

**West Bradford Parish Council**

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on **Wednesday 2 March 2022\*** at West Bradford Village Hall**

\*This meeting was deferred from the original date of 23 February due to the illness of the Clerk.

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

1.	<b>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</b>  None received	
2.	<b>Minutes of the Last Meeting (26 January 2022):</b>  The minutes of the January 2022 meeting were signed by the Chair as a true and accurate record.  Proposed by: Cllr M Wood Seconded by: Cllr M Fox  <b>Resolved</b> <b>It was agreed that the minutes of the January meeting would be posted on the Parish Council website</b>	Clerk

	<p><u>Matters arising:</u></p> <p>a) <u>Blocked dyke</u></p> <p>As requested, the Clerk had once again reported the blocked dyke (on Grindleton Rd opposite the Village Hall) to Lancashire County Council. Cllr Fox confirmed that the dyke had now been cleared out, although the work did not appear to have been done to a high standard and the problem of water overflowing from the dyke was therefore likely to reoccur in future.</p> <p>b) <u>Muddy footpath(s) – junction of Eaves Hall Lane / Waddington Rd</u></p> <p>The Clerk had inspected the footpath which was the subject of complaint, and – with the agreement of the Chair – it had been determined that no further action was necessary. However, after Cllr Fox (who had originated the complaint) had been informed of this, further concerns were expressed about the muddy nature of the adjacent footpath located a little closer to the 3 Millstones. After another site visit, and in the Chair's absence, the decision had again been taken that no action was no necessary at this moment in time, although the Clerk would continue to monitor the situation.</p> <p>c) <u>Signpost – Clitheroe Rd</u></p> <p>As requested, the Clerk had reported the issue of the broken signpost (adjacent to the house of Mr and Mrs Roberts) to LCC, and on 9 February a standard email response had been received. This had confirmed that LCC was unable to give a timescale for any possible repair / replacement, which – for cost reasons - would be undertaken on a "project basis".</p> <p>d) <u>Operation London Bridge</u></p> <p>As requested, the Clerk had approached Jon Pendril and enquired whether he felt it would be possible for a funereal landing page to be displayed on the Parish Council website for use in the event of the death of the monarch. Jon had subsequently confirmed that he had successfully built a draft landing page which had been added to the Parish Council website. This would remain hidden from view pending activation, and would require additional material (appropriate photo etc) to be provided by central government, but was otherwise ready to go.</p> <p><b>Members thanked Jon for his assistance on this matter</b></p>	
3.	<p><b>Public questions, comments or representations:</b></p> <p>None</p>	

4.	<p><b>Update from Ward Councillor present:</b></p> <p>Cllr Horkin suggested that Council Tax payments (payable by residents who lived within the area of Ribble Valley Borough Council) were likely to rise for 2022/23. These payments – which were traditionally the lowest in Lancashire and which had not risen for some 8 years – were anticipated to increase by an amount just below the level of inflation. One of the reasons for this increase was the need to increase staffing levels in certain key council departments in order to ensure that an appropriate level of public service was provided.</p> <p>With regard to HARP, Cllr Horkin indicated that United Utilities was now engaging more constructively with LCC; in particular, some progress had been made on the vexed issue of a legacy fund. It was envisaged that further changes to the planning applications may be submitted in the coming 3-4 months.</p>	
5.	<p><b>Bradford Bridge</b></p> <p><u>Road signage in vicinity of Bradford Bridge</u></p> <p>Cllr Chew had raised concerns about the new road signage located on Clitheroe Rd heading out of the village of West Bradford towards Bradford Bridge; this had been considered potentially unsafe due to a missing top bracket which could cause it to become detached in high winds.</p> <p>The Clerk had reported this matter to LCC on 1 February 2022 and had received a prompt reassurance that the matter would be addressed. The upper (unsecured) portion of the site had subsequently been removed and had not yet been replaced.</p> <p>On the subject of signage, Cllr Fox indicated that another road sign (this time on West Bradford Rd opposite the entrance to Castle Cement) had been spun around in the recent high winds and was also in need of repair.</p> <p><b>Resolved</b>  <b>Clerk to report sign on West Bradford Rd to LCC</b></p>	Clerk
6.	<p><b>Haweswater Aqueduct Resilience Programme (HARP)</b></p> <p>Cllr Chew had attended the Parish Council Liaison Meeting on 27 January, and confirmed that no real discussion on HARP had taken place. However, Cllr Horkin provided an update to members on HARP, as recorded in minute item 4 above.</p>	
7.	<p><b>Overview of financial position:</b></p> <p>a) <u>Monthly accounts – January 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of January 2022 for approval by the Parish Council and signing-off by the Chair.</p>	



