

**Minutes of the meeting of West Bradford Parish Council held on Monday 25 March 2019 at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair)  Parish Cllr H Best  Parish Cllr M Fox  Parish Cllr M Wood |
| Apologies: | Parish Cllr R Chew (Vice Chair)  Cllr B Hilton (RVBC) |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (27 February 2019):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr M Wood  Seconded by: Cllr M Fox  Matters arising:  Members noted that: |  |
| i | **Highway resurfacing**  Despite LCC indicating that highway repairs to Clitheroe Rd would be undertaken as part of the 2019 / 20 capital programme, these works had now been substantially competed. |  |
| ii | **Grant applications**  The Clerk confirmed that he had raised the issue of grant applications with RVBC, and it was apparent that – in order to apply for funding for additional flower arrangements - a detailed proposal would need to be complied. It was agreed that, in the circumstances, the Chair would ask David Bristol to provide a written quote for planting up with flowers the 7 planters owned by the Parish Council; this could then be submitted by the Clerk as part of a funding bid.  **Resolved**  **Chair to approach David Bristol**  **Clerk to submit a funding application using the information provided by Mr Bristol** | **Chair**  **Clerk** |
| iii | **Planning Application No: 3/2018/1166**  The Clerk confirmed that this application had been approved on 31 January 2019, with conditions attached. Members agreed to monitor the position moving forward. |  |
| iv | **SpID**  The Clerk confirmed that he had been asked to explore options for / costs involved in the purchase of a SpID. As a result, he had arranged for an email to be sent on 12 March 2019 to all parish clerks across the County to seek their experiences. Very helpful feedback had been received from colleagues in Grindleton, Waddington and Bashall Eaves & Great Mitton, for which the Clerk was grateful.  After reflecting on the key points made in this feedback, members agreed that an approach should be made to the company contacted by Bashall Eaves & Great Mitton Parish Council, with a view to this being presented to the April meeting for consideration.  **Resolved**  **Clerk to obtain quote and present to the April meeting** | **Clerk** |
| v | **Ditch**  Members had expressed concern at the condition of a ditch on Grindleton Rd, directly opposite the Village Hall, and it had been agreed that Cllr Fox would contact the landowner. Cllr Fox had subsequently reported to the Clerk that he had contacted the landowner as requested, but it had been agreed that the matter should be reported to the County Council for actioning.  Members noted that both the landowner and the Clerk had undertaken to report the matter independently to LCC. |  |
| vi | **Defibrillator**  The Clerk had been advised by Darren that “the wrap has started peeling off again which will probably happen every winter. I stick it back on when I’m passing but not sure how long it will last.”  Members agreed that, prior to a replacement label being sourced, Darren should be asked if it were possible for the label to be re-stuck down with glue.  **Resolved**  **Clerk to liaise with Darren** | **Clerk** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  None |  |
| 5. | **Extended closure of Bradford Bridge**  In light of their ongoing commitment to secure improved signage restricting access to the bridge by HGVs and long vehicles, members had – at the February meeting – asked the Clerk to invite a representative from LCC to attend the March or April meeting of the parish council. This invitation had been sent by the Clerk to Mr David Hurford (Bridges and Structures Manager) on 28 February, and on 1 March the following response was received:  Thank you for your email. I am pleased to see that the extensive measures that Dwayne and his team have implemented on the local highway network have contributed to a period where the bridge has not suffered further catastrophic damage. I discussed your request with Dwayne because I don't think I would have anything to contribute to your meeting. The issues that you mention are traffic and highway engineering issues rather than structural engineering issues. Dwayne advises that the county council will continue to monitor the situation, and public concerns, but presently we have no intentions to undertake any more measures at this location.  Following discussion with the Chair, and a holding response being sent to LCC on 6 March, members were invited to consider LCC’s stance. It was agreed that an approach should be made to Mr Matt Campbell, LCC’s District Lead Officer (Community Services).  In addition concerns were expressed about the state of the dry stone wall on Clitheroe Rd adjacent to the river, which (after repair by LCC in early 2018) was again showing signs of wear and tear. It was agreed that this issue should also be raised with Mr Campbell, with photographic evidence provided.  **Resolved**  **Clerk to raise the above issues with Mr Campbell** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – February 2019**  The Clerk submitted details of income and expenditure for the month of February 2019 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for February 2019 as presented would be signed off** | **Chair** |
| b | **Year-end budget**  The Clerk confirmed that a full breakdown of the 2018/19 budget would be presented at the April meeting, with a view to a new budget for 2019/20 being presented for formal adoption at the AGM in May. |  |
| 7 | **Governance** |  |
| a | **Electoral process – Parish Council elections, 2 May 2019**  The Clerk outlined proposed arrangements for the election of parish councillors to be held on 2 May 2019 (as well as additional general information provided by the Electoral Commission). In particular, it was anticipated that on 26 March RVBC would circulate further written details on the mechanics of the process.  **Resolved**  **Clerk to circulate any additional information provided by RVBC at the earliest opportunity** | **Clerk** |
