

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 25 August 2021 at West Bradford Village Hall**

The meeting was held on a socially-distanced basis.

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 K Horkin (RVBC)
Members of the public present:	None

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (30 June 2021): The minutes of the June 2021 meeting (there having been no meeting of the Parish Council in July) were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr M Fox Resolved It was agreed that the minutes of the June meeting would be posted on the Parish Council website	Clerk
a)	<u>Matters arising:</u> <u>Proposal to develop a website for West Bradford</u> The Clerk reported that he had received an email from a local resident (who had considerable journalistic experience) offering to develop and run a "West Bradford	

	<p>news website”; as a result of this approach, the resident had been invited to attend the meeting. Unfortunately, the resident had been obliged to send apologies at short notice due to illness, but had offered to attend the September meeting instead.</p> <p>Resolved Agenda item to be deferred to the September meeting when the resident would again be invited to be present</p>	Clerk
b)	<p><u>Request for 20mph speed limit</u></p> <p>Due to ongoing concerns about road safety in the village, members had previously asked the Clerk to contact LCC as Highways Authority and establish whether there was any prospect for the introduction of a 20mph speed limit. LCC had subsequently indicated that this was unlikely as the criteria for introduction of such a limit were very specific and did not appear to be met; however, an evidence-based approach would continue to be taken. As an alternative to the introduction, members of the public could report speeding motorists via the non-emergency police number 101 or using the Lancashire Constabulary 'Do It Online' webpage.</p> <p>Members also noted that two complaints (one of which was anonymous) had been received from residents about drivers using excessive speed; the locations identified were Eaves Hall Lane and Grindleton Rd.</p> <p>Resolved Both complaints were noted Clerk to write to the complainant who had raised concerns about Grindleton Rd. This letter would (i) advise of the outcome of the discussion and (ii) point out that the police adopted an “intelligence-led” approach to such matters and it was therefore in residents’ interests to report concerns to Lancashire Constabulary</p>	Clerk
c)	<p><u>Running water / blocked gullies at the junction of Eaves Hall Lane / Waddington Rd</u></p> <p>The Clerk had assessed the problem of running water / blocked gullies at the junction of Eaves Hall Lane / Waddington Rd, and – as requested at the June meeting – had reported this issue to Lancashire County Council. (LCC had been contacted in its capacity as Highways Authority, given that the water in question was running down the road surface). A response had subsequently been received from the Highways District Partnership Officer, confirming that officers would make contact with the landowner and seek to establish the cause of the problem, although no timescale could be put upon these next steps.</p> <p>Resolved Members noted the update</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	

4.	<p>Update from Ward Councillor present:</p> <p>None.</p> <p>In view of ongoing concerns about a range of village issues (in particular those relating to traffic flow and roadworks), it was agreed that the Clerk should write to Cllr Horkin and enquire whether he would be available to attend the September meeting.</p> <p>Resolved Clerk to contact Cllr Horkin</p>	Clerk
5.	<p>Bradford Bridge</p> <p>a <u>Repair to wall on Clitheroe Rd</u></p> <p>Members were reminded that, at the June meeting, the Clerk had been asked to raise a number of issues pertaining to the repair of the riverside wall. These issues included pedestrian access during the works; the timing for completion of the works; traffic management plans to be introduced on completion; and the potential need to repair the highway should it have been damaged by heavy machinery.</p> <p>The Clerk reported that a response from the Highways District Partnership Officer had been received, confirming that pedestrian access was not feasible due to health and safety requirements; that the road would re-open on schedule; a traffic light system would be introduced on completion; and any highways defects would be dealt with in accordance with the maintenance policy.</p> <p>Members noted the above and, in a wide-ranging discussion, identified a number of associated issues which they again asked the Clerk to explore with LCC. These included:</p> <ul style="list-style-type: none"> • whether LCC also had any intention of repairing the damaged dry-stone wall on the northern side of Clitheroe Rd, or of requiring the landowner to do so? (Members noted that the landowner had provided land for the storage of LCC equipment and materials during the repair works, and it was feasible that some accommodation regarding wall repairs had been reached during discussions on this arrangement); and • the white railings also on the northern side of Clitheroe Rd had been damaged by pedestrians otherwise denied passage along the highway when work to repair the river bank was carried out. Was there any intention to repair this damage? <p>Resolved Clerk to raise the above issues with LCC</p> <p>b <u>Associated traffic issues</u></p> <p>Members noted that, on 26 July 2021 (the day that Clitheroe Rd re-opened to traffic), LCC had closed Waddington Rd at Coplow Bridge in order to repair the damaged culvert. It appeared that the road would re-open from 1 September as</p>	Clerk

