

West Bradford Parish Council

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 27 September 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
Apologies:	Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public present:	None

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the last meeting (30 August 2023):</u> Cllr Chew pointed out that there were two errors in the draft minutes of the August meeting: <ul style="list-style-type: none">• with regard to in item 11a, the text should read “Cllr Best” instead of “Cllr Chew”; and• with regard to item 15, the grant for the community hub had in fact been provided by the Lancashire Environment Fund (LEF). Otherwise, the minutes of the meeting held on 30 August 2023 were to be signed by the Chair as a true and accurate record. Proposed by: Cllr Fox Seconded by: Cllr Chew	

Resolved

The minutes of the meeting held on 30 August 2023 would be posted on the Parish Council website

Clerk

b) Matters arising:

i) Water running down from junction of Eaves Hall Lane / West Bradford Rd

At the August meeting, members had noted that the long-awaited repairs to drainage at this location had been completed by LCC. However, they were also aware that the problem of water flowing down Waddington Rd towards the 3 Millstones had reoccurred since the work had been finished, and that as a result road traffic problems were likely to again ensue during winter months. Therefore, as agreed, the Clerk had once more reported the matter to LCC for officers' consideration. LCC had since confirmed that its officers had again visited the site, and as a result had raised an order to carry out further works; these would involve installing a "run through gully" from the point where the water emerged from the stone wall, to the nearest gully along the wall (towards Waddington), with a view to stopping the flow of water down Waddington Road and into West Bradford. Members noted LCC's intention to carry out additional works, and expressed their hope that this would finally solve the problem.

ii) Poor condition of pavements

At the June meeting, Cllr Fox had 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. As a result, the Clerk had been asked to approach LCC with regard to securing improvements, but the Highways Authority had indicated that the damage to the pavements did not meet its criteria for repair. Members remained dissatisfied with this response, and at the August meeting had therefore asked the Clerk to raise the issue with County Cllr Mirfin. In a telephone conversation held on 4 September, County Cllr Mirfin had confirmed to the Clerk that he had viewed the photograph provided (which showed the condition of the pavements). In Cllr Mirfin's view, their poor state was insufficient to merit a further approach to LCC. He was aware that other parishes around the County (eg Whalley, Chatburn), whose pavements were in a worse condition than West Bradford's, had complained to LCC without success; there simply was no money to address the issue and he was not in a position to intervene.

iii) Collapsed gulley outside 5 Westfield Drive

As requested, this matter had been reported to LCC Highways by the Clerk, and as a result members were pleased to note that repairs to the gulley had now been carried out.

iv) Traffic concerns

Members had discussed the complaint received from a local resident about the parking of vehicles on Grindleton Rd, in close proximity to the junction with Chapel Lane, which gave rise to highway safety concerns for both pedestrians and road users. As requested, the Clerk had reported this matter to Sgt Day of Lancashire

	<p>Constabulary, asking him to assess the situation and establish whether traffic regulations were being breached or road safety compromised. Sgt Day had subsequently asked one of his officers (PC David Green) to make contact with the Clerk and seek a solution. As no contact had yet been made by PC Green, the Clerk was asked to chase this up with the officer at the earliest opportunity.</p> <p>Resolved Clerk to contact PC Green</p>	Clerk
v)	<p><u>River path northern side of Ribble, heading towards Grindleton</u></p> <p>At the August meeting, Cllr Chew had offered to approach William Horner with regard to possible improvements to the area of the footpath next to the River Ribble, where water is often standing (ie either side of the wooden bridge in the vicinity of Mary Horner's bench, and the broken kissing gate after that bridge). However, Cllr Chew had not yet had the opportunity to raise this matter with Mr Horner.</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>In the absence of Cllr Horkin, no update was given.</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>No update was available.</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – August 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of August 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p>Members noted that this report included the negative / corrective payment of £159.26 agreed at the August meeting. The closing balance of £10422.52 had now been carried through as the opening balance on the September records, and the revised monthly reconciliation procedure successfully applied to the Clerk's August accounts.</p> <p>Resolved That the record for August 2023 as presented would be signed off</p>	

b) Quarterly budget monitoring – Q2

The Clerk presented a copy of the budget for Q2 2023/24 for members' consideration. The main points arising were:



- income remained £500 in excess of budget due to a grant from RVBC relating to the Coronation;
- having previously exceeded the budget, the Clerk's salary (including PAYE payments) had now come back into line with expectations. This was due to the Clerk being less busy than anticipated in July; and
- a small amount of unanticipated spend had occurred this quarter, eg (i) plaques to commemorate the Coronation, and (ii) a voucher for a legally-qualified person who had assisted on research into the Pinfold. Spend on gardening services was also over-budget, but this should average out more over the winter months.

