

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 26 June 2019 at West Bradford Village Hall**

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| 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 B Hilton (RVBC) |
| Apologies: | None |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (29 May 2019):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr R Chew  Seconded by: Cllr H Best  Matters arising:  Members noted the following: |  |
| i | The Clerk had now identified the correct officer at Ribble Valley Borough Council to address the possible provision of a rubbish bin at Bradford Bridge, and would re-send the initial enquiry on to her.  Cllr Chew pointed out a further concern which had arisen in the same location. It had been pointed out to her that traffic had recently begun to park on the left-hand side of Clitheroe Rd as it ascends the hill heading towards Clitheroe just after Bradford Bridge. This was a particular problem from the area currently used for car par parking adjacent to the bridge up to the bus stop. Members felt it may be appropriate for yellow lines to be laid down so as to minimise the risk from dangerous parking in this popular area.  **Resolved**  **Clerk to report to LCC** | **Clerk** |
| ii | With regard to the railings to be fitted at the war memorial, the Chair confirmed that he had not yet had the opportunity to install them but would seek to do so at a future date. |  |
| iii | The Chair provided the Clerk with an invoice totalling £130 for the Lengthsman’s services during May.  **Resolved**  **Clerk to process**  The Chair also handed the Clerk the signed contract relating to the employment of Mr Cornthwaite as Lengthsman.  **Resolved**  **Clerk to retain / file** | **Clerk**  **Clerk** |
| iv | The Clerk confirmed that he had contacted RVBC regarding roadsweeping the blossom which had fallen on Chapel Lane. RVBC had confirmed that they would place this matter on their work plan for actioning. |  |
| v | The Clerk outlined the content of continuing correspondence with Lancashire County Council on highways matters, in which LCC had confirmed that:   * Bowland Gate Lane had now been inspected by highways staff, one defect had been identified and this would be repaired within 20 days; and * the County Council did not feel able to install a rumble strip outside the Village Hall, although the correspondence indicated some confusion on the part of LCC officers who may have mistakenly focused their efforts in the Grindleton area. After previous correspondence on this point with Cllr Wood, the Clerk had sought clarification from LCC on this point but no response had yet been received.   **Resolved**  **Clerk to chase up** | **Clerk** |
| vi | The Clerk confirmed that Cllr Best had completed the drafting of the submission for the NALC Star Awards, and the Clerk was very appreciative of the supportive comments made in relation to the application for Best Clerk. Both this application and that for Best Council had been submitted on 25 June, with confirmation of receipt of the applications being received on 26 June. Members would be informed in July 2019 whether the applications for either award were successful. |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillor present:**  Cllr Hilton reported that some 8-10 new borough councillors had been returned at the elections in May, giving the Borough Council a fresher feel and helping the organisation to stabilise after a difficult period.  Cllr Hilton understood that the Borough Council had been awarded around £220k to be spent on encouraging people of all ages to become more active (eg dancing, walking etc). However, whilst Cllr Hilton – in her capacity as Chair of the Borough Council’s Health and Wellbeing Committee - was keen to receive any suggestions on which the monies could be spent locally, it would be helpful to better understand the drivers behind the funding and the mechanics of any grant awards.  **Resolved**  **Both the Clerk and Cllr Hilton would seek further detail from Mark Beveridge at RVBC**  Cllr Hilton also reported that she had attended the recent Parish Council Liaison Committee on 20 June 2019 and confirmed that a discussion on the proposed unitary authority for East Lancashire would become a standing item on the agenda. | **BH / Clerk** |
| 5. | **Extended closure of Bradford Bridge**  Following the May meeting, the Clerk had been asked to raise 3 bridge-related issues with the County Council. As a result of these enquiries the Clerk was in a position to confirm the following:   1. damage to the coping stone had been logged by LCC, who had confirmed that LCC was “aware of the damage and do have some repairs issued but no exact date for them as of yet”; 2. an incident resulting in damage to the bus stop opposite Chapel Lane had been reported to LCC on 1 June but no response or acknowledgement received to date; and 3. LCC had acknowledged the Parish Council’s thanks for completing the requested repairs to the dry-stone wall on Clitheroe Rd.   Cllr Wood reported that – exactly 2 weeks after the situation described in (b) above – a similar incident had occurred at around 10pm on 7 June 2019. Residents of Grindleton Rd had been obliged to move their parked cars to facilitate the reversal of an HGV by a Dutch driver who (having become stuck on the Chapel Lane bend when approaching Bradford Bridge) needed to get back onto Grindleton Rd. It was stated that photographic evidence could be obtained from a local resident if required.  **Resolved**  **Clerk to report this matter to LCC** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts –May 2019**  The Clerk submitted details of income and expenditure for the month of May 2019 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for May 2019 as presented would be signed off** | **Chair** |
