

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 29 January 2020 at West Bradford Village Hall**

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 Cllr B Hilton (RVBC)
Apologies:	None
Members of the public present:	Clare Thornber and Jane Wolstenholme to discuss item 11e below (VE Day event)

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (27 November 2019): The minutes were signed by the Chair as a true and accurate record of the meeting. (No meeting had been held in December 2019). Proposed by: Cllr H Best Seconded by: Cllr M Wood It was agreed that the minutes would be posted on the Council website. <u>Matters arising:</u> Members noted the following: i Members had previously expressed concern at the speed with which vehicles passed through the village, and had subsequently secured a commitment from LCC to:	

	<p>“provide temporary signing to highlight to drivers the need to drive appropriately in the area. They will be on site to the end of 2019 and then again during April to June 2020. Due to the good safety record at this location rumble strips or other physical measures cannot be prioritised at this time”.</p> <p>It was noted that signage referring to a “Community Concern Speed Area” had been erected near to the 3 Millstones as well as on Clitheroe Rd (near Bradford Bridge). Members were grateful to LCC for their efforts, but felt that the signage had not been erected in the location previously drawn to LCC’s attention, namely on Grindleton Rd in the vicinity of the Village Hall.</p> <p>Resolved Clerk to contact LCC and thank them for their efforts but seek additional signage near to the Village Hall</p> <p>Members also noted the information provided by LCC regarding the possible repair to / purchase of a new Speed Indicator Device, and considered this under item 11b below.</p> <p>Cllr Chew commented on examples of excessive and dangerous speeding by an unidentified local resident. It was agreed that – should the driver’s identity come to light – the matter should be reported to the police.</p> <p>ii The Clerk confirmed that two bottles of wine had been given to Darren Hudson prior to Xmas to thank him for his efforts on the defibrillator. It was noted that Darren had subsequently emailed and asked for his thanks to be passed on to members.</p> <p>iii The rotten post on the footpath from Clitheroe Rd (previously raised by Cllr Chew) had been reported to LCC as the relevant authority, and an acknowledgement received.</p>	Clerk
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Hilton reported the following matters:</p> <p>a <u>RVBC Health and Housing Committee</u></p> <p>The above body (of which Cllr Hilton is Chair) had recently been on a site visit to view new housing stock in Hurst Green and Longridge. The Council had recently acquired one particular property in Longridge which may be suitable for use as a refuge for victims of Domestic Violence, this being a growing problem and for which there was no such provision in the Borough at the current time.</p>	

<p>b</p> <p>c</p> <p>d</p>	<p><u>Unitary Authority</u></p> <p>Whilst no determination on next steps had yet been made, it was possible that the increased number of Conservative-held seats since the general election may have an impact on the way forward.</p> <p><u>Duke of York pub</u></p> <p>It was noted that discussions for the community to purchase the premises were still ongoing.</p> <p><u>Drug Misuse</u></p> <p>Members discussed at length the current position regarding drug use both in the parish and borough-wide. Two deaths had recently been attributed to recreational drugs use (as opposed to addiction), and it was possible that a “County Lines” style operation was a contributor to these. It had been proposed that a seminar on the topic should be held for the benefit of all borough councillors, and (if successful) this could be extended to the Parish Councils Liaison Committee.</p>	
<p>5.</p>	<p>Bradford Bridge</p> <p>Members were reminded that, following ongoing correspondence with LCC about the wider traffic problems arising from Bradford Bridge, an offer to review signage on the approach roads had been made by Cllr Keith Iddon (Portfolio Holder). At the time of the meeting, members were disappointed to learn that no further update on this review had been received. Their frustration was increased as 3 further recent incidents had occurred in the vicinity of Chapel Lane, one of which had taken 45 minutes (and the intervention of local residents) to resolve.</p> <p>Resolved Clerk to approach Cllr Iddon for an update on the County Council’s review of signage (pointing out the recent incidents outlined above)</p> <p>Members also recalled that an approach had been made in late 2019 to Hanson Cement to explore whether the company would again remind its drivers / contractors of the need to take care when seeking to access the bridge. It had been agreed to reconsider the position at the January meeting (in light of any further correspondence received from the company – although none had been forthcoming).</p> <p>Resolved Clerk to contact Hanson Cement for an update on the situation, and – if no further correspondence was forthcoming – Cllr Wood would raise the issue at the liaison meeting in March 2020.</p> <p>Members were reminded that, at a previous meeting when the issue of Bradford Bridge had been discussed, the Clerk had been asked to liaise with the RVBC case officer for the development on Waddington Rd in Clitheroe (with a view to establishing whether any route for accessing the site had been approved). The Clerk confirmed that this discussion had now taken place and he had been advised</p>	<p>Clerk</p> <p>Clerk / MW</p>