	<p><b>Resolved</b>  <b>That the record for January 2022 as presented would be signed off</b></p>	Chair
b)	<p><u>Refund of VAT</u></p> <p>The Clerk reported that an application for a refund of VAT totalling £223.56 had been submitted to HMRC.</p>	
c)	<p><u>Clerk's salary 2022/23 onwards</u></p> <p>The Clerk introduced this item then left the room.</p> <p>The Clerk reported that his salary payment (which according to his contract increased by one increment each year as set out on the NALC grading system) had reached the top of NALC Scale LC1. The Clerk had therefore invited members to consider whether, from April 2022, the Clerk's salary should move to Scale Point 18 (the lowest increment on the subsequent Scale LC2), an initial increase of £0.25 per hour.</p> <p><b>Resolved</b>  <b>Members unanimously agreed that the Clerk's salary should proceed to Scale Point 18 at the bottom of NALC Scale LC2 from 1 April 2022, and should increase by annual increments thereafter (in line with his contract) until the top of Scale LC2 is reached.</b>  <b>No further increase beyond Scale LC2 to be paid without the agreement of the Parish Council at that time.</b></p>	<p>Clerk</p> <p>Clerk</p>
8.	<p><b>Governance</b></p> <p>The Clerk collected the Declaration of Personal Interest forms still outstanding from the January meeting.</p>	
9.	<p><b>Planning applications considered</b></p> <p>Cllr Horkin (in his capacity as a member of the RVBC Planning and Development Committee, as well as being the applicant in application 3/2022/0055) did not participate in any discussions on Planning matters.</p> <p>The following applications were considered:</p> <p>a) <u>Planning Application No: 3/2022/0055 - Old Eaves Hall, Waddington Road, West Bradford BB7 3JF</u></p> <p>Details of this application (a proposed single storey rear extension) had been circulated to members on 10 February 2022 with a deadline for any consultation submission of 2 March 2022.</p>	

	<p><b>Resolved</b> <b>No consultation response would be submitted</b></p>	
b)	<p><u>Planning Application No: 3/2022/0118 - 5 Grindleton Road, West Bradford BB7 4TE</u></p> <p>Details of this application (proposed single storey rear extension and side dormer) had been circulated to members on 18 February 2022 with a deadline for any consultation submission of 11 March 2022.</p> <p><b>Resolved</b> <b>No consultation response would be submitted</b></p>	
10.	<p><b>Lancashire Best Kept Village Competition (LBKVC) 2022 - Update</b></p> <p>The Clerk had received the entry forms for the 2022 competition, and invited members to consider a number of issues pertaining to this:</p> <p>a) <u>Approval of entry</u></p> <p>Members agreed to once again enter the Small Village category, with an entry fee of £25.</p> <p><b>Resolved</b> <b>Clerk to complete application forms and submit</b></p> <p>In addition to the Clerk, it was agreed that Cllr Best would again represent the Parish Council in the role of designated second representative.</p> <p>b) <u>Areas left for wilding etc</u></p> <p>Members considered a number of issues arising from the application form, including:</p> <p>i) <ul style="list-style-type: none"> <li>whether any areas in the village should be "left to nature and therefore not neatly mown"</li> </ul> <p>In light of previous concerns expressed by residents about the negative impact on wildlife caused by the strimming of grass verges, it was agreed that <u>all</u> grass verges in the village should be left untrimmed. This was to be a pilot exercise and the need for any strimming as the summer progressed would be assessed on an <i>ad hoc</i> basis, with the Lengthsman being invited to assess the situation at that time.</p> <p><b>Resolved</b> <b>Clerk to amend application forms for the LBKVC accordingly</b> <b>Clerk to amend the Lengthsman specification of work accordingly</b></p> </p>	<p>Clerk</p> <p>Clerk Clerk</p>

