

West Bradford Parish Council

Clerk:

Andrew Glover
24 Hillside Drive
Clitheroe
Lancs
BB7 4TG

Tel: 01200 428547

Mobile: 07968 486729

Email: andy.glover24@hotmail.co.uk

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 25 September 2024
at West Bradford Village Hall**

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr H Best Parish Cllr R Marsden
Apologies:	Parish Cllr R Chew (Vice Chair) Parish Cllr M Fox Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	None

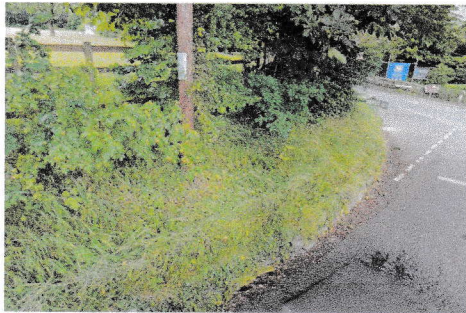
1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the meeting held on 28 August 2024:</u> The minutes of the meeting held on 28 August 2024 were signed by the Chair as a true and accurate record. Proposed by: Cllr R Marsden Seconded by: Cllr H Best Resolved The signed minutes of the meeting held on 28 August 2024 would be posted on the Parish Council website	Clerk

<p>b)</p> <p>i)</p> <p>ii)</p>	<p><u>Matters arising:</u></p> <p><u>Key – notice board</u></p> <p>At the August meeting, it had been agreed that the Clerk would provide Cllr Chew with a key to the notice board for her retention. In Cllr Chew’s absence, it was agreed that the Clerk would contact her away from the meeting and arrange a handover.</p> <p>Resolved Clerk to action</p> <p><u>Weeds blocking drains on Chapel Lane</u></p> <p>At the August meeting, Cllr Fox had pointed out that, in at least 2 locations (near to the junction with Grindleton Rd, and also adjacent to the Methodist graveyard), drains had become so overgrown with weeds that they were barely visible. An approach to LCC on this matter had been rebuffed, even though the weeds were clearly growing out of the drain and onto the highway.</p> <p>It had been agreed that Cllr Chew would forward a photograph of the drains in question to the Clerk, who would then raise the matter with LCC Highways District Partnership Officer. This approach had been made on 31 August 2024, with LCC subsequently indicating that it believed the report should be submitted via its Love Clean Streets app. The Clerk subsequently challenged this response, as it was his understanding that the initial referral to LCC had indeed been made via Love Clean Streets. On 5 September, LCC confirmed that it had been unable to find any reference of an initial referral via the app. However, officers had also confirmed that a report of weeds growing from a gulley on Chapel Lane had been actioned in August 2024.</p> <p>In an effort to resolve the situation, and in the absence of Cllrs Fox and Chew, it was agreed that the Clerk would contact both members away from the meeting and seek to establish whether the initial report to LCC had indeed been made by the Love Clean Streets app (and if so when it was made), as well as assessing the current situation on Chapel Lane.</p> <p>Resolved Clerk to action</p>	<p>Clerk</p> <p>Clerk</p>
<p>3.</p>	<p>Public questions, comments or representations:</p> <p>None</p>	
<p>4.</p>	<p>Update from Ward Councillor present:</p> <p>None</p>	

5.	<p>Bradford Bridge</p> <p>a) <u>Vehicular impact</u></p> <p>At the August meeting, members had noted that LCC had still not repaired the bridge, despite it being made aware of the damage and offering to arrange for the stone to be reset. As a result, the Clerk had again contacted LCC, with officers subsequently responding that they were not yet in a position to give a timescale for the repairs (although their bridge engineer would continue to monitor the condition of the bridge moving forward).</p> <p>It was agreed that members would take stock of the situation (and whether any repairs had yet been carried out) at the November meeting of the Parish Council.</p> <p>Resolved Clerk to diary</p>	Clerk
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>No update</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – August 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of August 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for August 2024 as presented would be signed off</p> <p>b) <u>Budget – Quarterly Monitoring (Q2)</u></p> <p>The Clerk presented his budget monitoring report for the second quarter of the financial year 2024/25, key points of which included:</p> <ul style="list-style-type: none"> • income was in excess of budget by £584, to date totalling £10,786. This was due to larger than expected returns on the Concurrent Functions Grant and VAT refunded by HMRC; and • expenditure was below budget in the following areas: <ul style="list-style-type: none"> - spend on the Lengthsman had this year amounted to c£750, £50 below budget, although September’s invoice was still awaited; - over the course of the year to date, the Clerk’s salary was below budget by £81, and PAYE was below budget by £6; and - some unexpected expenditure had occurred in Q2, including £258 on a new defibrillator battery. <p>At the mid-point of the financial year, members noted that the Parish Council held financial assets of c£12.5k.</p>	

