clerk**  **MF**  **MF**  **Clerk**  **RC**  **MF** |
| c | Donations received  Members handed the Clerk a number of further cash donations for banking. After some discussion, it was agreed that individual letters of thanks would be sent out nearer the launch event. The names of a number of future recipients of a letter of thanks were identified and the Clerk agreed to ensure that these featured in his formal record of contributors.  In the short term, however, members felt it would be well received if a general message updating villagers on the progress made / amount received were to be circulated.  **Resolved**  **Clerk to draft text and send to Janet Fox for inclusion in the Clitheroe Advertiser**  **Clerk to circulate a message via village email**  **Clerk to display message on village boards** | **Clerk**  **Clerk**  **Clerk** |
| d | Further funding bids  The Clerk updated the meeting on a number of funding bids which had been submitted since the last meeting. Although these had not proved successful, it was not considered appropriate to pursue these further at this time.  Cllr Fox suggested that an approach could be made to the National Farming Union for support.  **Resolved**  **Clerk to pursue** | **Clerk** |
| e | Approaches to local businesses for funding  Members gave an update on their recent interaction with potential donors. |  |
| f | Timeline  Members agreed that the timeline should be updated in light of the additional funding contributions discussed above.  **Resolved**  **Clerk to update** | **Clerk** |
| 10 | **Defibrillator** |  |
| a | Insurance cover  The Clerk reported on his recent communication with Zurich on whether the insurance policy would cover the Council in the event of a claim arising from use of the defibrillator. Members noted Zurich’s confirmation that:   * the Council was covered if the equipment had been used by Council staff if trained (and had followed their training); and * liability for any consequences when defibrillators are used by members of the public rests with the NHS (providing that 999 had been called and the user had followed all instructions from the ambulance service).   It was agreed that a further session of training on use on the defibrillator (provided free of charge by the ambulance service, typically on a Friday night) would be helpful.  **Resolved**  **Cllr Fox to arrange**  Members also considered Zurich’s confirmation that the current policy did not extend beyond public liability and therefore any criminal damage / theft fell outside the terms of existing cover. Should “All Risks” cover be required, then a list of relevant items should be provided to Zurich to enable a quote to be given. Members identified the following items as potentially suitable for wider cover:   * seat at Bowland Gate Lane * 2 other benches around the village (outside Old Hall and next to bus stop on Clitheroe Rd) * Coronation Gardens (seating and war memorial) * 2 x notice boards * 2 x defibrillator cabinets   **Resolved**  **Clerk to approach Zurich for a further quote on All Risks cover** | **MF**  **Clerk** |
| b | External signage  Cllr Fox confirmed that Grafix had been approached to quote for the provision of a replacement sign on the defibrillator and would come to measure up. |  |
| 11 | **Lancashire Best Kept Village competition – tidying / maintenance**  Cllr Fox confirmed that – as agreed at the May meeting - Janet would be painting signage and equipment around the village and this work was due to start on 31 May. However, it had been noticed that the wooden boards on which the Hillside Drive street signage was displayed had rotted and were in need of replacement.  **Resolved**  **Cllr Fox to approach a local joiner he knew who may be willing to replace the boards if the Parish Council paid for any wood required**  It was suggested that – given the imminence of the judging for the competition – it would be appropriate for an article to be placed in the village news section of the Clitheroe Advertiser asking for residents to keep the front of the property tidy for the duration of the judging period.  **Resolved**  **Clerk to draft a message for Janet to arrange publication**  Members also commented that a number of street signs around the village were dirty and in need of cleaning.  **Resolved**  **Cllr Chew kindly offered to clean as appropriate** | **MF**  **Clerk**  **RC** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – a general “tidy up” exercise was to be held on 1 June * Parish Council Liaison Committee – no update * Lancashire Association of Local Councils – no update * Hanson Cement – open day scheduled for the 29 September 2018 * Lengths-man scheme – further weedkilling work had been carried out, but no further invoice had yet been received |  |
| 13 | **Correspondence / requests received**  None received |  |
| 14 | **Any Other Business** |  |
| a | Cllr Wood enquired whether the Clerk could approach Alan Boyer at Ribble Valley Brough Council and try to get the roadsweeper to attend. It was felt that the village as a whole (rather than any particular area) would benefit from this exercise.  **Resolved**  **Clerk to contact Alan Boyer** | **Clerk** |
| b | Cllr Wood had spoken to an LCC representative who had indicated that Grindleton Rd was on the County Council’s list for resurfacing work during the current financial year. |  |
| c | Cllr Fox raised a problem caused by a howling dog, which members discussed and possible next steps were considered. |  |
| d | Mr A Marsden raised concerns over the waste which had been left by the river bank during the recent god weather. However, this had now been removed. |  |
|  | **Date / time of next meeting:**  The next meeting of West Bradford Parish Council (including the Annual General Meeting) will be held at 7.30pm on Weds 27 June 2018 at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 9.15pm.**

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| Signed by: |  | |
|  | Date:  27.6.18 | Cllr A Bristol  Chair |