**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 Annual General Meeting of West Bradford Parish Council held on Wednesday 29** **May 2019 at 7.30pm at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair) |
|  | Parish Cllr H Best (Deputy Chair) |
|  | Parish Cllr Ruth Chew |
|  | Parish Cllr M FoxParish Cllr M Wood |
| Apologies: | Cllr B Hilton (RVBC) |
| Members of the public present: | None |

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| 1. | **Co-option of Parish Councillors**The Clerk outlined the circumstances which had led to the need for co-option of Parish Cllrs Fox and Wood onto the Parish Council, and again apologised for this necessity.**Resolved****Parish Cllrs Fox and Wood would be co-opted as Parish Councillors and invited to sign the requisite documentation.** | **MF****MW** |
| 1. | **Election of the Chairman and Vice-Chairman of the Council:**Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for Chair 2019/20. Parish Cllr Bristol was nominated by Parish Cllr Best and seconded by Parish Cllr Chew. After a unanimous vote in his favour, Parish Cllr Bristol agreed to retain the chairmanship until the next AGM. **Resolved****Parish Cllr Bristol to sign declaration of office confirming his continuation in the role of Chair**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.**Resolved****Parish Cllr Chew to continue in her role as Vice Chair** | **Chair****RC** |
| 3.  | **Welcome:**The Chair welcomed all present to the Annual General Meeting of the Parish Council.  |  |
| 4. | **Apologies for absence:*** Cllr B Hilton
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| 5. | **Disclosure of interests**None |  |
| 6. | **Minutes / Matters Arising:**The minutes of the Annual General Meeting held on 30 May 2018 were presented and signed as a correct record.There were no matters arising. |  |
| 7. | **Chair’s Annual Report / general comments:**The Chair spoke at length about the considerable achievements of the Parish Council over the preceding 12 months, including:* the erection of the war and the successful dedication ceremony;
* winning the relevant category in the Best Kept Village competition;
* the recent newsletter (which had been well received); and
* securing the resurfacing of Grindleton Rd.

The Chair acknowledged that other issues were still in need of a permanent solution, such as the use of Bradford Bridge by unsuitable vehicles. [Members proceeded to comment on an incident on Friday 24 May, when a 44’ vehicle from the Netherlands had attempted to pass down Chapel Lane on its way to the bridge. The vehicle had become stuck at the bend adjacent to Old Hall, and – in attempting to reverse back on to Grindleton Rd – had demolished the bus shelter at the end of Westfield Drive. The incident took place between 0800 and 0900, and could easily have had a catastrophic effect on the schoolchildren frequenting the bus shelter at that time. The police had been called, and a representative of the Cement Works (the vehicle’s intended destination) invited to escort the vehicle away from the scene. **Resolved****Clerk to alert LCC to the continuing issues caused by large vehicles seeking access to the bridge]** The Chair thanked a number of people for their efforts in support of the work of the Parish Council, including the former Lengthsman (Mr Steven Speak); his successor as Lengthsman, John Cornthwaite; and the Clerk to the Parish Council. | **Clerk** |
| 8. | **Review of representation on or work with external bodies and arrangements for reporting back:****I**t was agreed that the following appointments would be made:* Village Hall Management Committee – Parish Cllrs Best, Fox and Wood agreed to represent the Parish Council on this body;
* Parish Council Liaison Committee - Parish Cllrs Bristol and Chew agreed to jointly undertake this role; and
* Hanson Cement - Parish Cllr Wood agreed to continue.
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| 9. | **Ongoing governance issues (as part of Parish Council wider development work):**Members considered the following draft documentation presented by the Clerk:* Standing Orders / Financial Regs 2019/20;
* Code of Conduct 2019/20;
* the Asset Register 2019/20; and
* Data Retention Policy / privacy notices 2019/20.

**Resolved****The above drafts as presented would be formally adopted for 2019/20. The documentation would be revisited and re-presented at the next Annual General Meeting in May 2020.**  |  |
| 10a. | **Financial summary – 2019/20:**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.**Resolved****Members noted the position.** |  |
| 10b. | **Draft budget proposed for 2019/20:**In light of the above. the Clerk presented a draft budget for 2019/20, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading. 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. **Resolved****The draft budget as presented was formally adopted for 2019/20****Clerk to continue with quarterly monitoring of the budget as agreed** | **Clerk** |
| 11. | **Insurance cover 2019/20:**It was noted that the Council had renewed its insurance policy with its insurers (Zurich) to cover the period 2019/20. |  |
| 12. | **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:**The Clerk presented a revised list of meeting dates for 2019/20 and invited members to note them for future reference. |  |
| 13. | **Questions from members of the public**None |  |
| 14. | **Any Other Business**No other business was reported. |  |
|  | **Date / time of next meeting:**The next meeting ordinary meeting of the Parish Council commenced on closure of the AGM.  |  |

**The meeting closed at 7.42pm.**

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| Signed by: |  |
|  | Date:\_ \_ November 2020 | Cllr A BristolChair |