

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 29 March 2023 at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Vice Chair) Parish Cllr M Wood Cllr K Horkin MBE (RVBC)
Apologies:	Parish Cllr H Best Parish Cllr M Fox
County Cllr present:	None
Members of the public present:	Ms Sue Wright (Chair of the Village Hall Management Committee, for minute item 12c)

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes of the Last Meeting (22 February 2023): The minutes of the meeting held on 22 February 2023 were signed by the Chair as a true and accurate record. Proposed by: Cllr Bristol Seconded by: Cllr Wood Resolved It was agreed that the minutes of the 22 February meeting would be posted on the Parish Council <u>Matters arising:</u> a) <u>Donation to Andrew Marsden's leaving collection</u> As requested, the Clerk had forwarded a donation of £25 to Claire Thornber as a contribution to the collection for the outgoing Chair of the Village Hall Management Committee. The contribution was put towards the cost of a voucher	Clerk

	<p>to be spent on a walking holiday, with Andrew also due to receive a commemorative brass plaque. Andrew had been touched to receive both items when they were presented to him on 24 March at the food bingo event.</p> <p>A note of thanks had also been sent to Andrew on members' behalf.</p> <p>b) <u>Motorhome parked on Grindleton Rd</u></p> <p>At the February meeting, members had discussed a complaint from a local resident expressing concern at the parking of the motorhome on Grindleton Rd. Members had debated whether the parking of the vehicle would amount to an obstruction of the highway (given its close proximity to the bus station used by local school children) but concluded that this was unlikely.</p> <p>It was now noted that the motorhome had since been moved to a more convenient location and it was hoped that the problem may have resolved itself, without the need for intervention as offered by Cllr Chew.</p> <p>c) <u>Repairs to retaining wall on Clitheroe Rd</u></p> <p>Members had previously requested that LCC be asked to carry out re-pointing of the retaining wall opposite the Hippings House. Members were pleased to see that repairs to the wall had been made in early March.</p> <p>However, damage to the wall on the bridge opposite Mill St had also been reported to LCC at the same time as the above, and this matter was yet to be addressed. Since then, further damage had been caused by the impact of a vehicle.</p> <p>Resolved Clerk to submit details of this further damage to LCC</p> <p>d) <u>Defibrillator pads</u></p> <p>Darren Hudson had confirmed that the pads in the defibrillator were due to expire in July 2023, with the spare set due to expire in September 2024.</p> <p>The Clerk had arranged to contact Darren again in May, with a view to buying a replacement set at that point.</p>	Clerk
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin indicated that, in advance of the forthcoming elections, purdah would begin on 3 April.</p> <p>A recent meeting of RVBC's Policy and Finance Committee had approved access to c£350k of the Shared Prosperity Fund. This sum would be matched by LCC, giving a total of c£700k which would be used to fund the installation of gates in the Castle</p>	

	<p>St area of Clitheroe. The gates could be closed during the annual Food Festival, and – if successful - may be a precursor to the pedestrianisation of the town centre.</p> <p>Lancashire’s Police and Crime Commissioner, Andrew Snowden, had recently confirmed that more police officers would be made available in support of rural communities, and also that the police station in Clitheroe would be resourced 24 hours a day (acting as a “hotspot” with response cars available to cover East Lancashire).</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – documents submitted by United Utilities (UU) in support of planning application 3/2021/0661</u></p> <p>Members were reminded that, at the February meeting, they had discussed the documentation recently submitted by UU which had included a draft Construction Traffic Management Plan (CTMP). As a result, the Clerk had been tasked with submitting the Parish Council’s comments on the CTMP to RVBC prior to the 9 March (the date on which the UU documentation was to be considered at a special meeting of its Planning and Development Committee).</p> <p>In addition, at the February meeting, County Cllr Mirfin had pointed out that – whilst a response to RVBC by 9 March was desirable – in many ways the relevance of the draft CTMP had been overshadowed by LCC’s response to it. Cllr Mirfin had helpfully shared a copy of the LCC response with the Clerk, who then circulated it to members on 26 February for their perusal. At the same time, the Clerk circulated a draft letter intended to be sent to RVBC, which set out the Parish Council’s response to both (i) the draft CTMP and (ii) LCC’s comments on that document.</p> <p>Consequently, a final version of the letter (with input from a number of members) had been sent to RVBC on 1 March 2023.</p> <p>However, a further significant development had occurred since the February meeting but prior to 9 March, in that the borough’s MP (Nigel Evans) had exercised his statutory power to “call in” the application. Given this action, it was initially unclear why the meeting of the Planning and Development Committee on 9 March needed to continue. In clarification, RVBC had then circulated an email confirming that the call-in procedure only became relevant once the Local Planning Authority had approved the application, a situation which would not arise until the Committee had met and heard the matter. (In effect, there was no decision to “call in” until the application had been approved). Furthermore, the application – once determined – would only be referred to the Secretary of State (Michael Gove) should he find that it would not be appropriate for the application to have been heard locally.</p>	

