

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 5 December 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: | A Marsden |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (31 October 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:  Members were reminded that, following the discussion at the October meeting, it had been agreed that an approach would be made to a local trader regarding assistance for the removal and relocation of the Best Kept Village plaques currently situated at Croft Cottage. An approach had been made to the trader by email, but no response had been received. Members discussed once again the issue of plaque removal and, in order to ensure that the integrity of the wall on which the plaques were placed was preserved, agreed to explore the purchase of additional plaques which could then be placed at the Coronation Gardens site (allowing the plaques at the Croft to remain in situ).  **Resolved**  **Clerk to enquire about the cost of purchasing additional plaques** | **Clerk** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  None |  |
| 5. | **Extended closure of Bradford Bridge**  At its October meeting, the Parish Council had requested that (given the lack of response from LCC to a prior approach on 2 October) a further message should be sent to Highways staff, with the following persons copied in:   * Cllr Elms * County Councillor David Smith * County Councillor Keith Iddon (Portfolio Holder)   This message was sent on 1 November 2018. A response had been received on 19 November, which provided the previously-promised swept path analysis; this showed the differing vehicles, indicated below, navigating the bridge:   * ATR01/02-Max Legal Artic L 16.5m, W 2.5m * ATR03/04-Small Artic L 10.7m, W 2.360 * ATR05/06- Large Artic L 15.4m, W 2.5m * ATR07/08- Rigid Truck L 12m, W 2.5m   According to LCC, the swept path analysis showed that a length restriction would not resolve the traffic issues on the bridge as all the above vehicles were able to navigate the bridge successfully. LCC went on to state that officers had completed the review of signage relating to the bridge, and could confirm that further signs would be erected around the exits of Castle Cement. These would be additional to all the existing signage for the environmental weight restriction. LCC still considered this to be the most appropriate solution to deter use of the bridge and would work with colleagues in the police to ensure that enforcement is undertaken.  Members considered the above information and (whilst grateful to LCC for the update) considered that the following points needed further clarification:   * whilst additional signage in the vicinity of Castle Cement would be helpful, members felt that traffic flow from the village end of the bridge was just as much a problem – although no reference to additional signage or other improvement in this area was referred to in the LCC response; and * with regard to the proposed additional signage near Castle Cement, no further detail as to the nature / size / wording / precise location of the signage was given, nor was any timescale set out.   **Resolved**  **Clerk to contact LCC and further pursue the above points**  Members noted that further damage had recently been caused to the bridge by impact from a vehicle. | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – October 2018**  The Clerk submitted details of income and expenditure for the month of October 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for October 2018 as presented would be signed off** | **Chair** |
| b | **VAT reclaim from HMRC**  The Clerk confirmed that the reclaimed funding of £1773 had been received by the Parish Council. |  |
| 7. | **Planning applications considered**  Members considered the details of 2 recent planning applications (numbered 3/2018/0825 and 3/2018/1043) and had no objections to either application. |  |
| 8. | **Possible development of new website**  At the September meeting, members had 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). Following her recent discussions with a local resident who had a professional ICT background, Cllr Chew had been asked to invite the resident to the November meeting in order to discuss a potential way forward. Unfortunately the resident was unable to attend, so an invitation would be extended for him to attend the next scheduled meeting in January 2019.  **Resolved**  **Cllr Chew to invite the resident to attend on 23 January** | **RC** |
