

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 28 March 2018 at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair)  Parish Cllr H Best |
|  | Parish Cllr R Chew |
|  | Parish Cllr M Fox  Parish Cllr M Wood |
| Apologies: | Cllr P Elms (RVBC)  Cllr B Hilton (RVBC) |
| Members of the public present: | None  Members noted with some disappointment that no Borough Councillors had again been able to attend (the last meeting at which Borough Council representation was present had been held on 29 November 2017). |
| Other persons in attendance: | Mr S Speak (potential Lengthsman) |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (28 February 2018):**  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:  The Clerk was asked to establish what further progress the Borough Council may have made with regard to safety concerns for the bus shelter on Grindleton Rd. | **Clerk** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  None |  |
| 5. | **Extended closure of Bradford Bridge**  Members were updated on the ongoing email correspondence between the Clerk and officers at the County Council (Mr D Hurford and Mr D Lowe). The most recent message had been received on 20 March 2018, in which the County Council had:   * indicated that a review of signage would be undertaken; * confirmed that a 7.5 tonne environmental weight restriction order (to be enforced by the police) applied to the bridge; * confirmed that a further survey of traffic data would be commissioned; * stated that the matter would be discussed with District partners and the Police at the next traffic liaison meeting; and * again confirmed that in their view skid resistance was adequate and there was no adverse camber on the approach to the bridge.   In light of this, members debated the issue at length and noted the County Council’s comments on matters such as signage. It was concluded that a request for a length restriction (similar to that in force on the bridge at Ribchester) would also be of assistance, and the Clerk was asked to put this suggestion forward to the Highways Authority.  Cllr Chew also indicated that it may be helpful for a Parish Councillor (as opposed to a representative of the local community) to attend a future meeting of District partners and the police, and again the Clerk was asked to convey this suggestion. | **Clerk**  **Clerk** |
| 6.  a | **Overview of financial position:**  **Monthly accounts – February 2018**  The Clerk submitted details of income and expenditure for the month of February 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for February 2018 as presented would be signed off** | **Chair** |
| b | **Concurrent Functions Grant Application**  It was noted that the Concurrent Functions grant provided by RVBC (£647) had been received on 19 February. |  |
| c | **VAT refund**  It was noted that written confirmation had been received from HMRC on 5 March that a VAT refund of £399.98 would be paid. |  |
| d | **End of year budget monitoring**  As the end of the financial year was imminent, members agreed that the Clerk would now undertake a budget monitoring exercise for 2017/18 and report this back to the April meeting. This would then form the basis of a new draft budget for 2018/19, for consideration (and potential adoption) at the April meeting.  **Resolved**  **Clerk to undertake the above budget analysis and report to the April meeting.** | **Clerk** |
| e | **RVBC grass cutting contract – 2018/19**  Members were advised that the Borough Council had indicated its intention to charge £728.66 (inc £121.44 VAT) for grass cutting during the coming year.  The Parish Council was asked to give its written acceptance of this proposal (which was a 2% increase on the previous year’s charge) by 31 March 2018.  **Resolved**  **The proposed charge would be accepted and the Clerk was asked to communicate this to the Borough Council.** | **Clerk** |
| 7. | **Planning applications considered**  Members noted two recent applications (3/2018/0178 and 3/2018/0190). |  |
| 8.  a | **Governance arrangements**  **General Data Protection Regs (GDPRs)**  Members were advised of the potential implications for Parish Councils arising from the new General Data Protection Regulations due to come into force in May 2018. However, it was not clear whether the GDPRs would apply to West Bradford Parish Council given that little (if any) personal data was retained.  **Resolved**  **The Clerk would undertake further enquires into the potential application of the GDPRs to West Bradford Parish Council, and report back to the April meeting.** | **Clerk** |