The proposed meeting of the Planning and Development Committee to be held on 9 March was ultimately cancelled at short notice, ostensibly due to the bad weather. This meeting was then re-scheduled for the following week, 16 March. It was understood that the application was then approved, by a majority of 8 to 1 of those committee members present, with little dissenting comment.

Were RVBC's decision ultimately to be called in by the Secretary of State, the procedure would be as follows:

- once RVBC had received official notification of the Secretary of State's intention to hear the matter, any determination of the application by RVBC would be superseded; and
- a local Planning Inspector would be appointed to re-hear the application. This process would involve a further consultation exercise, to which the Parish Council would presumably be able to once again contribute.

Cllr Horkin reported that Nigel Evans MP had been in touch with the Secretary of State on more than one occasion, and was hopeful that the decision of the Local Planning Authority on 16 March to approve the application would indeed be called in (with the decision likely to be taken in the next 3-4 weeks). It remained the case that no economic assessment of the project's impact on the Area of Natural Beauty had been carried out, nor as to how roads, schools etc would be affected. It appeared that Mr Evans had also directly engaged with United Utilities to express his concerns.

Members thanked Cllr Horkin for his update.

b) Establishment of an independent lobbying group

At the February meeting, Cllr Mirfin had suggested that the Parish Council may wish to take the lead in setting up a formal body (independent of the Parish Council) to act as a lobbying group on future HARP issues. Such a body, with its own constitution and identified officers, would be in a position to bid for LCC funding otherwise denied to parish councils. It would be able to hold public meetings, conferences and other events in a non-political manner and as such would be an effective vehicle for local community representation. The nature and membership of the group would be for the Parish Council to decide, but it could include representatives of other parishes impacted by HARP if members so wished.

The Clerk had been tasked with exploring this suggestion in more detail, and had drafted a note for members to consider on the issues that would need to be addressed.

Even after the MP's decision to call in the application, members noted that Cllr Mirfin had still been of the opinion that lobbying group remained relevant and should be pursued. As a result, on 10 March an email approach had been made to those parishes who had attended the special meeting in June 2022, to see if they would be interested in a more collaborative approach. The following responses had been received:

Parish Council	Response
Bolton by Bowland, Gisburn Forest and Sawley	Acknowledged 14.3, and after discussion have confirmed that they “wish to be involved in the proposal”
Chatburn	Meeting on 11 April to discuss at next Parish Council meeting
Grindleton	Members unanimously in support; “it is a YES from Grindleton”
Newton in Bowland	Acknowledged
Waddington	No response to 2 emails

However, Cllr Horkin felt that wider moves to establish a lobbying group (irrespective of the West Bradford Parish Council initiative) may already be underway. It was agreed that – before any further action were taken – he would have a separate discussion with County Cllr Mirfin and ask him to contact the Clerk.

Resolved

Clerk to have further discussion with County Cllr Mirfin

Clerk

c) Recompense for meeting in June 2022

The Clerk had received confirmation by email from LCC that the claimed amount of £210.84 had now been paid into the Parish Council’s bank account.

7. **Overview of financial position:**

a) Monthly accounts – February 2023

The Clerk submitted details of income and expenditure for the month of February 2023 for approval by the Parish Council and signing-off by the Chair.