c)	<p><u>RVBC - Concurrent Functions Grant 2024/25</u></p> <p>The Clerk reported that RVBC had now awarded a Concurrent Functions Grant of £707 for 2023/24, this being a higher sum than had tended to be awarded in previous years.</p>	
d)	<p><u>Claim for refund of VAT paid</u></p> <p>The Clerk reported that a claim for a refund of VAT (amounting to £311.62) had now been paid by HMRC.</p>	
e)	<p><u>Parish and Town Council Champion – funding available</u></p> <p>Members were reminded that they had previously made successful bids for funding to the County Council’s Parish and Town Council Champion, County Cllr Paul Rigby. The Parish Council had now received a newsletter from LCC, in which County Cllr Rigby confirmed that he would consider applications from parish councils for funding from his budget (which amounted to £10k in total).</p> <p>It was agreed that an enquiry should be made to County Cllr Rigby in relation to possible funding for the proposed purchase of new signage to mark the road entrances to the village (see minute item 12B below). This enquiry would cover the possible amounts of funding available, whether costs of the proposed purchases would need to be obtained before submitting a bid etc.</p> <p>Resolved Clerk to action</p>	Clerk
8.	<p>Governance</p> <p>No update</p>	
9.	<p>Planning applications considered</p> <p>A) <u>Planning applications - for consideration as a statutory consultee:</u></p> <p>None</p> <p>B) <u>List of contested applications</u></p> <p>The Clerk continued to compile a list of contested applications and submit this to members on a regular basis for their consideration. The purpose of this exercise was to assist members in keeping track of these applications, and to provide more clarity around the subsequent determinations made by RVBC / Planning Inspectorate.</p> <p>An updated version of the document was presented for members’ consideration.</p>	
10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2024</p> <p>a) <u>Attendance at presentation event</u></p> <p>Members noted that the presentation event would again be held at Eaves Hall, this year on 14 October. It was agreed that Cllr Best would represent the village at this event.</p>	

	<p>Resolved Clerk to inform the event organisers of Cllr Best’s proposed attendance, and confirm any arrangements for attendance with Cllr Best</p> <p>It was noted that final results – along with feedback - would be circulated on 15 October, ie immediately after the presentation event had taken place.</p>	Clerk
11.	<p>Ribble Valley Local Plan - Review of Settlement Boundaries and Revision of Facilities/Services Data within Settlements</p> <p>At the August meeting, members had asked the Clerk to complete the required documentation (so as to reflect their comments made at the meeting) and return the forms to RVBC. This had been done on 31 August 2024, and a copy of the final version of the forms was provided for members’ information.</p>	
12.	<p>Action Plan 2024</p> <p>A) <u>Content of Action Plan 2024</u></p> <p>The Clerk presented an updated version of the Action Plan for 2024 for members’ consideration.</p> <p>The Chair confirmed that the Union flag had been flown on 8 September 2024, to mark the accession to the throne of King Charles III. The Chair returned the flag and flagpole key to the Clerk for safe keeping.</p> <p>B) <u>New signage – access to the village</u></p> <p>Members discussed a number of options for the proposed new signage to be installed on the 3 major access routes into the village. It was agreed that the signage – which would bear the name of the village – should preferably be made of smooth-faced stone.</p> <p>a) <u>Possible suppliers of signage:</u></p> <p>It was agreed that an approach should be made to a local trader, Shaun Lloyd of ASL Stone Company, for an indication of possible cost. (An alternative provide may be the company who had supplied and fitted the plaque at the Coronation Gardens to mark the commencement of the reign of King Charles III).</p> <p>Resolved Clerk to seek an initial quotation from ASL Stone</p> <p>b) <u>Preferred locations for erection of signage:</u></p> <p>i) <u>Waddington Rd</u></p> <p>It was considered that the best location was on the northern side of Waddington Rd, at its junction with Eaves Hall Lane (as indicated in the map / photo below):</p>	Clerk



However, it was unclear whether the grass verge in question was privately owned or belonged to LCC as Highways Authority.

