

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 23 January 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 |
|  | Cllr B Hilton (RVBC) |
| Apologies: | None |
| Members of the public present: | Mr Jon Pendril (for item 8) |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (5 December 2018):**  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:   * RVBC had swept the path between the 3 Millstones and Eaves Hall Lane on 10.12.18 – members were grateful for the promptness with which this had been carried out; and * the Clerk had sent an Argos voucher for £25 to Harry Marsden (rather than the £20 agreed, Argos not selling vouchers for the £20 sum). |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Members were informed of the recent resignation as a councillor of Paul Elms. The Chair thanked Paul for his contribution to the workings of the Parish Council over recent months. It was noted that Cllr Hilton would continue to attend Parish Council meetings on behalf of the Borough Council pending the elections in May (at which Cllr Hilton confirmed she intended to stand once more). At these elections, changes to ward boundaries would be implemented and the parish would then fall under the new ward of West Bradford and Grindleton). Further detail on the new arrangements would be provided at the forthcoming Parish Council Liaison Committee on 31 January 2019.  Cllr Hilton also outlined recent changes which had taken place in the political leadership of the Borough Council; these included the appointment of Cllr Steven Atkinson as leader and also Cllr Rupert Swarbrick as his Deputy.  Cllr Hilton indicated that she was chair of a charity (the District Nurses Amenity Fund); this had been set up in 1954 to support nurses but its charitable purposes had been extended and now sought to provide for the sick and the needy. This allowed vulnerable members of the public (including disabled children or the elderly) to apply for grant funding. Cllr Hilton would be attending the Parish Council Liaison Committee next week and would circulate literature on the charity to attendees. |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk outlined details of his most recent correspondence with the Highways Authority, in which it had been confirmed that new signage would be displayed in the Castle Cement site (with a view to discouraging lorries from turning right and heading over the bridge). LCC had further confirmed that no signage was intended for erection on the village side of the bridge, despite the Parish Council’s previous request that this be done.  Members were grateful for LCC’s continuing efforts, but felt that vehicles exiting the Castle Cement site and turning right over the bridge was not a major concern; the more pressing problem was vehicles becoming stuck on or impacting the bridge when approaching it from the village side.  **Resolved**  **Clerk to contact LCC and further pursue the above points.** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – November 2018**  The Clerk submitted details of income and expenditure for the month of November 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for November 2018 as presented would be signed off** | **Chair** |
| b | **Monthly accounts – December 2018**  The Clerk submitted details of income and expenditure for the month of December 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for December 2018 as presented would be signed off** | **Chair** |
| c | **Draft budget – Quarter 3 2018/19**  The Clerk outlined his analysis of the Q3 budget for 2018/19 – this was felt to be largely positive and included the following key points:   * target income of £8205 was likely to be exceeded by c£1100 due to the increased VAT refund claim arising from additional spend on the war memorial project; * overall spend on the Lengthsman was only £830 as opposed to the estimated £1700; * the Clerk’s salary totals around £1500 to the end of Q3 as opposed to the budgeted £1600 for Qs1-4; this was due to the increased workload in Q3 relating to the war memorial / centenary of the Great War. However, this will be to some extent offset by a saving of c£250 against the budget of £800 for PAYE; * with the exception of some miscellaneous spend primarily related to the war memorial / centenary of the Great War (totalling less than £200), all other spend is within budget; and * given that Q4 tends to be light on further expenditure, it is hoped that a year-end surplus in the region of £3k may be achieved. |  |
| 7. | **Planning applications considered**  Members considered the details of a recent planning application (numbered 3/2018/1166) and agreed that a consultation response expressing a number of points should be sent to Ribble Valley Borough Council.  **Resolved**  **Clerk to action** | **Clerk** |
| 8. | **Possible development of new website**  For some months, members had been concerned at the general inability to access the Parish Council’s website. As a result, Parish Cllr Chew had arranged for a local resident (Mr Jon Pendril) with an interest in website development to attend the meeting and discuss potential options with members.  Mr Pendril explained possible causes for the current difficulties in accessing the site, but it was generally agreed that a fresh start (featuring the development of a simple but more modern website) would be appropriate. Mr Pendril offered to assist in this project, using community funding which he could access from commercial sources; this would keep costs to a minimum (although some charges such as the need to purchase a domain name; site hosting; or SSL certification may be unavoidable). A new site would take some 4-6 weeks to build once members had identified their preferred content, and was likely to adopt a “mobile first approach”. Other issues to be aware of at this stage included:   * the need to ensure compliance with GDPR; and * the potential for “blogging” of local community events.   Members expressed their gratitude to Mr Pendril for his support, and it was agreed that he would undertake some initial working up of his thoughts and come back to a future meeting for further discussion.  **Resolved**  **Clerk to send Mr Pendril some further information on members’ preferred content to assist his initial thinking** | **Clerk** |
| 9 | **Lancashire Best Kept Village Competition** |  |
