

West Bradford Parish Council

Clerk:
Andrew Glover
24 Hillside Drive
Clitheroe
Lancs
BB7 4TG

Tel: 01200 428547
Mobile: 07968 486729
Email: andy.glover24@hotmail.co.uk

Minutes of the meeting of West Bradford Parish Council held on **Wednesday 24 November 2021 at West Bradford Village Hall**

The meeting was held on a socially-distanced basis.

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)
Apologies:	None
Members of the public present:	Reverend Christopher Wood

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (27 October 2021): The minutes of the October 2021 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 October meeting would be posted on the Parish Council website	Clerk

	<p><u>Matters arising:</u></p>	
a)	<p><u>Improved communications with Lancashire Constabulary</u></p> <p>County Cllr Mirfin had suggested that – in order to initiate improved channels of communication with Lancashire Constabulary - the Parish Council may wish to consider arranging a visit from officers of the force.</p> <p>Resolved Clerk to invite a representative of the Rural Crime Team to attend a meeting of the Parish Council in February or March 2022 Once arranged, local residents to be invited to attend the meeting with details to be made available on the Parish Council website</p>	<p>Clerk</p> <p>Clerk</p>
b)	<p><u>Road Closure</u></p> <p>On 24 November, Cllr Mirfin had provided the Clerk with details of a proposed road closure on Eaves Hall Lane, at a point 226m north of Waddington Rd (The Old Stables). The closure was for “utility works” and would run from “0900 hours on Monday 10th January 2022 until 1700 hours on Friday 14th January 2022 or until completion of the works within this period”.</p> <p>The Clerk had thanked County Cllr Mirfin for sending this through.</p> <p>Resolved Clerk to display details of the road closure on the Parish Council website</p>	<p>Clerk</p>
3.	<p>Public questions, comments or representations:</p> <p>The Reverend Christopher Wood of St Catherine’s Church attended the meeting and raised two topics with members:</p> <p>a) <u>Operation London Bridge</u></p> <p>Reverend Wood confirmed that - in the event of the death of the monarch - he had two pictures of Her Majesty the Queen in his possession, one of which could be deployed in St Catherine’s Church. He had also acquired black ribbons and tea lights to accompany the pictures as appropriate.</p> <p>Waddington Parish Council had purchased two books of condolence for use in the village, and it may be appropriate for West Bradford Parish Council to explore sourcing its own book of condolence.</p> <p>Whilst the protocol for raising / lowering of flags was yet to be established, Waddington Parish Council would seek to map the location of flags (both public and private) in the village so that compliance with any national protocol could be confirmed.</p>	

The Chair thanked Reverend Wood for raising these issues. Members discussed the matter and agreed that:

- once a book of condolence had been acquired, it would be better utilised in St Catherine's Church rather than the Village Hall; and
- the flag would be raised at half-mast at the earliest opportunity following the initiation of Operation London Bridge.

Resolved

Clerk to purchase a book of condolence for potential display in St Catherine's Church

Clerk

b) Queen's Platinum Jubilee 2022

Reverend Wood reported that Waddington Parish Council had set aside a budget of £2000 to support events held in commemoration of the Platinum Jubilee, and intended to discuss a number of possible options at its January meeting. These included:

- a street party with a "1952 theme";
- use of a maypole;
- a children's sports day; and
- a (Covid-safe) picnic where residents would bring their own food, with the possible provision of a pitch for an ice cream van.

Unlike in West Bradford, it was not intended that a beacon would be lit.

Reverend Wood was not aware of any planned events in Grindleton, but suggested that it may be helpful for the 3 villages to co-ordinate their activities in order to ensure maximum opportunity for residents to attend.

Again, the Chair thanked Reverend Wood for his contribution. Members discussed the matter and, as well as confirming their intention to light a beacon, made the following points:

- Cllr Chew suggested that an attempt should be made to co-ordinate West Bradford activities between St Catherine's Church, the Village Hall Management Committee and the Parish Council; and
- Cllr Best suggested that residents could be encouraged to dress their houses on a Jubilee / 1952 theme.