	that no Construction Management Plan – which could potentially assist with regard to the Parish Council’s concerns = has yet been agreed.	
6.	<p>Overview of financial position:</p> <p>a Monthly accounts – November 2019</p> <p>The Clerk submitted details of income and expenditure for the month of November 2019 for approval by the Parish Council and signing-off by the Chair. (No meeting had been held in December 2019).</p> <p>Resolved That the record for November 2019 as presented would be signed off</p> <p>b Monthly accounts – December 2019</p> <p>The Clerk submitted details of income and expenditure for the month of December 2019 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for December 2019 as presented would be signed off</p> <p>c Budget Monitoring Q3 2019/20</p> <p>The Clerk presented an analysis of the Parish Council’s financial position at the end of Q3. Key points included:</p> <ul style="list-style-type: none"> • income was felt to be largely on track; • major items of spend (such as salary payments / staffing costs) were on track or projected to bring a small saving over the year; and • although some minor unanticipated spend had occurred, the budget was still expected to yield a surplus of c£5k by the end of Q4. <p>Members noted the comments above and approved the budget at the end of Q3.</p>	<p>Chair</p> <p>Chair</p>
7	<p>Governance</p> <p>Minutes / Agenda</p> <p>At the November meeting, members had agreed that a standard skeleton agenda should be displayed on the website in future. As requested, the Clerk had approached Jon Pendril on this matter, who had arranged for the suggested skeleton agenda to be placed against the meeting dates from January – March 2020. Members again thanked Jon for his efforts but commented that they had not found the location of the above information on the new website. It was agreed that this issue would be revisited at the February meeting, with further consideration of the content of the skeleton agenda in March.</p> <p>Resolved Clerk to diary further consideration of both the above issues.</p>	Clerk

8	<p>Planning applications considered</p> <p>None considered.</p>	
9	<p>Development of new website for the Parish Council</p> <p>a <u>Delivery of leaflets</u></p> <p>Members confirmed that the hard copy leaflets kindly produced by Jon Pendril had been distributed around the village. The purpose of the leaflets had been to raise awareness of the new website amongst residents, and feedback that had been received during delivery was largely positive. Members were pleased to hear that – as a result - the number of people signing up for regular updates via the website had risen considerably, from a handful prior to delivery to 42 on 27 January.</p> <p>b <u>Requested updates to website</u></p> <p>Members were pleased to hear that updates requested at the November meeting had now been carried out, namely:</p> <ul style="list-style-type: none"> • minutes of the October meeting; and • the “date for your Diary” relating to the 75th anniversary of VE Day on 8 May 2020. <p>During a general discussion on future development of the website, it was agreed that:</p> <ul style="list-style-type: none"> • a useful addition would be a calendar of key dates / upcoming events. This could inform of general activities going on in the parish, including those at the Village Hall (such as pilates classes or the Gardening Club). Cllr Chew confirmed that – after appropriate training – she would be happy to maintain and update this element of the website. <p>Resolved Clerk to arrange for Cllr Chew and Jon Pendril to meet and discuss how this idea could be taken forward.</p> <ul style="list-style-type: none"> • The governance pages of the website currently contained references to Payments ending March 2017 and 2019 but not 2018. It was felt that this could be confusing to residents who used the website and it would be appropriate for the 2017 document to be removed. <p>Resolved Clerk to ask Jon Pendril to remove</p> <p>Cllr Best posed a question put to her by a resident of the village, namely could the website be used to promote the availability of goods / services for local consumption? It was agreed that this would not be an appropriate use for the website and such information should be circulated by alternative means.</p>	<p>Clerk</p> <p>Clerk</p>

c	<p><u>Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regs 2018</u></p> <p>At the November meeting, the Clerk had advised members that new legislation had come into force which required all public bodies (including parish councils) to ensure that their websites met certain accessibility standards. However, the legislation acknowledged that – for smaller authorities with scarce resources - this may result in a “disproportionate burden”. In such a case, it was open to the smaller authority to opt out of the requirements so long as an accessibility statement (to be reviewed regularly on completion) could evidence this.</p> <p>Members had asked the Clerk to discuss the position with Jon Pendril and (subject to Jon’s views) draft an initial accessibility statement for consideration and discussion of next steps. Jon subsequently acknowledged the onerousness of obliging a small authority such as West Bradford Parish Council to comply with all accessibility requirements, and made the constructive suggestion that feedback on the accessibility of the site could be sought from residents who had used it. This could be done on an annual basis with any adjustments made to the website as appropriate.</p> <p>Members considered these comments alongside the draft Accessibility Statement produced by the Clerk.</p> <p>Resolved Clerk to amend the draft Accessibility Statement in light of members’ comments and ensure that the final version was added to the list of documents revisited on an annual basis and adopted at the AGM in May of each year Members formally agreed to the wording / sentiment set out in the section on “disproportionate burden”</p> <p>No decision on whether the final version of the document should be publicly displayed on the website was taken at this time.</p>	Clerk
10	<p>Lancashire Best Kept Village</p> <p>No items were presented for consideration at this meeting.</p>	
11	<p>Action Plan 2019 / draft Action Plan 2020</p> <p>Members discussed the following issues:</p> <p>a <u>Purchase of Xmas tree and lights</u></p> <p>Members were advised that, on 4 December, the Chair had purchased a replacement Xmas tree at the reduced price of £50 (having concluded that the previously-acquired tree was not in a healthy condition due to becoming overly-dry during the Spring months). The sellers, Dove Syke Nursery, agreed to the reduced price as a contribution to the village and also offered to donate a second tree free of charge.</p>	

To prevent the second tree drying out, it was agreed that local residents in the vicinity would be asked if they would water the tree during the drier Spring / Summer months.

