

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 28 June 2023 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 present:	None

The Chair welcomed the newly-co-opted parish councillor, Mr Roger Marsden, to the meeting


1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the last meeting (31 May 2023):</u> The minutes of the meeting held on 31 May 2023 were signed by the Chair as a true and accurate record. Proposed by: Cllr Fox Seconded by: Cllr Chew Resolved It was agreed that the minutes of the 31 May meeting would be posted on the Parish Council website	Clerk

<p>b)</p> <p>i)</p> <p>ii)</p>	<p><u>Matters arising:</u></p> <p><u>Water running down from junction of Eaves Hall Lane / West Bradford Rd</u></p> <p>At the May meeting, the Clerk had reported that no progress had been made with regard to this long-running matter, and as a result it had been agreed that a further approach should be made (via Cllr Horkin) to County Cllr Swarbrick, who was now the relevant Portfolio Holder at LCC.</p> <p>Commencing around mid-June 2013, and following a presumed intervention from Cllr Horkin, work to remedy the problem had taken place.</p> <p>Resolved Members agreed to monitor the situation moving forward in order to ensure that the problem of running water would not reoccur</p> <p><u>Deceased Ash tree</u></p> <p>Concerns about this matter had originally been reported to LCC on 10 November 2021; as no progress had been made, Cllr Fox had asked that the Parish Council report this matter once more. Consequently, LCC had confirmed in June 2023 that the tree was indeed deceased. LCC had advised the “landowner” had been contacted with regard to its removal, work which – if necessary - could then be carried out by LCC in default. Members queried this assertion on the grounds that LCC – as opposed to a third party - was understood to be the landowner, and asked the Clerk to seek further clarification on this point from LCC.</p> <p>Resolved Clerk to contact LCC</p>	<p>All</p> <p>Clerk</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 referred to the Rural Prosperity Fund (RPF), consisting of c£420k which RVBC had received from central government. The funding was intended to support projects in rural villages, and would be returned to central government if not spent within the next 24 months. Bids from parish councils for between £25-50k would be welcomed within the next 3-6 months. Cllr Chew enquired whether the RPF could potentially support the proposed establishment of the “Hub” by St Catherine’s Church, and it was agreed that she would send details of the project to Cllr Horkin for his initial consideration.</p> <p>Resolved Cllr Chew to send details to Cllr Horkin</p> <p>The Borough Council had recently established that it was owed a total of £8.6m in unpaid “section 106 funding” (ie monies which developers had agreed to pay for community benefit as part of any grant of planning approval). Of particular concern was the sum of £4m which was outstanding from the period 2014-2017. When combined with the £16m of reserves possessed by RVBC, these assets would</p>	<p>RC</p>

	<p>render the Borough Council an attractive proposition for any “super-authority” (with an elected mayor) which may be introduced by an incoming government, whose priorities may lie with urban rather than rural areas.</p> <p>Cllr Horkin discussed the current political composition of the Borough Council, elected in May 2023, which was now led by a minority Conservative administration.</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Concerns expressed by local resident</u></p> <p>Members were as yet unaware of any local protest activity against the HARP proposal.</p> <p>b) <u>Update – planning application 3/2021/0661</u></p> <p>At the May meeting, members had noted that:</p> <ul style="list-style-type: none"> • prior to the meeting of RVBC’s Planning and Development Committee on 16 March 2023, the borough’s MP (Nigel Evans) had exercised his statutory powers to call in any decision to approve the planning application; and • on 16 March, the P and D Committee did approve the application by a majority of 8 to 1. <p>It had then been reported that, within the next 2-3 weeks, the Secretary of State (Michael Gove) would make a decision as to whether it was appropriate for the RVBC decision to stand, or whether he – as Secretary of State – should consider it more appropriate for a local Planning Inspector to be appointed in order to re-hear the application. This process would involve a further consultation exercise, to which the Parish Council would presumably be able to once again contribute.</p> <p>Cllr Horkin confirmed that no decision had yet been taken by the Secretary of State on this matter, and he feared that – as some 14-15 weeks had now elapsed since the call-in by Mr Evans – the Secretary of State may decline to support it. It was understood that United Utilities was still keen to see a decision made, and had been considering legal action in the High Court to pursue this, but no further information was available.</p> <p>It was understood that one resident of Waddington had now commissioned an independent survey to ascertain a base level of their property’s structural integrity, this being intended to form the basis of any future claim against United Utilities in the event of vibration damage to their house.</p>	