Resolved

That the record for February 2023 as presented would be signed off

b) Budget – Q4 / year-end

The Clerk presented the main points arising from the 2022/23 Q4 budget, namely:

- an annual income target of £8462 had been exceeded by c£1200. This was primarily due to additional grant income from LCC totalling £850 (member contribution to purchase of oak trees, and grant funding re PROWs and local environment);
- total spend equated to c£11.5k against a budgeted spend of c£10.7k;
- spend on the Lengthsman had amounted to £1474, an overspend against budget of £274;
- spend on the Clerk’s salary (£3.4k) had exceeded budget by c£400; and

- other significant unanticipated spend had included a notice board (£816), fireworks deposit and balance for Coronation display (£1100) and an increase on costs for website hosting (£230).

The projected year end assets for the Parish Council now equated to c£5100. Members were advised that was almost £3k down on the opening balance at the start of the budget (£7900). Whilst not yet a concern, members were reminded of the downward trend in their capital assets and asked to bear this in mind during their quarterly monitoring of the 2023/24 budget.

In the usual manner, a new budget for 2023/24 would be presented for adoption at the AGM to be held in May 2023.

Resolved

Members formally approved / signed off the completed budget for 2022/23

c) Clerk's salary

Members were asked to note that – in line with his contract of employment – the Clerk's salary would rise by an increment from 1 April 2023. It had been agreed at the January meeting that the Clerk's salary would be at SCP 18 on the NALC scale (£14.17 per hour); this would rise to £14.44 at SCP 19, an hourly increase of 27p.

Resolved

Members endorsed the rise to SCP 19 from 1 April 2023

d) Fee for grass cutting 2023/24

RVBC had indicated that its charges for grass cutting during 2023/24 would amount to £1156.47 inc VAT. Members noted that the fee for 2022/23 had been £796.46 inc VAT, so an increase of £360.01 (c45%) had been imposed.

Members agreed to challenge the extent of this price increase and asked the Clerk to raise the issue with RVBC's Finance Director (Jane Pearson).

Resolved

Prior to accepting the fees for 2023/24, the Clerk was asked to contact RVBC's Director of Finance and query the extent of the price rise

Clerk

8. **Governance**

a) Parish Council elections

The Clerk had circulated the current Nomination Packs to all candidates. These were to be completed and submitted to RVBC by the deadline of 4 April.

The Clerk remained in discussion with Cllr Fox as to how his forms could be completed and signed within the deadline.

The Clerk received and offered to submit to RVBC the completed forms for Cllrs Bristol and Chew.

Resolved

Clerk to submit

Clerk

Cllr Wood confirmed her intention not to stand for re-election and thereby resigned as a parish councillor from after the April meeting. The Chair thanked Cllr Wood for her 27 years of excellent service to the Parish Council.

b) Need to revise date of May Parish Council meeting

The Parish Council was currently due to meet (and hold its AGM) on 31 May 2023. However, local government elections would be held on 4 May 2023, with the count on 9 May 2023. Paragraph 5a of the Parish Council's Standing Orders stated:

In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.

Members agreed that the best way forward was to hold the AGM on 10 May at 7.30pm in the Village Hall. The regular meeting of the Parish Council would then be held on its already arranged date of 31 May 2023.

Resolved

Clerk to make all appropriate arrangements for the AGM to be held on 10 May 2023

c) External audit 2022/23

The Clerk had received correspondence from the external auditors (PKF Littlejohn) advising him of the proposed timescale within which the external audit should be completed. As a result, members were invited to make a number of preliminary decisions:

i) Certificate of Exemption

The external auditor had confirmed that the default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) was Monday 3 July 2023. Non-submission by this date would lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities).

Claiming exemption would exclude the Parish Council from the requirement to pay the full audit fee of £200 + VAT.

