

**West Bradford Parish Council**

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 31 May 2023 at West Bradford Village Hall**

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Vice Chair) Parish Cllr M Fox Cllr K Horkin MBE (RVBC)
Apologies:	Parish Cllr H Best
County Cllr present:	None
Members of the public present:	Margaret Ashworth (for minute item 6a) Monika Brown and Jayne Kitching (for minute item 9aii)

1.	<b>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</b>  None	
2.	<b>Minutes / Matters Arising</b>  a) <u>Minutes of the last meeting (26 April 2023):</u>  The minutes of the meeting held on 26 April 2023 were signed by the Chair as a true and accurate record.  Proposed by: Cllr Fox Seconded by: Cllr Chew  <b>Resolved</b> <b>It was agreed that the minutes of the 26 April meeting would be posted on the Parish Council website</b>  b) <u>Minutes of the Annual General Meeting (10 May 2023):</u>  The minutes of the Annual General Meeting held on 10 May 2023 were signed by the Chair as a true and accurate record.  (cont)	Clerk

	<p>Proposed by: Cllr Fox Seconded by: Cllr Chew</p> <p><b>Resolved</b> <b>It was agreed that the minutes of the Annual General Meeting held on 10 May 2023 would be posted on the Parish Council website</b></p> <p>c) <u>Matters arising:</u></p> <p>i) <u>Repair to stile</u> The Chair had been in discussion with a local farmer (Mr John Wrathall) with regard to the repair of a broken stile over a PROW / bridleway (BW0344005) which passed through the farmer's land. However, no further progress on this matter had been made.</p> <p>ii) <u>Dog fouling – Coronation Gardens</u> Members had previously considered a complaint which had been received from the gardener employed by the Parish Council, expressing concern at dogs having access to the Coronation Gardens site; he felt that this had resulted in damage to the grassed area from their urine, and he had been obliged to remove faeces in the course of his gardening duties.  As agreed at the April meeting, the Clerk had contacted RVBC to see if they had any signage available or could offer any other solution to the problem. Members noted that subsequently signage had appeared opposite the Coronation Gardens and also at the top of Straitgate.  In addition, the Clerk had received in the post from RVBC a number of sticky-backed laminated posters for possible display. It was agreed that the Clerk would retain these for possible future use around the village.</p> <p>iii) <u>Water running down from junction of Eaves Hall Lane / West Bradford Rd</u> At the March meeting, Cllr Fox had pointed out that – some 2 years after this matter was first raised – no corrective action had yet been taken by LCC. As a result, on 10 May the Clerk had written to the new Portfolio Holder for Highways (County Cllr Rupert Swarbrick), asking him to look into the situation, bearing in mind that a letter had been received from his predecessor (County Cllr Edwards) in November 2022 stating that the problem should be solved “within weeks not months”. However, no response to (or acknowledgement of) the email to County Cllr Swarbrick had been received.  Members expressed some frustration at this ongoing situation, and it was agreed that Cllr Horkin would extend an invitation to County Cllr Swarbrick for him to attend a future meeting of the Parish Council (and possible site visit to the village).</p> <p><b>Resolved</b> <b>Cllr Horkin to invite County Cllr Swarbrick to a future meeting of the Parish Council</b> <b>Clerk to send Cllr Horkin details of meeting dates etc</b></p>	<p>Clerk</p> <p>KH</p> <p>Clerk</p>
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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 referred to the finely-balanced political situation prevailing at RVBC, where the Conservative Group had been able to form an administration with a majority of 1 vote.</p> <p>Cllr Horkin also referred to the future availability of the Rural Prosperity Fund, to the value of £460k over 3 years, and emphasised the importance of ensuring that the villages received a fair share.</p>	
5.	<p><b>Bradford Bridge</b></p> <p>No update</p>	
6.	<p><b>Haweswater Aqueduct Resilience Programme (HARP)</b></p> <p>a) <u>Request by local resident to address the Parish Council</u></p> <p>The meeting was addressed by a local resident (Mrs Margaret Ashworth), who wished to inform members of her concerns at the potential impact of the HARP initiative and her criticism of the stance adopted by the Parish Council to date.</p> <p>Mrs Ashworth questioned the morality of the approach taken by a massive entity such as United Utilities, and expressed her view that the Parish Council should have been robust in standing up for residents' interests. This view was contested by members present, who – with the support of Cllr Horkin – reasserted their view that HARP was a government-sponsored initiative for the provision of key national infrastructure, and their main role was to ensure any detriment to village life was mitigated as much as possible. Members outlined the measures they had taken to date, including (i) liaising with United Utilities on a range of topics (such as potential legacy payments); (ii) hosting meetings of similarly-affected parishes; and (iii) attempts to establish a lobbying group.</p> <p>Mrs Ashworth indicated her intention to set up her own protest campaign, featuring the production and distribution (at her own expense) of leaflets and posters for display around the village. Members acknowledged Mrs Ashworth's right to do so, but requested that any such literature produced by her should make no reference to the Parish Council.</p> <p>b) <u>Update – planning application 3/2021/0661</u></p> <p>Members were reminded that the position at the March meeting had been summarised as follows:</p> <ul style="list-style-type: none"> <li>• prior to the meeting of RVBC's Planning and Development Committee on 16 March 2023, the borough's MP (Nigel Evans) had exercised his statutory powers to call in any decision to approve the planning application; and</li> </ul>	

