

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 25 April 2018 at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair)  Parish Cllr H Best |
|  | Parish Cllr R Chew |
|  | Parish Cllr M Fox  Cllr B Hilton (RVBC) |
| Apologies: | Cllr P Elms (RVBC)  Parish Cllr M Wood |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (28 March 2018):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr H Best  Seconded by: Cllr M Fox  Matters arising:  The Parish Council was informed that Parish Councillor Fox had arranged for the installation of the replacement bench on Clitheroe Rd. The Parish Council formally thanked Cllr Fox for his efforts here, the replacement bench being considered a very useful asset on a key road into the village. |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton raised the following issues:   * little further progress had recently been made with regard to the proposals to redevelop Clitheroe market; * the Borough Council had been seeking to appoint a new Director of Economic Development and it was hoped that this process would be successfully concluded in the near future; * the Conservative group on Ribble Valley Borough Council was continuing its internal processes to appoint a Leader and other key roles; * The Parish Council Liaison Committee had continued to voice its concern at the closure of the front desk at Clitheroe Police Station, and it was envisaged that a senior police representative may be invited to attend a future meeting of the Liaison Committee; and * Cllr Hilton pointed out the ongoing and increasing concern at drug misuse by young people in certain locations across the Borough, and again this may be a matter for the Parish Council Liaison Committee to address. In the meantime, Parish Councillors were asked to be aware of the situation and feed any information through appropriate channels. |  |
| 5. | **Extended closure of Bradford Bridge**  Members noted the ongoing correspondence with LCC on this matter, including the last email sent on 30 March (to which no response had been received). Members also debated a range of other possible measures which could be introduced to curtail the length of vehicles using the bridge. Members repeated their support for a representative of the Parish Council attending any future meeting at which the way forward for the bridge was discussed.  Given the above, it was agreed that the Clerk would again contact LCC and seek to obtain a response to the email of 30 March.  **Resolved**  **Clerk to approach LCC** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – March 2018**  The Clerk submitted details of income and expenditure for the month of March 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for March 2018 as presented would be signed off** | **Chair** |
| b | **Budget Monitoring – 2017/18**  The Clerk presented a budget monitoring report covering the financial year 2017/18 – the purpose of such reports was to map actual income and spend against anticipated income and spend, with a view to strengthening the Parish Council’s ability to carry out financial forecasting and add rigour to its governance processes.  Whilst the exercise was complicated by some income and expenditure which fell outside the scheduled budget (eg relating to the war memorial or VAT / Village Hall), the assessment of budgeted spend was, on balance, felt to be accurate and worth repeating during 2018/19.  **Members acknowledged the budgeting process as a useful tool assisting with the formal assessment of 2017/18 income and expenditure and agreed that this outcome should be formally minuted.** | **Clerk** |
| c | **Budget setting – 2018/19**  Following on from the above, the Clerk presented a draft budget for 2018/19 (using reflections on the 2017/18 budget as a basis for an updated version).  **Members agreed that the draft budget for 2018/19 should be presented to the Parish Council for formal adoption during the AGM in May.** | **Clerk** |
| 7. | **Planning applications considered**  No new planning applications were presented for consideration. |  |
| 8.  a | **Governance arrangements**  **General Data Protection Regs (GDPRs)**  Members considered the potential implications of the GDPRs for the Parish Council, including the expectation that Data Protection Officer be appointed. The Clerk reported that a commercial market in providing services to Parish Councils was now developing, eg the Local Council Public Advisory Service would provide a service for £150pa.  To inform members’ deliberations, the Clerk confirmed that a Data Audit had been carried out, which confirmed that:   * the Council holds and processes data (but not sensitive data); * the data held is relatively non-contentious (staff / cllr details; residents who contact the Council; and contractors / tradesmen with whom we engage); and * the Council retains this data on the Clerk’s personal laptop – this may be an area of concern for members to reconsider moving forward   The Clerk also indicated that a draft Data Retention Policy and draft Privacy Notices had been produced, which members considered accordingly.  During the discussion, members again acknowledged the imminent deadline for the introduction of GPDR in May 2018 and reflected on the work (outlined above) undertaken by the Clerk to assess the impact of the legislation.  **Resolved**  **Given the relatively low level of personal data retained by the Parish Council, and the relative expense of commissioning a private sector representative to act as Data Protection Officer, the Council determined that a proportionate approach would be to:**   * **note the findings of the Data Audit and ask that this exercise be repeated in 12 months’ time;** * **adopt the drafted Data Retention Policy and Privacy Notices (which should be displayed on the Council’s website as appropriate);** * **decline to appoint an external DPO at the current time (although a watching brief will be taken and this stance may be revised subject to any regulatory challenge or wider concerns); and** * **give future consideration to the prospect of acquiring a separate laptop for use by the Clerk over 2018/19 if required.** | **Clerk**  **Clerk** |