	<p>scheduled, with tarmacadam due to be laid today. However, it was possible that traffic lights may be required for a short period thereafter.</p> <p>Members considered the wider traffic implications arising from this closure and also the traffic lights deployed on Clitheroe Rd / Bradford Bridge. Cllr Wood confirmed that she had been contacted by numerous residents who had found that the traffic lights eased access over the bridge and therefore supported their permanent retention. Members wondered whether the cost of permanent installation may be prohibitive, but – given the level of local support - agreed that the Clerk should contact LCC and establish their views on the matter.</p> <p>Resolved Clerk to raise above issue with LCC</p> <p>In addition, the Clerk had previously made members aware of a further road closure (for utility works) at the junction of Eaves Hall Lane and Waddington Rd, from “0930 till 1530 from Monday 20th September 2021 till Tuesday 21st September 2021 or until completion of the works within this period.”</p> <p>Resolved Members noted this information</p>	Clerk
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>On 6 July 2021, the Clerk had received official confirmation from RVBC that United Utilities had submitted planning application 3/2021/0661 in relation to the Marl Hill section of the HARP project.</p> <p>As a result, the Clerk had drafted an initial response on behalf of members and this was circulated to members on 13 July. Following members’ input, the final version of the document had been submitted to RVBC on 23 July 2021 (prior to the deadline of 27 July) and placed on the PC website on 28 July.</p> <p>Residents had been informed of the planning application – and their right to comment on it - by a message being placed on the Parish Council website on 13 July, and also via the village email network on 23 July.</p> <p>Resolved Members to continue to monitor the position</p>	All
7.	<p>Overview of financial position:</p> <p>a <u>Monthly accounts – June 2021</u></p> <p>The Clerk submitted details of income and expenditure for the month of June 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for June 2021 as presented would be signed off</p>	Chair

b	<p><u>Monthly accounts – July 2021</u></p> <p>The Clerk submitted details of income and expenditure for the month of July 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for July 2021 as presented would be signed off</p>	Chair
c	<p><u>RVBC Concurrent Functions Grant 2021/22</u></p> <p>On 8 July 2021, the Clerk had received a letter from RVBC inviting the submission of an application under the Concurrent Functions Grant scheme. (This scheme entitles the Parish Council to seek reimbursement for monies spent on the Lengthsman scheme during the previous financial year). Members noted that, in recent years, reimbursement had been reduced on a tapering basis and now stood at 25% of any claim approved.</p> <p>The Clerk had submitted an application for the sum of £1,348.10. As the deadline for submission was 31 July 2021, and no Parish Council meeting had been held in that month, the application had been signed by the Chair and presented to RVBC on 22 July.</p> <p>The Clerk confirmed that this claim was considerably lower than in previous years, primarily due to a reduction in spend on activities carried out by the Lengthsman during the pandemic.</p>	
8.	<p>Governance</p> <p><u>External Audit 2020/21 - update</u></p> <p>In accordance with the Annual Governance and Accountability Return 2020/21 (AGAR), the Clerk confirmed the following:</p> <p>a <u>Outcome of limited assurance review</u></p> <p>The Clerk reminded members that the Parish Council had asked the external auditors to undertake a limited assurance review (rather than seek an exemption from this process) for the municipal year 2020/21. The Clerk confirmed that, as a result of this greater level of scrutiny to which the Parish Council was now subject, the external auditors had contacted him on two occasions in mid-July and requested further clarification of the reason why there were significant differences in income / spend between 2019/20 and 2020/21. This additional information had taken over 4 hours to compile but was provided in a timely manner. A third approach for still further clarification had been made in August, which again had been responded to. The financial explanations provided by the Clerk had now been accepted, and a final decision on the overall outcome of the limited assurance review was awaited.</p>	