| 9 | **Beacon**  Members reflected on the Beacon event held in Cllr Fox’s field on the night of 11 November 2018; this had been part of a national programme of beacon events, in which over 1,000 commemorative fires were lit.  The event can be considered an overall success, with feedback from local residents who had attended being largely positive. Highlights had been the live bugle performance by 12-year-old Harry Marsden; the larger than anticipated attendance of at least 100 village residents; and the participation of Nigel Evans MP.  In addition (and at the request of the national organiser, Bruno Peek), a collection was held for 4 charities supporting the work of the armed forces / veterans – namely:   * ABF (The Soldiers’ Charity) * RAF Benevolent Fund * Merchant Navy Assn * Royal Naval Assn   This collection raised a total of £132.53.  With the agreement of the Chair, an email has been sent round the village network and individual letters of thanks have been sent to:   * Nigel Evans MP * Annie Wildman (who kindly provided car parking for Mr Evans) * Harry Marsden   Members noted the event organisers’ preference for the monies collected to be donated to any / all of the charities identified above. However, in recognition of the Parish Council’s growing links with the Royal British Legion (a body which had worked extremely closely with the Parish Council on the recent dedication of the war memorial), members agreed that the collection should be made up to £150 and sent to the local branch of the RBL.  In addition, in particular recognition of the outstanding efforts of Harry Marsden in playing the bugle at the Beacon event, it was agreed that a voucher for £20 should be sent to Harry.  **Resolved**  **Clerk to send a cheque for £150 to the local branch of the Royal British Legion**  **Clerk to obtain an Argos voucher for £20 and send it to Harry Marsden**  In relation to the centenary of the end of the Great War, Cllr Best thanked Cllr Chew for her efforts in producing a number of documents which had been displayed around the village; these had given historical information on the local fallen, and Cllr Chew had worked hard on both the presentation and content. Other members of the Parish Council endorsed this view. Cllr Best also provided a disk on which a range of documents relating to the centenary commemoration were contained; this was passed to the Clerk for safe keeping. | **Clerk**  **Clerk** |
| 10. | **Lancashire Best Kept Village Competition**  In light of the success at this year’s competition, members were pleased to consider the feedback which had been received from the judges. In particular, members accepted that – given their intention to make the Coronation Gardens site a focal point for the village – more signage could helpfully be erected to promote the site. For instance, signage could be placed at the site which would outline its history and also refer to the dedication of the war memorial earlier this year. Members agreed to include this topic in a discussion of Parish Council activities to take place during 2019.  **Resolved**  **Clerk to include in a discussion on future activities to take place at the Parish Council meeting in February 2019** | **Clerk** |
| 11 | **Lengthsman** |  |
|  | Given the reference to potential Health and Safety concerns in the resignation letter submitted by the outgoing lengthsman, the Clerk had identified a potential commercial source for the purchase of additional equipment such as signage and cones. Members considered this information, but asked the Clerk to explore whether the Borough Council could either provide this equipment or suggest an appropriate provider. (It was agreed that the equipment to be purchased included 6 cones and 2 “men at work” signs).  **Resolved**  **Clerk to approach Borough Council**  In addition, members acknowledged the suggestion by the Clerk that it would be appropriate to amend the standard contract which both the Chair of the Parish Council and any replacement lengthsman would be expected to sign, so as to incorporate a requirement for the lengthsman to (i) wear at all times the hi-viz clothing which he/she was expected to provide themselves and (ii) confirm the Parish Council’s obligation to provide signage and cones.  Members agreed that a revised Clause 15 to the standard contract should be adopted, to read as follows (new wording in red):  The Contractor small supply all necessary equipment to carry out given tasks, including his / her own hi-viz clothing which he / she will be expected to wear at all times when on Parish Council duties. (NB – the Parish Council will provide signage and cones for use by the Contractor when exposed to any risk from traffic. These items shall remain the property of the Parish Council and will be returned to them at the end of the employment relationship). The Contractor shall ensure that all relevant training /Health and Safety measures have been undertaken.  **Resolved**  **Clerk to incorporate the revised wording of Clause 15 into the standard contract**  The Chair also confirmed his intention to invite a potential candidate to take over as lengthsman to the Parish Council meeting scheduled for February 2019. | **Clerk**  **Clerk** |
| 12 | **Xmas tree**  The Chair informed members that a new (and permanent) Xmas tree had now been planted on the Coronation Gardens site. The tree was around 5’ in height and would cost £70 (invoice still be received). This was felt to be good value when compared against the cost of a tree from other possible providers. In addition, the person providing the tree had offered to ensure it was kept trimmed / shaped as it grew.  Members discussed a number of matters relating to the tree, with the following being agreed:   * Cllr Wood would provide 750 lights with which the tree would be decorated; * this decoration would be carried out by Cllrs Chew and Best over the coming weekend; and * Cllr Fox would discuss the issue of access to electric power for the lights with Sam Wrathall. |  |