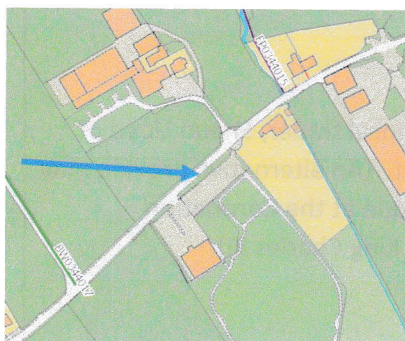
Resolved

In all cases where land ownership could fall to LCC as Highways Authority, Clerk to contact the appropriate officer and seek their views on next steps

Clerk

ii) Grindleton Rd

It was considered that the best location was on the southern side of Grindleton Rd, on land adjacent to the Village Hall:



It was commented that this land may be under the ownership of the Parish Council (which held the land on trust for the residents of the village). However, even if this were the case, it was important to acknowledge that the support of the Village Hall Management Committee would need to be sought before progressing the project much further.

Resolved

Clerk to explore the issue of land ownership and report back to members

Clerk

iii) Clitheroe Rd

This was likely to prove the most problematic of the access routes, and a number of options were considered. The suggestion attracting most support was to place a sign on the eastern side of the road, somewhere in close proximity to the water pumping station:



However, the issue of ownership of the verge was also of significance here.

C) Arrangements for Armistice / Remembrance Sunday

Members were asked to consider arrangements for the forthcoming Remembrance Sunday, this year to held on Sunday 10 November 2024. The following matters were agreed:

a) Attendance of Revd Christopher Wood:

It had previously been agreed that – as the parish shared a vicar with Waddington – the Revd Wood would attend the Sunday service at each village on an alternate basis. As Revd Wood attended Waddington on Remembrance Day 2023, it was anticipated that he would be available for West Bradford residents in 2024.

Resolved

Clerk to ask Cllr Chew to approach Revd Wood and confirm his availability

Clerk

b)	<p><u>Display of poppies:</u></p> <p>It was agreed that this would take place on Saturday 26 October 2024.</p> <p>Resolved Clerk to formalise arrangements with members nearer the time</p> <p>Members discussed whether additional poppies should be purchased this year, but concluded this would not be necessary.</p>	Clerk
c)	<p><u>Wreath:</u></p>	
i)	<p><u>Acquisition:</u></p> <p>Members approved the payment of £19.99 to the Royal British Legion (RBL) for the purchase of a wreath.</p> <p>Resolved Clerk to liaise with RBL regarding (i) payment for the wreath and (ii) its collection in time for Remembrance Sunday</p>	Clerk
ii)	<p><u>Laying:</u></p> <p>The Chair proposed (and members agreed) that Cllr Fox should be invited to lay the wreath this year, with Cllr Marsden invited to do so in 2025.</p> <p>Resolved At the October meeting, Cllr Fox to be invited to lay the wreath on behalf of the Parish Council Clerk to diary</p>	Clerk
d)	<p><u>Loudspeaker for playing of The Last Post:</u></p> <p>In previous years, Cllr Chew had arranged for collection of the loudspeaker, and the availability of music etc.</p> <p>Resolved Clerk to contact Cllr Chew and ask her to pursue</p>	Clerk
e)	<p><u>Traffic marshalling:</u></p> <p>Similarly, in previous years Cllr Chew had arranged for members of the public to act as traffic marshals during the ceremony.</p> <p>Resolved Clerk to contact Cllr Chew and ask her to give some thought to this issue</p>	Clerk
f)	<p><u>Miscellaneous:</u></p> <p>Other learning points from previous years included:</p> <ul style="list-style-type: none"> • people standing in front of the war memorial had been found to obstruct the view of persons observing from the roadside. It was agreed that, 	