In addition, on 11 November 2021 the Chair had attended a meeting of the Parish Councils' Liaison Committee at which arrangements to commemorate the Platinum Jubilee had been discussed. The minutes of that meeting confirmed that a grant of £500 would be payable by RVBC to every parish council who submitted a letter of intent on how they would use the money to commemorate the Platinum Jubilee.

Resolved

**Members to discuss further at the January 2022 meeting (Clerk to diary)
Clerk to submit bid for £500 grant funding from RVBC**

Clerk
Clerk

4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin acknowledged that a detailed discussion on the HARP proposal had already taken place, as well as reference having been made to the Parish Councils' Liaison Committee and the availability of a £500 grant. He stated that the Jubilee Task and Finish Group – of which he was a member – was looking at a number of other borough-wide initiatives to commemorate the forthcoming Platinum Jubilee, including:</p> <p>the establishment of Jubilee Gardens on a Clitheroe town-centre site; and/or the potential development of a site in Dunsop Bridge.</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Email correspondence – LCC / UU</u></p> <p>On 30 October, the Clerk had received a copy of the email correspondence between Lancashire County Council and United Utilities (UU) to which County Cllr Mirfin had alluded when attending the Parish Council meeting in October. The email had been circulated to all parish councillors prior to the November meeting.</p> <p>The Clerk summarised the main elements of the email as they related to West Bradford, with particular regard to LCC's view that UU should undertake further analysis of both proposed Haulage Route Options before a full planning application were to be presented to the Local Planning Authority. Members also noted LCC's proposals that UU should (i) fund a full-time post for the duration of the project to ensure the best management of the project and (ii) support various "legacy improvements".</p> <p>After a lengthy discussion, members asked the Clerk to keep them fully updated on any future developments as they arise.</p> <p>Members were also advised that Cllr Best had contacted the Clerk prior to the meeting and expressed her concern that – despite the email containing numerous references to the potential traffic impact on neighbouring villages - there was a lack of emphasis in the text on how the village of West Bradford would be impacted. Members agreed with Cllr Best's sentiment on this matter and, although accepting that it would not be appropriate for there to be any further correspondence with UU at this stage, asked the Clerk to formally record this view.</p> <p>Resolved Clerk to minute</p>	

b	<p><u>Temporary roadworks / UU investigations</u></p> <p>Members discussed the survey work currently being carried out by UU on both banks of the Ribble to the west of Bradford Bridge; it was presumed that this work was associated with the contents of the email correspondence discussed in minute item 6a.</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – October 2021</u></p> <p>The Clerk submitted details of income and expenditure for the month of October 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for October 2021 as presented would be signed off</p> <p>b) <u>Precept 2022/23</u></p> <p>The Parish Council had been requested to officially confirm its level of precept for 2022/23 to Ribble Valley Borough Council by Thursday 23 December 2021.</p> <p>In order to assist members in their deliberations, the Clerk had prepared and circulated prior to the meeting a document outlining a range of options. In setting the precept, members took into account a number of factors, including:</p> <ul style="list-style-type: none"> • the general economic effect of the ongoing pandemic; • the increased cost per household in the parish which any rise in the precept would generate; • the rate of inflation (as calculated under the Consumer Price Index), which for October 2021 stood at 3.8%; and • the current level of reserves held by the Parish Council, along with areas of anticipated budget pressure during 2022/23. <p>Given the financial implications for both the Parish Council and local residents, members agreed that a vote should be taken on whether to raise the 2022/23 precept by 2.5%. (It was considered that, due to the increased number of Band D households in the village, the increase in cost per household arising from this rise would be minimal).</p> <p>Proposer: Cllr Fox</p> <p>Seconder: Cllr Wood</p> <p>Vote: approved unanimously</p> <p>Resolved The Parish Council's precept for 2022/23 would be raised by 2.5% Clerk to complete the documentation required by RVBC and submit it by the stated deadline of 23 December 2021</p>	<p>Chair</p> <p>Clerk</p>

