

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 27 April 2022 at West Bradford Village Hall**


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 K Horkin (RVBC) County Cllr G Mirfin (LCC)
Apologies:	None
Members of the public present:	For item 12b: Andrew Marsden Val Marsh Claire Thornber Revd Christopher Wood

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None received	
2.	Minutes of the Last Meeting (27 April 2022): The minutes of the April 2022 meeting were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr H Best Resolved It was agreed that the minutes of the April meeting would be posted on the Parish Council website	Clerk

	<p><u>Matters arising:</u></p> <p>a) <u>Parking – Chapel Lane</u></p> <p>The Clerk gave a verbal update on this issue and it was agreed that no further action was required.</p> <p>b) <u>Dry-stone walls</u></p> <p>The Clerk updated members on his correspondence with County Cllr Sue Hind on the issue of collapsing dry-stone walls in the village on land belonging to a local farmer; these were considered both unsightly and a potential traffic hazard. Cllr Hind had initially expressed support for members' stance, but had then taken advice from an officer at LCC who confirmed that – under existing legislation - no further action could be taken.</p> <p>Members expressed their disappointment at the tone of the officer's response, but determined not to take any further action at this stage.</p> <p>c) <u>Community Road Safety Resource Pack</u></p> <p>The Clerk reported that the pack (consisting of bin stickers, a banner and hi-vis) had been ordered but not yet received.</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin reported that Cllr Stuart Hirst had now been installed as the borough's Mayor.</p> <p>Cllr Horkin informed members that a new UK Shared Prosperity Fund (UKSPF, part of the government's levelling up agenda) had replaced the former European Structural and Investment Fund (ESIF), and as a result the Ribble Valley area was in line to receive funding of around £2m over the next 3 years, with the possibility of continued funding beyond that time. This new funding – which amounted to £31.82 per head of the borough's population over the 3-year period - was a welcome development given that the borough had received no support from the previous ESIF. Cllr Horkin suggested that it would be helpful to hold a wider discussion on possible ESIF funding bids for the parish of West Bradford at a future meeting.</p> <p>Resolved</p> <p>Clerk to diary a discussion for the June meeting</p>	

	<p>It was noted that filming for the forthcoming movie "Greatest Days" – which would showcase Clitheroe to a wider audience – had recently taken place. Cllr Horkin sought feedback on whether the road closures required to facilitate the filming had caused undue disruption to residents, but was advised by members that this was not the case.</p>	
5.	<p>Issues arising from attendance of County Cllr Mirfin at the March meeting:</p> <p>As a result of County Cllr Mirfin's attendance, a number of matters raised had required further discussion:</p> <p>a) <u>Potential access to CCTV funding</u></p> <p>During the presentation made by officers of Lancashire Constabulary's Rural Task Force at the March meeting, the importance of CCTV in investigating rural crime had been discussed. The Clerk now reported that a number of local parishes had already invested in CCTV facilities, with 2 cameras believed to have been erected in Gisburn and 2 in Sabden.</p> <p>In the event that the Parish Council decided to purchase CCTV cameras, these could then be registered (free of charge) with the police's Community Portal, thereby assisting in the effecting deterrence and solving of crimes.</p> <p>The Clerk advised that a number of funding streams were available to members if they wished to progress the purchasing of CCTV. These included:</p> <p>i) <u>Ribble Valley Borough Council</u></p> <p>RVBC had committed to paying 25% of any capital outlay and 25% of any ongoing maintenance cost in perpetuity.</p> <p>ii) <u>Safer Streets Funding</u></p> <p>Any bids under this funding needed to be co-ordinated with the Police and Crime Commissioner.</p> <p>iii) <u>Lancashire Police and Crime Commissioner's Safer Lancashire Neighbourhoods Fund / Communities Fund</u></p> <p>Funding of between £1,000 - £10,000 was available from this source.</p> <p>Cllr Mirfin confirmed that a fourth funding stream was also potentially available to members, this being via LANPAC (Lancashire Police and Crime, an umbrella body for local Community Safety bodies across the County).</p> <p>Members considered the above options, and there was a general consensus for seeking to progress the installation of CCTV at the 3 road entrances to the village. It was felt that such installation would be popular with local residents, and - in the longer term - the cost of any installation could be mitigated through working in partnership with neighbouring villages such as Grindleton.</p>	

