**West Bradford Parish Council**

Clerk:

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**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 Fox  Parish 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 |  |
| 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. |  |
| 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 Bristol  Chair |