

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 27 February 2019 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 |
| Apologies: | Cllr B Hilton (RVBC) |
| Members of the public present: | Mr Jon Pendril (for item 8 below)  Mr John Cornthwaite (for item 13 below)  Terry Pike |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (23 January 2019):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr M Wood  Seconded by: Cllr M Fox  Matters arising:  Members noted that:   * a response to the Planning application 3/2018/1166 had been sent to RVBC on 25.1.19; * a letter of thanks had been sent to Alan Boyer at RVBC on 25.1.19 expressing thanks for the free provision of 8 x traffic cones and 4 x men at work signs; * with regard to dog mess (in form of poo bags being hung in hedgerows on Bowland Gate Lane), an email approach had been made to the Dog Warden on 25.1.19 asking for assistance, and on 29.1.19 a telephone call had been received from the Dog Warden who was then at Bowland Gate Lane. She had discussed the position with a couple of dog walkers and undertook to keep an eye on the situation when doing her rounds; and * a cheque had been sent to a local resident to cover the cost of electricity for Xmas tree.   Cllr Chew also asked for it to be formally recorded that the lights for the Christmas tree purchased in late 2018 (and which remained the property of the Parish Council) were stored in her loft for safe keeping. |  |
| 3. | **Public questions, comments or representations:**  Mr Terry Pike thanked the Parish Council for its efforts in securing the recent re-surfacing of Grindleton Road. However, the improved road surface had unfortunately led to an increased risk of speeding by road users (with increased danger for schoolchildren and dog walkers in particular).  Members were grateful to Mr Pike for his comments and, after a discussion on possible speed reduction measures, asked the Clerk to explore the potential implications in purchasing a Speed Indicator Device (SpID). These included:   * cost; * whether it would be permanently-fixed or mobile; * any likely Health and Safety implications / specialist equipment which may be required; and * access to power (battery or solar).   Once the Clerk had gathered this information, members could consider whether the purchase of one or more SpIDs would be appropriate and (if so) where they should be located.  Mr Pike also queried whether further road re-surfacing in the village would yet be taking place (eg along the full length of Clitheroe Road to the bridge), as LCC signage and initial repairs to gulleys would seem to suggest. Given the poor nature of the road surface along Clitheroe Road, such repairs were considered highly desirable and the Clerk was asked to make enquiries with LCC to this effect.  **Resolved**  **Clerk to explore implications of acquiring a SpID and report back to a future meeting**  **Clerk to contact LCC with regard to the potential resurfacing of Clitheroe Road** | **Clerk**  **Clerk** |
| 4. | **Update from Ward Councillors present:**  None |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk confirmed that – at the request of members at the January meeting – he had again contacted LCC and questioned the merits of their installation of additional signage to reduce the impact of vehicles exiting Castle Cement and turning right over the bridge. In response, LCC had confirmed that the issue had again been raised with traffic colleagues and assurances given that they had done all they could to address any lack of signage. Any vehicles causing an obstruction at this location will have travelled past several warning signs.  The Clerk had also raised with LCC details of an incident in the village on 26 January when he had personally witnessed a large articulated vehicle become stuck on Chapel Lane.  LCC had indicated that it may be helpful for the Parish Council to maintain a log of incidents for a period of time; this could then be shared with traffic officers for them to consider. Members considered this suggestion but concluded that – since over a year had passed since a senior Highways representative had last attended a Parish Council meeting – it was now opportune to issue a second invitation.  **Resolved**  **Clerk to contact LCC and invite a Highways representative to attend the March or April meeting of the Parish Council, with a view to local residents receiving an update on the Highways Authority’s stance** | **Clerk** |
| 6. | **Overview of financial position:** |  |
|  | **Monthly accounts – January 2019**  The Clerk submitted details of income and expenditure for the month of January 2019 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for January 2019 as presented would be signed off** | **Chair** |
| 7. | **Planning applications considered** |  |
| a | **Planning Application No: 3/2019/0058**  Members considered the above application, which related to the proposed demolition of an existing conservatory and erection of a new two-storey extension (along with a single-storey extension to the rear) at a property on Eaves Hall Lane in the village. It was concluded that no consultation response need be submitted to the Planning Authority on this matter. |  |
| b | **RVBC Planning Committee – 7 February 2019**  Members noted that listed building consent had been given for the creation of 5 first-floor guest bedrooms at the 3 Millstones Inn on Waddington Rd. |  |