	<ul style="list-style-type: none"> <li>on 16 March, RVBC’s Planning and Development Committee had approved the application by a majority of 8 to 1.</li> </ul> <p>It had then been reported that, within the next 2-3 weeks, the Secretary of State (Michael Gove) would make a decision as to whether it was appropriate for the RVBC decision to stand, or whether he – as Secretary of State – should consider it more appropriate for a local Planning Inspector to be appointed in order to re-hear the application. This process would involve a further consultation exercise, to which the Parish Council would presumably be able to once again contribute.</p> <p>Members noted that no decision regarding call-in had yet been made by the Secretary of State; this was a matter of concern as the significant length of time taken to reach a decision did not bode well. It was agreed to continue to adopt a watching brief.</p> <p>c) <u>Establishment of an independent lobbying group</u></p> <p>At the April meeting, members had noted that there was a lack of consensus for their proposal to establish a lobbying group of affected parishes. As a result, the Clerk had written to all affected parishes and advised them of:</p> <ul style="list-style-type: none"> <li>the Parish Council’s decision not to lead on the establishment of the proposed body; and</li> <li>instead, that all parishes may wish to consider a looser / more informal arrangement of keeping each other informed of concerns, key correspondence etc.</li> </ul> <p>It was noted that only one acknowledgment of this message (from Newton in Bowland Parish Council) had been received.</p> <p>d) <u>Request for Parish Council to ask for a call-in</u></p> <p>At the April meeting, members had considered a request from Newton in Bowland Parish Council to support the proposed call-in of RVBC’s decision of 16 March. After due deliberation, members had concluded that giving their formal support for the call-in was not in the parish’s best interest at this moment in time. Accordingly, the Clerk had advised his counterpart at Newton in Bowland PC of members’ decision.</p>	
7.	<p><b>Overview of financial position:</b></p> <p>a) <u>Monthly accounts – April 2023</u></p> <p>The Clerk submitted details of income and expenditure for the month of April 2023 for approval by the Parish Council and signing-off by the Chair.</p> <p><b>Resolved</b>  <b>That the record for April 2023 as presented would be signed off</b></p>	