ii)	<ul style="list-style-type: none"> <li>whether any other areas of the village should be excluded from judging</li> </ul> <p>It was agreed that no other areas should be excluded from judging.</p>	
iii)	<ul style="list-style-type: none"> <li>whether the dates of the Platinum Jubilee (2-5 June) should be submitted as ones where judging should be avoided</li> </ul> <p>It was noted that the dates of the Platinum Jubilee would precede the judging for the LBKVC, and therefore there was no need for these dates (or any other) to be identified on the entry form.</p>	
c)	<p><u>Outstanding Features:</u></p> <p>Members agreed that the following should be invited to indicate whether they would wish to be considered as nominees for entry in the relevant category of Outstanding Features:</p> <p>Place of Worship and Grounds – St Catherine’s Church</p> <p>Village Pub or Restaurant – 3 Millstones</p> <p>Hotel / Guest House – Eaves Hall</p> <p>Public Building – Village Hall</p> <p>Children’s Play Area – Village Hall</p> <p>Community Notice Board – adjacent to junction of Chapel Lane / Westfield Drive</p> <p>War Memorial – Coronation Gardens</p> <p><b>Resolved</b></p> <p><b>Clerk to approach the above with a view to gaining their consent prior to submission of the entry form</b></p>	Clerk
d)	<p><u>Information Meetings</u></p> <p>The Parish Council had once again been invited to send a representative to one of the two scheduled information meetings, at which key messages about this year’s competition would be conveyed.</p> <p>It was agreed that Cllrs Fox and Wood would attend the event to be held on 9 March.</p> <p>[NB – subsequent to the meeting, it was agreed that Cllrs Fox and Wood – as judges – would be required to attend the judges’ training event in April. As such they would not be attending either of the events in March].</p>	
e)	<p><u>Miscellaneous</u></p> <p>Cllr Best raised the issue of a plant pot - which she had provided and maintained – and which was located on Grindleton Rd at the bus stop outside her house. It was</p>	



agreed that, moving forward, a new tub should be obtained (so as to match the other 7 planters in the village) and then professionally looked after.

**Resolved**

**Clerk to discuss with David Bristol**

**Clerk**

**11 Concerns over speeding traffic in the village**

The Clerk reported on a number of aspects relating to this issue:

**a) Hiring of Speed Indicator Device (SpID) from Altham Parish Council - analysis of data**

At the January meeting, the Clerk had presented a verbal update on the outcome of the recently-concluded SpID exercise. Members had asked for a more detailed report to be brought to the February meeting once the written data had been obtained. The Clerk had now analysed the written data and compiled a report for members' benefit, which they were invited to consider. The report suggested the following:

"Traffic flow from Grindleton would appear to pose the greater problem. When compared to traffic from the Waddington direction, the camera facing towards Grindleton recorded:

- a higher average vehicle speed (28.7mph vs 21.6mph);
- a higher 85<sup>th</sup> percentile speed (34.6mph vs 28.1mph);
- a higher percentage of vehicles exceeding the 30mph speed limit (40% vs 7%);
- a higher maximum recorded speed (60mph vs 50mph).

However:

- the average speeds of vehicles exceeding the speed limit were similar whichever direction they came from (c33%); and
- the camera facing Grindleton was erected first, thereby perhaps having a knock-on deterrent effect on drivers subsequently travelling from Waddington."

Members noted that a representative of Altham PC (Rennie Pinder) had offered to provide members with a more detailed PowerPoint presentation on the data if required.

In discussing the report, members decided that it would not be appropriate to commission further hiring of the SpID at this stage, but accepted that this may be a way forward in the future. It was agreed that the display of further warning signage near to the children's play area would be helpful as summer approached, and asked the Clerk to explore this.

	<p>It was considered that the outcomes of the SpID exercise should be made available to local residents via the Parish Council website, and that a letter should be sent to the original complaint advising him personally of the situation.</p> <p>Members noted that, with the agreement of Altham PC, the fee of £160 for the SpID hire had not yet been paid but authorised the Clerk to now do so.</p> <p><b>Resolved</b></p> <p><b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• authorise the Clerk to pay the invoice submitted by Altham PC</li> <li>• ask the Clerk to approach LCC / Lancashire Road Safety Partnership for the provision of additional signage</li> <li>• ask the Clerk to display the outcomes of the SpID exercise on the Parish Council website</li> <li>• ask the Clerk to write a letter to the original complainant advising him of the outcome of the exercise</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
b)	<p><u>Involvement of Bowland High School in any counter-speeding initiative</u></p> <p>It was reported that on 21 February Mr (Pratt Deputy Police and Crime Commissioner) had been due to interview potential volunteers from Bowland High School with a view to assessing their suitability for participation in a "speed trap" exercise to be held on Grindleton Rd at a future date.</p> <p>Members were grateful for Mr Pratt's actions on their behalf, but were unclear on (i) the current status of the exercise and (ii) what expectations Mr Pratt may have for their involvement.</p> <p><b>Resolved</b></p> <p><b>Clerk to contact Mr Pratt (DPCC) for clarification of the situation and members' possible role in any exercise</b></p>	<p>Clerk</p>
c)	<p><u>Community Road Watch virtual briefing</u></p> <p>The Clerk reported that – on behalf of the Parish Council – he had attended the virtual briefing held by Mr Pratt on 17 February. The purpose of the briefing had been to update interested parish councils on a "community led" approach to reducing problems caused by speeding vehicles. Following the meeting, two documents had been circulated by the Clerk:</p> <ul style="list-style-type: none"> <li>• a briefing note compiled by the Clerk for members' information; and</li> <li>• the slides from the presentation given at the event (as well as a covering email from the event organisers).</li> </ul> <p>Members noted the report and thanked the Clerk for his attendance and feedback.</p>	
12	<p><b>Draft Action Plan 2022</b></p> <p>The Clerk presented a draft Action Plan for 2022.</p> <p><b>Resolved</b></p> <p><b>The draft Action Plan 2022 was approved</b></p>	