	Resolved Clerk to contact Colin Hirst at RVBC for further information on the Ribble Valley BC / Safer Streets funding streams	Clerk
	Clerk to invite an RVBC representative to attend a further meeting for further discussion with members	Clerk
	Cllr Horkin to raise the issue of possible future collaboration with members at the meeting of Grindleton Parish Council to be held next week	KH
	b) Wider grant funding – County Cllr Mirfin Cllr Mirfin had outlined the terms on which grant funding could be sought from him in his role as County Councillor, and had subsequently provided the Clerk with a copy of the application form. It was agreed that it would be appropriate for the Parish Council to submit a bid for a contribution from this fund to the cost of the oak trees recently purchased for the forthcoming Platinum Jubilee. Resolved Clerk to submit bid as above	Clerk
6.	Bradford Bridge No update	
7.	Haweswater Aqueduct Resilience Programme (HARP) County Cllr Mirfin reported that he had last week attended a meeting of the Forest of Bowland Committee at which (relatively junior) members of the HARP team had been present. The HARP staff had struggled to respond to a number of challenging questions posed by the community representatives, on matters such as the likely environmental impact of the project; these included the effect on hedges, trees and grazing land. However, it was anticipated that UU would soon be outlining a variety of schemes which would provide recompense for the disturbance to residents and local businesses, including farmers. It would appear that the planning application currently remained stalled due to the complexity of changes to the local road structure, its rectification and maintenance. As a result, it was considered that necessary work to the highways would not now commence until 2024, with tunnelling delayed until after that. In the meantime, further public consultation was envisaged. The Clerk reported that, as requested at the March meeting, he had sent a letter to RVBC expressing concern at UU's proposal to bring heavy traffic through the village during the 9-month period when the temporary river crossing will be constructed. RVCBC had subsequently provided the Parish Council with a copy of UU's response to these concerns (UU's comments being considered reasonable by officers at the Local Planning Authority). UU had indicated that they considered the 9-month construction period to be a "conservative estimate" and they were "confident" that the construction period would in fact be much shorter than this.	

	<p>UU also asserted that the route through West Bradford would only be used “infrequently” during the period of bridge construction, with a “maximum of 4 vehicle movements...[to be] permitted in any one week,”. It was indicated that the local community would be given advance notice of any such traffic movements.</p> <p> Members thanked County Cllr Mirfin for his comments, and noted the Clerk’s update (although no further action was required at this stage).</p>	
8.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – March 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of March 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for March 2022 as presented would be signed off</p> <p>b) <u>Precept</u></p> <p>The Clerk reported that RVBC had now paid the Parish Council the sum of £7677 as the precept for 2022/23.</p> <p>c) <u>Renewal of insurance policy with Zurich</u></p> <p>The Parish Council’s current insurance policy with Zurich was due to expire on 31 May 2022. An invoice had now been received for insurance cover from 1 June 2022 to 31 May 2023 at a cost of £251.42 (this being the same cost as for 2021/22).</p> <p>Resolved Members approved the renewal of the insurance cover with Zurich and authorised the Clerk to make payment</p>	<p>Chair</p> <p>Clerk</p>
9.	<p>Governance</p> <p>a) <u>AGM</u></p> <p>The Clerk reminded members that the AGM was due to be held on 25 May 2022.</p> <p>Resolved Clerk to display details of the AGM on the Parish Council website</p> <p>b) <u>External Audit 2021/22</u></p> <p>Members were asked to consider:</p>	Clerk