c)	<p><u>Parish Council Liaison Meeting – 22 June 2023</u></p> <p>No further update was given with regard to HARP.</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – May 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of May 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for May 2023 as presented would be signed off</p> <p>b) <u>Budget update – Q1</u></p> <p>The Clerk presented the main points arising from the Q1 budget monitoring exercise:</p> <ul style="list-style-type: none"> • income was £500 in excess of budget due to a grant from RVBC relating to the Coronation; • the Clerk’s salary had once again exceeded the budget, by c£170 in Q1. This was due to the particular pressures on the Clerk this quarter, including the internal / external audit process; elections / appointment of a new parish councillor; additional meeting (AGM) in May; and the Coronation event. It was envisaged that this level of spend would not be incurred in subsequent quarters; and • a small amount of unanticipated spend had occurred (eg plaque to commemorate the Coronation, wood to fix the notice board and leaving present for Marilyn Wood). <p>Resolved Members approved the budget monitoring report for Q1 2023/24</p> <p>c) <u>Fee for grass cutting 2023/24</u></p> <p>At the March meeting, the Clerk had reported that RVBC intended to charge fees of £1156.47 inc VAT for grass cutting during 2023/24. Members had noted that the fee for 2022/23 had been £796.46 inc VAT, so an increase of £360.01 (c45%) had been imposed. An approach to RVBC in April had met with no response from RVBC, and as a result Cllr Horkin had been asked to make formal contact with RVBC on the Parish Council’s behalf. It had been agreed that this would be done once the May elections had been completed.</p> <p>Cllr Horkin reported that he had held initial discussions with an RVBC officer on 1 June, and had understood that the officer would by now have contacted the Clerk to advise on a way forward. As this had not happened, Cllr Horkin undertook to contact the officer once again tomorrow and let the Clerk know the position.</p> <p>Resolved Cllr Horkin to pursue</p>	KH

d)	<p><u>VAT – claim for refund</u></p> <p>Members noted that the Clerk had submitted a claim to HMRC for a refund of VAT paid (ref no O29T-3RFI-OV2A) amounting to £490.46.</p>	
e)	<p><u>Concurrent Functions Grant 2022/23</u></p> <p>The Clerk had compiled a claim for £3162.29 from RVBC under its Concurrent Functions Grant.</p> <p>Resolved Members agreed to approve this application, and authorised the Chair to sign the application form Clerk to deliver the signed form to RVBC by the deadline of 31 July 2023</p>	Clerk
8.	<p>Governance</p> <p>a) <u>Casual vacancy arising where Parish Council is quorate after an election</u></p> <p>At the May meeting, members had agreed to co-opt Mr Roger Marsden as a parish councillor, subject to his satisfactory completion of the documentation required for the role. This had included:</p> <ul style="list-style-type: none"> • a Declaration of Office form; • a Declaration of Interests form; and • the consent form (1c in the electoral nominations pack) which required the candidate to confirm that they were no subject to any of the disqualifications which would debar them from serving as a parish councillor. <p>On 7 June (ie within the permitted period of 35 days from the elections held on 4 May), the Clerk had met with Mr Marsden, who had completed the above formalities. Members noted that Mr Marsden had therefore been co-opted as a member of West Bradford Parish Council.</p> <p>b) <u>Required change to Parish Council website</u></p> <p>Members noted that the Parish Council website still showed details for the now-retired Marilyn Wood, and did not yet show details for the newly-appointed Roger Marsden.</p> <p>Resolved Clerk to liaise with Jon Pendrill to secure these changes Cllr Marsden is asked to provide an appropriate photograph for display</p> <p>c) <u>Change to bank mandate</u></p> <p>The Clerk confirmed that, following his formal approach to NatWest, former Parish Councillor Marilyn Wood was no longer listed on the Parish Council mandate.</p>	Clerk RM

