

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 25 January 2023 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 Wood Cllr K Horkin MBE (RVBC)
Apologies:	Parish Cllr M Fox
Members of the public present:	None

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes of the Last Meeting (29 November 2022): The minutes of the meeting held on 29 November 2022 were signed by the Chair as a true and accurate record. Proposed by: Cllr Wood Seconded by: Cllr Best Resolved It was agreed that the minutes of the 29 November meeting would be posted on the Parish Council website <u>Matters arising:</u> a) <u>Junction of Eaves Hall Lane and Waddington Rd – water flowing</u> On several previous occasions over many months, the Parish Council had raised its concerns with LCC regarding the water flowing down Eaves Hall Lane and on to Waddington Rd. At the November meeting, members had been advised of LCC's intention to resolve the problem through digging a gully. Whilst this action was welcomed, the Parish Council maintained that the issue of water flow was	Clerk

exacerbated by the blocked drainage gullies on Eaves Hall Lane, and that a complaint about this would also be submitted to LCC.

The situation had escalated when, on 8 December 2022, the Chair had contacted the Clerk to let him know that the flowing water had frozen in the sub-zero temperature and as a result the road was largely impassable, with school buses unable to descend the steep slope approaching the 3 Millstones. At the request of the Chair, a complaint had been submitted to LCC by the Clerk that morning. The following day (9 December) LCC had advised the Clerk that – pending the drainage work being carried out – they would “blast the icy patches during the precautionary grits”. The complaint would be forwarded to the Highways District Partnership Officer for them to “deal with this as a matter of urgency”.

On 11 December, and again as requested at the November meeting, the Clerk had once more contacted LCC and advised them that at least 5-7 drainage gullies were blocked between Eaves Hall and Three Rivers, with others above Three Rivers also blocked; this issue would clearly increase the risk of water flow at the junction with Waddington Rd. Confirmation had since been received that LCC would inspect the gullies and take any necessary remedial action.

Finally, on 10 January 2023, the Clerk had received photographs from Cllr Best which showed a blocked gulley in the vicinity of Eaves Hall / Peveril. These photos had been forwarded to LCC for their consideration the same day. LCC had subsequently indicated that they had identified both a collapsed gulley and a blocked culvert on Eaves Hall, which they would attend to as resources permitted.

Resolved

Members would continue to monitor the situation

b) Condition of footpath – West Bradford Rd (south of Bradford Bridge)

Cllr Chew had commented that the footpath on West Bradford Rd to the south and west of Bradford Bridge was in poor condition. After raising the issue with LCC, the Clerk was advised that officers had inspected and “found no investigatory level defects”. However, LCC had offered to cutback the overgrown vegetation/weeds found to be encroaching onto the footway, which members considered to be the more significant cause for concern.

c) Damage to bridge – opposite entrance to Mill St

Cllr Chew had raised concern at the impact damage to the bridge, which the Clerk had then reported to LCC. Officers had confirmed that the bridge had been inspected and repairs would be carried out “in due course”.

Members also noted that bricks from the wall further down Clitheroe Rd (in the vicinity of the Hippings House) had fallen into the road. Concerns were expressed about the wider condition of the wall along its full length, which may be in need of re-pointing.

Resolved

Clerk to take photos of the condition of the wall and report to LCC

d)	<p>Repairs to kissing gate - Straitgate</p> <p>Cllr Fox had confirmed that, as agreed, he had raised the ground level with rubble at the kissing gate on Straitgate. Members thanked Cllr Fox for his efforts, which had proved a great improvement during the recent wet weather.</p> <p>Resolved Clerk to thank Cllr Fox by email</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin indicated that there had been some recent progress with regard to the HARP planning application submitted by United Utilities, although the issue of heavy traffic flow in the vicinity of West Bradford remained outstanding.</p> <p>Cllr Horkin agreed to email the Clerk a copy of a letter summarising the latest position, in order that the Clerk could peruse and update members accordingly.</p> <p>Resolved Clerk to study letter and assess its content</p>	Clerk
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>At recent meetings, members had discussed the ongoing lack of response to the Parish Council's attempts to recoup the cost of the Clerk's services when covering the special meeting held on 29 June.</p> <p>As a result, at the November meeting members had agreed to escalate the matter and write to the Leader of Lancashire County Council, Cllr Phillipa Williamson. On 2 January, the Clerk had drafted an email for the Leader's attention and sent it to County Cllr Mirfin for his initial comments. As no response was received, the message had been sent to Cllr Williamson on 9 January. On 12 January, an acknowledgement had been received from LCC suggesting that a response could be expected within 10 working days.</p> <p>Resolved Clerk to seek an update from LCC</p> <p>Cllr Horkin offered to once again raise the matter with County Cllr Mirfin in order to seek a resolution to this issue.</p> <p>(cont)</p>	Clerk