| b | **External Audit**  The Clerk explained that a new external auditor had been appointed, and that the Parish Council would (in the next month or so) be obliged to complete appropriate documentation for the external audit process.  In preparation for this, it was agreed that the Clerk should approach the Council’s internal auditor for 2016/17 to see if she was willing to undertake the role once more as part of the 2017/18 external audit.  **Resolved**  **Clerk to approach** | **Clerk** |
| c | **AGM – May 2018**  Members noted that the AGM was due to be held in May 2018. It was agreed that, in promoting the event, a similar process to that adopted in previous years would be adopted; this would include an email around the village distribution network and notices on the 2 notice boards.  **Resolved**  **Clerk to prepare promotional messages for consideration at the April meeting** | **Clerk** |
| 9.  a | **War Memorial / centenary celebrations**  Sam Conmee / groundworks  The Chair confirmed that Sam had indicated his intention to commence the groundworks at the end of April / first week in May 2018.  **Resolved**  **The Chair would co-ordinate with Sam access to the materials which he would require and which had been donated by local businesses**  **Clerk to update Brent Stevenson on the situation** | **Chair**  **Clerk** |
| b | Meeting 12.2.18  The Clerk reported that – although a written approach had been made to the Bishop of Blackburn regarding his role in a proposed dedication ceremony – no response or acknowledgement had been received.  **Resolved**  **Clerk to contact the Bishop’s office again and seek clarification on whether the Bishop will be able to attend** | **Clerk** |
| c | **Approaches to local businesses for funding**  Members provided the following updates:   1. Cllr Chew confirmed that the owner of the 3 Millstones would be contacting the Chair to discuss; and Dugdale’s Nutrition had indicated that they would make a financial donation; 2. Cllr Wood confirmed that a cash donation had been received from Mr William Horner; and 3. The Chair confirmed that E and D Plant Hire would provide digging equipment and Dugdale’s Merchants would provide the 20mm stone.   **Resolved**  **Members expressed their appreciation for the financial donation and asked the Clerk to write a letter of thanks to Mr Horner**  Cllr Fox stated that Travis Perkins was still considering whether to contribute. | **Clerk** |
| d | **Trapp Forge**  Members agreed that a further approach to Trapp Forge to ascertain their potential interest in supporting the War Memorial would be appropriate.  **Resolved**  **Clerk to apprach Trapp Forge** | **Clerk** |
| e | **Royal Forest Masonic Lodge**  The Clerk reported that he had recently been advised that the funding application to the Royal Forest Masonic Lodge had been unsuccessful. It was understood that the application had fallen outside the relevant funding criteria, althought this was expected to be confirmed shortly by letter.  Given that this left a considerable shortfall in anticipated funding for the project, members considered other options available. It was agreed that it would now be appropriate to seek donations from residents in the village, using envelopes in which donations could be provided and a covering letter to explain the context.  **Resolved**  **Clerk to draft a covering letter and explore the cost of printing 250 copies of (i) the letter and (ii) the envelopes with RVBC** |  |
| f | **Further donation**  The Clerk reported that a local resident had provided a financial donation to the cost of the project.  **Resolved**  **Members expressed their appreciation for the financial donation and asked the Clerk to write a letter of thanks to the resident** | **Clerk** |
| g | **Timeline**  Members agreed that the timeline should be updated in light of the additional potential funding contributions discussed above. |  |
| h | **Beacon**  Members discussed the arrangements which would be put in place to commemorate the fallen in the evening of 11 November 2018. It was agreed that:   * a ceremony would be held at around 7pm in the field belonging to Cllr Fox (Eaves Hall Lane), with local dignitaries be invited to attend; and * the ceremony would consist of the following:   + a recording of the Last Post would be played at the bonfire site at 6.55pm;   + a small bonfire would be lit at 7pm;   + at 7.05pm, church bells would be rung in the village; and   + the names of the fallen would be read aloud by the Parish Councillors (2 names each), and possibly an appropriate poem.   **Resolved**  **Clerk to write to Nigel Evans MP and invite him to attend**  **Cllr Chew to arrange for church bells to rung at 7.05pm** | **Clerk**  **RC** |