<p>d)</p> <p>e)</p>	<p><u>Declaration of Interests Form – all members</u></p> <p>Following the May elections, all members had now provided a completed Declaration of Interests Form.</p> <p> Resolved Clerk to scan and forward them onto RVBC for display on the Borough Council website</p> <p><u>External Audit 2022/23 – AGAR documentation</u></p> <p>All required documentation (including the certificate of exemption, internal auditor’s report and ancillary documents) had now been displayed on the Parish Council website. This action had been completed on 2 June 2023, well in advanced of the required deadline of 30 June.</p> <p>Members noted that the period of public rights (during which members of the public were entitled to inspect the Parish Council’s accounts) would run from 3 July to 11 August 2023. An update on the outcome of the period of public rights would be provided at the August meeting.</p>	<p>Clerk</p>
<p>9.</p> <p>a)</p> <p>i)</p> <p>b)</p>	<p>Planning applications considered</p> <p><u>Planning Applications</u></p> <p>Planning Application No: 3/2021/0877 Proposal: Proposed live/work unit in connection with the existing Christmas tree nursery and forest pre-school. Location: Dove Syke Nursery, Eaves Hall Lane, West Bradford, Clitheroe BB7 3JG</p> <p>On 10 May 2023, the Parish Council had received notification of the appellant’s intention to appeal against the decision of RVBC to refuse the application. The appeal was to be heard by a Planning Inspector in the form of written representations, with a deadline for response of 13 June.</p> <p>At the meeting of the Parish Council on 31 May, the applicant (Ms Monika Brown) had at her own request appeared before members. Ms Brown had sought to update members on the reasons for her application and provide clarity as to certain aspects surrounding it (specifically relating to the nature of a “live-work unit”). After listening to the applicant and asking her questions as appropriate, members had asked the Clerk to submit their further observations to the Planning Inspector prior to the deadline of 13 June.</p> <p>For members’ information, the Clerk presented a copy of the resulting submission (sent by the Clerk on 6 June).</p> <p><u>List of contested applications</u></p> <p>As requested, the Clerk continued to compile a list of contested applications which would be submitted to members on a regular basis for their consideration. The</p>	