Assets at the end of Q2 were in the region of £10.5k, although payment for the grass cutting contract (see below) of £1156.46 including VAT remained outstanding.

Resolved

Members approved the budget report presented for Q2 2023/24

c) Fees for grass cutting 2023/24

At the August meeting, the Clerk had presented the explanation offered by RVBC for the extent of the increase in cost for its grass cutting services for 2023/24. (The cost for this year had been raised by £360.01 including VAT from the previous year's fee of £796.46 including VAT, a rise of c45%). RVBC had attributed the steep rise in costs to it no longer being able to absorb previous increases, whereas in previous years it had been able to do so.

Members had expressed their ongoing disappointment at this situation, and had asked the Clerk to raise this with RVBC by letter. This correspondence should also seek to keep future costs down by looking for flexibility in any future arrangements with the Borough Council as contractor. However, members saw no alternative but to ask the Clerk to sign and return the contract for 2023/24, which he had since done.

As requested, the Clerk's letter to RVBC had posed the following questions, to which Mark Beveridge (senior RVBC officer) had offered to respond in due course:

- as a client, could the Parish Council ask for the grass be cut less frequently than it has been in 2023/24, with an appropriate price reduction?
- alternatively, would the cost be cheaper if certain designated areas were left to grow wild?; or
- would the price quoted to be quoted by RVBC for 2024/25 be given on a "take it or leave it" basis?

	<p>It was agreed that the Parish Council would defer payment of the sum pending a further response from RVBC to the questions posed.</p> <p>d) <u>LCC grant applications</u></p> <p>i) <u>PROW – Local Delivery Scheme / Biodiversity Small Grant Scheme 2023/24</u></p> <p>As agreed, the application for funding during 2023/24 had been submitted to LCC on 1 September. LCC had since confirmed that both payments had been authorised.</p> <p>ii) <u>PROW – Local Delivery Scheme 2022/23</u></p> <p>As agreed, the report form for funded activities during the previous year (2022/23) had been submitted to LCC on 1 September. Members noted that, in response, LCC had commented:</p> <p style="padding-left: 40px;">“With reference to the biodiversity grant for 2022 has not been spent due to legalities you are fine to carry over the monies for this financial year and thank you for the update reports.</p> <p style="padding-left: 40px;">Parish councils are an important factor in the delivery of the grant schemes and it is very much appreciated.”</p>	
<p>8.</p> <p>a)</p> <p>b)</p>	<p>Governance</p> <p><u>Website to be updated</u></p> <p>At the August meeting, it had been agreed that Parish Cllr Marsden would provide a photograph of himself for inclusion on the Parish Council website. This had now been received, and the Clerk undertook to arrange for its publication on the Parish Council website.</p> <p>Resolved Clerk to forward photo to Jon Pendrill for inclusion on website</p> <p><u>Member training – Code of Conduct</u></p> <p>The Clerk had been contacted by RVBC, whose officers intended to host training for members on the Code of Conduct on the following dates:</p> <ul style="list-style-type: none"> • 20 September 2023 (6-8pm) • 5 October (9-11am) • 26 October (2-4pm) • A further date in November tbc <p>After a telephone conversation with the Chair on 18 September, it had been agreed that – as members were unpaid and give their time voluntarily - the Clerk would attend on members’ behalf and then cascade the learning points back to</p>	<p>Clerk</p>

	<p>members at a future meeting. The Clerk had therefore booked to attend the meeting on 5 October.</p> <p>When members' stance had been reported to RVBC, its officers had advised that - in order for the Borough Council to record West Bradford Parish Council as having undergone the training - parish councillors must receive the training directly from the Monitoring Officer, Mair Hill (Head of Legal and Democratic Services). As a result, the Clerk had been asked to pass on RVBC's advice that attendance was recommended, and establish whether the Parish Council was therefore willing to alter its stance.</p> <p>Members considered the above and noted that the remaining dates / times on which training would be provided by RVBC fell during working hours; as such they were not conducive to attendance by those still in employment. As a result, it was agreed that Cllr Best would accompany the Clerk to the session to be held on 5 October.</p> <p>Resolved Clerk to arrange for Cllr Best to attend the training session to be held on 5 October</p>	Clerk
9.	<p>Planning applications considered</p> <p>a) <u>Planning Applications</u></p> <p>i) Planning Application No: 3/2023/0673 Proposal: Removal of existing single-storey rear conservatory and construction of new single storey extension to rear. Location: 1-2 East View, Chapel Lane, West Bradford BB7 4SW</p> <p>Details of this application had been received on 12 September and circulated to members the same day, with a deadline for any response to RVBC of 3 October.</p> <p>As members had made no objection to the application, it was not considered necessary for a consultation response to be submitted to RVBC.</p> <p>b) <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 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. Members noted that the appeal submitted by Ms Monika Brown (the owner of Dove Syke Nursery) seeking permission for a live/work unit had been refused by</p>	