| 8. | **Possible development of new website**  Further to his attendance at the January 2019 meeting, Mr Jon Pendril updated members on progress made to date with the new Parish Council website; this included a live demonstration of the latest iteration, which featured a modern-looking homepage incorporating the following facilities:   * the promotion of forthcoming events, with residents’ ability to register their interest in attending (and subsequently receive an electronic reminder); * reference to local places of interest (with associated links to their web pages); * a blogging page, to stimulate discussion on local points of interest; * linkage to community sites (such as the Village Hall) and a dedicated community page allowing the promotion of local initiatives such as the Garden Club and local school; * the gathering of user data through analytic software (GDPR compliant); * suitable for access via mobile telephones; * direct access to parish councillors through a “Contact Us” page, as well as parish councillors / the Clerk being able to explain their roles through a “talking heads” piece to camera; and * information on the history of the village (possibly featuring a “history timeline”), with an image gallery.   Other possible additions suggested during the discussion included (i) a “New to the Area” page and (ii) any subsequent “talking heads” sections being filmed at key village locations (eg the war memorial, Bradford Bridge etc).  Mr Pendril suggested it would now be appropriate to purchase a suitable domain name (at an approximate cost of £10pcm); this would also allow for the development of personalised email accounts accessed through the website, which was generally acknowledged to be a positive step.  It was acknowledged that further consideration needed to be given to ongoing maintenance / updating of the site once it was in operation.  Members were genuinely impressed at the modern and professional appearance of the proposed website, as well as as its interactive capabilities, and thanked Mr Pendril for his efforts to date. It was agreed that Mr Pendril, Cllr Chew and the Clerk would continue to work together to develop the proposed website and ideally Mr Pendril would come back to the March meeting with a further update.  **Resolved**  **Clerk to arrange a development meeting with Mr Pendril, Cllr Chew and himself**  **Clerk to invite Mr Pendril to the March meeting**  **Clerk to circulate the link giving parish councillors access to the site in its draft form** | **Clerk**  **Clerk**  **Clerk** |
| 9 | **Grants available from RVBC**  At the January meeting, the Clerk had been requested to establish which RVBC grants may be potentially available for the Parish Council to access. After discussion with officers at the Borough Council, it had been established that the following two grants were of relevance:   * Ribble Valley in Bloom; and * Christmas Lights.   Members considered these options and determined that an application for both the above funding streams would be appropriate, and asked the Clerk to make initial enquiries with RVBC to establish whether this was still possible in the remaining weeks of the current financial year.  With regard to Xmas lights, it was agreed that Cllr Chew would seek to purchase a further set of lights now (assuming they were still available).  **Resolved**  **Clerk to seek initial guidance from RVBC on funding bids**  **Cllr Chew to seek to purchase s further set of Xmas lights** | **Clerk**  **RC** |
| 10 | **Action Plan 2019**  At previous meetings, members had considered a number of actions which the Parish Council may wish to pursue throughout the 2019 calendar year. The Clerk presented a draft composite work plan for members, as a result of which members determined that the following items should be addressed as priorities:   * Improvements to the War Memorial site – additional rail   Members agreed that (to ensure wreaths left at the site remained in situ) the parish council should explore the installation of a double bar – the rails being some 4” and 9” above the ground - fixed to the stone flags around the base of the memorial, and at a suitable distance from the memorial to enable the wreaths to lean against its base.  **Resolved**  **Clerk to seek a quote for the above work from both Brent Stevenson Memorials and North Valley Forge Ltd**   * Improvements to the War Memorial site – additional signage   It was largely agreed that additional signage explaining the history of the Coronation Gardens site would be beneficial, both in terms of raising the site’s profile and in line with feedback from the marking of the Best Kept Village competition. This would be returned to at a future date.   * Newsletter   Members agreed that production of a Spring 2019 newsletter would be appropriate, and asked the Clerk to produce a draft for discussion at the next meeting.  **Resolved**  **Clerk to produce a draft for discussion at the March meeting, with a view to this being worked on by the local resident who has previously assisted with design of the final product** | **Clerk**  **Clerk** |
| 11 | **Lancashire Best Kept Village Competition** |  |
| a | **Plaques**  Members discussed the preferred location at the Coronation Gardens for the proposed display of the plaque commemorating the village’s success in the 2018 competition. It was agreed that it would be helpful for further discussion to take place at a site meeting (scheduled for 1000 on Sunday 3 March). |  |
| b | **Meeting**  Cllr Fox confirmed that, on behalf of the Parish Council, he had attended a meeting on 7 February 2019 at which changes to the 2019 Best Kept Village competition were explained; these included a simplification of the rules and an increased emphasis on tidiness (no weeds, litter or graffiti) rather than a concern for how “pretty” a village may be.  Cllr Fox stated that the organisers had requested a resident from each village (other than the clerk) to be identified as an alternative point of contact, and it was agreed that Cllr Best would undertake this role.  **Resolved**  **Clerk to inform organisers**  In addition, the 2019 competition will no longer feature a Certificate of Merit – instead, entrants can nominate the Outstanding Features of the Village. This new category is similar to the previous one but the focus is now on nominations being viewed as "something special", with modified marking criteria to reflect this. After discussion, members agreed that the following premises would be put forward as Outstanding Features in the relevant category:   * 3 Millstones Inn * Eaves Hall Country Club * West Bradford Village Hall   It was agreed that the Clerk should seek prior consent from the above for their nomination.  In addition, the following sites (for which no other prior consent was needed) would also be nominated:   * Community Notice Board on Grindleton Rd * War memorial   **Resolved**  **Subject to prior consent being obtained, Clerk to nominate the above premises as Outstanding Features**  Members discussed the need to refurbish the signage around the village in advance of the competition. Cllr Fox agreed that Janet may be willing to carry out some repainting, but it would also be worthwhile exploring the cost of purchasing some replacement items where necessary.  **Resolved**  **Cllr Fox to obtain a quote from a local supplier** | **Clerk**  **Clerk**  **MF** |