	<p>purpose of the list was to assist members in keeping track of contested applications, and to have more clarity around the subsequent determinations made by RVBC / Planning Inspectorate.</p> <p>An updated version of the document was presented for members' consideration.</p>	
<p>10.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Lancashire Best Kept Village Competition (LBKVC) 2023</p> <p><u>First round of judging</u></p> <p>Members noted that this had taken place between 5 and 22 June.</p> <p><u>Notice board</u></p> <p>Following Tony Knowles' efforts in erecting the notice board, the Clerk – with the agreement of the Chair – had presented Mr Knowles with a bottle of wine on 10 June.</p> <p><u>Plaque to be displayed on Millennium Stone to commemorate coronation of King Charles III</u></p> <p>Cllr Fox confirmed that he had spoken to the suppliers yesterday and they were still awaiting delivery of the sandstone to be used for the plaque.</p> <p>As agreed at the May meeting, the contract with Hitchen's of Accrington for a metal plaque to be displayed on the Millennium Stone had been cancelled. The Clerk had then contacted Hitchen's regarding the alternative purchase of a plaque to mark the planting of the 7 oak trees in commemoration of the late queen's Platinum Jubilee in June 2022. The Clerk presented to members a design for a plaque provided by Hitchen's. After some debate, members approved the proposed design but proposed an amendment to the suggested text, the final wording to read as follows:</p> <p>"In celebration of Queen Elizabeth II's Platinum Jubilee - June 2022"</p> <p>Resolved Clerk to contact Hitchen's and place the order for the plaque, subject to the adoption of the amended wording</p> <p><u>Banners informing residents of the Best Kept Village Competition</u></p> <p>It had previously been agreed that these would be displayed after the Coronation celebrations. The banner at the Coronation Gardens had been displayed in good time.</p> <p>The owner of the property at the junction of Westfield Drive / Grindleton Rd (where a banner had also been previously displayed) had been approached by the Clerk, and had agreed to the display of a banner on her front garden wall. The Chair had now fixed the necessary eyes and the banner had been displayed on 24 June.</p> <p>Resolved Members thanked the Chair for fixing the eyes</p>	<p>Clerk</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>At the April meeting, members had noted that the Pinfold site – whilst unregistered with the Land Registry – had been maintained by the Parish Council for many years, and as such it may be appropriate for the land to be formally registered in the parish’s name. Members had subsequently agreed that the Clerk should meet with Cllr Best and a legally-qualified friend of hers (Maureen Pickup) to discuss the feasibility of making a formal claim for adverse possession.</p> <p>Following this meeting, members had agreed that Cllr Chew should contact Mr and Mrs Pike for information on their recollections of the Pinfold site and their knowledge of any activities which may support the Parish Council’s claim, whilst the Clerk undertook to carry out the same exercise with former councillor Marilyn Wood. This dialogue with Mrs Wood had proved very productive, in that evidence (uncovered from the Parish Council’s minute book for 1972/73) suggested that the Parish Council may indeed be the owner of Pinfold, having purchased it from Lord Clitheroe for the sum of £20.</p> <p>It was agreed that Cllr Best would discuss these developments with Maureen in the near future, with a view to establishing the next steps to be taken.</p> <p>Resolved Cllr Best to pursue Cllr Chew to defer any contact with other local residents pending clarification of the situation</p>	HB RC
12.	<p>Draft Action Plan 2023</p> <p>a) <u>Review of Action Plan 2023</u></p> <p>The Clerk presented an updated Action Plan for 2023.</p> <p>b) <u>Flying of the Union flag</u></p> <p>As required, the flag had been flown on:</p> <ul style="list-style-type: none"> • 17 June (official birthday of King Charles III); and • 21 June (birthday of Queen Camilla). <p>Members noted that, following the change of monarch, the Action Plan had now been updated to reflect the dates when flag-flying would be required.</p>	
13.	<p>Lengthsman</p> <p>a) <u>Work undertaken since the last meeting:</u></p> <p>Since commencing work in April, the Clerk / Lengthsman had now completed sweeping / brushing duties for:</p> <ul style="list-style-type: none"> • the whole of Westfield (twice); Eastfield; Southfield; and Hillside; 	