| a | **Plaques**  Members considered the estimated cost of purchasing additional plaques with a view to them being positioned - along with the plaque for 2018 - at the proposed site on the Coronation Gardens. Given that the quoted figure for the additional plaques was higher than anticipated (£956.40), members discussed the wider issue of making the Coronation Gardens a feature at the heart of the village; some concern was expressed that displaying the plaques in close proximity to the war memorial may not be appropriate. As a way forward, it was agreed that a first step would be to erect the 2018 plaque on the Coronation Gardens site, thereby allowing members to come to a judgement as to whether additional plaques should be purchased and suitably positioned there.  **Resolved**  **Chair to arrange for the erection of the 2018 plaque at the Coronation Gardens site**  **Clerk to inform Leander Architecture of current position** | **Chair**  **Clerk** |
| b | **Meeting**  The Clerk indicated that the Parish Council had been invited to send a representative to a meeting at which changes to the 2019 Best Kept Village competition would be explained. Members agreed that attendance at the meeting would be helpful and it was determined that Cllr Fox would attend the meeting scheduled to held at Mellor Brook on Thursday 7 February 2019.  **Resolved**  **Clerk to confirm attendance of Cllr Fox at the meeting on 7 February** | **Clerk** |
| 10. | **Defibrillator**  The Clerk reported that he had been approached by Darren Hudson, who was concerned that 2 new sets of pads were needed for the defibrillator (both the current and the spare set being in need of replacement). With the help of NWAS, discussion had been taking place with the Defib Store in Derbyshire (NWAS’ preferred suppliers) since before Xmas but the requested invoice from the supplier had not yet been received.  **Resolved**  **Clerk to continue to press for an invoice to enable the purchase of the required items** | **Clerk** |
| 11 | **Lengthsman** |  |
|  | Members were reminded that, at their meeting on 5 December, the Clerk had been asked to contact RVBC with a view to the Borough Council sourcing signage and cones for use by any newly-appointed Lengthsman. Alan Boyer at RVBC had indicated that the cones and also the signage would be provided free of charge and should be delivered to the Clerk’s home address this week.  **Resolved**  **Members expressed their gratitude to the Borough Council for its support and asked the Clerk to send a letter of thanks to Alan Boyer** | **Clerk** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood confirmed that (to mark the Village Hall’s 25th anniversary) it was proposed to host a free event, namely the “Last Night of the Proms, on the field. It was also anticipated that the new barriers to the car park would be erected shortly; * Parish Council Liaison Committee – next meeting 31 January 2019; * Lancashire Association of Local Councils – no update; * Hanson Cement – next meeting 21 March 2019; and * Lengths-man scheme – the Chair would arrange for a candidate who was potentially interested in taking on the role of Lengthsman to attend the February meeting |  |
| 13 | **Correspondence / requests received** |  |
| a | **Dog mess**  Members expressed gratitude for (and took note of) all the comments received as a result of the email sent round on the topic of dog mess. However, members particularly agreed with the comments made by Christine Broughton on the issue of “poo bags” decorating the hedgerow on Bowland Gate Lane.  **Resolved**  **Clerk to report the matter to the RVBC Dog Warden and see if any further action could be taken** | **Clerk** |
| b | **Lancashire Civic Carol Service – 3.2.19, 6.30pm**  All parish councils have been invited by the Dean of Blackburn to attend the above event at Blackburn cathedral. With the agreement of the Chair, it had been confirmed that Parish Cllr Ruth Chew will attend on behalf of the Parish Council. |  |
| c | **Newsletter**  Members considered the request from Janet Fox for clarification on whether the Parish Council intended to produce a newsletter this year, and (if so) whether this could be co-ordinated with the Gardening Club to ease distribution. Members felt that a newsletter would indeed be appropriate (both to reflect on the successes of 2018 and also to look forward regarding planned activity for 2019), and felt production of a version for publication by the end of March 2019 was feasible. It was agreed that this aim would be included in the draft Action Plan 2019 to be discussed at the February meeting.  **Resolved**  **Clerk to contact Janet Fox and advise her of this decision** | **Clerk** |
| d | **Induction Service of the new Vicar of Waddington and West Bradford**  The Clerk informed members that the Induction Service of the new Vicar of Waddington and West Bradford would be held on Monday 4th March 2019 at 7.30 pm In the Church of St Helen, Waddington. |  |
| 14  a | **Any Other Business**  Cllr Best referred to signage which had recently appeared in the village indicating that LCC would be carrying our resurfacing work to the highway in the near future. It was understood that this work may be substantial, covering a number of roads and possibly involving more than the “patching up” which had been the usual approach in recent months. |  |
| b | The Chair indicated that it would be appropriate for a donation to be made to the householder who provided electricity to the village Xmas tree over the festive period.  **Resolved**  **Clerk to ascertain cost of electricity last year and advise the Chair accordingly** | **Clerk** |
| c | Cllr Chew advised that she had paid £30 for new lights for the village Xmas tree this year and presented her receipt as confirmation.  **Resolved**  **Clerk to arrange for reimbursement** | **Clerk** |
| d | Cllr Wood requested that the Parish Council should be made aware of the various grants available from RVBC.  **Resolved**  **Clerk to pursue** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on **Weds 27 February 2019** at West Bradford Village Hall in the lounge.  Members agreed that – due to the unavailability of the Clerk on the scheduled date of the March meeting - the March meeting would now be held at 7.30pm on Monday 25 March 2019 at West Bradford Village Hall.  **Resolved**  **Clerk to make appropriate arrangements and confirm at the February meeting** | **Clerk** |

**The meeting closed at 8.51pm.**

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| Signed by: |  | |
|  | Date:  27.2.19 | Cllr A Bristol  Chair |