Criteria for claiming exemption were:

- total gross income* and total gross expenditure was below £25k;
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account had been issued by its external auditor for the 2021/22 year; and

	<ul style="list-style-type: none"> the relevant financial year was not one of the first three years of the authority's existence, hence if claiming exemption for 2022/23 that means the authority must have been in existence since at least 1 April 2019. <p>Members would be required to sign off any completed certificate of exemption at the April meeting.</p> <p>Resolved Members agreed to ask the Clerk submit a certificate of exemption for the audit period 2022/23, with a view to signing this off at the April meeting</p> <p>ii) <u>Timetable for actions – external audit</u></p> <p>On the assumption that an exemption would be sought, the Clerk had compiled a document setting out the timetable for actions to be taken in order to ensure the process will be completed to the auditor's expectations.</p> <p>Resolved Members agreed to approve the proposed timetable</p> <p>iii) <u>Internal auditor</u></p> <p>Sally Blenkinship had now confirmed her willingness to once again act as internal auditor. Sally would require a revised fee of £130 (an increase of £10 from last year) for her services.</p> <p>Resolved Members were pleased to note Sally's continued association with the Parish Council and approved the revised fee for her professional services</p>	Clerk
9.	<p>Planning applications considered</p> <p>a) <u>Planning Applications</u></p> <p>i) Planning Application No: 3/2023/0186 Proposal: Demolition of equine building and construction of a detached annexe to provide additional accommodation for extended family. (Resubmission of 3/2022/0446.) Location: Marylebone Farm, Bowland Gate Lane, West Bradford BB7 4TL</p> <p>Members noted that the above application was a resubmission of the previous application, which had been rejected by RVBC on the grounds that the proposal would:</p> <p style="padding-left: 40px;">“provide a level and provision of accommodation which exceeds that which could reasonably be considered as being 'modest'.”</p> <p>Members noted that the revised submission included a building with a reduced footprint, but remained of the opinion that the design and nature - zinc roof and a lack of random stone - of the proposed building was out of keeping with its</p>	

	<p>location (in a rural farming area which formed part of the Forest of Bowland AONB).</p> <p>Resolved Clerk to submit a consultation response to RVBC prior to the deadline of 7 April, reaffirming members ongoing concerns about the design and proposed materials featured in the resubmission</p> <p>b) <u>List of contested applications</u></p> <p>As requested, the Clerk continued to compile a list of contested applications which would be submitted to members on a regular basis for their consideration. The purpose of the list was to assist members in keeping track of contested applications, and to have more clarity around the subsequent determinations made by RVBC / Planning Inspectorate.</p>	Clerk
10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2023</p> <p>a) <u>Entry to the 2023 competition</u></p> <p>The Clerk had completed and now submitted the entry forms for the 2023 competition, along with payment of the £25 fee. (The deadline for return was 30 April 2023).</p> <p>b) <u>Outstanding Features</u></p> <p>The Clerk had approached the following, who had all confirmed their willingness to be entered in the relevant category of Outstanding Features:</p> <ul style="list-style-type: none"> Place of Worship and Grounds – St Catherine’s Church Village Pub or Inn / Restaurant – 3 Millstones Hotel / Guest House – Eaves Hall Public Building – Village Hall Public Playing Field / Sports Ground (NEW CATEGORY) – Village Hall Children’s Play Area – Village Hall <p>The above were in addition to the categories which the Parish Council had also confirmed its willingness to enter:</p> <ul style="list-style-type: none"> Community Notice Board – adjacent to junction of Chapel Lane / Westfield Drive War Memorial – Coronation Gardens 	

c)	<p><u>Purchase of banners</u></p> <p>The Clerk had placed the order for 2 x banners to promote the village's entry into the competition, at a cost of £87.75 inc VAT. (Thanks went to Cllr Best for checking the spelling).</p> <p>Resolved Banners to be displayed in early June (Clerk to retain until then) Clerk to diary further discussion at the Parish Council meeting to be held on 31 May</p>	Clerk Clerk
d)	<p><u>Plaque to commemorate success in 2022 competition</u></p> <p>Since December 2022, the Clerk had been attempting to secure the purchase of a plaque to commemorate the village's achievement in being awarded 2nd place in the Championship village category 2022. However, discussions with a supplier in Accrington had not gone smoothly, and it was agreed that a potential alternative source would be found. It was understood that Grindleton Parish Council had recently purchased a plaque, and the Clerk was asked to contact members there for further details.</p> <p>Resolved Clerk to pursue and report back</p>	Clerk
e)	<p><u>Proposed replacement of Notice Boards during March</u></p> <p>The Clerk had taken possession of the notice board on 11 January 2023. The Chair had now been to view the notice board and was in the process of commissioning a local joiner to erect it.</p> <p>Resolved Chair to pursue</p> <p>Once in situ, members were reminded that they would be invited to consider whether they would wish to purchase a comparable interpretation board from the same supplier.</p> <p>Cllr Wood indicated that she had a set of keys to the two existing notice boards, which she was willing to return when she stood down as a parish councillor. However, Cllr Wood also accessed the notice board as a member of the Village Hall Management Committee, and it was agreed that she should retain the keys for this purpose.</p>	Chair
f)	<p><u>Re-painting of the Millennium Stone</u></p> <p>At the February meeting, members had discussed the designs for a new Millennium Stone produced by Mr Jack Kelsall. However, it had been agreed that – given the nature of the designs – an alternative approach should be considered. As a result, the Clerk had (as requested) sent a holding email to Mr Kelsall.</p>	

