

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 24 April 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 (25 March 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 | **Grant applications / Coronation Gardens site**  The Chair confirmed that he had sought a quote would from David Bristol for additional planting (i) to go in the Parish Council’s 7 planters and (ii) add to the planting at the Coronation Gardens site. David had estimated the cost at £270 to cover both winter and summer plants, and would provide a written quote in due course.  **Resolved**  **Clerk to progress funding bid on receipt of David’s written quote.** | **Clerk** |
| ii | **New signage – Village Hall**  Cllr Fox confirmed that he had not yet had the opportunity to progress this matter. |  |
| iii | **Defibrillator**  Members noted that Darren Hudson had agreed to try and re-stick the label onto the defibrillator and thanked him for his ongoing support. |  |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton informed members that, although a new Leader of the Borough Council (Cllr Steven Atkinson) had been appointed, there was little current activity in advance of the local elections to be held on 2 May. |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk reported that, as requested at the last meeting, he had approached Matt Campbell (District Lead Officer LCC) to see if he would be willing to attend a public meeting and discuss both the bridge and the dry-stone wall on Clitheroe Rd. Members noted with disappointment Mr Campbell’s unavailability to attend, but were pleased to receive his offer to report back on the dry-stone wall in due course.  **Resolved**  **Clerk to continue to monitor the situation** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – March 2019**  The Clerk submitted details of income and expenditure for the month of March 2019 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for March 2019 as presented would be signed off** | **Chair** |
| b | **Year-end budget**  The Clerk presented a full breakdown of the 2018/19 budget, and talked through the main financial aspects over the previous 12 months, including:   * assets at the start of year had amounted to £4841; * the Parish Council had overachieved on income, largely due to VAT refunds secured; * the Parish Council had also underspent on anticipated outgoings; * the Clerk’s salary plus on-costs had slightly exceeded the budgeted amount (by c£100); * gross spend on the war memorial had been in the region of £3.5k in 2018/19; and * whilst the actual year-end assets (around £2700) were lower than predicted by the budgeting process, this variance was not felt to be so great as to invalidate the work undertaken.   Members agreed that a new draft budget for 2019/20 should be prepared and presented for formal adoption at the AGM in May.  **Resolved**  **Clerk to prepare a budget for 2019/20 and present to the AGM in May** | **Clerk** |
| c | **Precept 2019/20**  The Clerk confirmed that payment of the precept for 2019/20 (£7129) had been paid by RVBC into the Parish Council’s bank account. |  |
| d | **Concurrent Functions Grant (CFG)**  Similarly, the Clerk confirmed that a Concurrent Functions Grant of £747 had been paid into the Parish Council’s bank account by RVBC.  Members were reminded that the CFG will taper down by 25% pa over the next 3 years. |  |
| e | **Renewal of insurance – Zurich**  The Clerk reminded members that he had previously circulated the renewal documentation for the Parish Council’s insurance policy, which members had been invited to consider prior to the meeting. The quoted cost of the policy premium for 2019/20 was £251.42 including taxes.  **Resolved**  **The insurance quote provided by Zurich would be accepted** | **Clerk** |
| f | **County Cllr Paul Rigby**  Members had previous expressed an interest in applying to the fund held by Cty Cllr Paul Rigby once a new financial year was underway.  **Resolved**  **Clerk to approach Cllr Rigby with a view to securing funding for the cost of the rails to surround the war memorial** | **Clerk** |
| 7 | **Governance** |  |
| a | **Electoral process – Parish Council elections, 2 May 2019**  The Clerk informed members that there would not be a contested parish council election on 2 May 2019. He then proceeded to apologise once again for the misunderstanding which had impacted upon the election of parish councillors, and outlined proposed arrangements to rectify the situation (to be implemented at the May meeting). Members agreed to the proposed course of action, and in the short term authorised the 3 members currently appointed for 2019/20 to complete the documentation required by RVBC as part of the electoral process (eg notice of acceptance and declaration of interests).  **Resolved**  **Clerk to forward the completed documentation to RVBC** | **Clerk** |
| b | **External audit arrangements 2018/19**  The Clerk explained in some detail the procedures developed by the external auditors in relation to the municipal year 2018/19. Key points included:   * the Parish Council’s right to seek exemption from the full external audit process (although completion of the bulk of the documentation would still be required to satisfy the parish council’s obligations under Public Rights); * a suggested order / schedule for completion of the required documentation and its signing off by members; * progress to date in, and future arrangements for, the internal audit process; and * the publication requirements imposed upon the parish council.   Members carefully considered the above and agreed that the approach set out below should be adopted.  **Resolved:**  **An exemption from the full process of external audit should be sought.