Cllr Chew had also purchased an additional set of Xmas lights to ensure that the tree was appropriately trimmed for the festive period.

Resolved

Members agreed to:

- **thank the Chair and Cllr Chew for their efforts;**
- **Chair to approach Dove Syke once again regarding their offer of a second tree;**
- **message of thanks to be sent to Dove Syke for their generosity regarding both the Xmas tree and the second tree (once the second tree had been received);**
- **Cllr Chew to approach local residents and see if they would be willing to water the second tree in drier months; and**
- **Clerk to contact Sam Wrathall with regard to the arrangements for reimbursing any costs for electricity to power the Xmas lights displayed on the tree (same sum to be paid as last year).**

Chair

Clerk

RC

Clerk

b SpID

Members revisited the issue of whether to purchase a replacement Speed Indicator Device, having previously deferred the decision until the last quarter of the financial year so that a better understanding of the Parish Council's finances would be available to them. Recent information from LCC regarding the possible replacement of the SpID was also noted.

Resolved

Members felt that neither the cost of purchase of a new SpID or repair of the old one would be financially viable at the current time.

c Completed Action Plan 2019

Members reflected upon the completed Action Plan 2019 and considered it to be an accurate record of another productive 12 months.

Resolved

The Action Plan would be signed off as an official record of actions taken over the calendar year.

d Draft Action Plan 2020

The Clerk invited members to consider the content of their draft Action Plan for the calendar year 2020. Members felt that the planned VE Day event would fully occupy them up until May 2020, and invited the Clerk to place a further discussion of the Action Plan (to cover the remainder of the calendar year) on the agenda for May.

12	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllrs Fox and Wood reported that further acquisitions for the Village Hall were under consideration, including a new carpet for the entrance; a new cooker in the kitchen; and a projector and screen for the main hall. • Parish Council Liaison Committee – the next meeting was to be held on 30 January 2020 (Cllr Chew had kindly offered to attend). • Lancashire Association of Local Councils – next meeting provisionally fixed for Weds 12 February 2020 <p>Resolved Clerk to send apologies as no member was available to attend</p> <ul style="list-style-type: none"> • Hanson Cement – next meeting on 19 March 2020. • Lengthsman scheme – the Chair confirmed that the current postholder was willing to continue in the role, and would begin work around the village in March. 	Clerk
13	<p>Correspondence / requests received</p> <p>a <u>Alleged breach of Planning legislation</u></p> <p>The Clerk gave a verbal update on a message which had been received on 12 December from a local resident concerned at a possible breach of Planning legislation taking place in the village.</p> <p>b <u>Parish and Town Council Conference</u></p> <p>Members were informed of the above conference, scheduled to take place on Saturday 8 February 2020. It was agreed that no representative would be sent on this occasion.</p>	
14	<p>Any Other Business</p> <p>a <u>War Memorial</u></p> <p>The Clerk reminded members that they had previously received information suggesting that an additional (and hitherto unknown) female resident of the village had been tragically killed by enemy action during World War II. Cllr Best had recently undertaken extensive research into the background of the case, which she had circulated to members prior to the meeting. Members considered the information provided, and concluded that there was no conclusive proof that the lady in question had ever been a resident of the village, and in such circumstances it would not be appropriate for her details to be entered on to the war memorial.</p>	

<p>b</p> <p>c</p>	<p>Resolved Members thanked Cllr Best for her considerable efforts at researching the topic</p> <p><u>Water accumulating on Grindleton Rd, West Bradford / Grindleton</u></p> <p>On 17 December, the Chair had asked the Clerk to contact LCC (as Highways Authority) and point out the dangerous accumulation of surface water during bad weather – this was to be found at the end of the “S” bend but prior to Green Lane when heading towards Grindleton.</p> <p>Subsequently, a reply was received from LCC suggesting that the problem had been caused by blockages to “drainage grips / channels on Grindleton Road that are designed to allow surface water to run off the carriageway into the neighbouring field and then onto the stream”. The County Council indicated that the matter would be placed upon their schedule of works for actioning at an unspecified date.</p> <p>Members noted the information.</p> <p><u>Inconsiderate parking / lack of tree pruning</u></p> <p>Cllr Fox commented on the difficulties for pedestrians caused by the above issues. It was agreed to continue to monitor the situation.</p>	
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Wednesday 26 February 2020 at West Bradford Village Hall in the lounge.</p> <p>Members noted that the dates of future meetings up until May 2021 had now been fixed.</p>	

The meeting closed at 9.10pm

<p>Signed by:</p>		
	<p>Date:</p> <p>26.2.20</p>	<p>Cllr A Bristol</p> <p>Chair</p>