	<p>RVBC on 25 August 2023. The key section of the relevant decision notice read as follows:</p> <p>“...the appellant has failed to submit a business plan in support of the proposal and therefore has not robustly demonstrated that there is a longterm [sic] need for permanent on-site residential accommodation in the countryside.”</p>	
10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2023</p> <p>a) <u>Presentation event</u></p> <p>This was to be held at Eaves Hall on Monday 16 October 2023. It had been agreed at the August meeting that no attendance by the Parish Council was required, and the organisers of the event had been informed accordingly.</p> <p>b) <u>Missing banner</u></p> <p>The banner in question had now been located and returned to the possession of the 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 August meeting, the Clerk had outlined the recent attempts to establish ownership of the Pinfold, and had presented a range of further options for consideration. These had included a proposed visit to the Village Hall in order to search the Parish Council’s filing cabinet for any sign of the missing deeds. This search had taken place on 21 September, and resulted in the Clerk locating a file on the Pinfold which contained the original correspondence surrounding the acquisition. The key document appeared to be the original (signed and sealed) deed of conveyance, dated 18 October 1972, which purported to transfer “possession free from incumbrances” of the Pinfold from Lord Clitheroe to WBPC.</p> <p>However, the Clerk was unsure as to whether the deed of conveyance in itself provided the necessary proof of title to establish WBPC’s ownership of the land. As a result, he proposed that a further query should be submitted to Maureen Pickup, the legally-qualified person assisting the Parish Council with its enquiries, in order to seek her views on the matter.</p> <p>Resolved Clerk to send a scanned copy of the deed to Maureen and ask for further guidance / clarification on the matter</p> <p>b) <u>Token of thanks</u></p> <p>At the August meeting, it had been agreed that a £50 voucher from Shackleton’s Garden Centre should be acquired and presented to Maureen Pickup as a gesture of thanks for her supportive efforts to date.</p>	Clerk

	<p>This voucher had been acquired by the Clerk on 1 September and passed to Cllr Best, along with a suitable card, for her to forward on to Maureen on 21 September. A gracious message of thanks from the recipient had since been received.</p> <p>c) <u>Overgrowing trees / potential obstruction caused at Pinfold</u></p> <p>At the August meeting, the Clerk / Lengthsman had reported that branches of trees on the Pinfold were overgrowing the footpath, as well as beginning to impede the access to an adjacent property.</p> <p>It had been understood that LCC or RVBC may have previously carried out trimming work on the site when required; however, enquiries carried out by Parish Cllr Chew did not support this view, suggesting that – historically – any such works had in fact been carried out by the occupants of properties which neighboured the Pinfold.</p> <p>It was agreed that, once ownership of the Pinfold had been established, members of the Parish Council could themselves undertake the necessary trimming work (possibly during Spring 2024).</p> <p>Resolved Clerk to diary the issue of the Pinfold / tree cutting for Spring 2024</p>	Clerk
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>The Chair had arranged for the Union flag to be flown on 8 September 2023 (the date of accession of King Charles III).</p> <p>Resolved Chair to return flag and key to the Clerk at his convenience</p> <p>c) <u>Arrangements for Armistice / Remembrance Sunday</u></p> <p>Members were reminded that this year Remembrance Sunday would be held on 12 November. Cllr Chew pointed out that Reverend Wood (who was responsible for churches in both West Bradford and Waddington) would lead a service in each village on alternate years, and this year he was due to attend Waddington. After some deliberation, it was agreed that this matter would be resolved by holding the remembrance service in West Bradford at 11am on Saturday 11 November. Unless the weather was inclement, the service would take place solely at the Coronation Gardens (as opposed to a component of it being held in St Catherine’s Church). Residents would be advised of these arrangements via the community Facebook page.</p>	Chair