i)	<p><u>Timetable for actions – external audit</u></p> <p>The Clerk explained that, at the time of the March meeting, the timetable for meeting external audit deadlines had not been finalised. However, agreement on a final timetable had now been reached with the internal auditor, and this was placed before members for their approval.</p> <p>Resolved Members approved the proposed timetable</p>	
ii)	<p><u>May meeting</u></p> <p>In order to meet the above timetable, members noted that a number of documents would be presented to them for signing off at the May meeting.</p>	
iii)	<p><u>Resources devoted to audit</u></p> <p>For members' information, the Clerk confirmed that to date he had spent at least 9.5 hours (as of 27 April) in compiling the documentation required by both the internal and external auditors, with further input yet required to complete the process.</p>	
10.	<p>Planning applications considered</p> <p>None</p>	
11.	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p>a) <u>Banner</u></p> <p>The Clerk reported that (having not received a response from Grafx) he had approached Borough Printing of Clitheroe for the acquisition of two banners (approximately 1m x 1.5m) for display at (i) the Coronation Gardens site and (ii) at the junction of Chapel Lane and Grindleton Rd. These would be re-useable in future years and would seek to encourage local participation in the event. With the agreement of the Chair, two banners had now been ordered at a cost of c£100.</p> <p>b) <u>Benches at Coronation Gardens / notice boards</u></p> <p>In the 2021 LBKVC, judges had identified a number of issues which fell to the Parish Council to resolve. These included:</p> <ul style="list-style-type: none"> • “restorative work” required to seats at Coronation Gardens; and • attention required to parish notice boards – bottom edges to be repainted (a concern previously expressed by Cllr Wood). <p>At the meeting in January 2022, Cllr Chew had indicated that she still hoped to find a volunteer who would carry out the above repairs, on condition that the Parish Council would fund the purchase of the necessary materials.</p> <p>Resolved Cllr Chew undertook to make further approaches to a potential volunteer</p>	RC

12	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p>a) <u>Interpretation Board</u></p> <p>Following a discussion after the Parish Council meeting on 2 March, the Chair and Vice had examined the notice board and concluded that its size could be considered “out of keeping” with its proposed location for display. As a result, the Clerk had been asked to approach the suppliers in order to determine whether a smaller replacement could be provided instead, but unfortunately it had not proved possible to reach agreement on this issue. A second attempt to secure a compromise with the suppliers had then been made, this time by telephone, but this too had proved unsuccessful.</p> <p>An approach had subsequently been made to the Village Hall Management Committee with a view to donating the frame free of charge. From email correspondence it had been understood that Committee would accept the offer, although clarification was still required around issues such as (i) use of frame to display the interpretation board and (ii) transportation of the frame to the Village Hall.</p> <p>On behalf of the Management Committee, Andrew Marsden confirmed that the donation of the frame would be accepted. After examination of the accompanying interpretation board, it was agreed that this would also be provided.</p> <p>Resolved The frame / interpretation board would be handed over when the Clerk and AM met - along with another representative of the Village Hall Management Committee - to discuss risk assessments (see item 12c below). Clerk / Chair to visit the Coronation Gardens site and assess the preferred size of an interpretation board to sit in that location</p> <p>b) <u>Queen’s Platinum Jubilee 2022</u></p> <p>Members had previously agreed that the first 30 mins of the April Parish Council meeting should be devoted to a discussion on the Action Plan for the Platinum Jubilee celebrations, with representatives of both the Village Hall Management Committee and St Catherine’s Church invited to attend.</p> <p>A number of updates to the Action Plan were provided and recorded by the Clerk. Other relevant comments included:</p> <ul style="list-style-type: none"> County Cllr Mirfin informed members that Ribble Valley Borough Council had acquired 70 trees, one for each year of the Queen’s reign; these were for distribution across the parishes, and as a result West Bradford was likely to receive two oak trees free of charge. These would be planted by the Mayor and be accompanied by a plaque; and 	<p>Clerk, AM</p> <p>Clerk, Chair</p>
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	<ul style="list-style-type: none"> In the context of preparing an area of the playing field County Cllr Mirfin referred to the potential availability of funding for landscaping projects from the Lancashire Environmental Fund (a sum of money made available from landfill taxes). <p>Resolved Clerk to update Action Plan and report to May meeting of the Parish Council Members to determine a preferred location at a future date as required Clerk to share with Andrew Marsden any details of the Lancashire Environmental Fund to be provided by County Cllr Mirfin</p>	<p>Clerk</p> <p>Clerk</p>
13	<p>Lengthsman</p> <p>a) <u>Work done to date:</u></p> <p>The Clerk / Lengthsman gave an update on work which he had undertaken to date, including the sweeping / clearing of highway gutters on Westfield Drive, the lower part of Hillside Drive and one side of Eastfield Drive.</p> <p>Due to the poor condition of the road surfaces, the work was taking longer than anticipated (Westfield Drive had taken 4.25 hours to complete and still needed the spraying of mares' tail). Furthermore, this work did not include the sweeping / clearing of pavements at the base of residents' own properties, where many weeds still remained.</p> <p>The Clerk / Lengthsman reported that he felt the work was popular with residents, several of whom had commented on positively on the work undertaken. He therefore suggested that the Parish Council may wish to take this opportunity to further raise its profile by asking the Clerk to wear hi-vis clothing which identified him as a Parish Council representative.</p> <p>Members discussed the issue of overhanging trees and what action could be taken where they impacted upon passage along the pavement. It was agreed that – where this problem was identified by the Lengthsman – it would be reported to members who would discuss whether a letter of complaint should be sent from the Parish Council.</p> <p>Resolved Spraying of weeds (pavement and highway) to commence prior to mid-May, Chair / Cllr Fox to discuss provision of equipment Clerk to acquire a hi-vis vest marked "Parish Council", possibly from the supplier in the Swan Courtyard in Clitheroe Clerk / Lengthsman to record overhanging trees and report to members as appropriate</p>	<p>Chair, MF</p> <p>Clerk</p> <p>Clerk</p>