| 10 | **Lengthsman**  Mr Steven Speak, who had expressed an interest in taking up the role as Lengthsman for the parish, attended the meeting and met with Parish Councillors. Members outlined the nature of the role and their expectations for the job, and confirmed that they were happy for Mr Speak to take up the post if he were willing to do so.  **Resolved**  **Mr Speak would have further discussions with Cllr Wood (who would act as Contract Administrator) in order to better understand the role before making a final decision**  **Clerk to revisit the existing contract for the Lengthsman and obtain 2 signed copies to be deposited with Cllr Wood**  **Mr Speak to sign the contracts if – after further discussion - he was happy to take up the post as Lengthsman**  **One copy of the signed contract would be retained by the Lengthsman, Cllr Wood to return the other copy to the Clerk** | **Clerk**  **MW** |
| 11 | **Defibrillator** |  |
| a | **Draft Contract**  Members noted that the Parish Council had received formal written documentation from the Community Heartbeat Trust. This requires the Parish Council to take on ownership of and responsibility for the former telephone kiosk in which the defibrillator is housed.  **Resolved**  **Clerk to complete the documentation on behalf of the Parish Council and return to the Community Heartbeat Trust**  Cllr Chew asked for clarification about insurance to protect the Council’s position in the event of anyone attempting to use the defibrillator without success.  **Resolved**  **Clerk to explore and report back to the next meeting** | **Clerk**  **Clerk** |
| b | **Signage**  Members noted that the signage to the front of the defibrillator unit had been vandalised. The Clerk reported that (at Cllr Fox’s prior request) he was in the process of attempting to source repolacement signage.  **Resolved**  **Clerk to continue to source replacement signage** | **Clerk** |
| 12 | **LALC**  Members agreed that the annual membership of LALC should be renewed for 2018/19.  **Resolved**  **Clerk to return membership forms with appropiate payment.** | **Clerk** |
| 13 | **Lighting pillar – Coronation Gardens**  The Clerk confirmed that – following removal of the electricty meter at the Coronation Gardens by EON – a final bill had been received to settle the account.  **Resolved**  **The final bill of £172.48 should be paid** | **Clerk** |
| 14 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall –plans to erect a new barrier to improve security on the car park were being progressed * Parish Council Liaison Committee – no attendance * Lancashire Association of Local Councils – no update * Hanson Cement – Cllr Wood confirmed that she had attended on 27 March 2018. The factory had been closed for 21 days in January, when around 300 contractors had been deployed to renovate the site (at a cost of c£3m). A further shutdown was scheduled for July 2018. Business was now strong, as the company had secured the contract to provide cement for the Hinckley Point nuclear facility. The quarry was said to provide 1.2m tonnes of stone per annum and there were adequate supplies for a further 42 years. The site was still using coal to provide 42% of its fuel for burning, but was increasingly trying to source alternative fuels. An open day was scheduled for the 29 September 2018 * Lengths-man scheme – see item 10 above |  |
| 15 | **Correspondence / requests received**  It was noted that a request to amend the Gardening Club pages on the village website had been carried out. |  |
| 16 | **Any Other Business** |  |
| a | **Bench on Clitheroe Rd**  Cllr Fox confirmed that he had sourced a replacement bench and discussed this with the Clerk.  Resolved  Clerk to order the replacement bench from Marmax Products. | **Clerk** |
| b | **Development work at Eaves Hall Lane**  The Clerk gave a verbal update at the meeting. |  |
| c | **Ivy Cottage**  Members requested an update on the position regarding the fencing at the above property.  **Resolved**  **Clerk to pursue** | **Clerk** |
| d | **Parking on Chapel Lane**  Members expressed concern at the parking of vehicles in a dangerous manner on Chapel Lane (often being left a considerable distance from the kerb and impeding passing traffic).  **Resolved**  **Clerk to write to residents perceived to be contributing to the position outlined above** | **Clerk** |
| e | **Best Kept Village competition 2019**  Cllr Chew raised the issue of the forthcoming Best Kept Village competition, and whether Parish Councillors could take a more proactive approach in bringing untidy properties to the attention of the owners.  Members discussed the merits of such an approach, and agreed to give it further consideration moving forward. |  |
|  | **Date / time of next meeting:**  The next meeting of West Bradford Parish Council will be held at 7.30pm on Weds 25 April 2018 at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 9.25pm.**

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| Signed by: |  | |
|  | Date:  25.4.18 | Cllr A Bristol  Chair |