| b | **Budget – Q1 2019/20**  The Clerk presented an analysis of the Parish Council’s financial position at the end of Q1.  Key points include:   * income was felt to be on track; * the Clerk’s salary was above budget but this was often felt to be the case in Q1 (due to the additional work required to complete the external audit, preparation for the AGM etc) – this would be recouped over the course of the year; and * some unanticipated spend had occurred (such as the cost of the application for planning consent for the new flagpole) but this was of a minor nature and within acceptable tolerance.   **Members noted the comments above and approved the budget at the end of Q1.** |  |
| c | **Concurrent Functions Grant 2018/19**  The Parish Council had been invited by RVBC to submit an application for the above funding; members were reminded that this was intended to assist with the cost of maintaining local facilities such as playing fields and to contribute to the cost of the Lengthsman.  The Clerk had prepared a bid totalling £1437.22. (Again, members were reminded that - under the Borough Council’s ongoing programme of efficiency savings - RVBC’s contribution for the Lengthsman component of the funding would this year be reduced to 75% of the amount claimed, this reduction extending in future years on a tapering basis).  **Resolved**  **Members approved the application for funding as drafted by the Clerk and agreed that the Chair should sign the application form as presented.**  **Clerk to submit prior to the deadline of 31 July 2019.** | **Chair**  **Clerk** |
| 7 | **Governance** |  |
|  | **External audit arrangements 2018/19**  The Clerk outlined the following measures relating to the external audit 2018/19: |  |
| a | Confirmation of receipt of exemption certificate  The Clerk reported that the external auditors had acknowledged receipt of the exemption certificate forwarded to them by the Clerk after the last Parish Council meeting. |  |
| b | Next steps |  |
| i | *Section 2 Accounting Statement*  The Clerk presented a copy of the draft Section 2 Accounting Statement for members’ consideration.  **Resolved**  **Members agreed to authorise the signing of the Accounting Statement and to ask the Clerk to arrange for its display as part of the public rights process** | **Clerk** |
| ii | *Public Rights / Publication Requirements*  The Clerk advised members that, by 1 July 2019, smaller authorities such as the Parish Council were obliged to publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These included:     * Certificate of Exemption * Annual Internal Audit Report 2018/19 * Section 1 – Annual Governance Statement 2018/19 * Section 2 – Accounting Statements 2018/19 * Analysis of variances * Bank reconciliation * Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.   The Clerk also outlined forthcoming key dates in the public rights process, which included:   * 30 June – public rights information to be displayed on noticeboards / website; * 1 July – period of public rights commences; and * 9 August – end of public rights process.   In accordance with these public rights requirements, the Clerk presented further specific documentation for members to consider and approve:   * Analysis of variances * Bank reconciliation * Public Rights information   **Members agreed to authorise the display of (but not officially require the Chair / Clerk to sign) the above documentation and to require the Clerk to display the documents as appropriate.** | **Clerk** |
| 8 | **Planning applications considered**  Members considered planning applicaton 3/2019/0414 (previously circulated by the Clerk) but noted that it had not been considered necessary to submit any consultation responses prior to the deadline of 25 June. |  |
| 9 | **Development of new website for the Parish Council**  The meeting was attended by Mr Jon Pendril, who presented the latest version of the new website to members for their comments / feedback. Members were grateful for all Jon’s efforts to date in developing the website, and made the following observations to Jon:   * Clerk to provide Jon with details of the Garden Club, gym facility etc; * Members of the Parish Council agreed to have their photographs taken by Jon at the August Parish Council meeting, for display on the site moving forward;   **Clerk to diary**   * Clerk to contact Weaver’s Cottage and ask owners how they would like their business to feature on the site; * The current page featuring the “Village of West Bradford” would be deleted and the text relating to the village moved to the home page; * The main photograph for the home page should be of Bradford Bridge, with the photograph of sheep instead used on the section for “Living in West Bradford”; * Jon to give further thought to the issue of a generic email address for the Clerk, and how this could be accessed by the Clerk for re-distribution of messages to members; * Jon to give further thought to analytics and the gathering of data on site usage; * The latest newsletter should be added to the site in pdf format (**Clerk to provide**); and * Email addresses for members should be removed from the public pages.   It was agreed that the Clerk would circulate the link enabling all members to view the site and feedback any comments to the Clerk. Given the deadlines imposed by the public rights process, it was hoped that the site would go live over the weekend of 30 June.  The Clerk undertook to send further documentation relating to the public rights process to Jon for inclusion on the site, and to seek to log on to the old site as an administrator with a view to establishing whether it could be shut down. | **Clerk**  **Clerk**  **Clerk**  **JP**  **JP**  **JP**  **JP**  **Clerk**  **JP**  **Clerk**  **JP**  **Clerk** |