b)	<p><u>Fee for grass cutting 2023/24</u></p> <p>At the March meeting, the Clerk had reported that RVBC intended to charge fees of £1156.47 including VAT for grass cutting during 2023/24. After the Clerk had sought to challenge this level of increase, but received no response from RVBC, it had been agreed that Cllr Horkin – in his role as ward councillor - would be asked to raise the issue with the Finance Director at RVBC. However, Cllr Horkin had then suggested that all senior officers at RVBC were currently engaged on election duty and as such it would be appropriate to revisit the matter at a later date. The election process being complete, he was now happy to revisit the matter and would approach RVBC’s Finance Director for an explanation.</p> <p>It was also suggested that the matter could be raised at the next meeting of the Parish Council Liaison Committee.</p> <p><b>Resolved</b>  <b>Clerk to raise the matter with RVBC’s Finance Director</b>  <b>Prior to his intervention, Clerk to provide Cllr Horkin with details of previous correspondence on the topic</b></p>	KH Clerk
8.	<p><b>Governance</b></p> <p>A) <u>Practical issues arising from Cllr Wood’s retirement</u></p> <p>i) <u>Casual vacancy arising where Parish Council is quorate after an election</u></p> <p>In researching the methods open to the Parish Council when seeking to co-opt a new member, the Clerk had understood that it was necessary for a notice of vacancy to be displayed on the Parish Council website and also referred to RVBC. The Clerk had drafted such a notice in anticipation. However, following further discussion with RVBC, the Clerk had been advised that a notice was not required following an election, so long as the Parish Council remained quorate (which it did in this case). Accordingly, the Parish Council had 35 days from 4 May 2023 (ie by 8 June 2023) to complete the co-option process.</p> <p>Members noted that there was no set procedure for co-option, this being entirely a matter for the Parish Council. However, any co-opted person would be required to complete the following forms:</p> <ul style="list-style-type: none"> <li>• Declaration of Office (at the first meeting of the Parish Council); and</li> <li>• Declaration of Interests Form (within 28 days thereafter).</li> </ul> <p>In addition, following correspondence with the Borough Solicitor on the co-option process, the Clerk had been advised that the Parish Council may wish to reassure itself that any co-optee would not be disqualified from standing for election as a parish councillor (eg due to criminal conviction, bankruptcy etc). This could be achieved by asking the co-optee to complete the consent form (1c in the electoral nomination pack).</p> <p>Members supported this as a way forward, and asked the Clerk to contact the co-optee prior to 8 June and advise him that any appointment was conditional upon completion of the satisfactory documentation outlined above.</p>	

	<p><b>Resolved</b>  <b>Members agreed that Mr Roger Marsden should be co-opted as a member of West Bradford Parish Council, subject to satisfactory completion of:</b></p> <ul style="list-style-type: none"> <li>• the Declaration of Office form;</li> <li>• the Declaration of Interests form; and</li> <li>• the consent form from the electoral nomination pack.</li> </ul> <p><b>Clerk to contact Mr Marsden and arrange</b></p>	Clerk
ii)	<p><u>Declaration of Interests Form – all members</u></p> <p>Following the recent election, all members had been required to complete the Declaration of Interests Form. A completed form had already been returned by Cllr Best, and other forms were received from Cllrs Bristol and Chew.</p> <p>The Clerk would contact Cllr Fox and arrange for collection of his form in due course.</p> <p><b>Resolved</b>  <b>Clerk to contact Cllr Fox and obtain form</b></p>	Clerk
iii)	<p><u>Change to bank mandate</u></p> <p>At the April meeting, the Clerk had been granted permission to seek the removal of Cllr Wood from the Parish Council’s mandate. An application had been submitted to NatWest on 4 May 2023, and signed off the next day by Cllrs Best and Chew.</p> <p><b>Resolved</b>  <b>Clerk to check on current position</b></p>	Clerk
B)	<p><u>External Audit 2022/23</u></p>	
a)	<p><u>Certificate of Exemption:</u></p> <p>As agreed at the April meeting, the Clerk had now sent off the signed Certificate of Exemption to the external auditors. This had been done well in advance of the stipulated deadline of 3 July. Confirmation had since been received from the external auditors that the Certificate had been received and exempt status applied.</p> <p>The Certificate of Exemption was to be displayed on the Parish Council’s website by 30 June, as required, along with the other documentation in minute items 8Bbi-iv below.</p> <p><b>Resolved</b>  <b>Clerk to arrange for publication</b></p>	Clerk