**  **The following timetable be adopted (Clerk to implement):**  **29 May 2019 (Parish Council meeting):**   * **Presentation of Internal Auditor’s report (including confirmation that exemption criteria are met)** * **Presentation of draft Certificate of Exemption to approved by Parish Council resolution and then signed off by Clerk and Chair** * **Parish Council to sign off Annual Governance statement**   **30 May 2019**   * **Clerk to submit signed Certificate of Exemption and required Contact Details to external auditors (this being the end of the external process)**   **26 June 2019 (Parish Council meeting):**   * **Parish Council to sign off Accounting Statements**   **30 June 2019**   * **Display completed notice of public rights on website / notice boards**   **1 July:**   * **Period to exercise public rights commences - display of appropriate documentation for exercise of public rights on website / notice boards**   **9 August 2019**   * **End of period of public rights** | **Clerk**  **Clerk** |
| c | **Annual General Meeting**  The Clerk informed members that the parish council’s Annual General Meeting would be held at 7.30pm on Weds 29 May, followed by the regular Parish Council meeting. Proposed agenda items for the AGM included:   * Election of the Chairman and Vice-Chairman of the Council * Minutes / matters arising from AGM on 30 May 2018 * Chair’s Annual Report / general comments * Review of representation on or work with committees / external bodies, and arrangements for reporting back * Re-adoption of policies and procedures * Financial summary – 2018/19 * Draft budget proposed for 2019/20 * Insurance cover 2019/20 * Determining the time and place of ordinary meetings of the parish council up to and including the next annual meeting of the parish council   **Resolved**  **Members authorised the Clerk to prepare the agenda for the AGM as set out above, with an additional item ensuring the co-option of two currently-serving councillors at the earliest opportunity** | **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 was again unfortunately unable to attend the meeting, but in his absence the Clerk updated members with the following information:   * Cllrs Best and Wood had worked hard to revise the text from the previous website outlining the village’s history etc. This information had been sent to Mr Pendril for him to include on the new site; and * Mr Pendril was intending to progress the site’s development over the next week and would aim to circulate a link by Monday 29 April to enable members to assess progress to date.   **Resolved**  **Clerk to circulate the link from Mr Pendril when it became available** | **Clerk** |
| 10 | **Lancashire Best Kept Village** |  |
| a | **Plaques**  The Chair confirmed that the installation of the plaque commemorating the award of Champion Small Village 2018 had now been completed. |  |
| b | **Entry – 2019 competition**  The Clerk indicated that the organisers of the competition had confirmed the following dates for members to note:  **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) |  |
| 11 | **Action Plan 2019**  The Clerk updated members on the following areas of progress: |  |
| a | **Purchase of Speed Indicator Device (SpID)**  The Clerk reported that a quote for a SpID had been provided by Pandora Technologies of Hawkshead.  Possible example costing might be:   1. PTSC 901 Radar speed sign £1895.00 + vat   Or   1. PTSC 906 Radar speed sign with smiley face etc. £2395.00 + vat   With   1. PTSC 823 Solar charge system 24/7 365 days cover £475.00 + vat 2. Shipping £35.00 + vat   Delivery is typically 7 – 10 days from order  The Clerk also outlined at some length the findings of his fact-finding meeting with a representative of Waddington Parish Council, who had been kind enough to demonstrate the downloading of data from their SpID and the possible benefits which could arise from this.  After a lengthy discussion, it was agreed that a further approach should be made to Pandora to clarify whether a mobile option was available (and possibly cheaper). Questions to be put were identified as:   * would Pandora supply 3 x solar units and 1 x PTSC 901 Radar speed sign, with a view to the parish council moving the speed sign between a variety of pre-fixed local display points? * would such a “mobile” arrangement be feasible in terms of (i) the weight of the product and (ii) adequacy of solar power supply (or would an additional power supply be needed for each of the 3 locations)? * can the PTSC 901 Radar speed sign be rotated on its fixings by 180 degrees so as to allow for display in either direction (thereby reducing driver familiarity still further)?   It was noted that Gisburn Parish Council had a mobile SpID and the Chair felt that an approach to members there for their views on its merits may be advantageous.  **Resolved**  **Clerk to make a further approach to Pandora and report back to the next meeting** | **Clerk** |
| b | **Rail around the war memorial to hold wreaths in situ**  The Clerk stated that an order for the rails had now been placed at a cost of £200, with the Clerk to be notified when the items were ready for collection. Installation would be carried out by the members of the parish council. |  |
| c | **Flagpole** |  |
| i | **Quote / Planning Permission**  It was agreed that purchase of the flagpole in accordance with the quote provided should proceed. This purchase should include the acquisition of 2 flags, a Union Jack and a flag of St George. However, this purchase should only be made once the Clerk had secured planning permission from the Local Planning Authority for its installation.  **Resolved**  **Clerk to pursue planning permission for a flagpole, and then arrange for its purchase.**  **Clerk to send a holding message to the suppliers of the flagpole** | **Clerk**  **Clerk** |
