

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 26 September 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 (Vice Chair)  Parish Cllr M Fox  Parish Cllr M Wood |
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| Apologies: | Cllr P Elms (RVBC)  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 (29 August 2018):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr R Chew  Seconded by: Cllr M Fox  Matters arising:  None |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  None |  |
| 5. | **Extended closure of Bradford Bridge**  Members considered the ongoing correspondence with Lancashire County Council (as Bridge Authority) in relation to the traffic problems associated with Bradford Bridge. In particular, they considered the response from LCC on 19 September 2018, noting that it did not provide any numerical (as opposed to percentage) data on vehicles recorded crossing the bridge; it did not address any developments on road traffic signage, an issue of particular significance for the village; and it did not provide any swept analyses (although an assurance was given that these would be made available in due course).  **Resolved**  **Clerk to seek clarification from LCC of the following issues:**   * **an update on any new proposed new signage was required; and** * **a reminder for the provision of the swept path analyses should be made.** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – August 2018**  The Clerk submitted details of income and expenditure for the month of August 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for August 2018 as presented would be signed off** | **Chair** |
| b | **Budget Monitoring – Q2 2018**  The Clerk presented a summary of overall income and expenditure throughout Q2 2018/19, with particular emphasis on the financial situation following the conclusion of the war memorial project. Members noted that - as a result of the large number of donations, including those “in kind” - the total net cost of the war memorial project to the Parish Council from its reserves over 2 financial years would be c£3500 (prior to further VAT being reclaimed). This was considered a very positive outcome, with members commenting that the overall process had gone very smoothly.  **Resolved**  **That the budget monitoring record for Quarter 2 2018/19 as presented would be signed off** | **Chair** |
| 7. | **Planning applications considered**  No new planning applications were put forward for consideration. |  |
| 8.  a | **Governance arrangements: External audit - Annual Governance and Accountability Return 2017/18 (AGAR)**  Members noted that there had been continuing correspondence with the external auditors, and it has been confirmed that the audit is underway. However, given the imminent deadline of 30 September by which the outcome of the audit should be published, the Clerk expressed concern that confirmation of the results from the audit process had not yet been received.  Members noted the short timescale remaining prior to the official deadline for publication of the results (30 September 2018) and supported the Clerk in his efforts to comply with the timetable set out at the start of the process, accepting that deadlines may now be missed due to circumstances beyond his control.  **Resolved**  **Clerk to contact external auditors for an update on the position** | **Clerk** |
| b | **Website**  In the context of the above discussion, members noted the ongoing difficulties in accessing the Parish Council’s website (although this seemed to be variable with some parties able to access it when others could not).  Cllr Chew commented that this may be an opportunity to revisit our website facility, possibly in conjunction with the Village Hall if that committee considered it beneficial. Cllr Chew outlined her recent conversation with a local resident with a professional background in ICT, who was understood to have recently worked with Grindleton PC and may be able to support West Bradford Parish Council at minimal cost.  **Resolved**  **Cllr Chew to invite the resident to attend the October Parish Council meeting for a general discussion on website provision and possible future collaboration.**  **Cllrs Wood and Fox would raise the issue at the next meeting of the Village Hall Committee, with a view to asking a representative of that Committee to also attend the Parish Council in October if development of a joint / co-ordinated website were considered advantageous.** | **RC**  **MW / MF** |
| 9.  a | **War Memorial / centenary celebrations**  Dedication ceremony 16 September 2018  Members reflected on the dedication event held on 16 September, which (due to the considerable input from all parties) had been a considerable success, despite the inclement weather. This had been reflected in the range of positive comments made by local residents, including one by email which stated that the event had “brought the whole village together in spite of the rain”.  It was noted that letters of thanks had been sent to the Area Dean (Revd Jonathan Carmylie, whose efforts on leading the church ceremony and dedication were greatly appreciated) and the Royal British Legion (whose presence added significantly to the formality of the occasion).  **Resolved**  **A donation of £50 would be made to the Chatburn and District branch of the Royal British Legion to thank them for their support on the day**  Other points of discussion included:   * the Powerpoint slideshow which recorded the redevelopment of the Coronation Gardens site, and the photographic record of the dedication compiled by Mr Richard Schofield, both formed valuable archive material which future generations may wish to access.   **Resolved**  **Clerk to approach Lancashire Records Office to see if they would wish to hold a disc with the above records for posterity**   * due to a misunderstanding there had been no article appearing in the Clitheroe Advertiser   **Resolved**  **Clerk to forward on an appropriate photo of the day**   * whether the displays compiled by Cllr Best for use at the post-event gathering could be retained by St Catherine’s Church, eg for use at annual remembrance events moving forward   **Resolved**  **Cllr Chew to approach church representatives for their views**   * the Clerk reported that an approach had been received (via the Royal British Legion) from Granada Reports, where a journalist was preparing coverage of the Armistice Centenary in November. One of the items of potential interest related to Thankful Villages (where all men who went to fight returned from the conflict), and as a counterpoint to this villages such as West Bradford may provide a moving story.   **Resolved**  **Clerk to contact the journalist and explore potential collaboration** | **Clerk**  **Clerk**  **Clerk**  **RC**  **Clerk** |
| 10 | **Beacon** |  |
|  | The Clerk presented a document summarising preparatory activity which would be required for the Beacon event on 11 November. Members considered the document in detail and amended it its content as appropriate. The updated document would be represented at the October meeting, still leaving almost 2 weeks before the event itself during which final arrangements could be made.  Specific issues to note include:   * request for help with parking / marshalling to be made at Village hall Committee; * running order for use by parish councillors on the night to be produced; and * letter for residents to be drafted, signed off and printed by mid-October for distribution around the village.   **Resolved**  **Clerk to amend the working document, and progress his identified actions over the next month prior to re-presenting the document at the October meeting** | **MF / MW**  **Clerk**  **Clerk** |
| 11 | **Lancashire Best Kept Village competition**  Members were reminded that the final of the above competition will take place at the Villa, Wrea Green on 15 October 2018 commencing at 2.30pm, with the Chair and Vice Chair to represent the Parish Council at this event.  The Clerk also confirmed that Eaves Hall had been shortlisted for an award in the Hotel / Guesthouse category (Certificate of Merit), with the premises’ General Manager (Mr Patryk Guzowski) also in attendance on the day.  **Resolved**  **Chair and Vice Chair to attend the event, where they would seek to meet up with the Eaves Hall representative. An update on the event would be given at the next meeting of the Parish Council.** | **Chair/ Vice** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllr Fox reported that the Committee was intending to replace / repair certain play equipment, eg the rubber on the climbing frame (at an anticipated cost of up to £2.5k) and also the swings.   **Resolved**  **It was agreed that, at the next meeting of the Village Hall Committee, the Parish Council representatives would formally thank the Committee for its support in funding the catering costs at the war memorial dedication (along with the work of the volunteers in opening the bar, serving food and drink etc)**   * Parish Council Liaison Committee – it was agreed that Cllr Chew would represent the Parish Council at the meeting on 27 September, which a speaker from the Highways Authority was due to attend.   **Resolved**  **Cllr Chew was asked to raise the issue of the potholes in the village with a view to establishing when repairs may be undertaken.**   * Lancashire Association of Local Councils – no update * Hanson Cement – Cllr Wood confirmed that she had attended the Hanson Cement Liaison Committee on 20 September, the minutes of which had been previously circulated by the Clerk * Lengths-man scheme – work proceeding | **MF / MW**  **RC** |
| 13 | **Correspondence / requests received** |  |
| a | Open Day – Hanson Cement  Members noted that the Open Day was scheduled for 29 September 2018. |  |
| b | Disruption to power / water supply – Priority Register  The Clerk reported that he had been contacted by a company purporting to work with utility providers, with a view to developing a Priority Services Register. The purpose of the Register was said to be to identify vulnerable consumers, particularly in rural communities, who would receive priority treatment in the event of power cuts, water shortages etc.  Members asked that the message be circulated to them so that they could consider the request in more detail.  **Resolved**  **Clerk to circulate** | **Clerk** |
| 14 | **Any Other Business** |  |
| a | Cllr Wood reported that a piece of timber was in need of replacement at Straithgate, offering that Bill would carry out the work if the timber could be provided.  **Resolved**  **Cllr Fox to see if he could source / provide the timber for Bill** | **MF** |
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| b | Cllr Chew reported that the road sign pointing to Clitheroe (located opposite Settlement Cottage) was bent and leaning at a dangerous angle.  **Resolved**  **Clerk to obtain a photo of the sign and report it to LCC** | **Clerk** |
| c | Cllr Fox reported that a bulb had blown in the defibrillator casing; this was significant as it served to keep the interior of the casing (where the equipment was housed) dry.  **Resolved**  **Clerk to ask Darren if he would be able to repair, with the Parish Council to reimburse any costs** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Weds 31 October 2018 at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 8.27pm.**

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| Signed by: |  | |
|  | Date:  31.10.18 | Cllr A Bristol  Chair |