b)	<p><u>AGAR documentation – signing off</u></p> <p>Members were required to approve a number of documents in order to undertake the external audit process. The Clerk asked members to note the following stipulations imposed by the external auditors:</p> <ul style="list-style-type: none"> <li>the documents were presented in the particular order in which the external auditors require approval to be given; and</li> <li>all the following documents must be published on the Parish Council's website by 30 June 2023.</li> </ul>	
i)	<p><u>Presentation of Internal Auditor's report</u></p> <p>The Clerk was pleased to report that the Parish Council's internal auditor (Sally Blenkinship) had completed her analysis of the Parish Council's governance / financial arrangements and given the Parish Council a clean bill of health, as confirmed by the copy of the internal auditor's report attached for members' consideration.</p> <p><b>Resolved</b></p> <p><b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li><b>formally adopt the completed internal audit report as presented;</b></li> <li><b>authorise the Clerk to arrange for display of the internal auditor's report on the Parish Council website before 30 June 2023;</b></li> <li><b>formally thank Sally for her efforts in completing the internal audit; and</b></li> <li><b>note the payment of the auditor's fee of £130</b></li> </ul>	Clerk
ii)	<p><u>Section 1 - Annual Governance Statement</u></p> <p>The Clerk had completed a draft Annual Governance Statement (AGS, an unsigned copy of which was attached to the agenda), along with a summary of the evidence underpinning completion of the AGS.</p> <p><b>Resolved</b></p> <p><b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li><b>note the contents of the draft Annual Governance Statement and the underpinning evidence;</b></li> <li><b>formally adopt the Annual Governance Statement through its signature by the Chair and Clerk; and</b></li> <li><b>authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2023</b></li> </ul>	Clerk
iii)	<p><u>Section 2 - Accounting Statements</u></p> <p>The Clerk had completed draft Accounting Statements for members' consideration. This document had been completed and signed by the Clerk (as Responsible Financial Officer) in advance of the meeting, and would now need to be approved by the Parish Council and then signed by the Chair.</p> <p>(cont)</p>	

	<p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the content of the Accounting Statements;</b></li> <li>• <b>formally adopt the Accounting Statements and authorise the Chair to sign the document on behalf of the Parish Council; and</b></li> <li>• <b>authorise the Clerk to arrange for its publication on the Parish Council website before 30 June 2023</b></li> </ul>	Clerk
iv)	<p><u>Public Rights / Publication Requirements</u></p> <p>By 30 June 2023, smaller authorities 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. In addition to (i) the internal auditor’s report and (ii) Sections 1 and 2 AGAR (approved and signed), the following documents should also be displayed (either under the above Regulations or as a matter of best practice):</p> <ul style="list-style-type: none"> <li>• Explanation of variances</li> <li>• Bank reconciliation</li> <li>• Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015</li> <li>• List of expenditure over £100</li> </ul> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the proposed dates for the period of public rights (3 July – 11 August);</b></li> <li>• <b>formally adopt the documents set out above; and</b></li> <li>• <b>authorise the Clerk to arrange for their display on the Parish Council website before 30 June 2023</b></li> </ul>	Clerk
9.	<p><b>Planning applications considered</b></p> <p>a) <u>Planning Applications</u></p> <p>i) Planning Application No: 3/2023/0263  Proposal: Construction of 15 eco lodges and infrastructure to provide additional accommodation for Eaves Hall (pursuant to variation of conditions 2 (Plans), 3 (Materials), 4 (Landscaping), 5 (Refuse/Cycle Store), 12 (Landscaping Scheme), 14 (Drainage Scheme), 15 (Surface Water Pollution), 16 (Surface Water Ponds), 19 (Construction Method Statement) and 22 (Bird/Bat Boxes) of planning permission 3/2020/0544) to reflect updated layout and change of lodge type and additional technical details submitted.  Location: Eaves Hall, Moor Lane, West Bradford BB7 3JG</p> <p>At the April meeting, members had asked the Clerk to submit written comments to RVBC, expressing concern at (inter alia) the traffic / road safety implications arising from the proposed ecolodges. A copy of the letter (sent on 28 April 2023) was provided for members’ information.</p>	