| 10 | **Lancashire Best Kept Village** |  |
|  | **Entry – 2019 competition**  The Clerk reminded members of the dates of the competition which had previously been determined (set out below). The Chair thanked Cllr Chew for her efforts in sending a reminder of these dates to residents via the email circulation list.  **Judging Period** 8th June – 21st July  **Results to AA**  24th July  **2nd Round Judging** 9th August - 21st August  **Final judging** 29th & 30th August (31st reserve date)  **Awards Ceremony** Mon 14 October  The original location of the Villa at Wrea Green was now likely to be changed.  Members noted the above. |  |
| 11 | **Action Plan 2019**  The Clerk updated members on the following area of progress: |  |
|  | **Flagpole** |  |
|  | The Clerk reported to members that the final version of the planning application had been submitted to RVBC Planning Department on 5 June 2019. |  |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood reported that the Village Hall Management Committee had discussed the issue of the proposed event to commemorate VE Day (8-10 May 2020) and its members were willing to work with the Parish Council on the arrangements. Possible activities included a street party or afternoon tea, with an artiste to perform in the evening. Members agreed that such events would require consideration well in advance of the event and felt it appropriate to bring forward their pre-planning accordingly.     **Resolved**  **Clerk to diary a discussion at the Parish Council meeting in August 2019.**  **Chair of the Village Hall Management Committee to be invited to attend**   * Parish Council Liaison Committee – 20 June 2019 (6pm) – considered under item 4 above. * Lancashire Association of Local Councils – no update; * Hanson Cement – no update; and * Lengthsman scheme – see discussion under Any Other Business. | **Clerk**  **Clerk** |
| 13 | **Correspondence / requests received** |  |
| a | Confirmation of funding for plants etc  Members were advised that – as a result of the application to RVBC requesting funding for additional planting – confirmation had been received on 22 June that £135 would be provided on receipt of “proof of purchases”.  **Resolved**  **Chair to contact David Bristol and secure the appropriate proof of purchase so that the Clerk can seek final payment of the amount offered by RVBC.** | **Chair** |
| b | Speed signs  Members noted the current promotion (10% off the cost of speed signs) being offered by Pandora Technologies. |  |
| c | Highways Authority – survey  Members were interested to receive details of the survey being undertaken by LCC (in its capacity as Highways Authority) and asked the Clerk to submit a robust response – outlining some of the frustrations endured in terms of potholes etc -on the Parish Council’s behalf.  **Resolved**  **Clerk to submit** | **Clerk** |
| 15  a | **Any Other Business**  Cllr Fox confirmed that Janet had now completed renovation work to local street signs, and submitted her invoice for payment. The Chair thanked Janet for her efforts once again.  **Resolved**  **Clerk to process payment** | **Clerk** |
| b | Cllr Fox pointed out that the sign to the Pinfold area of the village was dropping off and in need of replacement.  **Resolved**  **Cllr Fox to explore replacement with a wooden alternative (via Keith Bancroft) or a stone replacement and report back to a future meeting.** | **MF** |
| c | Cllr Fox advised members that the public footpath sign at the entrance to Wrathall’s farm was in disrepair.  **Resolved**  **Clerk to report to LCC PROW team** | **Clerk** |
| d | Cllr Fox reported that LCC had sent a letter to residents of Westfield Drive in relation to parents who were dropping off their children for the school bus (which collected from the Hillside Drive end) and causing a traffic obstruction.  **Resolved**  **Cllr Chew to consider raising this issue at an appropriate school meeting** | **RC** |
| e | A number of members raised concerns about the significant number of weeds around the village, on Westfield Drive and elsewhere. The Chair commented that this year’s weather had contributed enormously to this problem, and had hindered the work of the Lengthsman who was trying hard to keep on top of the situation. The discussion then broadened out to cover a number of associated issues, including:   * footpath to be swept at the corner of Eaves Hall lane; * gullies to be emptied as many were full to the grates; * hedges at Hippings House once again in need of trimming;   **Cllr Chew to mention to householder**   * flower tubs to be watered; * the need to relocate the flower tub usually positioned near the notice board on Chapel Lane; and * Chapel Lane in need of sweeping.   **Resolved**  **Chair to ask the Lengthsman to address the above as appropriate** | **RC**  **Chair** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Wednesday **29 August 2019** at West Bradford Village Hall in the lounge (there being no meeting scheduled for July 2019). |  |

**The meeting closed at 8.51pm**

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| Signed by: |  | |
|  | Date:  29.8.19 | Cllr A Bristol  Chair |