c)	<p><u>Grass-cutting Contract – RVBC</u></p> <p>The Parish Council had been invited to agree to renew its contract with RVBC for grass-cutting within the village. The proposed fee for 2022 was £773.27 (including VAT of £128.88), an increase of 2% on the fee for the current year.</p> <p>Resolved Members accepted the fee for grass-cutting services as proposed by RVBC and authorised the Clerk to sign / return the appropriate documentation on behalf of the Parish Council</p>	Clerk
8.	<p>Governance</p> <p><u>Training – New Code of Conduct</u></p> <p>The Clerk confirmed that on 1 November 2021 he had attended a training session provided by RVBC on the new Code of Conduct for members. The training had revealed a number of issues of significance and these had been set out on a previously-circulated briefing note, which the Clerk presented.</p> <p>After due discussion, members agreed that all the suggestions put forward by the Clerk to ensure compliance with governance obligations should be adopted, namely:</p> <ul style="list-style-type: none"> a. that members authorise the Clerk to prepare a revised version of the Code of Conduct, in line with that already adopted by RVBC, for formal adoption at the January meeting of the Parish Council; b. that members revisit their existing declarations of Disclosable Personal Interests (DPIs) by the next meeting; c. that the Clerk compiles a record of Other Registrable Interests for endorsement at the next meeting and which is then to be displayed on the Parish Council website; d. that, once the new Code is adopted, it is displayed on the website, along with a link to the member declarations of DPIs which are displayed on the RVBC website; and e. the rubric on the agenda documentation for Parish Council meetings would be amended to state the following: <p style="text-align: center;">DECLARATIONS OF PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS</p> <p style="text-align: center;">Members are reminded of their responsibility to declare any pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.</p> <p>Resolved Clerk to action the above</p>	Clerk

9.	<p>Planning applications considered</p> <p>Cllr Horkin (as a member of the RVBC Planning and Development Committee) did not participate in discussions on this item.</p> <p>The following applications were considered:</p> <p>a) <u>Planning Application No: 3/2021/0965 - 5 Grindleton Road, West Bradford, Clitheroe BB7 4TE</u></p> <p>Details of this proposal had been circulated on 30 October with a deadline for any consultation submission of 19 November.</p> <p>Members noted that it had not been considered necessary for any consultation response to be submitted.</p> <p>b) <u>Planning Application No: 3/2021/0576 - Three Millstones Inn, Waddington Road, West Bradford BB7 4SX</u></p> <p>Details of this application had been circulated to members on 12 November 2021 with a deadline for any consultation submission of 3 December.</p> <p>Members agreed that, whilst the proposed design of the shepherd hut was appropriate to the local environment, concerns remained around the provision of adequate parking spaces – a concern which would only be exacerbated by the granting of approval for additional accommodation.</p> <p>Resolved Clerk to submit a consultation response setting out the views of members</p>	Clerk
10.	<p>Lancashire Best Kept Village Competition (LBKVC) - Update</p> <p>At the October meeting, the Clerk had been invited to write to all participants in this year's competition; thank them for their support; and send them a copy of the independent feedback provided. The above – along with the display of judges' feedback on the Parish Council website – had been carried out on 2 November.</p> <p>However, a number of actions identified by the judges fell within the gift of the Parish Council to address. 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>Cllr Chew indicated that she 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. Such work would best be undertaken in Spring 2022.</p>	

b)	<p><u>Signage</u></p> <p>Although no response had yet been received from LCC as to whether the display of warning signage was appropriate, any such need had been obviated by the carrying out of the repairs described in minute 13a above.</p>	
14	<p>Proposal to further develop the Parish Council website</p> <p>a) <u>Update</u></p> <p>At the October meeting, members had discussed the proposal received from a local resident to further develop the existing PC website; this proposal would have involved increasing the local news content of the site and presenting the information in a more dynamic style. It had been agreed that further discussions would be held with the current site administrator (Jon Pendril) in order to establish his views.</p> <p>However, on 28 October, the Clerk received an email from the resident indicating that she would no longer wish to proceed with her proposals and would wish to withdraw from any further involvement in such an initiative. As a result, the Clerk had visited the resident in person to acknowledge her withdrawal and thank her for her interest in seeking to move the site forward. The Clerk had also contacted the site administrator to advise him of the situation.</p> <p>b) <u>Ward Councillor</u></p> <p>The Clerk had noted that the website still referred to Cllr Horkin's predecessor, Cllr Hilton, as the ward representative at Borough level and continued to display her photograph.</p> <p>With apologies to Cllr Horkin, the Clerk proposed to rectify this situation by updating the website and asked whether Cllr Horkin would be willing for the same photograph of him to be used as was displayed on the RVBC website.</p> <p>Cllr Horkin agreed that his photograph from the RVBC website could be used to update the Parish Council website, and provided details of the contact details to be displayed (kevin@kevinhorkin.co.uk)</p> <p>Resolved Clerk to action</p>	Clerk
15	<p>Action Plan 2021</p> <p>In relation to the Action Plan, the following matters were discussed:</p> <p>a) <u>Interpretation Board</u></p> <p>At the October meeting, Cllr Best had presented the latest version of the text for the Interpretation Board, as compiled by Mr and Mrs Wilson. As a result, the Clerk</p>	