ii)	<p>Planning Application No: 3/2021/0877</p> <p>Proposal: Proposed live/work unit in connection with the existing Christmas tree nursery and forest pre school.</p> <p>Location: Dove Syke Nursery, Eaves Hall Lane, West Bradford, Clitheroe BB7 3JG</p> <p>On 10 May 2023, the Parish Council had received notification of the appellant's intention to appeal against the decision of RVBC to refuse the application; this had been circulated to members on the same day. The appeal was to be heard by a Planning Inspector in the form of written representations, with a deadline for response of 13 June. It was understood that comments previously submitted by the Parish Council would be made available to the Planning Inspector as part of the appeals process.</p> <p>In advance of the meeting, the Clerk had received an approach from the applicant, Ms Monika Brown, requesting to appear before members and make representations with regard to her application prior to the Parish Council submitting its response. Ms Brown began her presentation by outlining her relationship to the village of West Bradford, and the unique nature of the pre-school which she ran (currently attended by around 60 children, many of whom travelled from surrounding towns). The business was very time-consuming, requiring her to work hours far longer than the school's opening times of 9am-3pm. For this reason, she wished to reside on the premises but was keen to point out that her application was for a "live-work unit" as opposed to change of use for residential accommodation. This was significant as, in Ms Brown's understanding, this meant that permission for residential occupation would cease if the business no longer operated from the site.</p> <p>Members probed this assertion and – whilst accepting that this was a technical area of law - were generally sceptical that the above approach would not result in longer-term residential occupation; it was feared that the granting of consent for a live-work unit would effectively set a precedent for future occupants to exploit.</p> <p>When Ms Brown had concluded her presentation, members continued their discussion in private and agreed the following:</p> <ul style="list-style-type: none"> <li>• members had no concerns over the running of the pre-school and genuinely wished her well in this regard;</li> <li>• members feared that granting approval for a live-work unit would set a precedent for future residential use; and</li> <li>• concerns remained about the traffic flow on Eaves Hall Lane as a result of parents delivering their children to the pre-school.</li> </ul> <p><b>Resolved</b>  <b>Clerk to convey the above comments to the Planning Inspector prior to the deadline of 13 June</b></p>	Clerk
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<p>iii)</p> <p>b)</p>	<p>Planning Application No: 3/2023/0315          Proposal: Proposed replacement of concrete based artificial stone roof tiles with natural blue slate and replacement of rooflights with velux conservation roof lights.          Location: Barnsteads Barn, Waddington Road, West Bradford BB7 4SX</p> <p>Details of this application had been circulated to members on 16 May with a deadline for response of 5 June. No concerns had been expressed.</p> <p><b>Resolved</b>  <b>No consultation response would be submitted to RVBC</b></p> <p><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, despite their written objections, application numbered 3/2023/0186 (Marylebone Farm) had now been approved by RVBC.</p>	
<p>10.</p> <p>a)</p> <p>b)</p>	<p><b>Lancashire Best Kept Village Competition (LBKVC) 2023</b></p> <p><u>First round of judging</u></p> <p>This was scheduled to take place between 5 and 22 June.</p> <p>Members discussed the progress made to date around the village, and there was a general (and encouraging) view that residents had taken a greater interest in tidying up their properties than in previous years.</p> <p>It was agreed that strimming would take place once the LBKVC had concluded, with Straitgate being in particular need of attention.</p> <p><b>Resolved</b>  <b>Chair to contact Dan Wrathall on strimming arrangements</b></p> <p><u>Pen Pic</u></p> <p>The Parish Council had been invited to submit its pen pic for this year's competition. The Clerk and Cllr Best had jointly compiled a draft, which had now been submitted to the event organisers.</p>	<p>Chair</p>