	<ul style="list-style-type: none"> • Grindleton Rd (Westfield to Hillside); • Clitheroe Rd (Grindleton Rd to Sheilings). <p>The war memorial had been cleaned and the site swept, and the hedge at the end of Bowland Gate Lane trimmed.</p> <p>b) <u>Strimming</u></p> <p>i) <u>Strimming carried out</u></p> <p>Members commented on the good work that Mr Wrathall had done in strimming Straitgate. An invoice for the work carried out would be submitted to the Clerk by Mr Wrathall in due course.</p> <p>ii) <u>Strimming required</u></p> <p>On 14 June, the Clerk had been approached by a local resident, who had expressed concern at the lack of strimming which had taken place at the white railings on Clitheroe Rd and was now said to pose a sight hazard. However, strimming remained a contentious issue and - in contrast to the above - the Parish Council had also received the following message from a local resident:</p> <p style="padding-left: 40px;">I've remembered to email and say what a beautiful job you have made of the village and thank you for sparing the verges near the river. As you know I would be very happy to see the wild plants throughout the village but you have achieved a great compromise</p> <p>Resolved Now that judging for the Best Kept Village competition was underway, strimming near the white railings to be undertaken by Mr Wrathall at his convenience</p> <p>c) <u>Collapsing gullies – Southfield Drive</u></p> <p>When performing his duties on Southfield Drive, the Clerk / Lengthsman had been approached by a resident who complained about the gulley outside her house, which was considered to be collapsing. The resident had suggested that the matter had previously been reported to LCC but no action taken, and that other gullies on Southfield were also in a similar condition.</p> <p>On 2 June, the Clerk/Lengthsman had reported the matter to the Highways District Partnership Officer at LCC, who subsequently confirmed that they had “raised an order to reset the gulley”.</p> <p>Resolved Clerk to advise complainant of the outcome</p>	<p>DW</p> <p>Clerk</p>
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14.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox reported that plans for the proposed rear patio at the Village Hall were now being professionally drawn up. The village sports day would be held at the Village Hall on 8 July; • Parish Councils’ Liaison Committee – meeting held on 22 June 2023 (Cllr Chew had given apologies for this meeting); • Lancashire Association of Local Councils – no update; • Hanson Cement Liaison Committee –the date of the next meeting was yet to be confirmed; and • Lengthsman scheme – discussed in minute item 13 above. 	
15.	<p>Correspondence / requests received</p> <p>a) <u>80th anniversary of D Day – 6 June 2024</u></p> <p>On 6 June 2024, a national event (once again organised by Bruno Peeke, Pageant Master) was to be held in commemoration of the 80th Anniversary of the D-Day Landings. Communities were encouraged to take part in the lighting of Beacons, intended to celebrate the ‘Light of Peace’ which had emerged from the darkness of wartime. In addition, it was hoped that celebrations would involve the eating of fish and chips with mushy peas, with 150,000 portions to be consumed (one portion for each soldier involved in the D-Day Landings).</p> <p>Members agreed that the Parish Council would participate in the event, although a firework display would not be required on this occasion. However, lighting of the beacon was considered appropriate, and planning for the event could commence next Spring in line with any national guidelines.</p> <p>Resolved Clerk to register with Bruno Peeke the Parish Council’s interest in supporting the event, and receive any further guidance on event planning Clerk to diary the event on the Action Plan for 2024</p>	<p>Clerk</p> <p>Clerk</p>
16.	<p>Any Other Business</p> <p>a) <u>Hay on Chapel Lane</u></p> <p>Cllr Fox reported that he had been contacted by a member of the public objecting to hay which had been accumulating on the road as it was being moved by a local farmer. It was understood that the problem had occurred due to the fully-loaded farm vehicle brushing against the tree at the Hippings House.</p> <p>Resolved Lengthsman to remove hay from Chapel Lane</p>	<p>Lman</p>

b)	<p><u>Dog fouling at the Coronation Gardens site</u></p> <p>Cllr Fox confirmed that he had received a further complaint about this problem. Members discussed the signage recently erected by the Borough Council, which sought to encourage residents to stop their dogs from fouling, but no decision to take any further action was made.</p>	
c)	<p><u>Poor condition of village footpaths / pavements</u></p> <p>Cllr Fox commented on the extremely poor condition of the pavements in the village, many of which now posed a hazard to elderly residents when out walking. He was particularly concerned about pavements on Hillside Drive and Grindleton Rd. Cllr Fox was aware that pavement improvements had only taken place in the last 19 years (when slurry had been poured on them), and members agreed that the Clerk should write to LCC as Highways Authority and express their concern.</p> <p>Resolved Clerk to action</p>	
<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 30 August 2023 (there being no meeting held during the month of July).</p> <p>The meeting closed at 8.18pm.</p>		
Signed by:		
	Date: 30.8.23	Cllr A Bristol Chair 