had approached Borough Printing and been advised that – prior to printing – a frame should be acquired.

Although there had previously been some informal discussion between members as to the nature of any frame to be purchased, and its preferred location, this was the first time the matter had been considered at a meeting. It was noted that a suitable lockable post-mounted frame can be acquired for c£650, and this could be erected at the top of the steps near the Millenium Stone (ie where the bin is currently sited); this would allow the frame to be placed at a slight angle to ensure easy reading from the paved area and not be particularly visible from adjacent properties or the highway.

It was agreed that details of the proposed frame should be circulated to members prior to a final decision being made.

Resolved

Clerk to circulate link giving details of the proposed frame

Clerk

b) Remembrance Day

Members reflected on the Service of Remembrance held on 14 November 2021 at St Catherine's Church. At the Service, a wreath had been laid on behalf of the Parish Council by Cllr Chew. Members noted that prior to the Service:

- 60 re-usable poppies obtained from the Royal British Legion had been displayed around the village;
- the commemorative banner had been erected on the Coronation Gardens;
- the Union Jack flag had been flown; and
- repairs to the damaged railings at the Coronation Gardens had been completed by the Chair, including the relocation of both railings to avoid further traffic damage in future.

On Saturday 20 November, members met and took down the re-usable poppies displayed around the village.

Resolved

Members thanked all concerned for their efforts prior to / at /post the Service of Remembrance.

However, a number of comments had been fed back to members in relation to the ceremony itself. These included:

- residents' disappointment that (i) the Last Post had not been played at the ceremony (either by a bugler or via a recording), and (ii) names of the fallen had not been written on poppies displayed at the Coronation Gardens site, as had occurred at other locations; and
- the potential use of stewards in hi-vis jackets in order to manage the flow of traffic during key moments of the Service of Remembrance.

	<p>Resolved Clerk to ensure that the above feedback is logged and incorporated into the planning for the Service of Remembrance in 2022.</p>	Clerk
c)	<p><u>Xmas Tree / lights</u></p> <p>The Chair confirmed that he had been in touch with a local resident, Sam Wrathall, who was an employee of a major local business. Sam was hopeful that the company would be in a position to provide a Xmas tree for the village's benefit, and the Chair would continue to liaise with Sam on this issue. Sam was also willing to continue to provide access to an electricity supply in order to power the tree lights.</p> <p>Cllr Chew confirmed that the tree lights were in her possession.</p> <p>Resolved Given rising energy costs, the contribution to Sam for access to electricity supply would rise from £35 to £40 Clerk to purchase a bottle of wine for Sam as a token of appreciation for his support</p>	Clerk
d)	<p><u>Lancashire Day – 27 November 2021</u></p> <p>Members were reminded that 27 November is traditionally Lancashire Day, when the Parish Council tended to fly the red rose flag to mark the occasion. However, as the Chair was unavailable on that date, the Clerk would ensure that the flag was flown.</p> <p>Resolved Clerk to ensure the flag was flown on Lancashire Day</p>	Clerk
e)	<p><u>Queen's Platinum Jubilee 2022</u></p> <p>See minute item 3b above.</p>	
16	<p>Lengthsman</p> <p>The Clerk reported that, on 17 November, he had met with (former Lengthsman) Bill Wood with a view to drafting a Schedule of Work for a new Lengthsman to follow. A draft document had now been compiled.</p> <p>The Clerk had been considering a number of implications which arose from his offer to take up the role of Lengthsman. It was proposed that these would be set out in detail in a full report which would be brought to the January meeting for members' consideration.</p> <p>Resolved Clerk to prepare a full report for the January 2022 meeting</p>	Clerk

