

West Bradford Parish Council

Clerk:

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Minutes of the Annual General Meeting of West Bradford Parish Council held on Wednesday 25 May 2022 at 7.30pm at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Deputy Chair) Parish Cllr H Best Parish Cllr M Wood Cllr K Horkin (RVBC)
Other members present:	County Cllr G Mirfin
Members of the public present:	A Marsden C Thornber
Apologies:	Parish Cllr M Fox

1.	Election of the Chair and Vice-Chair of the Council:	
a)	<u>Chair:</u> Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for the role of Chair during 2022/23. Parish Cllr Bristol was nominated by Parish Cllr Best and seconded by Parish Cllr Wood. After a unanimous vote in his favour, Parish Cllr Bristol agreed to retain the chairmanship until the next AGM. Resolved Parish Cllr Bristol to continue in the role of Chair for 2022/23 Parish Cllr Bristol to sign the declaration of office confirming his continuation in the role of Chair	Chair

b)	<p><u>Vice Chair:</u></p> <p>The Chair then sought nominations for the role of Vice Chair. Parish Cllr Chew was nominated by Parish Cllr Best and seconded by Parish Cllr Wood. After a unanimous vote in her favour, Parish Cllr Chew agreed to act as Vice-Chair of the Parish Council for the next 12 months.</p> <p>Resolved Parish Cllr Chew to continue in her role as Vice Chair</p>	RC
2.	<p>Welcome:</p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council.</p>	
3.	<p>Disclosure of interests</p> <p>None</p>	
4.	<p>Minutes / Matters Arising:</p> <p>The minutes of the AGM held on 26 May 2021 meeting were signed by the Chair as a true and accurate record.</p> <p>Proposed by: Parish Cllr H Best Seconded by: Parish Cllr M Wood</p> <p>Resolved It was agreed that the minutes of the AGM held in May 2021 would be posted on the Parish Council website</p>	Clerk
5.	<p>Chair's Annual Report / general comments:</p> <p>The Chair outlined a number of developments which had taken place during the previous 12 months. These included:</p> <ul style="list-style-type: none"> • HARP (for which a wide range of planning issues remained ongoing); • a successful collaboration with the Office of the Police and Crime Commissioner for Lancashire and Bowland High School with a view to curtailing excessive speeding of vehicles along Grindleton Rd. This exercise had also featured the hiring of 2 Speed Indicator Devices from Altham Parish Council; • the deployment of temporary traffic lights over Bradford Bridge for a considerable period whilst repairs to the wall by the River Ribble were carried out. (Residents had expressed an interest in making these traffic lights a permanent feature, but no decision had yet been taken on this by the County Council); • entry into the Best Kept Village Competition; and • planning for the Queen's Platinum Jubilee in June 2022, when a programme of activities would be undertaken over the 4-day bank holiday weekend. 	

	The Chair also thanked the Clerk for his efforts during 2021/22 months.	
6.	<p>Review of representation on or work with external bodies and arrangements for reporting back:</p> <p>It was agreed that the following appointments would be made:</p> <ul style="list-style-type: none"> • <i>Village Hall Management Committee</i> – Parish Cllrs Fox and Wood agreed to continue to represent the Parish Council on this body; • <i>Parish Council Liaison Committee</i> - Parish Cllrs Bristol and Chew agreed to continue to jointly undertake this role; and • <i>Hanson Cement</i> - Parish Cllr Bristol agreed to replace Parish Cllr Wood as the Parish Council’s representative. <p>With regard to the quarterly LALC meetings, members agreed that – although the Parish Council Liaison Committee would take precedence – they would monitor the agenda for LALC meetings and consider whether to send a representative on an ad hoc basis.</p>	
7.	<p>Ongoing governance issues (as part of Parish Council wider development work):</p> <p>Members considered the following draft documentation presented by the Clerk:</p> <ul style="list-style-type: none"> • Standing Orders / Financial Regs 2022/23; • Code of Conduct 2022/23; • Asset Register 2022/23; • Data Retention Policy 2022/23; • Privacy notice – residents 2022/23; • Privacy Notice – staff and councillors 2022/23; and • Model Publication Scheme 2022/23. <p>Resolved The above drafts as presented would be formally adopted for 2022/23. The documentation would be revisited and re-presented at the next Annual General Meeting in May 2023</p>	Clerk
8.	<p>Financial summary – 2022/23:</p> <p>a) <u>Overview</u></p> <p>The Clerk gave an overview of the Parish Council’s anticipated financial position over the course of the next 12 months, taking into account both income and expenditure.</p> <p>Resolved Members noted the position</p>	

b)	<p><u>Draft budget proposed for 2022/23:</u></p> <p>In light of the above, the Clerk presented a draft budget for 2022/23, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading.</p> <p>Members supported the use of the draft budget as a means of enabling them to exercise greater financial control, and invited the Clerk to report any variance on a quarterly basis.</p> <p>Resolved The draft budget as presented was formally adopted for 2022/23. Clerk to continue with quarterly monitoring of the budget as agreed</p>	Clerk
9.	<p>Insurance cover 2022/23:</p> <p>It was noted that, at its April Meeting, the Parish Council had agreed to renew its contract of insurance with Zurich to cover the period 2022/23.</p> <p>Resolved Members noted that the Clerk had renewed the Parish Council's insurance policy as authorised at the April meeting</p>	
10.	<p>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:</p> <p>The Clerk presented a revised list of meeting dates for 2022/23 and invited members to note them for future reference.</p>	
11.	<p>Questions from members of the public</p> <p>None</p>	
12.	<p>Any Other Business</p> <p>No other business was reported.</p>	
	<p>Date / time of next meeting:</p> <p>The next ordinary meeting of the Parish Council commenced on closure of the AGM.</p>	

The meeting closed at 7.38pm.

Signed by:		
	Date: 10 26 May 2023	Cllr A Bristol Chair 