The Clerk had also made an approach to Hitchens of Accrington, a firm of engravers who it was hoped could assist with the purchase of an aluminium plaque to be affixed to the existing Millennium Stone in commemoration of the forthcoming Coronation of King Charles III. The company had been very helpful, and provided a quote for the supply of an engraved, 3mm thick, 316 stainless steel (marine grade) with black infill. The size was 400mm x 175mm, and this item would be supplied at a cost of £185.00 plus VAT. It could be supplied with studs on the rear to anchor to the stone, thereby avoiding the need for face fixings and reducing maintenance. The company would fix the plaque to the Stone for £40 plus VAT.

Members agreed that the plaque would make suitable addition to the Stone and asked the Clerk to proceed with the above purchase. This should include fitting, which should be carried out at any time prior to the date of the Coronation.

Resolved

Clerk to arrange the purchase

Clerk

This Plaque was erected
to mark the coronation of
King Charles III
6th May 2023

11. Land in which the Parish Council has an interest

a) Land for sale on Chapel Lane – issues arising

Motion to exclude public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act: namely “information which is likely to reveal the identity of an individual and “information relating to the financial or business affairs of any particular person (including the authority holding that information)”.

This motion was not considered as no members of the public were present.

Members reflected on the updated confidential report presented by the Clerk, and concluded that no further action should be taken at this time.

b)	<p><u>Pinfold: Land ownership / proposals to improve Pinfold site</u></p> <p>At the February meeting, the Clerk had confirmed that enquiries with the Land Registry had established the Pinfold to be unregistered land, thereby casting doubt on the local view that the land had been purchased by the Parish Council for 1p from Lord Clitheroe.</p> <p>At that meeting, members had also been reminded of the proposals from a local resident to increase local use of and access to the Pinfold site. The proposals, which had been positively received by members, had included:</p> <ul style="list-style-type: none"> • growing wildflowers around the perimeter of the site, with LCC merely mowing a narrow central strip to provide access to the bench at the rear; • the installation of other facilities to encourage wildlife, such as bug hotels etc; • the display of an interpretation board (possibly using grant funding) with information about the history of the Pinfold; and • the possible involvement of pupils from local schools to promote / develop the project. <p>Members had agreed that the proposals would be revisited in early 2023, but – in light of the ownership issues identified above – had deferred any further discussion of the proposals until the March meeting. Despite the land being unregistered, it was now noted that the Parish Council had in effect maintained the Pinfold for a long period of time; Cllr Wood recalled that the Parish Council had paid for the grass to be cut throughout the 27 years of her involvement (and offered to seek confirmation by looking back through the relevant minute book). Other actions taken by the Parish Council included painting the gate and replacing the broken Pinfold signage. In view of this, the Clerk was asked to explore whether it would be feasible for the Parish Council to register title for the Pinfold site in its own name.</p> <p>Resolved Clerk to explore steps to be taken to register title with the Land Registry, and report back to the April meeting when members would consider next steps Cllr Wood to consult minute books</p>	Clerk MW
12.	<p>Draft Action Plan 2023</p> <p>a) <u>Review of Action Plan 2023</u></p> <p>The Clerk presented an updated Action Plan for 2023, and members discussed the following issues arising from it:</p> <p>i) <u>Oak Trees</u></p> <p>The Chair confirmed that the 7 oak trees had been planted to the rear of the Village Hall by David Bristol some 3 weeks previously. Members again thanked the Chair for his efforts on storing the trees over the winter months.</p>	

c)

Coronation – King Charles III

Sue Wright, Chair of the Village Hall Management Committee (VHMC) attended for this item.