	<p>whilst there was no issue with people watching the ceremony from behind the war memorial, attendees should be discouraged from blocking the view of those watching from the highway; and</p> <ul style="list-style-type: none"> although other parishes had displayed a number of small commemorative crosses placed in the ground, it was not felt appropriate to adopt this in West Bradford. 	
13.	<p>Lengthsman</p> <p>a) <u>Invoices</u></p> <p>The Lengthsman had now submitted an invoice for August 2024 totalling £120.</p> <p>Resolved Members retrospectively approved this payment</p> <p>b) <u>Reflecting on 2024</u></p> <p>Members agreed that it would be helpful to invite the Lengthsman to attend the October meeting of the Parish Council, in order to reflect on how the current year had gone and to better understand the Lengthsman's intentions for 2025.</p> <p>Resolved Clerk to invite Lengthsman to attend</p>	Clerk
14.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> Playing Field / Village Hall – no update; Parish Councils' Liaison Committee – no update; Lancashire Association of Local Councils – no update; and Hanson Cement Liaison Committee – date tbc. 	
15.	<p>Correspondence / requests received</p> <p>a) <u>Gambling Act 2005 – Statement of Principles</u></p> <p>The Gambling Act 2005 required each Licensing Authority to update their Gambling Policy Statement at least every 3 years. The Gambling Policy Statement set out the principles that the authority would apply when exercising its functions under the Gambling Act 2005.</p> <p>Members noted that the Borough Council – in its role as Licensing Authority – was now reviewing its Gambling Act 2005 'Statement of Principles', but declined to comment on the document.</p> <p>b) <u>Parish and Town Council Conference</u></p> <p>Members noted that this event, which was to be hosted by LCC on Saturday 2nd November 2024, would take place at The Exchange, County Hall, Fishergate, Preston. However, no members were available to attend.</p>	

<p>c)</p> <p>d)</p> <p>e)</p>	<p><u>Forest of Bowland National Landscape funding opportunity - Diamond Landmark Trees</u></p> <p>Members were made aware that, to mark the 60th anniversary of the Forest of Bowland National Landscape, officers at that organisation were willing to fund the planting of a Landmark Tree. Bids would be welcome from the 6 parish councils who fell within the boundaries of the Forest of Bowland National Landscape. However, members were conscious that they still needed to finalise planting of the redwood tree provided by RVBC, and therefore did not feel in a position to pursue this potential funding stream.</p> <p><u>RVBC – establishment of dedicated email address for parish council issues</u></p> <p>Members noted that Ribble Valley Borough Council had now set up an email address dedicated to responding to Parish Council administrative issues/queries. As such, if members wished to email RVBC about matters such as vacancies, the provision of information/documents (eg acceptance of office and declarations of interests forms) or Parish Council Liaison Committee issues etc, the following email address should be used:</p> <p>parishinfo@ribblevalley.gov.uk</p> <p><u>RVBC – grant funding for Xmas lunch groups</u></p> <p>The Clerk had been advised that RVBC was accepting applications for voluntary and charitable organisations to apply for £250 towards the cost of their Christmas lunches. Any completed applications need to be returned to Sarah Wells at sarah.wells@ribblevalley.gov.uk</p> <p>Resolved Clerk to forward details of this funding opportunity to the Village Hall Management Committee</p>	<p>Clerk</p>
<p>16.</p> <p>a)</p>	<p>Any Other Business</p> <p><u>Footpath – concerns</u></p> <p>A complaint had been made to Grindleton Parish Council by a resident of Grindleton that the footpath from West Clough to Heys Farm (FP03444016) was impeded by a number of fallen trees, and was said to be completely blocked at one point.</p> <p>Grindleton Parish Council understood that the footpath in question was likely to fall within West Bradford parish, and had therefore invited members of WBPC to consider the matter. It was noted that LCC was already aware of the problem as warning notices had affixed at the entrance to the path. It was therefore agreed that a further referral to LCC may assist in persuading Public Rights of Way (PROW) officers to take appropriate action.</p> <p>cont</p>	