	<p>In terms of next steps, it is anticipated that, on completion of the limited assurance review, the external auditor will provide a report and certificate. These would need to be published on the Parish Council's website by no later than 30 September 2021, along with sections 1-3 of AGAR and the notice of conclusion of audit.</p>	
b	<p><u>Exercise of Public Rights</u></p> <p>Each year the Parish Council prepares an Annual Governance and Accountability Return (AGAR). Under this process, any person has the right to inspect accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents have been available on reasonable notice by application to the Clerk. The period identified by the Parish Council for the exercise of such public rights ran from 14 June to 23 July 2021.</p> <p>Members noted that, during the period for the exercise of public rights, no resident contacted the Parish Council to raise any concern regarding the accounts for 2020/21.</p>	
9.	<p>Planning applications considered</p> <p>The following requests were considered:</p>	
a)	<p><u>Planning Application No: 3/2021/0727 (land off Moor Lane, West Bradford BB7 3JG)</u></p> <p>Details of this application had been circulated to members on 23 July, with a deadline for submission of consultation responses of 10 August. Cllr Fox subsequently declared a personal interest and recused himself from the debate. Following other member input, a draft consultation response was circulated for comment and submitted to RVBC on 6 August 2021.</p> <p>Resolved Members noted the above update from the Clerk</p>	
b)	<p><u>Planning Application No: 3/2021/0609 (24 Hillside Drive, West Bradford BB7 4TG)</u></p> <p>On 22 July 2021, the Clerk circulated details of the above application to members. The email confirmed that this application had been submitted by the Clerk himself and hence it would be inappropriate for him to be involved in the compilation / submission of any comments made by the Parish Council as a statutory consultee.</p> <p>The deadline for submission of any comments was 12 August (ie prior to the August meeting of the Parish Council).</p>	

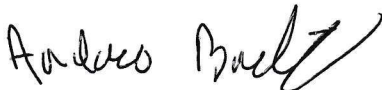
c	<p>Resolved Members agreed that the minutes of the above should reflect the above, confirming that the Clerk did not participate in any discussion relating to a possible consultation response on this application</p> <p>CONFIDENTIAL ITEM – PLANNING ENFORCEMENT</p> <p>NOT TO BE DISCUSSED BEFORE MEMBERS OF THE PUBLIC</p> <p>Members considered a number of Planning Enforcement issues which had been circulated under separate cover.</p>	
10.	<p>Lancashire Best Kept Village Competition (LBKVC) - Update</p> <p>The Clerk had recently received correspondence from the event organisers which indicated the village had not been successful over the two rounds of judging in this year's competition, and would therefore not proceed to the Presentation of Awards evening on 11 October. Members acknowledged that the village had not been kept as tidy as other entrants to the competition, and identified a number of factors which may have contributed to this. With regard to the Lengthsman, members did express some disappointment with the level of service provided over the summer months, identifying issues such as the general lack of sweeping; the lack of weed killing in gutters; and the failure to clear twigs etc on Chapel Lane. It was agreed that the Lengthsman would be invited to attend the Parish Council meeting in October for further discussion.</p> <p>Resolved Chair to invite Lengthsman to attend the October meeting</p>	Chair
11	<p>Action Plan 2021</p> <p>In relation to the Action Plan, the following matters were discussed:</p> <p>a) <u>Interpretation Board</u></p> <p>As requested at the June meeting, the Clerk had entered into discussions with Borough Printing of Clitheroe and a way forward had subsequently been agreed. This required the production of appropriate text and photographs by the Parish Council, which Borough would then set out and send off for printing on a PVC 220 micron plastic film. The cost for laying the information out for printing was £15. The cost of the printed PVC sheet would depend on its size, with A1 costing £28 inc VAT. The Parish Council would then purchase a display frame in which the printed plastic would sit.</p> <p>With the assistance of Cllrs Best (text) and Wood (photographic material), an initial draft had been produced. This had then been enhanced through the graphic design skills of two local residents, Mr and Mrs Wilson. Cllr Best had brought along a "mock-up" of the current version, which was well received when viewed by members. It was agreed that a photograph of the keystone bridge should be retained (rather than one of the old mill), and that Cllr Chew would seek to provide</p>	