| 12. | **Defibrillator**  The Clerk confirmed that the defibrillator pads ordered from the Defib Store Ltd had been received and passed to Darren for installation / safekeeping. Members thanked Darren for his role in bringing the need for replacement pads to their attention and asked the Clerk to pass on their gratitude.  **Resolved**  **Clerk to thank Darren on members’ behalf** | **Clerk** |
| 13 | **Lengthsman** |  |
|  | The meeting was attended by Mr John Cornthwaite of B R and J R Cornthwaite Landscape Gardening, who had previously indicated his willingness to take on the role of Lengthsman for the village following the resignation of Mr Steven Speak.  Members sought to assess Mr Cornthwaite’s suitability for the role and were delighted to offer him the post commencing on 1 April 2019. Mr Cornthwaite had relevant prior experience (he had been acting as Lengthsman in another parish for over 4 years) and stated that he held appropriate licences (eg for the use of pesticides) and insurances. However, in order to increase his familiarity with the village it was agreed that Bill Wood would show him round and point out locations where work was usually required. The Chair would act as point of contact for Mr Cornthwaite in terms of specific routine tasks (weeding, strimming etc) to be undertaken, although Mr Cornthwaite confirmed that he would be willing to undertake additional work - such as replacing gate posts, flagging etc – subject to separate negotiation and remuneration.  **Resolved**  **Cllr Wood to arrange for Bill to show Mr Cornthwaite around the village prior to commencement of the contract**  **Clerk to contact Mr Cornthwaite with written confirmation of his appointment, and provide him with two draft contracts (one of which was for him to sign and return)**  **Clerk to ask Mr Cornthwaite to provide a copy of his public liability insurance certificate** | **MW**  **Clerk**  **Clerk** |
| 14 | **LCC – repairs to highways in the village**  Members were pleased to note that resurfacing of the highway had been undertaken by the Highways Authority in late February 2019. (See comments in item 3 above). |  |
| 15 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood confirmed that the Committee was intending to host an event to celebrate the silver jubilee of the village hall. It was envisaged that this would take place at the village hall on 18 May 2019, and would feature a picnic on the field; artistes in the hall; and fireworks. * Parish Council Liaison Committee – a meeting had been held on 31 January 2019, attended by Cllr Chew. Guest speaker had been the Police and Crime Commissioner for Lancashire (Mr Clive Grunshaw), who had outlined the current police workload and the reduced resources available to combat crime. The Council’s Head of Legal Services (Diane Rice) had outlined the planning which had taken place for the parish council elections scheduled to take place on 2 May 2019. The election process itself would commence on 26 March when Clerks would receive explanatory information by email, and it was understood that all parish council candidates would need to self-nominate within a fairly short timescale if they intended to stand.   **Resolved**  **Clerk to circulate details of the process at the earliest opportunity**   * Lancashire Association of Local Councils – no update; * Hanson Cement – next meeting 21 March 2019; and * Lengthsman scheme – see item 13 above.   (Members were also reminded that the Induction Service of the new Vicar of Waddington and West Bradford was to be held on Monday 4th March 2019 at 7.30 pm In the Church of St Helen, Waddington). | **Clerk** |
| 16 | **Lancashire Civic Carol Service – 3.2.19, 6.30pm**  Parish Cllr Ruth Chew confirmed that she had represented the Parish Council at this event. |  |
| 17 | **Correspondence / requests received** |  |
| a | Belated contribution to war memorial  The Clerk confirmed that a cheque for £100 had been received from local residents, and a letter of thanks had been sent on behalf of the Parish Council. Members expressed their gratitude for this donation. |  |
| b | Parish map – for website  The Clerk had circulated details of a company which provided parish maps for possible inclusion on the website. Members considered this proposal but felt the costs would be prohibitive. |  |
| c | Signage – Arien  The Clerk had also circulated details of a company which provided (inter alia) “Town and Parish Signs”. Members considered the company’s portfolio of product and agreed to bear this in mind as village refurbishments progressed. |  |
| 18  a | **Any Other Business**  Cllr Wood expressed concern at the condition of a ditch (on Grindleton Rd, directly opposite the Village Hall).  **Resolved**  **Cllr Fox to raise with the landowner** | **MF** |
| b | Cllr Fox raised the issue of a barn, for which an application for planning consent had recently been submitted. Cllr Fox was keen to understand the current Planning status as work on the site had now commenced.  **Resolved**  **Clerk to clarify with RVBC** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on **MONDAY 25 March 2019** at West Bradford Village Hall in the lounge.  **Members are asked to note the change of date which is due to the unavailability of the Clerk on the usual Wednesday meeting date** |  |

**The meeting closed at 9.30pm**

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| Signed by: |  | |
|  | Date:  25.3.19 | Cllr A Bristol  Chair |