| b | **External audit arrangements 2018/19**  The Clerk indicated that he had received an email which provided clarity on the arrangements for the forthcoming external audit covering the 2018/19 period. Key points to note included:   * the 2018/19 instructions, final 2018/19 AGAR forms and pro forma templates would be available on the external auditor’s website w/c 25 March; * instruction emails would be sent out to all clerks during that week in batches over a 2 day period; and * any smaller authorities selected for intermediate level testing as part of the up to 5% sample would receive an additional email confirming that to be the case.   Members were reminded that, in terms of the 2017/18 audit, it was felt appropriate to undergo a limited assurance exercise (rather than take advantage of the abbreviated process for parish councils with income / expenditure lower than £25k). However, members had also previously agreed that they may wish to use the shortened process available during the 2018/19audit. Members considered the additional information now provided by the Clerk on the options available, and agreed that it would be appropriate to undertake the abbreviated process for the 2018/19 audit.  **Resolved**  **The abbreviated process for smaller authorities (avoiding the limited assurance review) should be adopted for 2018/19**  **The Clerk was authorised to approach the Internal Auditor with a view to securing her involvement in the external audit for 2018/19** | **All**  **Clerk** |
| 8 | **Planning applications considered**  In their role as consultees, members considered Planning application 3/2019/0186 (which had been circulated for their information prior to the meeting).  It was agreed that no formal comments need be made to the Local Planning Authority. |  |
| 9 | **Development of new website for the Parish Council**  Members were reminded that, at previous meetings, a local resident (Mr Jon Pendril) had offered to work closely with the Clerk and Cllr Ruth Chew to develop a new website for use by the parish council. In Mr Pendril’s absence, the Clerk updated members on the following positive developments:   * a meeting between the Clerk and Mr Pendril had been held on Weds 13 March at Mr Pendril’s offices; * for administrative ease, Mr Pendril’s company had helpfully agreed to purchase a hosting services and a domain name and re-invoice the Parish Council (hosting services to cover a 2 year period, and the domain name for a period of 12 months); * the anticipated domain name had been confirmed as **westbradford.org.uk** (this being the same as that previously held but no longer accessible); * it was anticapted that that associated / dedicated email addresses would be available for the Clerk and parish councillors to use; * the site would allow for offline editing prior to publication; * consideration was being given to pulling over relevant content from the parish council’s former website, to sit alongside new text / sections as previously considered by the Parish Council - this would be progressed prior to the April meeting; * a proposed site map had been discussed, with Mr Pendril intending to implement a slightly-amended version; * the site would be progressed in up to 3 phases, with the first phase (featuring the sections on “About the Parish Council”, “History” and “Contact Us”) scheduled to be completed by the end of April 2019. Other phases would follow at short intervals thereafter; and * the site would feature a google map of the village.   It was also agreed that a logo for the Parish Council (for use on letterheadings, emails and other branded material) would be a useful development and Mr Pendril had agreed to give this some thought.  **Resolved**  **Members expressed their gratitude for Mr Pendril’s ongoing support on this matter, and asked the Clerk to pass this on as well as inviting Mr Pendril to attend the April meeting for a further discussion** | **Clerk** |
| 9 | **Lancashire Best Kept Village** |  |
| a | **Plaques**  The Chair confirmed that he had not yet had the opportunity to progress the installation of the plaque commemorating the award of Champion Small Village 2018. |  |
| b | **Entry – 2019 competition**  The Clerk confirmed that the entry documentation for the 2019 competition had been submitted to the organisers of the competition; this had included (with their agreement) nominations for the following premises in the Outstanding Features category:   * the 3 Millstones; * the Village Hall; and * Eaves Hall. |  |
| 10 | **Action Plan 2019**  The Clerk updated members on the following areas of progress: |  |
| a | **Rail around the war memorial to hold wreaths in situ**  The Clerk indicated that, after discussion with two potential suppliers, one of them (North Valley Forge at Nelson) had produced a draft design for a surrounding rail and also submitted a quote for the estimated costs of them completing the work.  Members authorised the Clerk to liaise with North Valley Forge and accept the company’s offer; to keep costs to a minimum, the work was to be undertaken on a non-delivery basis and with fixing to be undertaken by the Parish Council. The Clerk was also asked to establish whether North Valley Forge could provide bolts which bore heads of matching design and material.  **Resolved**  **Clerk to liaise with North Valley Forge and accept their quotation of costs** | **Clerk** |
| b | **Flagpole** |  |
| i | **Quote**  The Clerk confirmed that he had made an approach to Flagpole Express, who had subsequently provided a quotation for the provision of a 5m flagpole and flag. Members were keen to proceed with this matter, but felt it would be prudent for further site investigations to take place prior to a final decision being made (in order to confirm that the material into which the base of the flagpole would be sunk was indeed suitable).  It was also agreed that any purchase should ultimately include a sewn Union Jack, to be flown on ceremonial occasions.  **Resolved**  **Chair to carry out an assessment of the suitability of the material beneath the flagged area of the Coronation Gardens site and report back to the April meeting**  **Clerk to contact Flagpole Express and send a holding response pending a final decision at the April meeting of the Parish Council** | **Chair**  **Clerk** |
