

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 29 May 2019 at West Bradford Village Hall**

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| 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 |
| Apologies: | Cllr B Hilton (RVBC) |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (24 April 2019):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr M Wood  Seconded by: Cllr M Fox  Matters arising:  Members noted the following: |  |
| i | Members were grateful to Cllr Rigby (LCC) for his continued financial support of the war memorial project. |  |
| ii | The Chair confirmed that he had now received the signed contract from the new Lengthsman John Cornthwaite, and he would pass this on to the Clerk (along with John’s invoice for the month of May). The Chair also confirmed that John was now in possession of the Health and Safety equipment (cones and signage) which the Parish Council required him to use under the terms of his employment. |  |
| iii | The Clerk confirmed that enquiries with RVBC were still proceeding with regard to the installation of a new rubbish bin adjacent to Bradford Bridge.  **Resolved**  **Clerk to continue to make enquiries** | **Clerk** |
| iv | The Clerk confirmed that he has as yet been unable to submit an application for grant funding to RVBC for the planting of flowers at the Coronation Gardens site, although an estimate from David Bristol for this work had been received.  **Resolved**  **Clerk to submit funding bid on the basis of David’s estimate**  **Clerk to accept David’s offer for the work to be carried out (irrespective of whether any application for grant funding were to prove successful).** |  |
| v | At the AGM on 29 May, members had discussed an incident involving a foreign heavy goods vehicle reversing up Chapel Lane and damaging the bus stop at the end of Westfield Drive; this incident was considered to be of particular significance as the bus stop was frequently used by schoolchildren at around the time of the impact. The Clerk was requested to report this matter to LCC as Highways Authority, which the Clerk subsequently did on 30 May. |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillor present:**  Cllr Hilton had asked the Clerk to pass on her thanks for the support of local residents in re-electing her as ward councillor during the recent elections.  Cllr Hilton had also begun to think of succession planning, and had indicated that she would be willing to mentor / provide experience to any young local person who would wish to be a potential Conservative candidate for future election. Any such person was invited to contact Cllr Hilton directly by telephone (01254 481683). |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk reported that, whilst no further progress had been made on the topic of Bradford Bridge, Matt Campbell (District Lead Officer for LCC) had confirmed on 2 May that the County Council would meet its responsibilities to repair the dry-stone wall on Clitheroe Rd. These works would be undertaken within the next 3 months.  Members were pleased to receive this information and asked the Clerk to write to Mr Campbell and thank the County for its support. In addition, the Clerk was asked to point out to Mr Campbell that a coping stone on Bradford Bridge had recently been struck by a vehicle and ask for the County (as Bridge Authority) to carry out the required repair.  **Resolved**  **Clerk to contact Mr Campbell on the above matters** | **Clerk** |
| 6. | **Overview of financial position:** |  |
|  | **Monthly accounts – April 2019**  The Clerk submitted details of income and expenditure for the month of April 2019 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for April 2019 as presented would be signed off** | **Chair** |
| 7 | **Governance** |  |
|  | **External audit arrangements 2018/19**  The Clerk outlined the following measures relating to the external audit 2018/19: |  |
| i | Presentation of internal auditor’s report (including confirmation that exemption criteria are met)  The Clerk was pleased to report that the Parish Council’s internal auditor (Sally Blankenship) had completed her analysis of the Parish Council’s governance / financial arrangements. The internal auditor had signed the report confirming that no failings in governance had been identified. The report was presented to the Parish Council for members to consider.  **Resolved:**  **Members agreed to:**   * **formally adopt the completed internal audit report and note any comments made;** * **formally thank Sally for her efforts in completing the internal audit; and** * **authorise payment of the auditor’s fee.** | **All**  **Clerk**  **Clerk** |
| ii | Presentation of draft Certificate of Exemption to approved by Parish Council resolution and then signed off by Clerk and Chair  The report from the internal auditor confirmed her willingness to sign off the Parish Council’s accounts for 2018/19; these accounts indicated that the income / expenditure incurred by the Parish Council was clearly significantly less than £25,000 during 2018/19 (this being a prerequisite of being able to apply for an exemption from the external audit process).  Members noted that the external auditor’s procedures required an exemption certificate included within the AGAR Part 2 to be signed after a resolution by the authority (made after 31 March 2019) that it met the criteria for 2018/19 and wished to be an exempt authority (ie not subject to limited assurance review), for that year.  **Resolved**  **After due deliberation, members agreed to:**   * **formally pass a resolution authorising the Clerk to seek exemption from the 2018/19 external audit;** * **approve the draft certificate of exemption previously drawn up by the Clerk;** * **authorise the Clerk to forward the completed certificate to the external auditor by 1 July 2019; and** * **authorise the Clerk to arrange for publication of the certificate on the authority’s website before 1 July 2019.** | **All**  **All**  **Clerk**  **Clerk** |