	<p>Resolved Cllr Horkin to pursue</p>	KH
7.	<p>Overview of financial position:</p>  <p>a) <u>Monthly accounts – November 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of November 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for November 2022 as presented would be signed off</p> <p>b) <u>Monthly accounts – December 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of December 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for December 2022 as presented would be signed off</p> <p>c) <u>Budget – Q3</u></p> <p>The Clerk presented an analysis of the Parish Council's financial position at the end of Q3. Key points included:</p> <ul style="list-style-type: none"> • income was currently exceeding the budgeted amount by around £1000, largely due to LCC grants (PROWs, biodiversity), RVBC concurrent functions and HMRC refunds for VAT; • expenditure on the Clerk's net salary for Q3 remained high, at around £1200. This was largely due to (i) excess hours over the summer months (Jubilee, LKBVC) being claimed at the start of the quarter and (ii) the national pay increase providing the Clerk with an award of over £200 in back pay. It was envisaged that lower payments in Q4 should reduce this overspend; • Q3 expenditure on the Lengthsman was also high, due to the success in the LBKVC competition. However, with little / no work anticipated during Q4, the overspend should again reduce; and • other expenditure – unexpected spend had occurred on items such as the purchase of a new noticeboard, and fees for the firework display at the coronation of King Charles III in 2023. <p>Members held assets of c£7.7k at the end of Q3, with a precept of over £8k expected in April 2023.</p> <p>Resolved Members approved the budget monitoring report for Q3</p>	

8.	<p>Governance</p> <p>a) <u>Parish Council elections</u></p> <p>Following the discussion at the November meeting on forthcoming elections in May 2023, Cllr Fox had provided the Clerk with a signed copy of the forms which were likely to be required. The Clerk would keep these safely and re-assess the situation once further procedural guidance from RCBC is obtained.</p>	
9.	<p>Planning applications considered</p> <p>a) <u>Planning Application No: 3/2022/0912 – Three Millstones Inn, Waddington Road, West Bradford BB7 4SX</u></p> <p>Details of this proposal had been circulated to members on 6 December, with a deadline for response of 27 December. Members agreed that no submission to RVBC had been required.</p> <p>b) <u>Planning Application No: 3/2022/1163 – Dove Syke Farm, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>Details were circulated on 12 January, with a deadline for response of 1 February 2023. Members agreed that no submission to RVBC was required.</p> <p>c) <u>Motion to exclude the Press and Public</u></p> <p>That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act: namely “information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.”</p> <p>This motion was not considered as no members of the public were present.</p> <p>Resolved</p> <p>Members noted the confidential update provided by the Clerk, with no further action being required at this time.</p>	Clerk
c)	<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>Members discussed the content of the list, which again was considered to be a worthwhile tool to assist their deliberations.</p>	

10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p>a) <u>Judges' comments 2022</u></p> <p>At the November meeting, members had expressed concern at the criticism made during the final round of the 2022 competition relating to the poor condition of the village post box. This criticism had been considered harsh, given that repainting of the post box was a matter outside the Parish Council's jurisdiction, a view which had been relayed to the event organisers in December 2022. A response from the event organisers had now been received, suggesting that the Parish Council would not have been unduly penalised for the poor condition of the post box; instead, the information was provided informally in case the Parish Council wished to pursue repainting of the post box for its own benefit.</p> <p>Accordingly, the Clerk confirmed that the condition of the post box had now been reported to Royal Mail. The Clerk had been advised that the complaint had been referred to the "relevant Collections Planning Manager" for appropriate action. If no remedial work were to have been completed within 25 weeks, then the box would only be re-painted in accordance with the 5 yearly maintenance schedule.</p> <p>Resolved Members noted the update</p> <p>b) <u>Plaque to commemorate success in 2022 competition</u></p> <p>The Clerk had also contacted the event organisers and sought guidance as to how to purchase a plaque to commemorate the village's achievement in being awarded 2nd place in the Championship village category 2022; he had been advised that plaques could be acquired from Walnes of Accrington. An approach to the company had been made but no response received.</p> <p>Resolved Clerk to pursue</p> <p>c) <u>Proposed replacement of Notice Boards</u></p> <p>The Clerk had now taken possession of the new notice board. It was agreed that, in March, the Chair would explore how best to install the new board as a direct replacement for the existing one.</p> <p>Resolved Clerk to diary for the February meeting</p> <p>d) <u>Re-painting of the Millennium Stone</u></p> <p>Members had previously supported the Chair's proposal that the Millennium Stone should be repainted and ideally embellished with an additional local design such as Bradford Bridge. As a result, the Clerk had approached Jack Kelsall of Fellside Stone Designs, who met with the Chair and other members at the Millennium Stone in early December. At this site meeting, Mr Kelsall advised that it would be</p>	Clerk
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more cost-effective to replace the existing stone in its entirety, the new stone then being engraved to members' requirements.