b)	<p><u>Query raised by resident</u></p> <p>A resident of Westfield Drive had once again raised the issue of potential use of the grassed area of land on Westfield Drive, and whether he could plant apple trees there for the enjoyment of local residents.</p> <p>This matter had been previously raised in December 2020, when the Clerk had established that the land in question was owned by LCC.</p> <p>The resident has requested that the Parish Council contact the relevant county councillor on this matter and ascertain whether consent for planting the trees would be given (bearing in mind issues such as future maintenance of the trees etc). However, members again expressed their concern at maintenance issues which would necessarily arise should trees be planted, and determined that the Clerk should write to the resident and provide him with the necessary contact details so that he could pursue this matter himself.</p> <p>Resolved Clerk to draft letter</p>	Clerk
14	<p>Banking arrangements</p> <p>Following his appointment as an authorised signatory, the Clerk had submitted an application for online banking to NatWest on 14 April.</p> <p>However, on 22 April a letter had been received from NatWest which indicated that the application for online banking had not been submitted in accordance with the "bank mandate". Upon further enquiry, the Clerk had established that this due to the bank not yet having transferred the approval of his own application to be an authorised signatory onto the Parish Council's bank mandate, hence the rejection of the application for online banking. This delay should be resolved in the near future, hopefully then allowing the application to proceed.</p>	
15	<p>Footpaths</p> <p>a) <u>Collapsed fence / kissing gate on footpath adjacent to River Ribble</u></p> <p>On 1 April, Cllr Wood had contacted the Clerk to say that she had been approached by a local businessman (who had himself been contacted by a number of local residents who walked the footpath between Bradford Bridge and Grindleton Brow). These walkers had been intimidated by a cow and calf which they mistakenly believed to belong to the businessman; instead, it was understood that the cow and calf belonged to a neighbouring farmer. The animals in question had been able to access the businessman's land at the Bradford Bridge end of the footpath (no 3-44 FP 20 on the northern river bank) via the damaged fence / kissing gate mid-way along 3-44 FP 20, this fence and gate having been damaged in a previous flood / storm.</p> <p>The Clerk had subsequently reported the damaged fence / kissing gate to LCC's Public Rights of Way team, and received a standard acknowledgement that the matter would be dealt with as resources permit.</p>	