| iii | Parish Council to sign off Annual Governance statement  The Clerk presented a draft Annual Governance Statement for members’ consideration. (In examining this document, members were invited to bear in mind the accompanying evidence which the Clerk had compiled to support his conclusions reached).    **Resolved**  **After due deliberation, members agreed to:**   * **note the contents of the draft Annual Governance Statement and the underpinning evidence prepared by the Clerk;** * **agree to formally adopt the document through its signature by the Chair and Clerk; and** * **authorise the Clerk to arrange for its publication on the parish council website before 1 July 2019.** | **All**  **All**  **Clerk** |
| 8 | **Planning applications considered**  None |  |
| 9 | **Development of new website for the Parish Council**  Due to work commitments the resident assisting the Council with its new website (Mr Jon Pendril) was again unfortunately unable to attend the meeting, but in his absence the Clerk updated members on the general position (including his meeting with Jon which had taken place on 21 May):   * the link to the latest verison of the website had been circulated – members felt that the site’s appearance and design was both modern and appealing, and again thanked Jon for his efforts; * Cllr Best had kindly produced text outlining the benefits of living in the village – members agreed to adopt this text (subject to comments below); and * Cllr Chew would approach the resident who had provided photos of the village to see if he would be willing to take photos of the members of the Parish Council at appropriate locations across the village.   **Resolved**  **Clerk to send text on village life to Jon**  **Cllr Chew to approach the resident regarding photos of Parish Councillors**  Cllr Best outlined a number of constructive comments which she presented in the spirit of improving the site still further:  Home Page  The current headings on the proposed Home Page were:   * About the Parish Council * Living in West Bradford * Visiting West Bradford * Contact Us * The history of West Bradford   Instead, it was agreed that the following may be more appropriate, in the following order; using the particular wording below; and with a suitable photo / background:   * The Village of West Bradford * The Parish Council * Living in West Bradford * The History of West Bradford * Visiting West Bradford   The following information should then lie behind each of the above headings:   1. The Village of West Bradford   The information currently found under the heading “About the Parish Council” then the sub-heading “About” (namely the description of the village plus the photo of the bridge) should be displayed.   1. The Parish Council   Information on the Parish Councillors and Clerk should precede the information on the “Role of the Parish Council”.  Dates of Parish Council meetings to be included here.  Cllr Best’s email address will need to be amended.   1. Living in West Bradford   The text previously provided by Cllr Best should appear here. It may also be helpful to include links to the websites of the various organisations referred to eg, Gardening Club, Luncheon Club, Gym Club etc. Mention could also be made of   1. The History of West Bradford   Existing text to be retained, other than:   * Para 6 – Edward Byrne Jones to be changed to Edward Burne Jones; and * Para 6 – should read “Both graveyards still remain” (not “remains”).   e) Visiting West Bradford  Of the premises featured on the current draft pages, it was felt that the 3 Millstones, Three Rivers and Eaves Hall should be retained. However, it was considered that Gisburn Forest was too remote from the village and this should be replaced by (i) information on Weavers Cottage and (ii) the Forest of Bowland AONB.  Any additional photos provided by the resident of the village could be included here as a gallery.  **Resolved**  **Clerk to send the above comments to Jon Pendril, with member’s continuing thanks for his efforts on their behalf** | **Clerk**  **RC**  **Clerk** |
| 10 | **Lancashire Best Kept Village** |  |
| a | **Plaques**  Members noted that the plaque commemorating the award of Champion Small Village 2018 had now been installed by the Chair at the Coronation Gardens site.  Members thanked the Chair for his efforts in this regard. |  |
| b | **Entry – 2019 competition**  The Clerk reminded members of the dates of the competition which had previously been determined:  **Judging Period** 8th June – 21st July  **Results to AA**  24th July  **2nd Round Judging** 9th August - 21st August  **Final judging** 29th & 30th August (31st reserve date)  **Awards Ceremony** Mon 14 October (The Villa Wrea Green)  It was agreed that, to promote the competition amongst residents of the village, an email informing residents of the key dates should be circulated via the village distribution list.  **Resolved**  **Cllr Chew to draft text and arrange for distribution** | **RC** |
| 11 | **Action Plan 2019**  The Clerk updated members on the following areas of progress: |  |
| a | **Purchase of Speed Indicator Device (SpID)**  Members debated at length the various possible options surrounding the purchase and installation of one or more SpIDs. In the course of this discussion it was agreed that the minimum estimated cost would be in the region of £2.5k, a sum which represented a considerable portion of the disposable monies available to the Parish Council in this financial year. It was agreed that it would not be appropriate to commit to such a large spend in the first quarter of the year, and that therefore further consideration of the purchase of a SpID would be deferred until the final quarter of 2019/20 when the Council’s financial position had become clearer.  As a short-term alternative, the Clerk was asked to approach the County Council and explore whether it would be possible for a “rumble strip” to be in stalled on Grindleton Rd near to the Village Hall; this would help to deter speeding in the vicinity of the well-used children’s play area.  **Resolved**  **Clerk to place this matter on the agenda for the meeting in January 2020.**  **Clerk to approach LCC with regard to the possible installation of a rumble strip** | **Clerk**  **Clerk** |