| ii | **Planning permission**  The Clerk informed members that – in his view – it would be appropriate for planning permission to be sought in relation to the proposed flagpole once any decision to purchase had been made.  **Resolved**  **Clerk to be asked to pursue an application for planning consent subject to a decision being made at the April meeting on whether to purchase a flagpole** | **Clerk** |
| c | **Draft Newsletter – Spring 2019**  Members considered the draft newsletter for Spring 2019 produced by the Clerk and felt its content reflected the positive achievements of the last 12 months. It was agreed the Clerk should approach a local resident who had previously assisted with graphic design and ask hm to work on the draft produced.  **Resolved**  **Clerk to seek graphic design assistance from the local resident, with a view to a printed document being available at the April meeting for subsequent distribution**  In the course of a wider discussion on the Coronation Gardens site, it was agreed that it would benefit from the use of additional plants (a development which could then be included in the draft newsletter and Action Plan).  **Resolved**  **Chair to ask David Bristol to put in additional bedding plants**  **Clerk to amend documentation as appropriate** | **Clerk**  **Chair**  **Clerk** |
| 11 | **Lengthsman** |  |
|  | The Clerk confirmed that, after Mr Cornthwaite’s appearance before members at the February meeting had led to him being offered the role of Lengthsman, a draft contract had been sent to him for signing. However, due to the need for a subsequent further discussion on the hourly rate for the job, an amended contract had been sent to Mr Cornthwaite. This had not yet been returned; arrangements for the handing over of health and safety equipment had yet to be made; and the requested copies of his insurance certification had not been received.  Members noted the above and requested an update on the situation at the April meeting  **Resolved**  **Clerk to place on the agenda** | **Clerk** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood confirmed that the Committee was intending to host an event to celebrate the silver jubilee of the village hall. The event would be free of charge, and It was envisaged that it would take place at the village hall on 18 May 2019. The event would feature a picnic on the field; the Blackpool artiste Heather Dee in the hall; and fireworks; * Parish Council Liaison Committee – no update; * Lancashire Association of Local Councils – no update; * Hanson Cement – Cllr Wood had attended this meeting on 21 March 2019. Chaired by Sam Wrathall, attendees had been informed that the new scrubber was now operational at a cost of £9m (and with an annual running cost of £800k). Other capital costs included the £46m repair of the kiln, which had been recently closed for 5 weeks due to a faulty gearbox. However, the plant was running at full capacity due to the demands of its contract to supply the Hinckley Point nuclear power station; and * Lengthsman scheme – see item 11 above. |  |
| 13 | **Induction Service of the new Vicar of Waddington and West Bradford**  The Chair reported that he had attended the Induction Service of the new Vicar of Waddington and West Bradford on 4 March 2019. |  |
| 14 | **Correspondence / requests received** |  |
| a | **LALC March newsletter**  Members noted the March newsletter produced by LALC for circulation to parish councils. |  |
| b | **Little Green Bus**  The Clerk advised that a request for funding of up to £150 per parish council had been received from Little Green Bus Ltd. Members noted the request, but determined that – given the relative infrequency with which the Little Green Bus visited West Bradford – it would not be appropriate to support the application for funding. |  |
| c | **Rural Services Network / Rural Strategy**    Members reflected on a request from the Rural Services Network to support a proposed Rural Strategy, which would aim to promote the interests of rural communities nationwide. It was decided not to give written confirmation of support to the project, as members felt that the initiative to be somewhat remote from concerns specific to West Bradford. |  |
| d | **Big Spring Clean**  Members noted the invitation from RVBC to support the Big Spring Clean. However, on this occasion it was felt that local problems of littering could be addressed via the village Lengthsman. |  |
| e | **Offer from Marmax**  Members noted the offer from Marmax to provide new furniture etc. It was agreed that this information should be forwarded to the Village Hall Management Committee for them to consider as appropriate.  **Resolved**  **Clerk to forward to Andrew Marsden** |  |
| 15  a | **Any Other Business**  In relation to the forthcoming Best Kept Village competition, Cllr Fox reported that he had spoken to Grafix about the provision of new signage which would point visitors towards the Village Hall. It was noted that a number of new signs could be acquired for £120 + VAT. The new signage would be complemented by Janet Fox painting the posts and surrounding holders etc.  **Resolved**  **Cllr Fox to approach Grafix and arrange for the provision of new signage**  **Cllr Fox to ask Janet to paint posts etc and claim reimbursement from the Parish Council**  Cllr Best suggested that the new signage could be included in the draft newsletter currently being drafted by the Clerk  **Resolved**  **Clerk to include text in draft** | **MF**  **MF**  **Clerk** |
| b | Cllr Fox reported that the walls adjacent to land owned by a non-resident of the village were again in a state of disrepair. Members agreed to note this for now and see if the position deteriorated further. |  |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Wednesday **24 April 2019** at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 8.45pm**

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| Signed by: |  | |
|  | Date:  24.4.19 | Cllr A Bristol  Chair |