There was a general discussion on the main events proposed for Sunday 7 May 2023 to commemorate the coronation of King Charles III (held on 6 May). The main points of the discussion are summarised below:

- the event would be held in a similar manner to that of the Jubilee event in May 2022, in that festivities would start from around 4pm with residents invited to bring their own food. The bar would be open, and in the event of bad weather there would be opportunity for residents to move inside the Village Hall for shelter. The Village Hall would be appropriately decorated with lights and bunting;
- the VHMC had arranged for:
 - the hire of an inflatable obstacle course;
 - the ukulele band would give a performance at 7pm (time to be confirmed);
 - a free ice cream would be provided for children; and
 - leaflets to promote the event were being produced
- the Parish Council:
 - would arrange for the beacon to be lit from around 9pm. It was agreed that the honour of lighting the beacon would go to Parish Cllr Marilyn Wood, to mark her 27 years of service to the Parish Council; and
 - had booked the firework display for 9.15pm (although there was some discussion as to whether this should be pushed back to 9.30); and
- the national anthem would be played at the conclusion of the event, after the firework display.


Further matters yet to be finalised included:

- Sue to explore who would act as Master of Ceremonies / provide the speaker system / play music as appropriate. Once this was known, a decision could be taken on whether to invite that person to the April meeting for further discussion;
- Cllr Horkin advised members that a grant of £500 was available from RVBC to part-fund the cost of events to mark the coronation. This could be accessed via Lawson Oddie at RVBC. Subject to this grant being successfully applied for, members agreed that the financial cost of the event was fairly shared between the Parish Council and the VHMC and no further re-balancing of expenditure would be required; and
- whilst Sue was willing to undertake a risk assessment for VHMC facilities such as the zip wire and running track, it was noted that – at the previous Jubilee event – a joint approach to risk assessment had been undertaken. The question also remained as to whether the beacon would be covered by the Parish Council’s insurance policy.

	<p>After Sue's departure, members continued their discussion and it was agreed that it would be a good idea to hold a bucket collection, with any donations going to charities supported by the new king. However, given that few people now carried loose change to social events, it would be better if reference to the collection could be included on the promotional literature for the event.</p> <p>Resolved Sue to explore who would act as Master of Ceremonies etc Cllr Chew to provide Clerk with her receipt for money spent on bunting Clerk to contact Sue and see whether the VHMC supported the idea of a bucket collection – if so, Cllr Chew could seek to have a reference to the collection included on the promotional literature Clerk to explore issue of insurance cover for the beacon Clerk to revisit the risk assessment completed for the Jubilee event and provide Sue with a copy Cllr Chew to explore the issue of whether the Union Jack should be flown in the village on coronation day Clerk to write to Lawson Oddie with a view to obtaining a £500 grant from RVBC</p>	<p>SW RC Clerk, RC Clerk Clerk RC Clerk</p>
<p>13.</p> <p>a)</p>	<p>Lengthsman</p> <p><u>Work undertaken since the last meeting:</u></p> <p>None. It had been agreed at the February meeting that work would commence on 1 April. However, the current Clerk / Lengthsman advised members that his current workload and responsibilities may oblige him to work fewer hours as Lengthsman as he did last year, and he asked members to consider whether any other candidate for the role could be found. Members discussed a number of possible options (including the scope for more communal input and/or whether to advertise for a replacement), but instead decided that the following steps to ease the Clerk / Lengthsman's duties would be undertaken:</p> <ul style="list-style-type: none"> • Chair to potentially assist with weed spraying; and • Cllr Chew to help out as required. <p>It was agreed that the current Clerk / Lengthsman would make a start on his duties once the necessary preparations for elections, the AGM and audit were all at a suitable level. The position would then be reviewed at the April meeting.</p> <p>Resolved Clerk to diary further discussion in April</p>	<p>Clerk</p>
<p>14.</p> <p>a)</p>	<p>NatWest banking arrangements</p> <p><u>Mandate</u></p> <p>As previously agreed, on 7 March the Clerk had re-submitted the required amendments to the banking mandate. This would result in (i) the removal of</p>	