In mid-January, the Clerk had received an email from Mr Kelsall setting out his proposed design. This had been circulated to members for consideration prior to the meeting. In discussing the draft design, members made the following comments:

- the proposed wording should be amended to read "2023 West Bradford", thereby commemorating the forthcoming coronation of King Charles III. This would allow the existing stone (erected to celebrate the millennium) to be removed to the front of the Village Hall;
- it would be helpful to see a draft in which a more stylised font (eg slightly italicised) was used; and
- the main concern was the depiction of the bridge, which bore little resemblance to the village landmark it was intended to reflect. The representation of the bridge would benefit from a greater curve at each end, and ideally with water flowing beneath.

Resolved

Clerk to email Mr Kelsall and seek to obtain an amended draft

Clerk

11. CCTV

No further update

12. Land in which Parish Council has an interest

a) Land for sale on Chapel Lane – issues arising

Motion to exclude public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act: namely "information which is likely to reveal the identity of an individual and "information relating to the financial or business affairs of any particular person (including the authority holding that information)".

This motion was not considered as no members of the public were present.

Members considered the confidential report presented by the Clerk in some detail, and as a result agreed the following actions.

Resolved

Clerk to circulate a copy of the letter recently sent to an interested party on this matter for members' information

Clerk

Clerk to diary a further discussion at the February meeting, when any response (or lack of response) to the letter could be assessed

Clerk

Chair to thank a local resident for his offer of support re allotments

Chair

b)	<p><u>Pinfold</u></p> <p>In August 2022, members had considered proposals from a local resident to increase local use of and access to the Pinfold site. The proposals, which had been positively received by members, included:</p> <ul style="list-style-type: none"> • growing wildflowers around the perimeter of the site, with LCC merely mowing a narrow central strip to provide access to the bench at the rear; • the installation of other facilities to encourage wildlife, such as bug hotels etc; • the display of an interpretation board (possibly using grant funding) with information about the history of the Pinfold; and • the possible involvement of pupils from local schools to promote / develop the project. <p>It had been agreed that the proposals would be revisited in early 2023.</p> <p>The Clerk had recently made enquiries with LCC regarding inclusion of the Pinfold on LCC's Register of Common Land. The following confirmation had been received:</p> <p>Regarding CL60 [Pinfold], I should have stated in my earlier email, the registration for this was cancelled therefore is not held in the register. This is why it is shown with the hash markings on the map. I am unable to offer any further information on this land.</p> <p>As Pinfold was no longer to be regarded as "common land", and before agreeing to progress any further action with regard to re-wilding the site, members asked the Clerk to seek proof of ownership of the Pinfold via a Land Registry search.</p> <p>Resolved Clerk to carry out a Land Registry search</p>	Clerk
13.	<p>Draft Action Plan 2022</p> <p>a) <u>Review of Action Plan 2022</u></p> <p>The Clerk presented the completed Action Plan for 2022. Highlights from the year included:</p> <ul style="list-style-type: none"> • Lancashire Best Kept Village Competition – 2nd in Championship village class, as well as numerous recognitions in Outstanding Features categories • a successful Jubilee event including the inaugural lighting of the village Beacon • the purchase of 7 oak trees (to commemorate each decade of the reign of QEII) • repairs to, and maintenance of, village facilities (refurbishment of 2 x kissing gates and 1 x PROW signpost, along with Cllr Chew carrying out painting around the village) • New notice board purchased • Interpretation board donated to VHMC • Successful speeding exercise held in conjunction with Bowland School 	

- Number of planning consultation responses submitted to RVBC – 7
- Number of highways referrals to LCC – 11
- Referrals to RVBC planning enforcement - 2
- Organized at short notice a successful meeting involving 5 other parish councils affected by HARP, and drafting / submitting minutes to portfolio holder
- Securing repair to damaged wall at village end of Bradford Bridge
- Involved in discussions for the development of community CCTV

 Members agreed that the year had been busy and productive, and asked the Clerk to display the list of achievements on the Parish Council website. A hard copy of the list should also be displayed on the village notice board.