| b | **External Audit**  Members noted the timescale for completion of the external audit documentation, and agreed that drafts of all relevant documents should be placed on the agenda for the May meeting; this would allow due consideration prior to submission to the external auditors before 11 June.  Members requested that the Clerk approach the current internal auditor and establish whether she was willing to continue in the role moving forward.  **Resolved**  **Clerk to establish whether current internal auditor will continue in the role.**  **In conjunction with the internal auditor, the Clerk to ensure that all appropriate documentation was finalised and placed on the agenda for the May meeting** | **Clerk**  **Clerk** |
| c | **AGM – May 2018**  Members considered a range of documentation drafted by the Clerk in relation to the AGM (to be held in May). This included:   * a draft email to be circulated around the village website; * draft notices to be placed on the village notice boards; and * a draft agenda for the AGM.   Cllr Fox commented that Janet Fox would also be able to promote the AGM through the local newspaper if members so wished.  **Resolved**  **Members endorsed all the above drafts and asked the Clerk to promote the AGM using the above documentation.**  **Cllr Fox to ask Janet to promote the AGM via the local newspaper.** | **Clerk**  **MF** |
| 9.  a | **War Memorial / centenary celebrations**  Sam Conmee / groundworks  The Chair confirmed that Sam had indicated his intention to commence the groundworks on 8 May 2018.  **Resolved**  **The Chair would co-ordinate with Sam access to the materials which he would require and which had been donated by local businesses**  **Clerk to update Brent Stevenson on the situation**  With regard to the proposed lettering / names to be included on the war memorial, it was noted that Brent Stevenson had provided a further illustration. Members considered this, and it was agreed that Cllr Best would give this a final checking.  **Resolved**  **Cllr Best to check the lettering on the draft and inform the Clerk of any further changes needed** | **Chair**  **Clerk**  **HB** |
| b | Meeting 12.2.18  The Clerk confirmed that the office of the Bishop of Blackburn had indicated that – whilst the Bishop himself is unable to attend a service of dedication in September 2018 – he is seeking to identify a substitute and will let us know asap. However, no recent correspondence had been received.  **Resolved**  **Clerk to make a further approach and seek an update** | **Clerk** |
| c | Approaches to local businesses for funding  Members confirmed that the following donations in kind had now been offered:   * Sam Wrathall – stone, cement and sand; * E Dugdale – 1 tonne stone; and * E and D – provision of digger.   In addition, the Chair was providing stone for walling; Cllr Fox would provide blocks for the retaining wall; and it was hoped that another local contractor would provide stone flags at cost. |  |
| d | Trapp Forge  Members noted that a further aproach had been made to Trapp Forge and that a response had been received offering a meeting on site in May. However, members felt that the issue of railings was not an immediate priority and agreed that a decision on this could be deferred for now. For this reason, the suggestion made by Cllr Wood (that the alternative provder Bowland Fabrications should also be approached) would be noted but held in abeyance. |  |
| e | Royal Forest Masonic Lodge  The Clerk repoerted that the Royal Forest Masonic Lodge had provisonally agreed to make a donation to the cost of the war memorial once the stone cross was erected in situ.  **Resolved**  **Clerk to write to the Lodge and thank them again for their offer** | **Clerk** |
| f | Further donations  Members brought along the envelopes which had been returned by residents following the recent leafleting of the village. These were counted on the night, with some £1220 in cash and cheques being donated (along with over £300 previously provided to Cllr Wood). Members were delighted with this sum, which was passed to the Clerk for logging and banking.  **Resolved**  **Clerk to add to the formal record of contributions and bank at the earliest opportunity** | **Clerk** |
| g | Cllr Paul Rigby  The Clerk confirmed that an application for further funding from this financial year had been submitted to the County Council’s Parish Champion. |  |
| h | Timeline  Members agreed that the timeline should be updated in light of the additional funding contributions discussed above.  **Resolved**  **Clerk to update** | **Clerk** |
| i | Beacon  Members were advised that Nigel Evans MP had accepted an invitation to attend the events in the village on 11 November 2018. Members noted that – whilst the current proposal to host the event in Cllr Fox’s field on Eaves Hall Lane had particular merit – it did raise the problem of adequate parking. In view of this, it was agreed to accept Cllr Wood’s offer to host the bonfire at her croft (just off Grindleton Rd / Chapel Lane), this also being a more central location for villagers to attend.  Cllr Chew reported that discussions to ensure the church bells rang at 7.05pm on 11 November had been held with church representatives and no problems were envisaged.  **Resolved**  **The venue for the bonfire to mark the centenary of the end of WWI would be moved to Cllr Wood’s croft and Mr Evans advised accordingly at the appropriate time.**  **The practical arrangements for the bonfire matter would be reconsidered by the Parish Council at their September meeting.** | **Clerk**  **All** |