c)	<p><u>Proposed replacement of Notice Boards</u></p> <p>The Chair had now arranged for the new notice board to be erected by Tony Knowles; members felt that it was an attractive addition to the village landscape.</p> <p>In the course of erecting it, Tony had discovered that the existing wooden posts had previously been altered in such a way that the new frame could not be fitted without further modification to them, resulting in him needing to acquire some additional timber. No bill from Edisford Joinery had yet received for this expense.</p> <p>Tony had kindly offered to make no charge for his services (other than requesting that the Chair buy him a pint or two).</p>	
d)	<p><u>Interpretation Board – Coronation Gardens</u></p> <p>Now that the notice board was in situ, members were invited to consider whether they would wish to purchase a comparable interpretation board from the same supplier.</p> <p>An approach to the Parish Notice Board Company on 13 May had confirmed that an A1 notice board could be provided for a total cost of £947.38 (of which £157.90 could be recouped as VAT, leaving a net cost to the Parish Council of £789.48). The Clerk pointed out that, in addition, a new copy of the information to be displayed would need to be purchased from Borough Printing for c£50.</p> <p>Members were in favour of the appearance of the proposed board as presented, but felt that it was somewhat expensive. It was therefore agreed to defer any purchase pending the availability of grant funding, or an assessment of finances later in the year.</p>	
e)	<p><u>Plaque to be displayed on Millennium Stone to commemorate coronation of King Charles III</u></p> <p>As agreed at the March meeting, the Clerk had placed an order with Hitchens of Accrington for the supply and fitting of a plaque to be displayed on the Millennium Stone. However, following further discussion at the April meeting, it had been agreed that Cllr Fox would further explore the possible acquisition of a sandstone plaque instead. Cllr Fox subsequently confirmed that the dimensions of the plaque were 600mm x 600mm x 40 mm thick. The quoted cost was £350, including fitting, but the issue of VAT was unclear.</p> <p>After consultation with members by email, on 17 May Cllr Fox had been asked to arrange for the purchase of the sandstone plaque. It was agreed that the plaque should be affixed to the wall above the wooden benches, rather than on the face of the Millennium Stone.</p> <p>Cllr Fox reported that he had spoken to the suppliers about placing an order, but they were awaiting a delivery of suitable stone before progressing this.</p> <p>In view of the above, the Clerk had been obliged to cancel the contract with Hitchens Engravers of Accrington for the previously-agreed purchase of the metal</p>	

	<p>plaque (for which a cheque for £270 had been sent and cashed). In order to avoid any penalty charge from the supplier, the following was agreed:</p> <ul style="list-style-type: none"> <li>• Hitchens would retain the £270 sent to date;</li> <li>• members agreed that Hitchens should be asked to produce a metal plaque for display adjacent to the oak trees planted in 2020 for the Platinum Jubilee of the late Queen Elizabeth II;</li> <li>• the proposed wording for the plaque should be along the lines of “In memory of Queen Elizabeth II’s Platinum Jubilee - June 2022”</li> <li>• Hitchens would not be required to produce a second plaque (for the oak trees planted prior to the Silver Jubilee) as this had now been located; and</li> <li>• the Clerk would be asked to liaise with Hitchens re the production of a new plaque, and agree a cost for that item.</li> </ul> <p><b>Resolved</b> <b>Clerk to liaise with Hitchens</b></p> <p>f) <u>Banners informing residents of the Best Kept Village Competition</u></p> <p>It had previously been agreed that these would be displayed after the Coronation celebrations. The banner at the Coronation Gardens was displayed in good time.</p> <p>The owner of the property at the junction of Westfield Drive / Grindleton Rd (where a banner had also traditionally been displayed) had been approached, and had agreed to the display of a banner in her front garden, although the Clerk had as yet been unable to progress this further.</p> <p>It was agreed that the banners should be left in situ for the duration of the LBKVC. For future ease of access, it would be preferable if 4 eyes could be affixed to the wall at the property at the junction of Westfield Drive / Grindleton Rd, allowing the banner to be displayed more easily.</p> <p><b>Resolved</b> <b>Clerk to seek permission from the landowner for eyes to be affixed to her wall</b> <b>Chair to arrange fixing of eyes if agreed</b></p>	<p>Clerk</p> <p>Clerk Chair</p>
<p>11.</p> <p>a)</p>	<p><b>Land in which the Parish Council has an interest</b></p> <p><u>Pinfold: Land ownership / proposals to improve Pinfold site</u></p> <p>At the April meeting, members had noted that the Pinfold site – whilst unregistered with the Land Registry – had been maintained by the Parish Council for many years, and as such it may be appropriate for the land to be formally registered in the parish’s name. The Clerk had been asked to explore the process for then registering of unregistered land via “adverse possession”, and – given the complexities involved – it was felt that some legal input would be beneficial. Cllr Best had suggested that a friend of hers had considerable experience in conveyancing matters and may be able to assist. It had therefore been agreed that both the Clerk and Cllr Best would meet with Cllr Best’s friend (Maureen Pickup) for an initial discussion on the legal position and possible ways forward.</p>	