17	Defibrillator <p>In late October 2021, the Clerk had been contacted by Darren Hudson and advised that the defibrillator pads (recently replaced by the NHS following the deployment of the defibrillator) were due to expire in November. As a result, the Clerk had approached the Defib Store for replacement products, and two pads had been ordered at a cost of £96 inc VAT. The replacement pads had now been received and were in Darren's possession.</p>	
18	Xmas arrangements <p>It is traditional for the Parish Council to provide tokens of appreciation at Xmas for those residents who have provided assistance over the course of the year. Accordingly, in 2021 it had been proposed that the Clerk should purchase and distribute the following items:</p> <ul style="list-style-type: none"> • Darren Hudson - for maintaining the defibrillator (2 x bottles of wine to a value of c£25); and • Jon Pendril – renewal / administration of the contract to host the Parish Council's website with Wix. <p>Resolved Members agreed that – as well as the gift identified in item 15d above – the gifts of appreciation for Darren and Jon should be acquired and distributed by the Clerk</p>	Clerk
19	Reports from sub-committees / other meetings attended <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox pointed out that the traditional Xmas lunch for senior citizens of the village would once again be held. The Parish Council had previously donated £275 as a contribution to the cost of the lunch, and it was agreed that this would be repeated this year. <p>Resolved Clerk to contact Chair of the Village Hall Management Committee and arrange payment <i>After introducing this item, Cllrs Fox and Wood declared an Other Registrable Interest and did not participate in the discussion or decision-making process.</i></p> <ul style="list-style-type: none"> • Parish Councils' Liaison Committee – discussed in minute item 3b above. • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – next meeting Thursday 24 March 2022. • Lengthsman scheme – discussed in minute item 16 above. 	Clerk

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17	<p>Correspondence / requests received</p> <p>a) <u>TaAF Together an Active Future</u></p> <p>Cllr Horkin had previously referred to the funding made available to RVBC (and by extension to parishes) by Sport England. The Clerk had circulated a briefing paper produced by officers at RVBC which gave greater detail on the initiative.</p> <p>b) <u>Village Hall – Exercise Track</u></p> <p>On 4 November, as a result of correspondence with the Chair of the Village Hall Management Committee and subsequent discussions with the Chair of the Parish Council, it had been agreed that the forthcoming application for planning consent in relation to the proposed exercise track would be submitted in the name of the Parish Council. (This was felt to be appropriate given that the land on which the Village Hall is situated is held by the Parish Council on trust "for a recreation ground for the inhabitants of the Parish of West Bradford").</p> <p>On 24 November, the Clerk had received details of the planning application on which the Parish Council was invited to comment.</p> <p>Resolved Clerk to circulate details of the planning application to enable any comments to be made within the 21-day consultation period.</p> <p>Cllr Chew queried whether it would appropriate for the Parish Council to make a financial contribution to the cost of the exercise track, and it was agreed that this issue would be scheduled for consideration at the January meeting.</p> <p>Resolved Clerk to diary</p>	<p>Clerk</p> <p>Clerk</p>
18	<p>Any Other Business</p> <p>a) <u>New cheque signatory</u></p> <p>For cheques made out by the Parish Council to be valid, the signatures of two parish councillors were required. Members noted that the only two councillors currently authorised were Cllr Best and Cllr Wood.</p> <p>Members recognised the potential benefits of having a 3rd signatory and Cllr Chew volunteered to act in this capacity.</p> <p>Resolved Clerk to make enquiries with NatWest to determine next steps</p> <p>b) <u>Flow of water – Eaves Hall Lane onto Waddington Rd</u></p> <p>Cllr Fox reminded members that – although the attention of Lancashire County Council had previously been brought to this concern – no action had yet been</p>	<p>Clerk</p>

	<p>taken, and the hazard posed by the flow of water onto Waddington Rd increased as winter approached.</p> <p>Resolved Clerk to once again contact LCC on this matter</p>	Clerk
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on 26 January 2022 at 7.30pm.</p>	

The meeting closed at 9.11pm

Signed by:		
	Date: 26.1.22	Cllr A Bristol Chair 