	<p>certain signatories from the banking mandate and (ii) the addition of the Chair and Vice Chair to it.</p> <p>All parties had now completed the required signing process, and as a result the Clerk was now in a position to submit the application for online banking.</p> <p>Resolved Clerk to apply for online banking</p>	Clerk
15.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Wood reported that a new carpet was due to be fitted in the lounge, and new lightweight chairs were to be purchased for use in the main hall; • Parish Councils' Liaison Committee – next meeting was to be held on 6 April 2023 (Cllr Chew to attend); • Lancashire Association of Local Councils – no update; • Hanson Cement Liaison Committee – the meeting scheduled for 23 March 2023 had been cancelled and would now be held at 2pm on Thursday 13 April 2023 in the Conference Room at Ribblesdale Works (Chair / Cllr Horkin to attend); and • Lengthsman scheme – discussed in minute item 13 above. 	
17.	<p>Correspondence / requests received</p> <p>a) None</p>	
18.	<p>Any Other Business</p> <p>a) <u>West Bradford Community Hub</u></p> <p>Cllr Chew updated members on the project to raise £8000 in funding, which would be used to establish the Community Hub (known as “The Hub”). Based in the former Sunday School to St Catherine’s Church, the Hub would provide a small-scale community resource to be used for meetings and community events. A grant application was in the process of being submitted to the Lancashire Environmental Fund, for which members were invited to offer their support. (Cllr Chew offered to leave the room prior to the discussion).</p> <p>Members considered the proposal and agreed that The Hub would be an asset of real benefit to the village. The Clerk was asked to provide Cllr Chew (by mid-day tomorrow) with a written message of support to be used during the funding application process.</p> <p>Resolved Clerk to write am message of support and submit to Cllr Chew</p>	Clerk

b)	<u>PROWs</u>	
i)	<u>Broken sign</u> <p>CLlr Chew reported that the metal pole supporting the bridleway (BW0344005) sign at the entrance to Pillings Farm had broken in two.</p>	
ii)	<u>Broken stile</u> <p>The Chair had been approached by a local resident, Mr John Wrathall, who had enquired whether a broken stile over the same PROW / bridleway (BW0344005) - but this time at the Bowland Gate Lane end - could be replaced. Mr Wrathall had offered to carry out the repair work himself if materials could be provided.</p> <p>It was originally agreed that the Clerk would forward both of the above bridleway matters to LCC for their consideration. However, members considered it unlikely that either issue would be addressed as a priority by LCC. Instead, members noted that they had received grants of £750 from LCC for the Local Delivery Scheme, of which only £350 had to date been spent on the repair of kissing gates. Members agreed that on this occasion the funding surplus could legitimately be used to provide the wood for Mr Wrathall to re-build the stile. (This action would not necessarily set any precedent which may bind the Parish Council in future, as it was only seeking to spend its remaining grant funding in an appropriate manner).</p> <p>Resolved Chair to price up the cost of wood for the stile (estimated to be c£150), and liaise with Mr Wrathall on this matter</p>	Chair
b)	<u>Use of Coronation Gardens by dogs</u> <p>A complaint had been received from the gardener employed by the Parish Council expressing concern at dogs having access to the Coronation Gardens site; he felt that this had resulted in damage to the grassed area from their urine, and he had been obliged to remove faeces in the course of his gardening duties.</p> <p>The gardener had therefore asked whether a message could be placed on the Parish Council website asking residents not to walk their dogs on the Coronation Gardens / war memorial site.</p> <p>Another option was the display of a (temporary) sign to this effect displayed on the site. Members agreed that this was a good idea in principle, but deferred any more detailed discussion until the next meeting.</p> <p>Resolved Clerk to diary</p>	Clerk
<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council was due to be held on 26 April 2023 at 7.30pm.</p> <p>The meeting closed at 9.11pm.</p>		

Signed by:		
	Date: 26.4.23	Cllr A Bristol Chair <i>Andrew Bristol</i>