| d | **Draft Newsletter – Spring 2019**  The Clerk presented the final draft of the newsletter, which had been developed by himself; a local resident (Mr David Wilson); and Cllr Best. The draft had been previously circulated with a view to members commenting on it at the April meeting.  After some debate, it was agreed that the newsletter should be approved for printing.  **Resolved**  **Clerk to arrange the printing of 300 copies of the newsletter**  Members recalled the approach from the village Garden Club, members of which had indicated their wish to circulate their own newsletter at the same time and had agreed to assist with the distribution.  **Resolved**  **Clerk to involve Janet and Jane in the distribution arrangements, given Cllr Best’s likely unavailability at the proposed time of distribution**  **Clerk to thank Mr Wilson through the purchase of a small gift and a card** | **Clerk**  **Clerk**  **Clerk** |
| 12 | **Lengthsman** |  |
|  | The Clerk confirmed that, after Mr Cornthwaite’s appearance before members at the February meeting had led to him being offered the role of Lengthsman, a draft contract had been sent to him for signing. However, due to the need for a subsequent further discussion on the hourly rate for the job, an amended contract had been sent to Mr Cornthwaite. This had not yet been returned; arrangements for the handing over of health and safety equipment had yet to be made; and the requested copies of his insurance certification had not been received.  The Chair also requested contact details for Alan Boyer at RVBC so that an approach about the provision of weedkiller could be made.  **Resolved**  **Chair to pursue the returning of the signed contract and the handing over of Health and Safety equipment**  **Clerk to provide contact details** | **Chair**  **Clerk** |
| 13 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – Cllrs Fox and Wood reported on the latest arrangements for the event to celebrate the silver jubilee of the Village Hall. The event would be free of charge, and It was envisaged that it would take place at the village hall on 18 May 2019. The event would feature a picnic on the field; the Blackpool artiste Heather Dee in the hall; and fireworks; * Parish Council Liaison Committee – no update; * Lancashire Association of Local Councils – no update; * Hanson Cement – no update; and * Lengthsman scheme – Cllr Wood confirmed that Bill had now shown the new Lengthsman around the village. Weed spraying had now commenced in the village, with Cllr Fox reporting that Westfield had been done. The Chair confirmed that invoices for payment would be sent to him by the Lengthsman. |  |
| 14 | **Correspondence / requests received** |  |
| a | **Public Rights of Way – Local Delivery Scheme 2019/20**  Members considered information provided by the County Council about a scheme which would provide £250 of funding in return for the Parish Council carrying out maintenance work to footpaths on the Definitive Map (vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface).  It was agreed that the Parish Council would opt in to this scheme.  **Resolved**  **Clerk to complete and return the required documentation** | **Clerk** |
| b | **LALC Spring Conference 2019**  Members considered the information presented by the Clerk outlining the agenda for the Spring Conference, but not consider to ask a parish councillor to represent the authority at this event. |  |
| 15  a | **Any Other Business**  Cllr Fox raised the issue of whether, as in previous years, Janet should carry out general painting (including signage in the village in advance of the Best Kept Village competition and claim reimbursement from the Parish Council.  **Resolved**  **Janet to undertake painting around the village** | **MF** |
| b | Cllr Fox reported that the kissing gate on the footpath to Waddington which crossed his field was in need of repair / replacement, pointing out that the Parish Council had previously funded the cost of a similar kissing gate on Bowland Gate Lane.  **Resolved**  **Cllr Fox to explore the costs of a replacement and report back to a future meeting** | **MF** |
| c | Cllr Chew pointed that, in the recent hot weather, the lack of a bin at the car park site near the river had resulted in a build-up of rubbish, which was both unsightly and a potential health hazard.  **Resolved**  **Clerk to approach RVBC on the provision of a bin** | **Clerk** |
| d | Cllr Chew enquired whether there was any appetite for litter picking in advance of the Best Kept Village competition. It was pointed out that the Borough Council’s offer to support this activity had been discussed at the last meeting, and it had been decided not to take this up.  **Resolved**  **Cllr Chew to consider whether to organise a litter pick involving village volunteers** |  |
| e | Cllr Chew raised the question of how to secure a concessionary footpath across land in the village. It was agreed that this was primarily a matter for the County Council and it would be appropriate to contact officers there as a first step. |  |
| f | Cllr Wood reported that the ditch opposite the Village Hall had not yet been cleared despite being reported to LCC. |  |
| g | The Chair expressed his concern at the condition of the road surface on Bowland Gate Lane, which was increasingly felt to pose a risk to vehicles using it.  **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 **29 May 2019** at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 8.42pm**

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| Signed by: |  | |
|  | Date:  29.5.19 | Cllr A Bristol  Chair |