	<p>Cllr Best with additional photographs of St Catherine's church at her earliest convenience.</p> <p>During the discussion, Cllr Chew also pointed out that the red and white roses on the millennium stone at the Coronation Gardens were in need of repainting. It was agreed that this would be added to the Parish Council's Action Plan.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • approve the current progress made in producing a draft interpretation board, and authorise further engagement with Borough to produce a finished version; • thank Cllrs Best and Wood for their input to date; • Cllr Chew to provide additional photographs; • thank Mr and Mrs Wilson for their contribution / expertise, and agree that at Christmas the Clerk provide them with a £50 voucher for the Three Millstones as a token of appreciation; and • Clerk to add repainting of the millennium stone to the Parish Council's Action Plan. 	<p>RC Clerk</p> <p>Clerk</p>
b)	<p><u>Queen's Platinum Jubilee 2022</u></p> <p>The Clerk provided an update on activity to mark the Queen's Platinum Jubilee (2 – 5 June 2022). He confirmed that correspondence had been received from Bruno Peek, national event organiser, suggesting that the services of a local piper should be secured. Members considered this but did not feel it in keeping with the local event they had in mind.</p> <p>The Clerk then outlined his unsuccessful efforts to date to secure a booking of a silver band (to perform at a planned celebratory event).</p> <p>In the course of discussing the Action Plan, members raised the forthcoming issue of Remembrance Day and the need for plans to be considered at an early stage. It was agreed that an approach should now be made to the local Royal British Legion representative with a view to acquiring the following items:</p> <ul style="list-style-type: none"> • a wreath; and • an additional 40 moveable poppies for display around the village. <p>Resolved Clerk to contact RBL representative</p>	<p>Clerk</p>
12	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – efforts to secure planning consent for the exercise track were continuing, with professional planning assistance having been sought. It was possible that the Village Hall would continue to be utilised as a vaccination centre until February 2022 (although this may impact on 3 festive events for which bookings had already been taken). 	

	<ul style="list-style-type: none"> Parish Councils' Liaison Committee – next meeting 16.9.21 (apologies to be sent) Lancashire Association of Local Councils – no update Hanson Cement Liaison Committee – meetings to resume on 23 September 2021 (Cllr Wood to attend) Lengthsman scheme – discussed in item 10 above 	<p>Clerk</p> <p>MW</p>
13	<p>Correspondence / requests received</p> <p>The following items of correspondence were considered:</p> <p>a) <u>LCC Grant – PROWs</u></p> <p>In previous years (including 2020/21), the Parish Council had been awarded a grant of up to £500 from LCC for maintenance of public rights of way. On 9 July, the Clerk had received an email inviting the Parish Council to once again apply for the grant; this would cover the period 2021/22. However, in considering whether to submit an application, it was noted that proposed repairs to Straitgate (which would fall within the remit of work previously funded by the LCC grant) had not yet been carried out. Given that the Parish Council is obliged to submit a year-end report on activities undertaken, members agreed that it would be preferable to ask for the 2020/21 grant to be rolled over to 2021/22 by LCC.</p> <p>Resolved A request would be made to LCC for the £500 grant received in 2020/21 to be rolled over to 2021/22</p> <p>b) <u>Training – Code of Conduct</u></p> <p>The Clerk indicated that he and members had been invited to attend a training session held by senior officers at RVBC on a new Code of Conduct.</p> <p>Resolved Clerk to attend and cascade information to members at a future meeting</p>	<p>Clerk</p> <p>Clerk</p>
14	<p>Any Other Business</p> <p>a) <u>Exercise Track – Village Hall</u></p> <p>Discussed in item 12 above</p> <p>b) <u>Leaning bus shelter – Waddington Rd</u></p> <p>The Clerk reported that, on 14 July, a new bus shelter had been provided by LCC; this replaced the previous one which the Parish Council had considered potentially dangerous for several years due to the angle at which it leaned.</p>	

	Resolved Members noted the installation of the new bus shelter and identified it for possible inclusion in a future newsletter	
	Date / time of next meeting: The next scheduled meeting of West Bradford Parish Council is due to be held on 29 September 2021 at 7.30pm.	

The meeting closed at 8.38pm

Signed by:		
	Date: 29.9.21	Cllr A Bristol Chair