	<p>The meeting was held on Friday 19 May at Cllr Best’s house, and was invaluable for the Clerk’s understanding. The Clerk now suggested that, in essence, members had two initial options – to do nothing and leave the situation as it is, or to proceed with an application to register title. Having considered the potential advantages and disadvantages as outlined by the Clerk, members agreed that further work to progress this was appropriate. The Clerk would seek to gather evidence on the history of the site from Marilyn Wood, and Cllr Chew agreed to do the same from Mr and Mrs Pike.</p> <p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>support in principle the intention to submit an application for registration of title via adverse possession; and</b></li> <li>• <b>as a first step, ask the Clerk to gather evidence in support of an application from Marilyn Wood, with Cllr Chew contacting Mr and Mrs Pike</b></li> <li>• <b>at that point, further discussion with Maureen should be held to see if a final submission is justified</b></li> <li>• <b>Clerk to draft some guidance notes for Cllr Chew on the nature of evidence required</b></li> </ul>	<p>Clerk / RC</p> <p>Clerk</p>
<p>12.</p> <p>a)</p> <p>i)</p>	<p><b>Draft Action Plan 2023</b></p> <p><u>Review of Action Plan 2023</u></p> <p>The Clerk presented an updated Action Plan for 2023, and members discussed the following issue arising from it:</p> <p><u>Coronation – King Charles III – celebratory event held on 7 May 2023</u></p> <p>Members reflected on the event, which - as with the 2022 Platinum Jubilee - was considered to have been a real success. Attendance was even higher than for the Jubilee, with a large number of families using the grass field for picnics etc. Feedback on Facebook had been extremely positive, with many residents from neighbouring villages also coming along. The children’s activities – including the inflatable obstacle course, free ice cream and zip wire – were extremely popular, and the beacon and fireworks once again proved a spectacular finale.</p> <p>The charitable collection for the Prince’s Trust raised £381.95 on the night, along with a further £237 at the cake stall the following day (total amount: £618.95). Thanks went to Parish Cllr Chew for her efforts in arranging the collection and banking of this considerable sum.</p>	