| 13 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Andrew Marsden reported that the Committee was in need of a replacement treasurer, but unfortunately no volunteer had yet come forward * Parish Council Liaison Committee – no member had been able to attend on 22 November;      * Lancashire Association of Local Councils – no update; * Hanson Cement – next meeting 21 March 2019; and * Lengths-man scheme – no update |  |
| 14 | **Correspondence / requests received** |  |
| a | The Clerk reported that an approach had been made from a resident who, for 18 months or so, had become aware of a hum or metallic sound emanating from an undetermined local business. Members considered this in detail but, given the lack of certainty of the probable source, were unable to comment further.  **Resolved**  **Clerk to contact the complainant and refer her to Ribble Valley Borough Council for further advice** |  |
| b | The Clerk reported that a letter of thanks had been received from Ms Mandy Brennan (RBL) in relation to the £50 donation to their funds made by the Parish Council. |  |
| c | An email had been received from Royal Forest Masonic Lodge, offering to potentially make a small donation for upkeep of the Coronation Gardens site (for which members were grateful). The request also pointed out that a letter of thanks did not appear to have been sent to the Lodge regarding its previous donation to the war memorial, an omission which the Clerk undertook to rectify.  **Resolved**  **Clerk to respond and send a letter of thanks** | **Clerk** |
| 15 | **Reflection on calendar year 2018**  This being the last meeting of the calendar year, members reflected on what had been a productive 12 months for the Parish Council; achievements over this period included:   * a well-attended public meeting to discuss Bradford Bridge (January); * publication of a Spring newsletter (February); * a positive outcome to historical VAT issues with HMRC (March); * reinvigorating the Coronation Gardens / war memorial site as a focal point for the village, with considerable funding raised from local residents (summer); * the successful dedication of the war memorial (September); * winner of the Small Village category in the Lancashire Best Kept Village Competition (October); * a satisfactory outcome to the external audit (October)); and * holding a well-attended and high-profile Beacon event (November).   Members agreed that the year had been particularly successful, and acknowledged that (i) the support of the Village Hall Committee and (ii) the community spirit amongst local residents had both contributed significantly to this outcome. |  |
| 16  a | **Any Other Business**  **Activities during 2019**  Following on from the discussion of successes in 2018, and the debate around the next steps for the Best Kept Village competition, members identified a number of other possible projects for progression during 2019. These included:   * installing a flagpole at the Coronation Gardens site. (Members wondered whether planning permission would be needed for this, and asked the Clerk to explore); * the installation of a rail or other device at the Coronation Gardens site to prevent wreaths from being blown away in the wind; and * the possible erection of new and more high-profile highway signage stating “West Bradford” at the 3 entrances to the village (Clitheroe Rd, Waddington Rd and Grindleton Rd).   **Resolved**  **Clerk to explore the need for planning permission with regard to a flagpole, and place the above suggestions on the agenda for consideration in February 2019** | **Clerk** |
| b | Cllr Fox pointed out that 3 drains on Clitheroe Road (near to the white railings) were blocked.  **Resolved**  **Clerk to report the blocked drains to LCC** | **Clerk** |
| c | The Chair confirmed that he had been approached by a member of the public who had been concerned about the impact of dog mess on farm animals / livestock. It was agreed that dog mess was also becoming more common on sites in the village, including that of the Coronation Gardens.  **Resolved**  **Clerk to circulate an email pointing out the hazards of dog mess** | **Clerk** |
| d | Members considered a request to make a financial contribution to the cost of the forthcoming Xmas party for senior citizens, and agreed that a payment of £275 would again be appropriate in support of this worthwhile event.  **Resolved**  **Clerk to arrange payment** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on **Weds 23 January 2019** at West Bradford Village Hall in the lounge (this being a rescheduled date which members present had previously agreed to). |  |

**The meeting closed at 8.35pm.**

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| Signed by: |  | |
|  | Date:  23.1.19 | Cllr A Bristol  Chair |