| 10 | **Lengthsman**  It was reported that Mr Steven Speak, who had recently been appointed as Lengthsman for the village, had now signed his contract (the Council’s copy being handed to the Clerk for safe keeping) and had begun work; a timesheet was submitted for his payment.  The Clerk confirmed that – as requested – he had raised the possible provision of free weedkiller with RVBC, and been informed that (subject to the Lengthsman having the appropriate and up to date qualification to use weedkiller) this could be provided free of charge on request. |  |
| 11 | **Defibrillator** |  |
| a | Insurance cover  Members considered correspondence with the Community Heartbeat Trust (CHT), which indicated that CHT did not provide insurance cover in the event of the Council becoming liable for any incident involving the operation (or non-operation) of the defibrillator. They also considered whether such liability would be covered by its existing insurance policy with Zurich, although this was not conclusive from the wroding of the policy presented to them.  Cllr Chew also raised the issue of whether the existing policy would cover the Council in the event of criminal damage to items it possessed (such as street furniture), and – if not – to establish what an additional cost may be.  **Resolved**  **Clerk to expolore the above issues with Zurich** | **Clerk** |
| b | Signage  Members noted that the Council had been quoted a cost of £50 to replace the damaged signage on the front of the defibrillator cabinet, and that an alternative approach to a local business had proved unsuccessful in that no response had been received.  **Resolved**  **Cllr Fox to make a personal approach to the local providser to see if further progress could be made** | **MF** |
| 12 | **Fencing – Ivy Cottage**  The Parish Council was provided with a verbal update by the Clerk on this matter. |  |
| 13 | **Parking on Chapel Lane**  The Parish Council was provided with a verbal update by the Clerk on this matter. |  |
| 14 | **Insurance policy**  Subject to clarification of the further issues raised in section 11a above, members agreed that the insurance policy with Zurich should be renewed at the identified cost.  **Resolved**  **Clerk to arrange for renewal of the insurance.** | **Clerk** |
| 15 | **Bus Shelter – Grindleton Rd**  Members noted the response from RVBC received on 3 April, which confirmed that – whilst the bus shelter was indeed leaning – examination of historic photographic evidence suggested that the problem was no worse than in previous years and public safety was not at risk.  **Resolved**  **Members noted this response and agreed to keep the matter under review** | **All** |
| 16 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – no matters of significance to report * Parish Council Liaison Committee – no attendance * Lancashire Association of Local Councils – no update * Hanson Cement – open day scheduled for the 29 September 2018 * Lengths-man scheme – see item 10 above |  |
| 17 | **Correspondence / requests received** |  |
| a | Consultation on community transport in Lancashire  Members discussed the ongoing consultation exercise undertaken by LCC on community transport (including Dial-a-Ride, group transport, community car schemes, day trips and volunteering opportunities), in which comments on the proposal to reduce this funding by one third were sought.  Members felt that (rather than services being reduced further due to the need for further savings in the County Council’s budget) members of the wider public should be asked to pay a little more on their bus fares. It was considered that a nominal increase in such fares would help to ease the shortfall at minimal inconvenience for the wider community.  **Resolved**  **Clerk to feed back the views of the Parish Council** | **Clerk** |
| b | Request for funding – CAB  Members considered a request for funding from the CAB, but declined on this occasion to give a donation (on the grounds that all available funding this year was needed for its own war memorial project). |  |
| 18 | **Any Other Business** |  |
| a | Additional funding sources – War Memorial  Members considered other potential funding streams for the war memorial project and identified the following:   * Tesco – the 5p Fund; * Quarry Tax; * Clitheroe Lions; and * the Heritage Lottery.   **Resolved**  **The Clerk was asked to pursue these additional sources of income prior to the May meeting.** | **Clerk** |
| b | **Additional funding sources – other matters**  Cllr Wood had asked the Clerk to raise the issue of whether RVBC could be approached for a grant for replacement festive lights and/or a Xmas tree.  **Resolved**  **Clerk to pursue** | **Clerk** |
| c | **Pot holes**  Cllr Wood had also asked for the issue of potholes on Grindleton Rd to be discussed in her absence. Members agreed that the situation was unacceptable but noted that LCC operatives had been observed in the village recently. It was therefore hoped that the position may improve in the near future. |  |
|  | **Date / time of next meeting:**  The next meeting of West Bradford Parish Council (including the Annual General Meeting) will be held at 7.30pm on Weds 30 May 2018 at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 9pm.**

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| Signed by: |  | |
|  | Date:  30.5.18 | Cllr A Bristol  Chair |