| b | **Rail around the war memorial to hold wreaths in situ**  The Clerk confirmed that the rails had now been collected from the manufacturer; they were passed to the Chair for installation.  **Resolved**  **Chair to install at the Coronation Gardens site** | **Chair** |
| c | **Flagpole** |  |
|  | The Clerk confirmed that – as previously requested – he had commenced work on a draft planning application for the flagpole, but to complete this he was hoping for guidance on the (i) the preferred on-site location and (ii) any advice on how best to mitigate the visual impact which erection of a flagpole may have.  Members discussed the position and agreed that the flagpole would be placed directly behind the memorial stone. As such, it would be visible directly between the telegraph pole and lamp post located to the front of the site.  **Resolved**  **Clerk to use this information to complete the application for planning permission** | **Clerk** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood reported that the recent event to commemorate the 25th anniversary of the village hall had been considered a success, with all the artistes and fireworks being well received.   Cllr Fox asked the Clerk to consider whether a proposed track (to be installed in the adjacent field) would require planning consent.  **Resolved**  **Clerk to consider**   * Parish Council Liaison Committee – next meeting – 20 June 2019 (6pm) * Lancashire Association of Local Councils – no update; * Hanson Cement – no update; and * Lengthsman scheme – Cllr Wood highlighted several areas which required the Lengthsman’s attention, including: * Stricklandgate (grass needs cutting); * Bowland Gate Lane (strimming around the bench); * bridge below the 3 Millstones; and * Eaves Hall Lane – strimming needed.   **Resolved**  **Chair to raise with Lengthsman** | **Clerk**  **Chair** |
| 14 | **Correspondence / requests received** |  |
| a | **Road Traffic Regulation – LCC**  The Clerk circulated information provided by LCC which gave proposed costings for parking permits in locations across the County. |  |
| b | **Request for Financial Support**  Members noted the further request for funding from Citizens Advice. It was again considered that the service for which funding was sought provided no specific benefit for residents of the village and a letter should be sent declining the request for funding.  **Resolved**  **Clerk to correspond with Citizens Advice** | **Clerk** |
| c | **VE Day 75 (8.5.20)**  Following the successful event in November 2018 in remembrance of the centenary of the ending of WWI, members welcomed the information that further commemorative events were planned in May 2020 for the 75th anniversary of VE Day. Key activities included:   * **3pm 8.5.20 – The Nation’s Toast to the Heroes of WW2** (Chair of the Council to lead the local community in raising a glass in commemoration of those who served); * **7pm – Ringing out for Peace** (church bells to ring out at 7pm in a collective celebration) * **7pm onwards 8.5.20 and also 9.5.20 – Parties and Celebration**   Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship.   * **10.30am 10.5.20 – Church Services of Celebration and Commemoration**   Services are intended to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of time.   * **Tribute to the Millions & the Last Post**   Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.  **Resolved**  **Clerk to register the Parish Council’s interest via the VE Day 75 website**  **Clerk to include on the Action Plan and diary this item for further consideration later in the year**  **Cllrs Fox and Wood to raise the idea with the Village Hall Management Committee** | **Clerk**  **Clerk**  **MF/**  **MW** |
| d | **RVBC grass cutting contract 2019/20**  Members noted that the cost of its grass cutting contract for the coming year would be £743.23 (including VAT of £123.87), meaning the cost to the Parish Council net of VAT would be £619.36.  **Resolved**  **It was agreed that the contract should be renewed** | **Clerk** |
| e | **NALC Star Awards**  The Clerk reported that NALC was running a competition to allow councils to showcase how they have made a positive difference to local communities. The theme of the awards this year is on local council projects that have engaged with their communities and made a positive impact on them. Various categories included Clerk of the Year and Council of the Year.  Given the Parish Council’s efforts in 2018/19 it was agreed that an entry in both of the above categories would be appropriate. Cllr Best kindly offered to draft the 500 word application text and asked the Clerk to send her the appropriate email to facilitate this.  **Resolved**  **Clerk to send Cllr Best the relevant email**  **Cllr Best to submit applications by 28 June.** | **Clerk**  **HB** |
| 15  a | **Any Other Business**  Members had previously discussed a request for funding for erection of a kissing gate. It was agreed that, whilst this was an appropriate matter for Parish Council funding, it would be preferable for bids to be invited from any landowner in the village so that a considered decision could be made. |  |
| b | Cllr Wood indicated that fallen blossom on Chapel Lane was making it difficult for the Lengthsman to carry out a proper assessment regarding weeds etc.  **Resolved**  **Clerk to report to RVBC** | **Clerk** |
| c | The Chair again expressed concerns about the condition of the road surface on Bowland Gate Lane  **Resolved**  **Clerk to report to LCC** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Wednesday **26 June 2019** at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 8.37pm**

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| Signed by: |  | |
|  | Date:  26.6.19 | Cllr A Bristol  Chair |