Following a suggestion from Cllr Chew, the Clerk was asked to contact Jon Pendril and gather information about the extent to which the Parish Council website was viewed (number of hits etc). This would allow a further discussion on the merits of the website as a communication method at the February meeting.

Resolved

Clerk to display list of achievements for 2022 on Parish Council website

Clerk

Clerk to display list of achievements for 2022 on village notice board

Clerk

Clerk to contact Jon Pendril regarding number of hits etc on Parish Council website

Clerk

b) Draft Action Plan 2023

The Clerk also presented a draft Action Plan for 2023.

Resolved

Members agreed to adopt the Action Plan for 2023 as drafted

c) Xmas Gifts

As agreed, the Clerk had presented these to the 3 residents whose activities supported the work of the Parish Council throughout the year.

d) Coronation Gardens – Interpretation Board

Now that the new notice board had been received from the Parish Notice Board Company, members were reminded that – once the notice board was erected – they would be invited to consider whether they would wish to purchase a comparable interpretation board from the same supplier.

e) Renewal of domain name

It was understood that the domain name for the WBPC website would need to be renewed in mid-March 2023. The Clerk was therefore asked to contact Jon Pendril in February in order to discuss next steps and costings.

	Resolved Clerk to action		
f)	<u>Xmas tree / lights</u> <p>Members thanked the Chair for his efforts in removing the Xmas tree from the Coronation Gardens.</p> <p>Cllr Chew commented that the Asset Register should be amended to include details of where all items (including the Xmas tree lights currently in her possession) were held, and by whom.</p>		Clerk
g)	<u>Oak Trees</u> <p>The oak trees acquired for the 2022 Jubilee, and subsequently maintained by the Chair, had been due to be planted last Autumn. However, the Chair now confirmed that David Bristol would be coming to examining the trees, with a view to planting them before February 2023.</p>		Clerk
14.	Lengthsman <p>a) <u>Work undertaken since the last meeting:</u> None</p>		
15.	NatWest banking arrangements <p>a) <u>Mandate</u> <p>The Chair reported that he had been unable to sign off the applications to (i) remove certain signatories from the banking mandate and (ii) add the Chair and Vice Chair to it within the bank's timeframe. As a result, a further application for online banking had yet to be made.</p> <p>Resolved Clerk to resubmit applications to NatWest</p> </p>		Clerk
16.	Reports from sub-committees / other meetings attended <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Wood stated that the ukulele band had now been booked for the event to mark the coronation of King Charles III. Their performance would take place at 7pm on Sunday 7 May. Cllr Wood also reminded members that the AGM for the VHMC was due to be held on 8 February. At this meeting, the long-serving Chair of the VHMC (Andrew Marsden) was due to stand down, and no replacement had yet been identified. It was suggested that – in the event of no new 		

	<p>Chair being appointed – responsibility for management of the village hall may revert to the Parish Council.</p> <p>Resolved</p> <p>Members agreed to monitor the outcome of the AGM on 8 February</p> <ul style="list-style-type: none"> • Parish Councils' Liaison Committee – Chair to attend meeting on 2 February 2023 <p>Resolved</p> <p>Clerk to forwards the agenda to Chair</p> <ul style="list-style-type: none"> • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – next meeting to be held on 23 March 2023 • Lengthsman scheme – discussed in minute item 14 above. 	
17.	Correspondence / requests received	
a)	None	
18.	Any Other Business	
a)	<u>Roadsweeper</u> Cllr Wood requested that RVBC be invited to send the roadsweeper.	Clerk
b)	<u>Pothole</u> It was reported that a pothole had appeared in front of Halstead's farm gates.	Clerk
c)	<u>Purchase of bunting for forthcoming coronation</u> In anticipation of future demand for bunting, Cllr Chew offered to purchase flags etc to be displayed on the Coronation Gardens site. It was agreed that sufficient bunting to cover the whole length (from the cattle grid to Pillings) should be acquired.	RC
	Date / time of next meeting: The next scheduled meeting of West Bradford Parish Council is due to be held on 22 February 2023 at 7.30pm.	Clerk

	The meeting closed at 8.43pm	
Signed by: 		
	Date: 22.2.23	Cllr A Bristol Chair 