b)	<p><u>Damage to wall / kissing gate on Clitheroe Rd</u></p> <p>At the March meeting of the Parish Council, members pointed out that the kissing gate at the Clitheroe Rd entrance to footpath 3-44 FP 20 had broken completely from its supporting frame. (It was possible that this was a result of impact damage to the adjacent stone wall, which had itself been recently repaired by LCC).</p> <p>This matter had also been reported to LCC by the Clerk, and an identical reply to that outlined in the item above had been received.</p>	
16	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> Playing Field / Village Hall – Andrew Marsden reported that the Management Committee had recently circulated a letter to all village residents, seeking their views on whether dog walkers should henceforth be allowed to walk their dogs on the village field / exercise track. Historically, dog walkers had been denied access to the playing field but this matter was now being revisited and a decision made at the next meeting of the Management Committee. Members discussed this issue at length and unanimously expressed the view that dog walking should continue to be prohibited on grounds of (i) public (particularly children's) health and (ii) the fact that there were numerous other local places where dogs could be walked. <p>Resolved Clerk to write to Andrew Marsden and formally set out the Parish Council's view as part of the consultation process</p> <p>Andrew also confirmed that a grant application had been submitted for funding to renovate the first-floor storage area at the Village Hall, with a view to creating an improved space more suitable for meetings to be held.</p> <ul style="list-style-type: none"> Parish Councils' Liaison Committee – the meeting due to be held on 31 March 2022 had been cancelled. Lancashire Association of Local Councils – no update Hanson Cement Liaison Committee – meeting held on 21 April (although the proposed site tour had been cancelled due to reasons of Health and Safety) and attended by the Chair, who outlined a number of points arising from the discussion. These included: <ul style="list-style-type: none"> - production of cement had increased in recent months due to a surge in demand; - in line with general rises in the cost of energy, the site's electricity bill would rise from its current £6.9m pa to c£23m; 	Clerk

	<ul style="list-style-type: none"> - quarrying could continue (at the current rate) for an estimated 34 years; - an environmental exercise to monitor dust in Chatburn would be initiated at a cost of c£20k; and - the Chair had thanked Hanson Cement for its recent support for the village in the form of the Xmas tree and beacon. <p>Subject to final confirmation at the forthcoming AGM, the Chair indicated his willingness to take over the role of Parish Council representative at this meeting.</p> <p>Resolved Clerk to diary a discussion at the AGM on the Chair taking on this role</p> <ul style="list-style-type: none"> • Lengthsman scheme – discussed in minute item 13 above. 	Clerk
17	<p>Correspondence / requests received</p> <p>a) <u>Village Hall land – potential use as use as Solar Farm</u></p> <p>As registered owner of the land on which the Village Hall is situated, the Parish Council had received a letter relating to its possible use as a Solar Farm. However, members determined not to pursue this matter.</p> <p>b) <u>TRO</u></p> <p>Information about a forthcoming road closure had been received from County Cllr Mirfin. Members noted that the closure related to a section of Eaves Hall Lane from its junction with Waddington Road on 7 May 2022.</p> <p>c) <u>Christians Against Poverty (CAP)</u></p> <p>The Clerk had been approached by CAP, a national charity with a local centre in Clitheroe (and others across the County). CAP had offered the provision of coaching support / budgeting courses to those seeking to become debt free, but again it was determined not to pursue this matter further.</p>	
20	<p>Any Other Business</p> <p>a) <u>Ash Dieback</u></p> <p>Cllr Chew reported that 2 Ash trees located in proximity to the cemetery on Chapel Lane (adjacent to the former Methodist chapel) had suffered from Ash dieback.</p> <p>Resolved Clerk to report to LCC</p> <p>b) <u>Cemetery – Troutbeck</u></p> <p>Cllr Best reported that the old cemetery adjacent to Troutbeck was in need of attention as some of the gravestones were becoming overrun with ivy. Members discussed which organisation would be responsible for maintenance of the site</p>	Clerk

	<p>(the old chapel now being a private residence) and suggested that an approach be made to Roland Halewood.</p> <p>Resolved Clerk to approach Roland Halewood</p>	Clerk
c)	<p><u>Saplings next to West Bradford brook</u></p> <p>Cllr Fox reported that he had been approached by a local resident who wished to cut down a number of saplings next to the brook. It was agreed that, whilst the Parish Council had no objection, members could not give consent to this activity as this was solely a matter for the landowner to address.</p>	
d)	<p><u>"Happy Benches"</u></p> <p>Cllr Chew reported that she had become aware of the "Happy Benches" project; this sought to reduce loneliness via the display of messages on local benches which encouraged people to sit there if they did not mind being approached by strangers for a chat.</p> <p>It was agreed that such signage could helpfully be displayed on benches across the village (eg at the Coronation Gardens).</p> <p>Resolved Cllr Chew to pursue</p>	RC
<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on 25 May 2022 at 7.30pm.</p> <p>The Annual General Meeting will also be held on this date.</p>		

The meeting closed at 9.14pm

Signed by:		
		
	Date:	Cllr A Bristol
	25.5.22	Chair