	<p>Ongoing actions for consideration included:</p> <p>a) <u>Interpretation Board</u></p> <p>The Clerk had taken possession of the frame for the Interpretation Board, and had also acquired the PVC print from Borough Printing. However, there were concerns about the size of the frame when considered in terms of its proposed location, and it was agreed that the opinion of the Chair and Vice-Chair would be sought on this issue.</p> <p>b) <u>Queen's Platinum Jubilee 2022</u></p> <p>The Clerk reported on the meeting which had been held on 16 February 2022 (chaired by Andrew Marsden, Chair of the Village Hall Management Committee) to discuss next steps in preparing for the Jubilee. The meeting had been attended by a small number of residents who were willing to support the proposed events, and the Clerk had captured the discussion in the form of an Action Plan which he presented to members.</p> <p><b>Resolved</b>  <b>Members thanked Andrew Marsden for chairing the meeting, as well as the other representatives for attending;</b>  <b>Members noted the content of the Jubilee Action Plan</b>  <b>Clerk to seek to pre-order 7 oak trees from the Woodland Trust</b>  <b>Members agreed that the first 30 minutes of the April meeting of the Parish Council should be devoted to a discussion on the Action Plan, with an invitation extended to representatives of the Village Hall Management Committee and St Catherine's Church (Clerk to arrange)</b></p>	Clerk Clerk
13	<p><b>Lengthsman</b></p> <p>The Clerk reminded members that – with regard to his potentially acting as Lengthsman during 2022 – a number of issues remained unresolved:</p> <p>a) <u>Herbicides</u></p> <p>As requested, the Clerk had sought to clarify whether – with regard to the acquisition, preparation and dispensing of herbicides - it would be appropriate for him (in the role of Lengthsman) to act under the supervision of a person who possessed the PA1 and PA6 qualifications. An approach to the Council's insurers (Zurich) had not resolved the issue, resulting instead in a referral to an advisory body which the Clerk, despite repeated attempts had then been unable to access.</p> <p><b>Resolved</b>  <b>Members agreed that the Clerk (as Lengthsman) should act under the supervision of the Chair as holder of the appropriate certification. Initially, this was to be on a trial basis and reassessed as appropriate</b></p>	

b)	<p><u>Equipment</u></p> <p>The Clerk raised the issue of acquisition of any necessary equipment.</p> <p><b>Resolved</b>  <b>Clerk to acquire a wheelbarrow and any other gloves / PPE as required.</b></p>	Clerk
14	<p><b>Banking arrangements</b></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 order to complete step (i), the Clerk was obliged to submit not only his own personal details but also a copy of the minutes of the meeting (January 2022) which approve this decision. As the minutes of the January meeting would only be validated when signed off by the Chair during the February meeting, no further progress could be made until that stage.</p> <p><b>Resolved</b>  <b>Clerk to pursue on validation of the minutes of the January meeting</b></p>	Clerk
15	<p><b>Reports from sub-committees / other meetings attended</b></p> <ul style="list-style-type: none"> <li> <p><b>Playing Field / Village Hall</b> – Cllr Fox confirmed that construction of the exercise track was gathering pace. However, the Village Hall Management Committee had been asked by a resident to consider whether the track could be used by dog walkers who wished to exercise their pets. A full discussion on this issue was due to take place at the next meeting of the Village Hall Management Committee, and the views of the Parish Council on this matter were sought in advance. After due deliberation, members of the Parish Council considered that – whilst this was a matter solely for the Village Hall Management Committee to determine – in general terms the Parish Council would not consider use of the track by dog walkers to be beneficial, as it was likely to result in increased dog mess on the wider playing field area.</p> </li> <li> <p><b>Parish Councils' Liaison Committee</b> – 27 January 2022 - Cllr Chew had attended this meeting on behalf of the Parish Council. The meeting had featured an important discussion on the Borough's future Planning need for residential housing. Cllr Horkin (as a member of the PCLC) indicated that, whilst the Borough currently assessed its housing need via a Local Plan and a Core Strategy, from December 2023 this would be contained in a single document. This provided an opportunity to revisit the issue of dispersal of housing stock across Ribble Valley villages rather than the current approach of focusing on urban centres such as Clitheroe, Whalley and Longridge. It had been noted that the Borough – as Local Planning Authority (LPA) - was well ahead of government targets in the number of new homes approved by planning consent, although there were concerns as to how effectively the LPA was holding developers to their</p> </li> </ul>	