13.	<p><b>Lengthsman</b></p> <p>a) <u>Work undertaken since the last meeting:</u></p> <p>Since commencing work in April, the Clerk / Lengthsman had now completed sweeping / brushing duties for the whole of Westfield, Eastfield and Hillside, as well as the north side of Grindleton Rd (Westfield to Hillside) and most of Southfield. The war memorial had been cleaned and hedge at the foot of Bowland Gate Lane trimmed.</p> <p>The Chair confirmed that spraying of weedkiller around the village had taken place.</p>	
14.	<p><b>NatWest banking arrangements</b></p> <p>a) <u>Mandate</u></p> <p>As a result of NatWest indicating that it was currently not accepting any further applications for its Bankline for Communities facility, the Clerk had – as requested – contacted a local resident with regard to exploring a possible move to Barclays. However, no response to this enquiry had been received.</p> <p>The Clerk had also made informal enquiries with Lloyds bank. It had been established that an application for community banking could be made online, and – during the application process – support would be given to enable the Parish Council to transfer its account over to the new provider. The downside was that – unless persons to be named on the mandate already banked with Lloyds – they would be obliged to call in at the branch in Clitheroe for their proof of identity documents to be inspected and verified.</p> <p>Members agreed that – due to the above difficulties – they would continue to operate a conventional (non-electronic) banking system for the time being.</p>	
15.	<p><b>Reports from sub-committees / other meetings attended</b></p> <ul style="list-style-type: none"> <li>• <b>Playing Field / Village Hall</b> – Cllr Fox reported that, following receipt of planning advice, an application for planning consent in relation to the proposed rear patio area would be submitted. It was agreed that this would be submitted in the Parish Council’s name;</li> <li>• <b>Parish Councils’ Liaison Committee</b> – next meeting 22 June 2023 (Cllr Chew to attend);</li> <li>• <b>Lancashire Association of Local Councils</b> – no update;</li> <li>• <b>Hanson Cement Liaison Committee</b> – the meeting had been held on Thursday 13 April 2023, and the minutes were presented for members’ information. The date of the next meeting was yet to be confirmed; and</li> <li>• <b>Lengthsman scheme</b> – discussed in minute item 13 above.</li> </ul>	

16.	<p><b>Correspondence / requests received</b></p> <p>a) <u>Proposed visit to Evergreen Forest Nursery</u></p> <p>On 10 May, an invitation to attend Evergreen Forest pre-school had been received from the owner, Monika Brown. After consultation with the Chair, on 15 May the Clerk had confirmed to Monika by email that the Parish Council did not tend to make site visits of this nature and did not consider it appropriate to alter its stance on this occasion.</p> <p>b) <u>Thank you card</u></p> <p>Members were pleased to learn that a thank you card had been received from former councillor Marilyn Wood, relating to the gift which had been presented to her to mark her retirement from the Parish Council after 27 years' service.</p>	
17.	<p><b>Any Other Business</b></p> <p>a) <u>Youth issues</u></p> <p>At a meeting of Grindleton Parish Council on 16 May, members there had discussed the possible invitation of LCC Youth Services to the parish. LCC officers ran a programme of support for local young people aged 12-25, seeking to engage with them in a range of sporting and advisory contexts. Access to the programme was free of charge and no cost would be incurred by the Parish Council.</p> <p>Grindleton Parish Council had asked the Clerk to establish whether West Bradford Parish Council may be interested in adopting a joint approach with Grindleton Parish Council, so that youth services could co-ordinate their activities across both parishes. Members agreed that this was initiative was worthy of support, and asked the Clerk to convey this to Grindleton Parish Council.</p> <p><b>Resolved</b>  <b>Clerk to confirm members' support to Grindleton Parish Council</b></p> <p>b) <u>RVBC – possible funding</u></p> <p>The Clerk had been contacted by Sarah Wells (Partnership Officer at RVBC), who had confirmed that a fund may soon be available for capital projects for rural areas. Members were requested to let Sarah know if any candidates for potential funding became available.</p> <p>c) <u>Dead Ash tree</u></p> <p>Members recalled that a deceased Ash tree (posing a potential road safety hazard) had previously been reported to LCC, but no action appeared to have been taken. The tree was located on Clitheroe Rd, adjacent to the River Ribble.</p> <p>(cont)</p>	Clerk

	<b>Resolved</b> <b>Clerk to chase up with LCC</b>	<b>Clerk</b>
	<b>Date / time of next meeting:</b> The next scheduled meeting of West Bradford Parish Council was to be held at 7.30pm on <b>28 June 2023</b> . <b>The meeting closed at 9.08pm.</b>	
Signed by:		
	Date: 28.6.23	Cllr A Bristol Chair <i>Andrew Bail</i>