	<p>Cllr Best suggested that the church may wish to sell bacon sandwiches and refreshments to attendees on the day. Members felt that this was a good opportunity for St Catherine’s to raise funds, and Cllr Chew agreed to suggest this to Revd Wood.</p> <p>It was agreed that a wreath should be purchased, and that an additional supply of poppies (20-30) should be acquired for display around the village. Arrangements for their display would be finalised at the October meeting.</p> <p>Resolved Cllr Chew to liaise with Revd Wood with regard to holding the service on Saturday 11 November, and the possible sale of refreshments to raise funds for St Catherine’s church Once arranged, Cllr Chew to promote the revised date of service via the community Facebook page Clerk to acquire a wreath / additional poppies from the RBL representative, Mandy Brennan Clerk to diary further discussion on the final arrangements / poppy display at the October meeting</p>	<p>RC</p> <p>RC</p> <p>Clerk</p> <p>Clerk</p>
<p>13.</p> <p>a)</p> <p>b)</p>	<p>Lengthsman</p> <p><u>Work undertaken since the last meeting:</u></p> <p>None – it had been agreed at the August meeting that no further action would be required this summer.</p> <p>However, Cllr Fox pointed out that weeds had recently grown considerably in the verges, particularly along Hillside Drive and Westfield Drive. In order to address this problem, it was agreed that spraying of weeds would need to commence earlier than usual in 2024.</p> <p><u>Replacement Lengthsman</u></p> <p>At the August meeting, the Clerk / Lengthsman had indicated his reluctance to continue in the role of Lengthsman due to his other commitments. It had been agreed that a replacement should be sought as soon as possible, and the Clerk had been asked to draft a job advertisement for circulation to local residents via the village email / community Facebook group. The Clerk presented an initial version of a draft job advertisement, which members approved (although it was accepted that a shorter version would be circulated via Facebook). It was also agreed that an end date for expressions of interest should be included, this being 23 October (the Monday immediately prior to the next Parish Council meeting).</p> <p>Resolved Cllr Chew to arrange for an edited version of the draft advertisement – including the end date - to be distributed via the community Facebook page Clerk to arrange for the draft advertisement (unedited, other than the addition of the end date) to be circulated via the village email network</p>	<p>RC</p> <p>Clerk</p>

c)	<p><u>Strimming</u></p> <p>Members noted that an invoice for £108 (inc £18 VAT) had been submitted by S Wrathall and Sons for 6 hours of strimming around the village.</p> <p>Resolved Payment was authorised and the Clerk was asked to send a letter of thanks</p>	Clerk
14.	<p>Defibrillator issues</p> <p>a) <u>Defibrillator pads – renewal</u></p> <p>It had been agreed at the August meeting that a new set of pads would be purchased for the defibrillator situated at the junction of Westfield Drive / Grindleton Rd. After some delay in the matter being progressed by the supplier, an invoice for £79.20 had now been received.</p> <p>Resolved Members agreed to authorise the payment of £79.20 for the purchase of a set of new pads for the defibrillator</p> <p>b) <u>Defibrillator pads – registration</u></p> <p>At the August meeting, it had been agreed that the Clerk should register the village’s two village defibrillators (located at Westfield Drive and the Village Hall) with a national database known as The Circuit. This exercise for the defibrillator at Westfield Drive had not proved straightforward, but confirmation had now been received that registration was complete.</p> <p>With regard to the defibrillator located at the Village Hall, it was noted that the registration process required detailed information about the defibrillator (make, model, serial number, access code) which the Clerk did not possess. It also appeared that details of the inspection regime will need to be entered on a quarterly basis.</p> <p>For these reasons, members agreed that a link to The Circuit website be sent to (i) the Chair of the Village Hall Management Committee and (ii) Andrew Marsden, with a view to these persons being asked to complete the registration process for the Village Hall defibrillator.</p> <p>Resolved Clerk to send details to the above</p>	Clerk
15.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – it was understood that Peter Bamber would be submitting the plans for the new patio to RVBC imminently; • Parish Councils’ Liaison Committee – a meeting had been held on 14 September, but no representative had been able to attend; • Lancashire Association of Local Councils – no update; and <p>(cont)</p>	

	<ul style="list-style-type: none"> • Hanson Cement Liaison Committee –the date of the next meeting had now been fixed as 5 October 2023 at 1pm (Cllrs Chew and Fox to attend as substitutes for the Chair). 	
16.	<p>Correspondence / requests received</p> <p>a) <u>Email request from NALC</u></p> <p>The Clerk had received a request from NALC for completion of a survey giving feedback on the 2023 electoral process.</p> <p>Resolved Clerk to complete and return the survey on members’ behalf</p>	Clerk
17.	<p>Any Other Business</p> <p>a) <u>Road safety signage next to Old Post Office</u></p> <p>The Clerk pointed out that vehicular signage adjacent to the Old Post Office had become dislodged and was not clearly visible to passing traffic.</p> <p>Members agreed that – rather than report this to LCC Highways for actioning – they would seek to relocate the signage when erecting poppies in advance of Remembrance Sunday.</p> <p>b) <u>Zip Wire</u></p> <p>The Chair had been made aware of concerns relating to the zip wire on the Village Hall playing fields, from which up to 2 children were said to have recently fallen.</p> <p>Cllr Fox (as the Parish Council representative on the Village Hall Management Committee) confirmed that the zip wire was currently inoperative, but offered to take this matter to the VHMC with a view to the fitting of a safety rail being considered.</p> <p>Resolved Cllr Fox to report to VHMC</p>	MF
	<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 25 October 2023.</p> <p>The meeting closed at 8.08pm.</p>	
Signed by:		
	Date: 25.10.23	Cllr A Bristol Chair 