	<p>responsibilities under section 106 agreements. Members agreed that it would be prudent to hold a formal discussion on potential housing sites within West Bradford (or the lack thereof), as they may be asked for their opinion on such issues as the move to a unified Planning document took place.</p> <p><b>Resolved</b>  <b>Clerk to diary a discussion on potential housing sites for discussion at the August meeting</b></p> <p>Cllr Chew also reported that the Parish Council was expected (for a small fee of c£40) to formally register with the Office of the Information Commissioner, failure to do so being in breach of statutory obligations</p> <p><b>Resolved</b>  <b>Clerk to explore</b></p> <ul style="list-style-type: none"> <li>• <b>Lancashire Association of Local Councils</b> – no update</li> <li>• <b>Hanson Cement Liaison Committee</b> – next meeting 24 March 2022. (Chair will attend on this occasion in place of Cllr Wood)</li> <li>• <b>Lengthsman scheme</b> – discussed in minute item 13 above.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
16	<p><b>Correspondence / requests received</b></p> <p>a) <u>Parish and Town Council Conference (the 'Highways Special')</u></p> <p>Members had been invited to attend the above Parish and Town Conference.</p> <p><b>Members noted the above.</b></p> <p>b) <u>Website – Gardening Club</u></p> <p>The Clerk had been approached by Janet Fox to ask if it were possible for a message on behalf of the Gardening Club to be placed on the Parish Council website. (Meetings of the Club were due to resume at the end of March).</p> <p>However, Cllr Fox confirmed that no further action was now necessary on this matter.</p> <p>c) <u>LCC – estimated prices for small works</u></p> <p>The County Council had approached the Parish Council as it was seeking information on the most popular small works that parish councils across the County may wish to undertake; the purpose of this exercise was to gather data which would then allow LCC to compile a standardised price list for those items and enable parish councils to have a better up-front understanding of their likely costs.</p> <p>Members identified the following issues as potential “small works”:</p>	



	<ul style="list-style-type: none"> <li>• a hole had reappeared on Straitgate, the path having recently been repaired by LCC due to the potential risk to users;</li> <li>• the collapse of a number of dry-stone walls around the village which were owned by a local farmer, and which may impact on local highways; and</li> <li>• the need to repair signage for Public Rights of Way (eg on Clitheroe Rd adjacent to the property owned by Mr and Mrs Roberts).</li> </ul> <p>It was also agreed that the issue of collapsing dry-stone walls (including the one at the bottom of Eaves Hall Lane previously reported to LCC for drainage action) should be raised with County Cllr Mirfin when he attended the March meeting.</p> <p><b>Resolved</b>  <b>Clerk to report the above “small estimates” to LCC</b>  <b>Clerk to compile a list of matters for members to raise with County Cllr Mirfin</b></p>	Clerk Clerk
d)	<p><u>Great British Spring Clean</u></p> <p>Members noted that the Parish Council had received a message from RVBC inviting it to support the Great British Spring Clean, an exercise run by the Keep Britain Tidy campaign from 25 March – 10 April.</p>	
e)	<p><u>Fallen tree blocking 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).</p> <p><b>Resolved</b>  <b>Clerk to assess the situation and report back to members</b></p>	Clerk
17	<p><b>Attendance at next meeting</b></p> <p>Members were reminded that both of the following were due to be invited to attend the March meeting of the Parish Council:</p> <ul style="list-style-type: none"> <li>• Lancashire Constabulary (Rural Crime)</li> <li>• County Cllr Ged Mirfin</li> </ul> <p><b>Resolved</b>  <b>Clerk to proceed with invitations to both of the above</b></p>	Clerk
18	<p><b>Any Other Business</b></p> <p>None</p>	
	<p><b>Date / time of next meeting:</b></p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on <b>30 March 2022</b> at 7.30pm.</p> <p>(Cllr Chew gave her apologies in advance for this meeting)</p>	

The meeting closed at 8.45pm.

Signed by: 		
	Date: 30.3.22	Cllr A Bristol Chair